

Sunset Lane School

Emergency Procedures Manual
2020-2021



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Preparedness Practical Tips

- ❖ Substitutes
 - Provide substitutes with a copy of this handbook
- ❖ Teachers
 - Please review procedures with students so they know drill procedures and expectations (before drills)
 - Have Incident Commander's phone # in your phone
 - Communicate with Admin/Office first when there is a concern or question
 - Prepare your emergency backpack with class lists, pens, activities such as word searches, etc.
- ❖ Classroom
 - Look around your classroom and check for safety issues and report concerns to the office
 - Put up your Emergency Quick Response Sheet in your classroom
 - Check your backpack and verify that you have a green and red card. Let the office know if you need any supplies.
- ❖ Communication
 - 502 - # - 0 calls out through P.A.



Radio Use Protocol

- ★ Our radio channel is 10.
- ★ Follow the four golden rules of Radio Communication:
 - Your voice should be clear. Speak a little lower than normal. Speak in a normal tone; do not shout
 - Keep your message simple enough for intended listeners to understand
 - Be precise and to the point
 - Do not transmit confidential information on the radio unless you know the proper security information is in place. Remember frequencies are shared, we do not have exclusive use of the frequency.



Earthquake Drill



- ❖ **Incident Command**
 - Announce drill and sound effect
 - Alarm pulled

 - ❖ **Respond**
 - **Inside**
 - Drop, cover and hold
 - Get under desk
 - Sit against a wall
 - Stay away from window, shelves, and heavy objects
 - **Outside**
 - Stay outside and find an open space on the field (in the event of a real earthquake we will move students by grade level to back of the field with grade level signs)
 - Move away from buildings, lights, power lines, and big trees
 - If a class is at P.E., students stay with the P.E. teachers
 - If outside, ask students to sit on the ground away from any falling debris. Students should remain seated until the earthquake is over.

 - ❖ **Evacuate**
 - Know your exit route and follow it (please refer to map)
 - **Open and unlock doors**
 - Take emergency backpacks and yellow buckets
 - Proceed to field safety area
 - Lead students out so you can watch for fires, dangers, and debris
 - If you are with students, never leave a student behind in a classroom. Send your students with buddy teacher to the evacuation site if needed.
 - Remember to check for three things in order to prevent death: Breathing, Bleeding, and Shock

 - ❖ **Organize**
 - Students in RSP, Rtl, or ELD should stay with that teacher
 - Line up according to Evacuation Maps
 - Settle your class - sit, kneel, squat - in designated area
 - All volunteers should stay with your class during the drill
 - Hold up class signs
 - Take attendance and send runner(s) to the Incident Command post
 - Communicate where MISSING students or additional/staff may be
 - IC will give directives to search
 - Additional students may be from another classroom
 - Communication options
 - Red card or green card
 - ◆ Red = missing
 - Written note w/runner
-
- ❖ **After Earthquake**
 - Check yourself for injuries
 - Check for injuries in classroom
 - Report to designated team

Fire Drill



Steps

- ❖ Alarm pulled by custodian or office staff
- ❖ Direct your class to line up quickly and evacuate the building
- ❖ **Close doors** & take your emergency backpack
- ❖ Proceed to field safety area
- ❖ Students in RSP, Rtl, or ELD should stay with that teacher
- ❖ Monitor your class in designated area
- ❖ All volunteers should stay with your class during the drill
- ❖ Display class identification signs in the front of your line
- ❖ Take attendance and send runner(s) to the Incident Command post
- ❖ Communicate where MISSING or additional students/staff may be and the Incident Commander (IC) will give directives to search
- ❖ Additional students may be from another classroom
- ❖ Send red or green card (red card signals that there is a student missing from your class and a green card signals that all your students are accounted for).
- ❖ Goal is for everyone to evacuate within 5 minutes or less.

Lockdown Drill



- ❖ After hearing “This is a lock-down” all students and staff proceed to the closest classroom or media center, MPR, or office
- ❖ Any students in the restrooms should remain in the restroom until the principal or police come to escort them to safety or the “all clear” is announced over the loudspeaker.
- ❖ Lock all doors, inside and out. Do not open, no matter what.

