

EBMUD water emergencies: 1-866-403-2683
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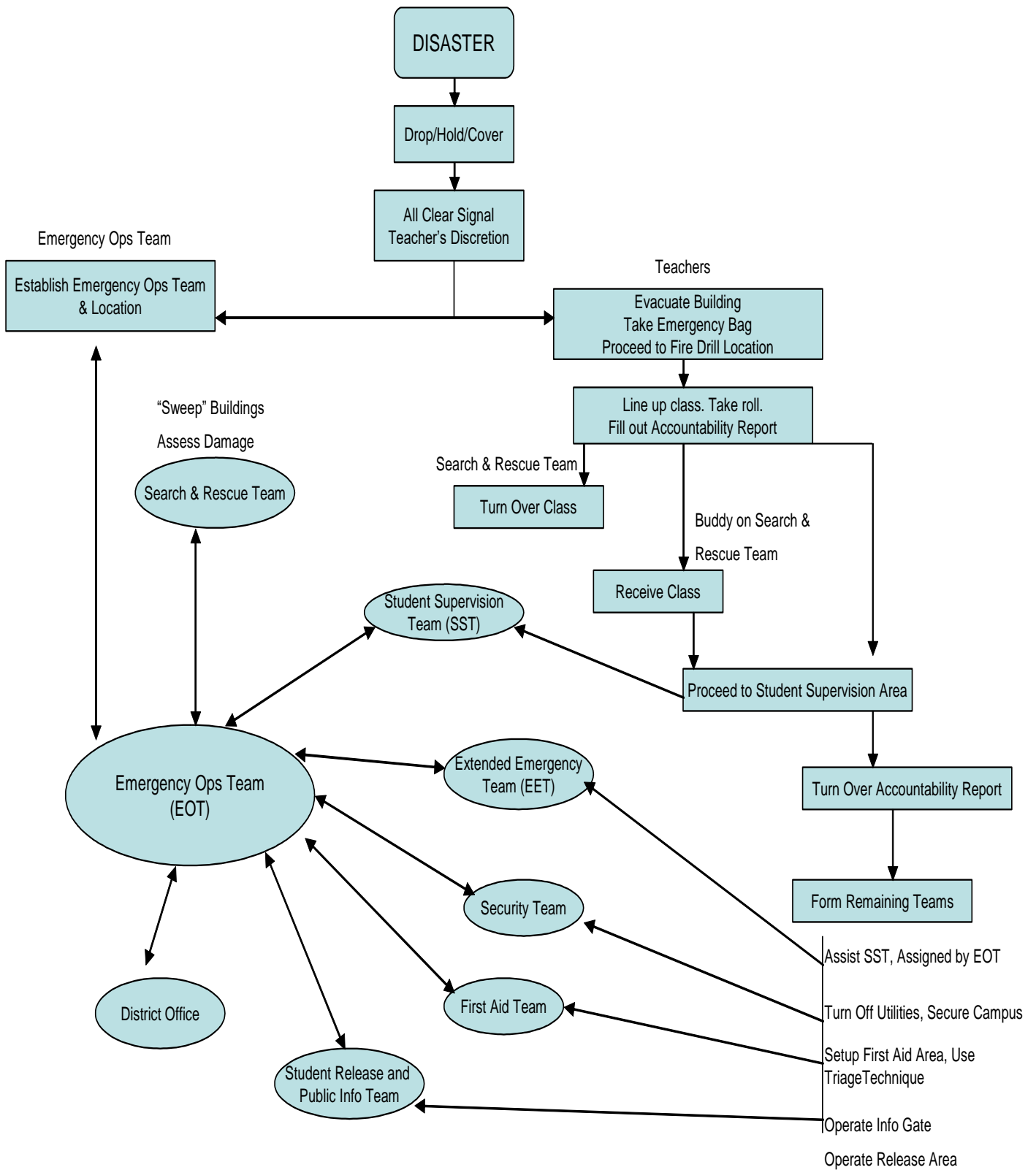
**Rancho Romero
Elementary School**

**DISASTER PREPAREDNESS
PLAN**

(Updated 08/27/2019)

**RANCHO ROMERO ELEMENTARY SCHOOL
DISASTER PREPAREDNESS PLAN
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STAFF EMERGENCY TEAM ASSIGNMENTS
RANCHO ROMERO 2019-2020