- ❖ **Teacher Response**
 - Close and lock doors (do a quick sweep outside before closing).
 - Close blinds and turn off the lights (unless directions are given to continue teaching).
 - Direct students to go to the safest area of the room (away from windows).
 - Keep students quiet
 - Use yellow bucket for bathrooming if needed
 - Set up privacy area for bathrooming
 - Report attendance by email to: **Janet, Robin, and Nkem.**

Situation	Type in Subject Line	Body of Email
All students present	202* - All here	blank
Missing student(s)	202* - Missing	Names of missing students
Extra student(s)	202* - Extra	Names of extra students & room
Missing & extra student(s)	202* - Missing & extra	Names of missing/extra students
Substitute Teacher or Supervisor in room	Call office by dialing 300	
<i>ABSENT students should never be included in your count/email</i>		

**replace with your room number*

- Stay in lockdown until cleared by Incident Command and you hear all clear.

- ❖ **Students and staff who are outside**
 - Go to the nearest classroom/building (PE to PIT/MPR or Media Center)
 - Close and lock doors

Active Shooter



❖ Incident Command (Dr. Gyurina or someone from the office)

- Communicates 3 times: “Active Shooter on Campus”
 - Uses P.A. to alert teachers
 - Identify location of shooter
 - Call 911

❖ Teachers

- Run-Hide-Fight
- Incidents usually last about 3 minutes
 - **Run**
 - If there is an opportunity to flee, run into the neighborhood
 - Do not stop until you are far from school
 - Knock on doors of houses
 - Identify yourself, the school, and report the situation to Police
 - **Hide**
 - Barricade doors
 - Turn off the lights
 - Close blinds
 - Remain calm and quiet
 - Classroom Call Out: 502 - # - 0
 - Turn cell phones to silent mode (no vibration)
 - Remain hidden in your room, away from windows and doors
 - **Fight**
 - Use any means necessary to fight back
 - Use scissors, fire extinguishers, baseball bats, etc. for defense
 - Do not stop until shooter is incapacitated

❖ MPR/Pit/Media Center

- If in one of these locations
 - Lockbar key is on the wall

Emergency Team Roster

Dr. Tracy Gyurina, Incident Commander

Command Center	Safety/Fire Team
*Jody Gardner	Lorena Pacheco/Robert Navarro
Robin McCormick	Marco Madrigal
Operations Team	Planning/Intelligence Team
*Linda Kelley - chief	*Vacant for 2020/2021 due to COVID -during drills serves as assessor of drill -during an actual emergency fill any vacancy or area of need as assigned by ICC
Search and Rescue Teams - 4 Zones	Student Release
Sarah Spero & Jessica Humes - Zone 1	*Janet Powell - chief
Kristin Schleicher & Aaron Peterson - Zone 2	Amy Andi
Erin Acosta & Peter Jenisch - Zone 3	Angel Parisi
Jillian Harris & Claudia Johnston - Zone 4	Hannah Sutherland
Rescue Team: Stephanie Arce Kimberly O'Sullivan	Shawn Lee Chong (M, T, Th, F after 12; W 8-12)
	Devin No (T, W, Th) -Exit Gate Security
Search and Rescue Teams - 3 Zones	Logistics Team
Sarah Spero & Jessica Humes - Zone 1	*Karen Cova - chief
Kristin Schleicher & Aaron Peterson - Zone 2	Taylor Armstrong
Jillian Harris & Claudia Johnston - Zone 3	Robyn Nakamura
Rescue Team: Peter Jenisch & Erin Acosta Stephanie Arce & Kim O'Sullivan	Alexandra Barrett
	Lourdes Lejano (M, T, Th, F 7:45-12:45)
	John Konrad (T, W, Th)
	Devin No (T, W, Th)
	Cindy Lee (T, W, Th)

Medical Group/Triage	
*Nkem Agu - chief	Karlayren Rojo (M - T 9-3; W - Th 8-2)
Sue Bottalico	Darcy Karhoff (F 8:30 - 2:30)
Lindsay Nakata (when on campus)	Ayesha Hussaini (when on campus)