EMERGENCY OPERATIONS TEAM (EOT)

1. Sandy Kontilis, *Team Captain* (coordinate all internal communications)
2. Tatiana Wolkenhauer, *Co-Captain* (coordinate external communications)
3. Kathy Kawabata, *Co-Captain* (coordinate external communications)
4. Laura Berchdorf (maintain whiteboard)
5. Janna Drobny (collect accountability reports)
6. Christine Bertolero
7. Speech TBD

FIRST AID TEAM

1. Jen Harrington, *Team Captain*
2. Marc Trapani, *Co-Captain*
3. Abbie Hofstede/Sarah Dobson
4. Kim Lohse

SEARCH AND RESCUE TEAM

Pod A: Shelby Alms, *Co-Captain*, Taylor Dorsey

Pod B/Kindergarten/TK: Wayne Gishi, Megan Mitchner, Alia Gettler

Pod C: Jen Abbott, Allie Raney, *Team Captain*

MU/Library/Tech/Reading/Rainbow: Admin: Jen Clausen, Deb Varo, Lei Larsen

**Upon completion of Search and Rescue duties Pods A, B and C divide into two groups and join Student Supervision and Student Release Teams. MU/Library/Admin. join the First Aid Team.

SECURITY TEAM

1. Peggy Cox, *Team Captain*
3. Gary Davila/TBD, *Co-Captain*
4. Gina Turturici
5. Marissa Holmes
6. Yvette Montot/TBD

STUDENT RELEASE TEAM

1. Melanie Dotson, *Team Captain*
2. Kim Kraft, *Co-Captain*
3. Jennifer Wong
4. Linda Mailho
5. Alex Deeman

STUDENT SUPERVISION TEAM

1. Deneka Horalek, *Team Captain*
2. Karen Clark, *Co-Captain*
3. Trish Cuskaden
4. Rachel McCutchen
5. Christina Nudo
6. Julia Nunez
7. Kathleen Simmons
8. Kim Thompson
9. JT Wills
10. Lori Young
11. All Classroom Paras

EXTENDED EMERGENCY TEAM

All part-time staff-duties appointed by the office
Kids' Country staff

As each team completes their assigned duties they should check in with the Student Supervision and Student Release team.

DISASTER DRILL DIRECTIONS

DROP – COVER – HOLD

- Use teacher discretion; wait for shaking to stop and evacuate as quickly as possible.

EVACUATE THE BUILDING

- Take emergency red backpack and grade book (attendance record).
- Take student emergency food supply bin.
- Select safest route outside and escort class to designated field.
- Evacuate all walking wounded.
- Serious injuries are not moved; if a child is trapped or too seriously injured to move, send your class with your back-up teacher and stay with the child until Emergency Operations Team can send someone to relieve you.
- Check on back-up teacher.

LINE UP STUDENTS AND TAKE ROLL

- Take class to Student Supervision Area, located at the Upper Playground.
- Fill out Accountability Report in backpack. Be specific and thorough.
- Give Accountability Report to the designated EOT member. Designated EOT member compiles a master Accountability Report and takes all class reports to the EOT leader.
- Hold up colored “visual status report” card:
 - Green: all present and account for; no injuries
 - White: all present; injuries that need medical attention
 - Red: student(s) are missing or serious injuries

REPORT TO TEAM ASSIGNMENT

- Student Supervisors will take control of students.
- All other staff members will report to EOT, collect radios and master keys, and commence assigned disaster team duties from predetermined start points.

PERIPHERAL STAFF DIRECTIONS (P.E., Music teacher, Art teacher, Librarian, Science teacher, Reading Specialist, Resource, Speech, Psychologist, Instructional Assistants and Aides)

- If a peripheral staff member is working with a group of students or an entire class at the time of a Disaster Drill or actual emergency situation that staff member will do the following:
 - Lead the students in DROP –COVER—HOLD
 - Evacuate the students from the building via the safest route.
 - Reunite the students with their classroom teacher at the Student Supervision Area.
 - Proceed to assigned Disaster Team duties.

If a peripheral staff member is injured in the emergency and is unable to carry out the above responsibilities, the teacher whose class is with that staff member will become that staff member’s back up. When it becomes obvious that the teacher’s students are not being brought to the Student Supervision Area, the teacher will alert EOT, go in search of the class, and assist the peripheral staff member as needed.