Supervision	
Preschool Team: David and aides	5th: Poggio, Lee, Cova (after set-up)
TK: Walker, Chung, aides	6th: Guttenplan, Kim, 1 noon supervisor (Beatriz Solorzano)
K: Schaller/Leibrecht, Morgan, Konechy/Chun, aides	SDC Primary: Jahn and aides
1st: Lim, Nakamura (after set-up), Cora, 1 noon supervisor (Beatriz Solorzano)	SDC Upper Grade: Girod and aides
2nd: Alexander, 1 noon supervisor (Chantel Rosete)	Lab Team: Himashie and aides
3rd: Garibay, Jeong, Barrett (after set-up)	PIT: Hertzog (substitute), speech teacher (Armstrong/Chua)
4th: Song, 1 noon supervisor (Lauren Reed)	MPR: Cothron (substitute), McCaffrey (substitute), 1 noon supervisor (Connie Perez)

* These employees are chief leads for the team
Please note this roster may be updated

- ❖ **Incident Command System:** The incident command sets the objective, strategies, and priorities and has overall responsibility for the incident.
- ❖ **Operations Team:** consists of various groups that assist in responding to the emergency. The groups include: search and rescue, triage, and student reunification groups.
- ❖ **Planning/Intelligence Team:** Assist in getting the facts straight and planning for the future. They track resources and collect information (inventory emergency supplies).
- ❖ **Logistics Team:** Set-up. Assist with providing needed supplies and equipment.

Emergency Responsibilities & Equipment by Assignment

Incident Command Center (ICC)

Equipment Needed: District radio, radio, emergency cards, release records, laminated map of school, white board marker, magnetic whiteboard, student runner shirts

Duties: Oversees the entire school, takes attendance by collecting forms from teachers, communicates with search & rescue teams for clearance of rooms, and communicates with District Office.

Student Release Team

Equipment Needed: Caution tape, table, procedure Signs (in emergency bins), and emergency cards, parent release cards, student runner cards, radio, school easy up

Duties: Release students to parents/guardians by helping with completion of student release cards, checking parent i.d., and keeping parents at the release gate. Notify administration at the Command Center if an adult comes to pick up a student on the First Aid/Morgue list.

Medical Group/Triage

Equipment Needed: radio, first aid supplies, food, water, cot, stretcher, toilets, medical needs list

Duties: Prepare first aid equipment, administer first aid to injured and set-up and maintain morgue.

Search and Rescue Teams

**Equipment Needed: Search & Rescue Backpacks containing hard hats, vests, crowbars, flashlight
Each team also needs: clipboard with map, tape for doors, keys to enter rooms**

Duties: Search in teams the assigned zones for injured or unaccounted people, report any injuries/victims to Incident Command, close and mark door after room has been inspected. Rescue as informed by Incident Command.

****BEFORE REPORTING to ICC - Walk your class to grass area, take attendance and send green/red card to Incident Command Center (ICC). Wait for partner grade level teacher to arrive and leave your class with them. After doing this, go to the (ICC) to pick up backpack, walkie talkie, key, clip board. Only begin the search when your partner is with you.**

Safety/Fire Team

Equipment Needed: Keys, hoses, ax, wrench for gas shut off, radios

Duties: Check and close gas lines, extinguish small fires, recheck grounds for unaccounted people (close doors to room when rechecked), assist with rescue efforts, and communicate findings to the Incident Command.

Planning/Intelligence Team

Equipment Needed: Emergency binder, clipboard with areas being evaluated

Duties: Before drill meet to plan, assess during drill, and debrief after the drill. Other duties as assigned.

Logistics Team

Equipment Needed: Folding tables, chairs, emergency bins, cones, and signs

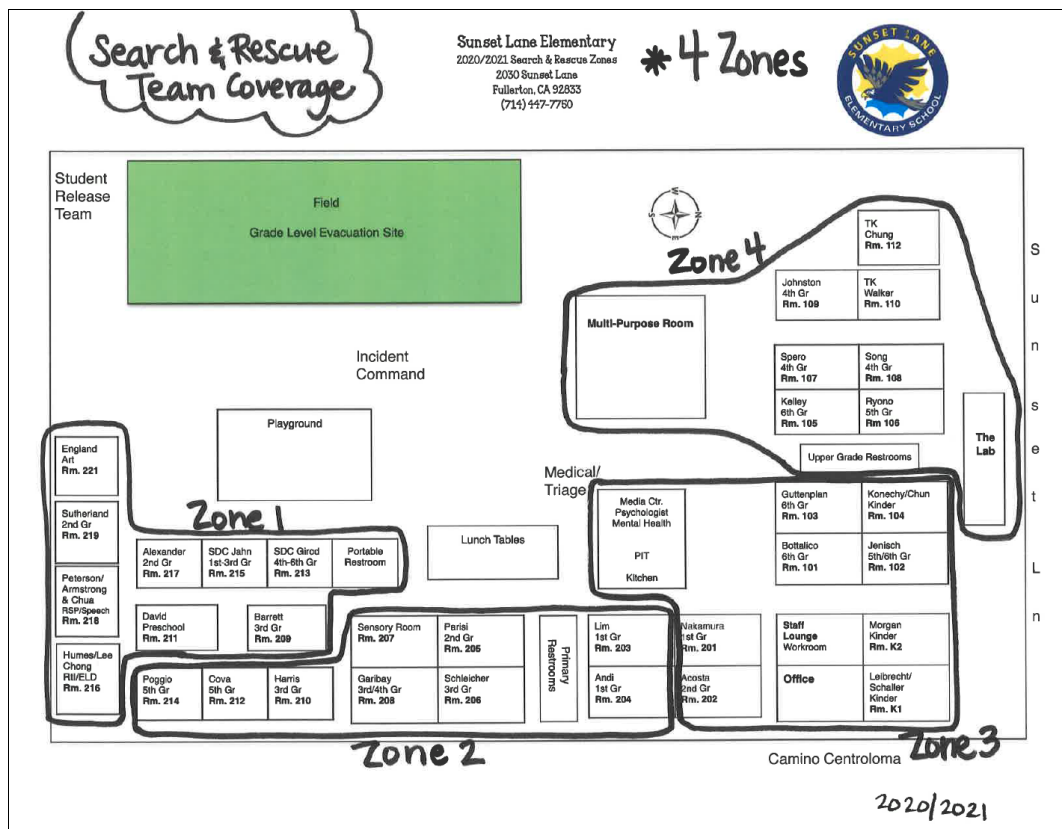
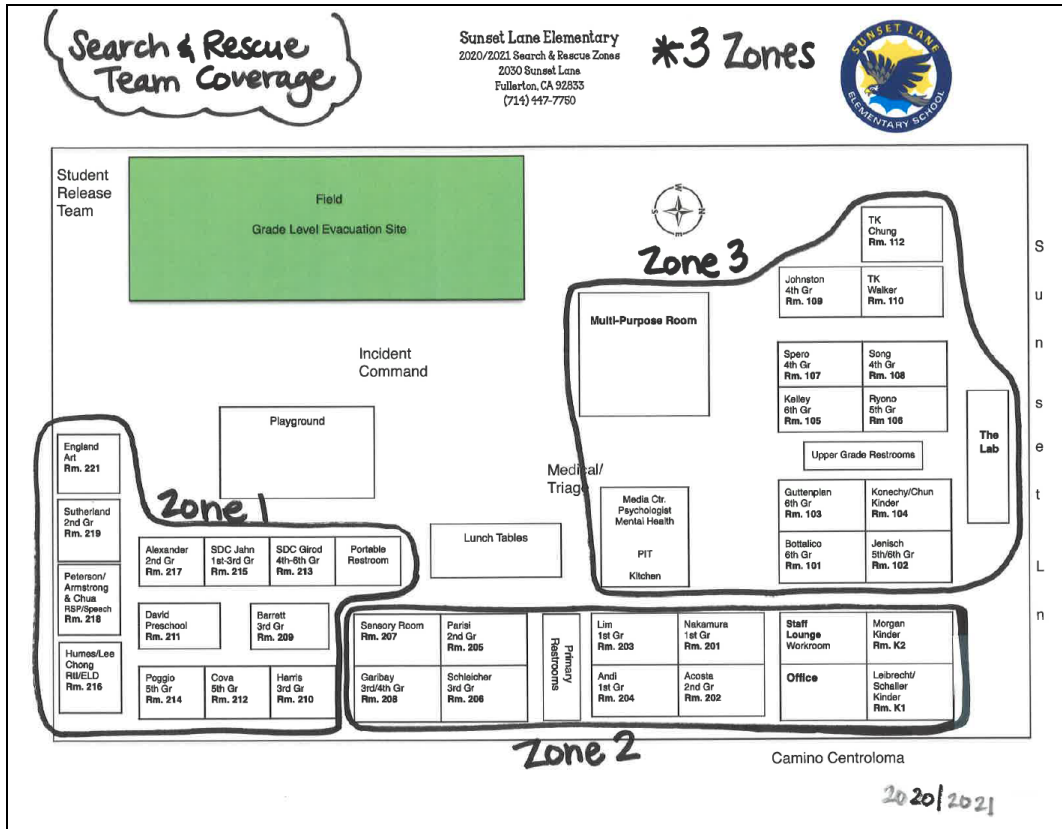
Duties: Follow directions of Logistics Chief. Set up Incident Command, Medical Triage area and Student Release area. Deliver tarps and grade level signs to the grade level zones on the field. Afterwards, classroom teachers report to grade level on field. All others check in with ICC and report to secondary duty as assigned.