STAFF TRAINING

Each staff member is required to:

1. Read the school disaster procedures and be aware of his/her responsibilities before, during, and after a disaster.
2. Know the location of and procedures for utility shut offs (electrical, gas, water). (See the campus map for utilities locations.) The head custodian will in-service the Security Team on these procedures, since utilities shut-off is one the Security Team's primary responsibilities.
3. Know and practice Drop-Cover-Hold procedures and evacuation routes.
4. Know their disaster team assignments and procedures.
5. Know their staff back up and that person's responsibilities in case he/she is injured.
6. Be familiar with "Coping with Emotional Needs in a Disaster Situation" (see page 29).
7. Take precautions to insure that his/her own family and home will be cared for in the event of a disaster.

STUDENT TRAINING

Each student should be aware of the emergency procedures related to disasters. They must know and practice the following:

1. Drop-Cover-Hold procedures
2. Evacuation routes and procedures

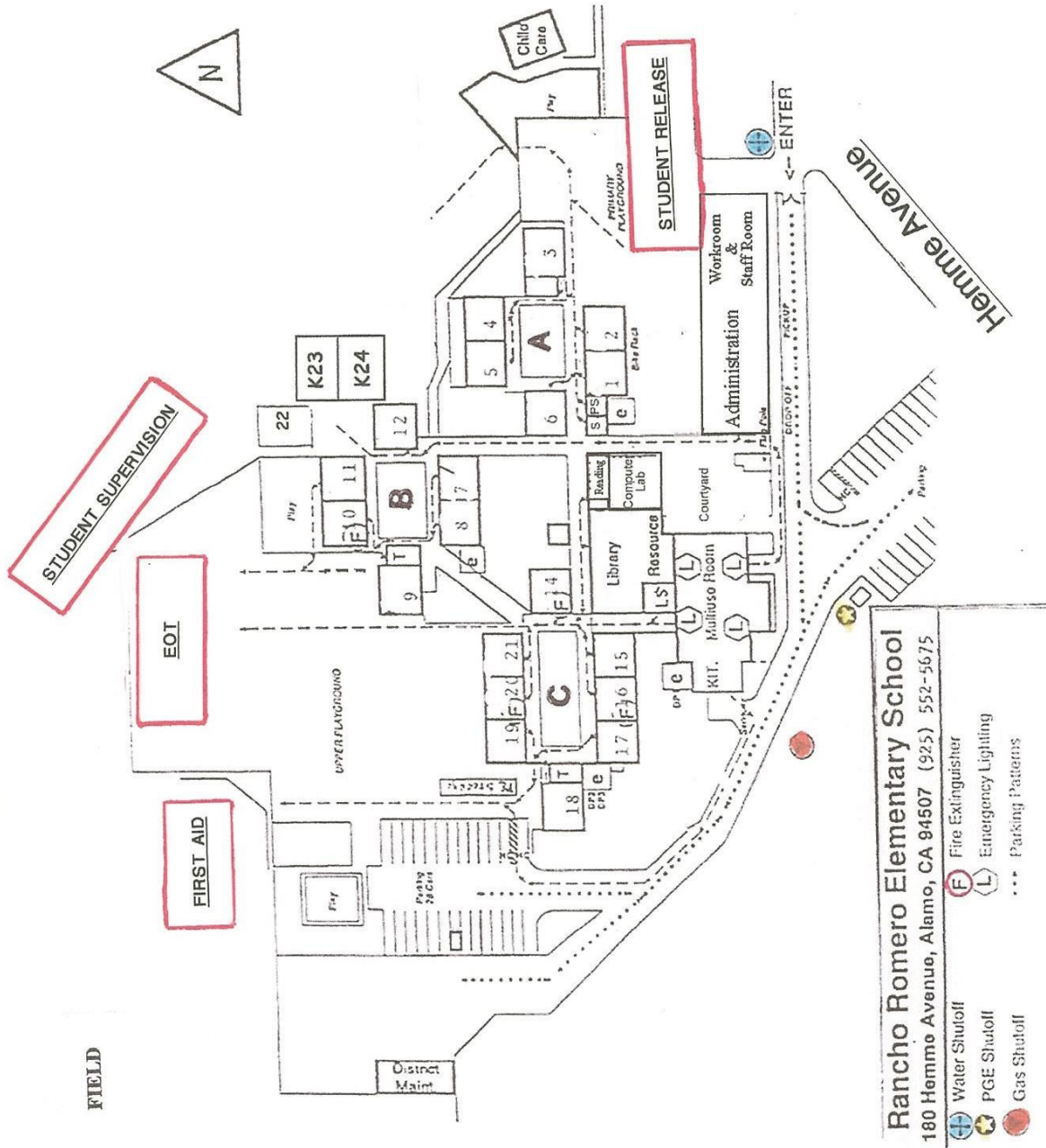
CHAIN OF COMMAND

It is important to have an identified staff member ready to take responsibility in the event the Principal is unavailable. This person will assume the leadership of Emergency Operations Team (EOT) and coordinate formation and actions of all teams.

Notify all teams any time there is a change in leadership.

1. Sandy Kontilis
2. Tatiana Wolkenhauer/Kathy Kawabata
3. Wayne Gishi
4. Mark Trapani/Laura Hennon
5. Matt Graham

School Map with Emergency Locations



Rancho Romero Elementary School
 180 Hermie Avenue, Alamo, CA 94507 (925) 552-5675

- Water Shutoff
- Fire Extinguisher
- PGE Shutoff
- Emergency Lighting
- Gas Shutoff
- Parking Patterns

**Rancho Romero Emergency Staff Back Up Assignments
2018-2019**

The purpose of the Staff Back Up system is to ensure that each teacher has someone to back them up in the event of an injury. Your back up can also take your class to the Student Supervision area if you need to stay with an injured student.

Room Back Up Assignment	Teacher Name	Teacher Name
Office – Nurse – Principal	Office Staff	Hofstede/Dobson
Room 1 – Room 4 – Room 6	Horalek	Alms/Simmons
Room 2 - Room 3	Dotson	Drobny
Room 4 - Room 5	Simmons	Lohse
Room 7 - Room 8	Larsen	Harrington
Room 9 - Room 10	Mitchner	Dorsey
Room 11 - Room 12	Turturici	Holmes
Room 22 – Room 23 - Room 24	Kraft/Nudo/Lohse	Thompson
Room 14 - Room 15	Cox	Clark
Room 16 - Room 17	Raney	Abbott