Supervision Team/Emergency Assembly Area

Equipment Needed: Provided by homeroom teacher - things for students to do, paper and pencils, crayons, books

Duties: Supervise your class/grade level. Make sure all students have identification stickers on the front of their shirt. When tarps arrive, arrange them with social distancing space between cohorts. Keep attendance on the class list in the emergency backpacks as student runners pick up students for release.

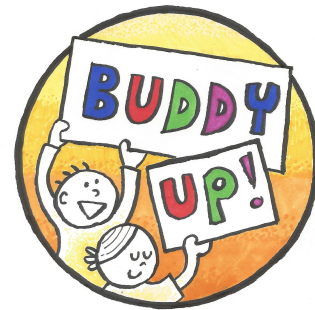
3 & 4 Zone Emergency Response Maps



Sunset Lane - Buddy System

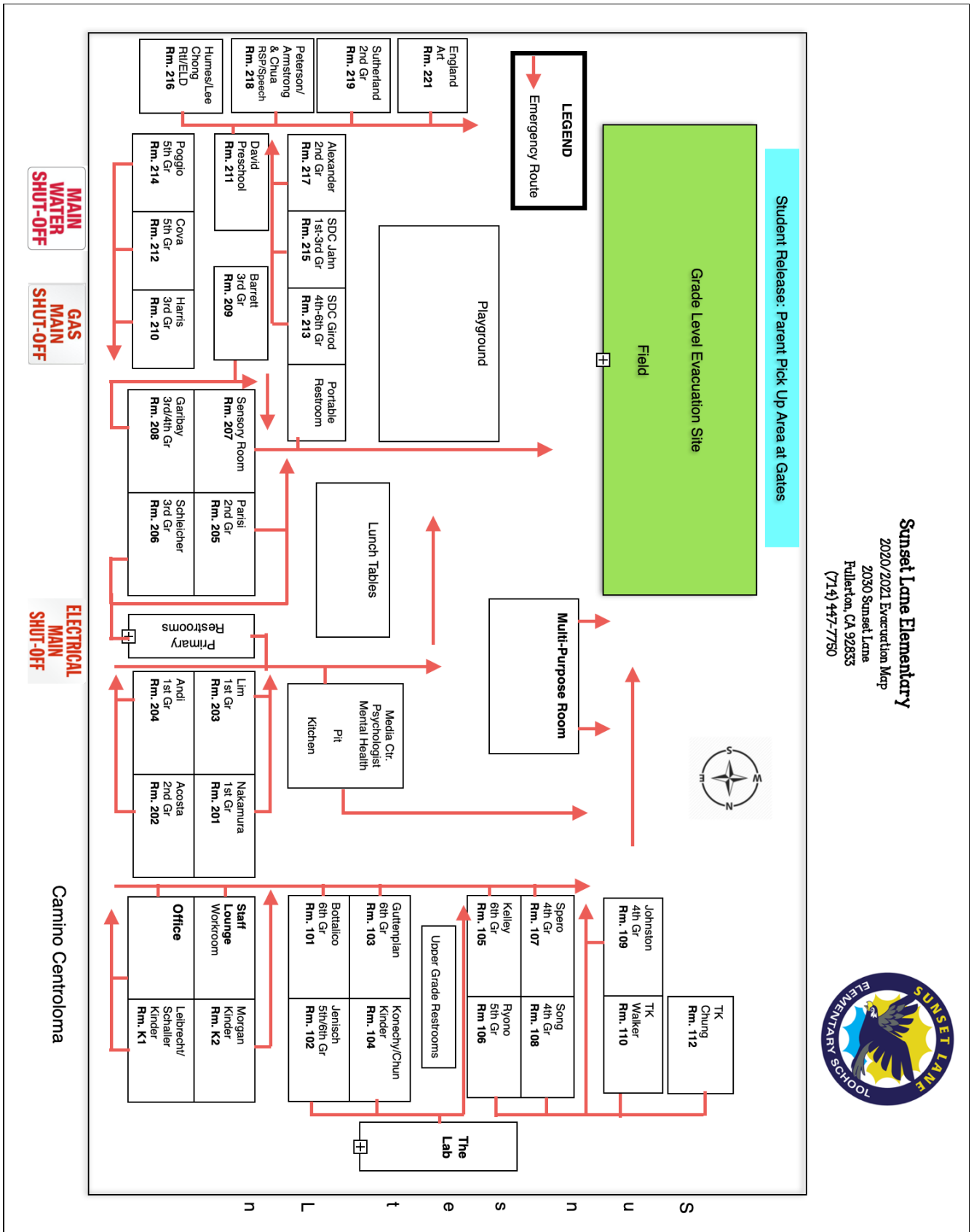
The idea of the “Buddy System” is to team up teachers in adjacent classrooms so that they may assist each other in the event of an emergency situation. After an earthquake, take a few seconds to check briefly with your buddy classroom/s to see if they need assistance. If the teacher in one room is incapacitated, then the buddy teacher will take charge of both/all classes. Listed below is the Buddy System classroom assignment. In the event you are not in your classroom during an emergency situation then check briefly with your buddy at the evacuation area.