Room 18 - Room 19	Berchdorf/Nunez	Varo (Clausen if needed)
Room 20 – Room 21	Clausen	Gishi
P.E. - Band – Kitchen	Trapani/Larsen	Bertolero/Montot
Library - Speech – Rainbow	Mailho	Young/Speech TBD
Reading - Psych – Tech	Wong/Deeman	Wills/Gettler

DISASTER TEAM DESCRIPTIONS

The key element of the school site disaster plan is establishing and maintaining the following seven disaster teams. Assignments to, and the specific duties of the teams are described in the following sections. Support staff, parents and neighbors will be designated as alternates on the teams.

The most important part of the school plan is to account for all students and to release them as soon as possible to the appropriate adults. Documentation is a key element to all team activities.

Emergency Operations Team (EOT)

The command or administrative group that coordinates information and actions of the other teams, and communicates with the district office and community emergency operations.

Search and Rescue Team

Four pairs of staff designated to sweep through building quickly and locate trapped or injured students and staff. Report to First Aid to assist with rescue after sweep is completed. Finally, assess damage to the buildings and as certain if the buildings can be reoccupied. Report all findings to EOT.

Security Team

This team shuts off utilities (gas shut off only when leakage suspected), secures the campus to prevent unauthorized entrance or exit, and helps maintain crowd control. They also assist other teams in posting signs to identify various areas.

First Aid Team

Trained in first aid and CPR, this team establishes the First Aid Treatment Area and uses triage techniques to categorize patient injuries. Casualty reports coming form S&R Team are monitored by First Aid and EOT.

Student Supervision Team

This team will secure the area to prevent students from leaving without going through the release procedure, administer minor first aid, are for emotional needs, and maintain crowd control.

Student Release and Public Information Team

Operates two check points: 1) An Information Gate to control adults as they arrive to pick up students and receive request for students from those adults; 2) A Release Area where precautions are taken to insure students are only released to properly authorized adults and to accurately document the releases.

Extended Emergency Team

Provides support to the other disaster teams. Members initially go to the shed to help distribute supplies. They then report to the EOT for reassignment as needed.

DESIGNATED EMERGENCY LOCATIONS

There are six areas that must be designated in advance to assure smoother operations during a disaster. All teams will initially set up outside, but after buildings are cleared could move inside as the situation dictates (inclement weather, security, etc.). Refer to school map.

Emergency Operations Center

Outside – Middle of upper blacktop area.

Inside – Office (but visual contact is a problem here).

This is where the EOT works. It should be near, but not too close to the Student Release and Student Supervision Areas to coordinate activities, maintain visual contact, and communicate effectively.

Student Supervision Area

Outside – Upper blacktop area. Tarps are in shed to shelter students from the wet ground if needed.

Inside – Multipurpose Room, Library, and Rooms 14 and 15.

This is an area for students to congregate after evacuation. It must be one location to communicate and supervise effectively. It should not be too close to the perimeter to prevent adults outside from talking directly to students. Student Supervision Team works here.

First Aid Treatment Area

Outside – Grass/mound area near field and play structure, under trees.

Inside – Room 18

Cool, protected location not directly visible to Student Supervision Area. Medical/First Aid Team works here.

Student Release Area

Regardless of weather – Student Release Team will establish itself just inside the gate at corner entrance to school parking lot.

Parent request students at this gate and are admitted to the Release Area after being given release form. The Student Supervision Team is notified which students are needed by runners. This station provides information to the arriving parents.

Emergency Gate

Main driveway entrance for emergency vehicle access. Must be well-marked.

Alternate Staging Area

In the event students and staff must relocate off campus, the designated locations are:

1. Creekside Community Church (1350 Danville Drive, Alamo, CA 94507, (925) 820-9031)

EMERGENCY OPERATIONS TEAM

DUTIES

1. Act as the central command station by coordinating all personnel and operations (EOT Captain).
2. Assign all Extended Emergency team members, and reassign personnel as injuries or absences dictate, making sure that all emergency teams are fully staffed.
3. Receive all reports from other teams and communicate information to teams as needed.
4. Maintain a log of action during emergency.
5. One member of team should be designated as an “information officer” (EOT, Co-Captain) to liaison with the Red Cross, police, fire department, district office and the press.

ASSIGNMENT

This team shall consist of the Principal and other staff listed on the Chain of Command.

TRAINING

- Staff will attend annual in-service training on emergency procedures.
- Radio transmissions should follow standard procedure. When calling someone, say his or her call sign, followed by your own. When you’re called in this way, answer with “Go ahead to your call sign.” Each piece of critical information should be repeated back so that both parties know the other understands. Also, during a critical incident, it’s important for the party who initiated the call to use their call sign at the beginning of each transmission.

EQUIPMENT

1. Communication devices: Two-way radios, portable radio with independent power supply, private equipment owned by staff and/or neighbors, such as CB’s, HAM radios, and cellular phones.
2. District Civil Defense and Disaster Plans
3. Rancho Romero Disaster Plan
4. Current master list of students
5. Completed report from emergency teams
6. Large map of school

EOT PROCEDURES

(Israel to unlock disaster shed)