Buddy Lists
Rooms K1 & K2
Rooms 101 & 102
Rooms 103 & 104
Rooms 105 & 106
Rooms 107 & 108 & 109
Rooms 112 & 110 (TK)
PIT/Media & MPR
Rooms 201 & 203
Rooms 202 & 204
Rooms 205 & 207 (sensory) & 209
Rooms 206 & 208 & 210
Rooms 212 & 214
Rooms 213 & 215
Rooms 211 & 216 & 218
Rooms 217 & 219 & 221 (art)



The office, lounge, and The Lab will not have a buddy system but will be checked during search and rescue.

Class Location & Utility Shut Off Map



Emergency Status Report - Red Card (backside)

Sunset Lane Elementary Emergency Status Report	Sunset Lane Elementary Emergency Status Report
<p>Students Missing: _____</p> <p>Name: _____ Last Known Location: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Students From Another Room: _____ Where From: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Other Adults: (DO NOT INCLUDE YOURSELF) <small>circle status</small></p> <p>_____ Missing _____ With Group</p> <p>_____ Missing _____ With Group</p> <p>_____ Missing _____ With Group</p> <p>_____ Missing _____ With Group</p>	<p>Students Missing: _____</p> <p>Name: _____ Last Known Location: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Students From Another Room: _____ Where From: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Other Adults: (DO NOT INCLUDE YOURSELF) <small>circle status</small></p> <p>_____ Missing _____ With Group</p> <p>_____ Missing _____ With Group</p> <p>_____ Missing _____ With Group</p> <p>_____ Missing _____ With Group</p>

***Back side of red cards
 - used for extra kids/missing kids (or adults)**



Emergency Drills Quick Response Sheet

	Fire Drill	Earthquake Drill	Lockdown Drill
Classroom Door	Closed Unlocked	Open Unlocked	Closed Locked
Students	Evacuate Immediately	Duck and cover; Wait for evacuation bell or message	Remain in classroom/building; if outside, go to nearest door and remain there.
Teachers	1. Evacuate to field; take attendance for students present that school day	1. Evacuate to field; take attendance for students present that school day	1. Lock all doors. Close blinds, turn off lights and direct students to stay quiet.
	2. Once students have been accounted for remain on field with students	2. Once students have been accounted for: Report to emergency assignment	2. Email attendance to all office staff (Robin, Janet, Nkem). Substitutes call 300 or 302 to report attendance. Follow Lockdown Attendance Guide .
Parents on Campus	Evacuate with the group you are with	Evacuate with the group you are with; wait for directions	Remain with the group you are with; follow teacher's directions.
Sound of Bell	Fire alarm will ring repeatedly	Announcement made that earthquake is beginning	Announcement made "This is a lockdown."