1. Assess type and scope of emergency.
2. Determine threat to personnel and structures.
3. Establish location of Emergency Operations Center.
4. Distribute two-way radios to EOT, 1st Aid, S & R pairs, Student Release at your discretion.
5. **All teams should be on channel 1 to facilitate communication between teams; Search and Rescue and first aid may use channel 2 to communicate within their team.**
6. **As radios are handed out, the EOT person needs to tell the recipients something along the lines of “Confirm Channel One.”**
7. When each person collects a radio, they need to do a radio check with EOT to confirm they are working.
8. Document all action taken, including time of day. Designate one EOT member for this task.
9. Determine which emergency actions need to be activated (i.e., close campus, dispatch search team).
10. Notify District Office of emergency and keep them updated on a regular basis including: Number of students injured and extent of injuries
 - Type and extent of damage to buildings, grounds, and utilities
 - Actions being taken by emergency teams
 - Actions being performed by outside agencies
 - Assistance requested from District
 - Establish time of next update
11. Search and Rescue should call when done with injury checks and again when done with damage assessment. They should also call EOT every 15 minutes to check in. Search and Rescue needs to prop doors open once they enter a room and then tape shut when they leave the room. Search and Rescue should identify themselves by Team # or letter (i.e. A, B, C or 1, 2, 3).
12. Monitor two-way radio reports from S & R Team. Dispatch people (Extended Emergency Team, parents, and neighbors who arrive to help) to take injured and trapped to First Aid Station.
13. Team captains need to call in when job is completed.
14. Make periodic reports of confirmed information to students and staff.
15. When student release calls for a student, they should give first and last name, followed by spelling of last name.
16. Refer requests for assistance to appropriate emergency team, including list of and last known location of missing personnel to S & R teams.
17. Authorize Student Release Team to begin releasing students.
18. Monitor location of all students (injured, missing, absent, released, etc.) with emergency card files from office. Update Information Gate on names of injured/missing persons.
19. Act as liaison between Student Supervision Area and Release Area in case a requested student cannot be located.
 - Check Accountability Reports and reports from S & R to determine if student was present when roll was taken and/or has been located by S & R.
 - Check with First Aid if student is there.
 - Have Student Supervision runners recheck area, including emergency bathrooms.
 - Check status with Release Area.
 - Apprise parent/adult of student’s status and take appropriate action to assist parent/adult.
20. Coordinate outgoing communication, including outside emergency services (i.e. fire department, sheriff’s department, ambulance, Red Cross, etc.)
20. When someone has completed their assignment they should report to EOT for reassignment. Areas for reassignment are Student Release team and Student Supervision team.

DISASTER PLAN

ACCOUNTABILITY REPORT

Staff member's name _____ Room # _____

Number of students in line _____

Names of **known absentees** for today _____

Problems as follows:

1. Are there walking wounded at this assembly area? Yes ___ No ___ If yes, how many ___?
2. Are there injured students/personnel who belong at this assembly area but had to be left in the classroom or elsewhere? Yes ___ No ___ If yes, who and where?

Names of Victims	Location

3. Are there other students/personnel missing from this assembly area? Yes ___ No ___
 If yes, specify names: _____

DAMAGE ASSESSMENT FORM

Building or Room: _____ Date: _____

Generally damage is: Severe _____ Moderate _____ Light _____

CIRCLE APPROPRIATE DESCRIPTION BELOW

<u>Structural Damage:</u>	<u>Severe</u>	<u>Moderate</u>	<u>Light</u>
Walls	Falling	Cracks	Standing
Doors	Jammed	Some damage But operate	Easy to open
Windows	Much broken Glass	Cracks in glass	Mostly unbroken
Utilities	Gas smell	Water leaks	No visible problems
Foundation	Tilted/moved	Cracked	Intact

Non-Structural Damage

Teacher's desk	Overtured	Intact
Students' desks	Damaged	Intact
Tables	Damaged	Intact
Lights	Don't work	Work
Chairs	Damaged	Intact
File cabinets	Overtured	In place

CIRCLE ONE:

The building IS IS NOT re-inhabitable

General comments: _____

EXTENDED EMERGENCY TEAM

DUTIES

Provide supplies, food, and sanitation services as directed by the EOT. Also, provide personnel for support to other emergency teams as deemed necessary by the EOT during the emergency.

ASSIGNMENT

Teaching, administrative, and custodial staff not assigned to a specific emergency team.

TRAINING

Familiarity with supplies and their location in the Disaster Shed. Familiarity with Rancho Romero's Disaster Plan.

EQUIPMENT

1. Supplies from Disaster Shed.
2. Emergency bathroom facilities

PROCEDURES

1. Go to Disaster Shed to help distribute supplies to Search & Rescue, Student Supervision, Security, Student Release, and Emergency Operations Teams.
2. Construct emergency bathroom facilities.
3. Report to EOT for further assignments as needed.
4. Upon request of EOT, begin distribution of food and water to Student Supervision Area.

SEARCH & RESCUE TEAM

DUTIES

1. Search all facilities for injured or trapped people to ensure complete evacuation.
2. Assist with rescue efforts and perform CPR.
3. Perform fire suppression.
4. Mark doors as search of each area is completed.

ASSIGNMENT

Staff members trained and physically capable of performing light rescue and CPR.

TRAINING

1. In-service training on S & R procedures.
2. Standard first aid/CPR.
3. Fire extinguisher usage.

EQUIPMENT

1. S & R backpacks containing flashlights, hardhats, safety goggles, leather gloves, clipboards and pencils, permanent markers, blue tape, and vest.
2. Crowbar
3. Two-way radio provided by EOT if available.

PROCEDURES

FIRST PRIORITY:

1. Report to Disaster Shed and take assigned S & R backpack and crowbar (1 backpack per team member and 1 crowbar per team)
2. Report to EOT that you are beginning your search mission and pick up walkie-talkie.
3. Each pair of searchers will take responsibility for one "pod" of classrooms/buildings as assigned, highlighted on map in each pack.
4. Inspect all classrooms, bathrooms, closets, etc. for missing and/or injured.
5. Use two-way radio if available to communicate located injured to EOT and First Aid simultaneously. If two-way radio is unavailable, perform rescue if quickly feasible and CPR as needed; if not, notify EOT of the situation and they will assign personnel to rescue. Always travel in pairs.
6. Upon completion of search, report to EOT by radio and then begin second priority.
7. Mark all doors as search of each area is completed.

SECOND PRIORITY:

8. Pod A team joins MUR/Lib./ Admin team in search
9. Perform fire suppression.
10. As teams complete their second (fire suppression) sweep of a room, run a 2'-3' piece of heavy-duty bright-colored duct tape from the door across the jamb. This would effectively seal the room, so

subsequent rescuers could tell at a glance if the room had been reentered (evidenced by the torn or hanging tape) and thus needed to be searched again.

THIRD PRIORITY:

1. Rough Assessment of damage to Multi-Use Room, Library and Rooms 14, 15, and 18 (rooms to be used for Student Supervision and First Aid if being outside is inadvisable). Notify EOT of status and wait for reassignment.

RECOMMENDED SEARCH & RESCUE PROCEDURES

SAN RAMON VALLEY FIRE DEPARTMENT GUIDELINES

Keep in mind that only about 5% of people who become entrapped need assistance to escape. Therefore, it is important that you not become part of the problem by endangering yourselves!

A BUILDING SHOULD NOT BE ENTERED IF:

- There is a 10% or greater lean off the vertical
- There are any gaps in the structure walls greater than 2-3 inches across
- Visible damage is so substantial that entry is obviously unsafe

When conducting the search:

1. Always travel in pairs.
2. The SAR teams need to secure the doors in an open position before entering a room together. This accomplishes two things. First, it prevents the door from jamming in a closed position in the event of a shift in the building. Second, it allows for a faster exit in case of a fire or other undetected dangerous condition.
3. Make a quick sweep of the facility to determine extent of damage. Go completely around each building to view it from all sides. Proceed in a clockwise pattern around the building.
4. If a building is unsafe to enter, call into the room from doorway and visually scan the interior as well as possible to determine if anyone is trapped.
5. If someone is trapped and you are unable to move the object that is on them, try to wedge something under the object so that it cannot fall down on them any further. Use pry bars (employing leverage) to attempt to move the object again. Seek additional help if needed.
6. As the search of each area is completed, a large “X” should be drawn on the door or the most likely point of entry that would be used by other rescue parties:

	C	
	or	
	D	
Date and Time of Search	RR S&R	Details of any Dangers or Entrapments

The “D” indicates the presence of danger, while the “C” means clear. “RR S&R” stands for Rancho Romero Search & Rescue, and is intended to inform future teams on the site who made the notation.

7. Only use thick black markers to mark doors after search is completed. No other colors show up making it hard to determine if area has already been searched.
8. As each building is checked, it should be marked off a map so when search pairs reconvene as a team, they can be sure no area was missed.
9. The teams also need to make sure they are checking in on a regular basis, even after completing their sweeps. If they move on to assist other teams, they should advise the EOT. That way,

if both team members are somehow incapacitated, someone will have at least a better chance of finding them based on their last known position.

10. In the event of inclement weather, areas deemed stable could be re-inhabited.

SECURITY TEAM

DUTIES

1. Shut off utilities if appropriate.
2. Secure campus to prevent unauthorized entry into or exit from school.
3. Assist as needed with posting of signs to identify various areas.
4. Augment Student Release Team to assist with crowd control as soon as available to do so.

ASSIGNMENT

Custodian and staff trained in duties listed above.

TRAINING

1. Location of utility shut-off valves and how to use them.
2. Must know all access points to campus and know how to secure them.