Emergency Procedures when Outside

Earthquake

1. **If you are outside, stay outside.** Shaking can be so strong that you will not be able to move far without falling down, and objects may fall or be thrown at you. You should move to stay away from buildings, windows, utility wires, sinkholes, and fuel and gas lines.
2. Once in the open, **get down low** (to avoid being knocked down by strong shaking) and stay there until the shaking stops.
3. When the shaking stops, move towards the grass where your class meets during drills.
4. Report to your teacher as soon as you see them near the grass. If you do not see your teacher, report to another teacher in that grade level.

Fire

1. **Never** ignore or assume the alarm is false or the result of a test.
2. Everyone must evacuate the building by way of the safest and closest exit and/or stairway.
3. If you are outside the building, move away from the building towards the grass where your class meets during drills.
4. Report to your teacher as soon as you see them near the grass. If you do not see your teacher, report to another teacher in that grade level.

Lockdown

1. If you hear, "LOCKDOWN" over the intercom or an administrator announces the lockdown in person:

- A. Everyone is to stay where they are.
- B. Classroom teachers are to:
 - i. Quickly **glance outside the room** to direct any students or staff members in the hall into your room immediately.
 - ii. Lock your door.
 - iii. Lower or close any blinds.
 - iv. Place students against the wall, so that the intruder cannot see them looking in the door. Look for the 'Safe Corner'.
 - v. Turn out lights and computer monitors.
 - vi. Keep students quiet.
 - vii. Report attendance by email **to Robin, Janet & Lisa.**

Situation	Type in Subject Line	Body of Email
All students present	202 - All here	blank
Missing student(s)	202 - Missing	Names of missing students
Extra student(s)	202 - Extra	Names of extra students & room <i>or attach a picture of a sign in sheet separated by class</i>
Missing & extra student(s)	202 - Missing & extra	Names of missing/extra students <i>or attach a picture of a sign in sheet separated by class</i>
Substitute Teacher in room	Call office by dialing 300	
<i>ABSENT students should never be included in your count/email</i>		

- C. **Physical education classes** being held outside should move into the closest classroom or building, lock all doors, and find a safe area.
- D. Any students in the **lunch area** should move to the nearest classrooms.
- E. If students and teachers are **outside the school building**, they should stop, drop, and remain still. You will be directed where to relocate depending on the situation.
- F. If teachers and students are in the **bathrooms**, they should move to a stall, lock it and stand on the toilet.

- G. Anyone in the **hallway** should move to the closest classroom immediately.
 - H. **Nurses/cafeteria workers/support staff** should stay in the area they are in, secure the doors, and turn out the lights.
 - I. Students and staff in the **library** should remain in the library. Librarians should lock the doors, turn out the lights, and locate a safe area.
2. Stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm. For further directives, law enforcement officers and administrators will have keys to open the doors or announcements will be made over the intercom.
 3. An administrator will signal all personnel if the lockdown has been lifted.

Active Shooter

1. If you hear gunshots or “Active Shooter” over the intercom or you see someone with a gun/weapon on campus and you are not in your classroom, walk as quickly as possible (RUN) away from the gunshots and/or person and look for the closest adult as you go.
2. Get as far away from the shooter as possible and join up with others who are fleeing the school. Do not worry about being with your teacher or your classroom. The adult with your group will keep you with them as you flee. **During a drill**, if you are outside, you will move away from the threat and against the nearest fence but not over it.

Active Shooter Protocol from Training

RUN and escape, if possible.

- Getting away from the shooter or shooters is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Call 911 when you are safe, and describe shooter, location, and weapons.

HIDE, if escape is not possible.

- Get out of the shooter’s view and stay very quiet.
- Silence all electronic devices and make sure they won’t vibrate.

- Lock and block doors, close blinds, and turn off lights.
- Don't hide in groups- spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with police silently. Use text message or social media to tag your location.
- Stay in place until law enforcement gives you the all clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

FIGHT as an absolute last resort.

- Commit to your actions and act as aggressively as possible against the shooter.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the shooter.
- Throw items and weapons to distract and disarm the shooter.