EQUIPMENT

1. Set of keys.
2. Tools required to shut off utilities.
3. "Caution" tape/scissors.

PROCEDURES

1. Unlock Disaster Shed.
2. Shut off utilities if appropriate – gas first, then electricity, then water.
3. Secure the parking lot and campus.
4. Assist, if needed, with the mounting of signs to direct parents/adults to the Information Gate and Student Release Area, passing out Student Release forms to parents to speed the release process, and aiding in crowd control.
5. Assist, if needed, with securing of Student Supervision Area.
6. Shut off sprinkler system.
7. Check perimeter of school for damage.

UTILITY SHUT-OFF INFORMATION

Staff members, particularly Security Team members, must know the location of gas, electric, and water valves and be able to shut them off. The following locations are shown on the school map.

- ***Main water shut-off:*** Wrench is kept in the drawer next to the nurse's office, and will be brought to the EOT by office staff. The main valve is located between Hemme and the YMCA area.
- ***Electricity shut-off:*** Circuit breakers are located around the school for various clusters of classes/buildings. These are shown on the school map. The main electrical shut-off for the entire school is across from the front door of the multi use room.
- ***Gas shut-off:*** Wrench is kept in the drawer next to the nurse's office and will be brought to the EOT by office staff. The gas meter is located on the west side of the driveway that leads to the back parking lot, just beyond the electrical shut off (about 100 feet).

****If you smell or hear gas escaping after an earthquake
or any emergency, CONTACT THE OFFICE & CUSTODIAN
(Security Team Member) IMMEDIATELY.
Contact the Gas Company (1-800-468-4743) to have service restored.***

Some of the valves are locked. The office, custodial staff, and 2-3 members of the Security Team have keys to unlock them.

FIRST AID TEAM

DUTIES

1. Establish first aid treatment area.
2. Triage – evaluate, sort and prioritize all victims.
3. Provide emergency first aid.
4. Document all first aid treatment administered on triage tag and on Emergency First Aid Record form.

ASSIGNMENT

1. School Health Educator if available.
2. Trained school personnel, including one person designated for record keeping.

TRAINING

1. Current first aid certification
2. CPR certification
3. Triage knowledge
4. Organization of a first aid center

EQUIPMENT

1. First aid kit supplemented with major trauma items
2. Stretchers
3. Blankets, pillow and cot
4. Neck/spinal injury transport board
5. Triage tags
6. Emergency First Aid Record forms
7. First aid handbook
8. List of students with special medical problems (obtain from EOT)
9. Supplies for special needs students (i.e. medication that must also be obtained from EOT)
10. Two-way radio
11. Water

FIRST AID PROCEDURES

1. Go to Disaster Shed for supplies and begin setting up first aid treatment area.
2. Establish team leadership:
 - Two-way radio communication
 - Recorder
 - Director of rescue and first aid
3. Monitor two-way radio reports from Search & Rescue in order to be able to anticipate needs of trapped/injured (EOT will dispatch people to bring victims to First Aid).
4. In conjunction with EOT, determine availability of outside emergency medical services
5. Using Triage Plan of Action, sort patients as to immediate, delayed, ambulatory, or deceased.
6. Record keeper fills out Emergency First Aid Record
7. Treat immediate category patients and prepare for transport and/or appropriate care.
8. When outside emergency responders arrive, they must be fully briefed as to injury status according to information on triage tags and first aid record (1,2,3).
9. Establish a morgue area, if needed.
 - Major concerns are identification and preservation of the body and documentation as to the cause of death.
 - Bodies should be covered, undisturbed, and located in an area away from surviving victims.

TRIAGE PLAN OF ACTION

STEPS OF VICTIM ASSESSMENT:

Step 1

Respiration

1. More than 30/minute – tag red (immediate)
2. Less than 30/minute – further evaluation

Go to Step 2

Step 2

Circulation

1. Capillary blanch test – pressure placed on lips or nail beds and then released
 - DOES NOT regain color within 2 seconds – tag red (immediate)
 - DOES regain color within 2 seconds – further evaluation
2. Radial pulse
 - Not palpable – tag red (immediate)
 - Palpable – further evaluation

Go to Step 3

Step 3

Mental Status

Ability to follow simple directions (i.e. “squeeze my hand”)

1. Altered mental status (unable to follow simple directions) – tag red
2. Normal mental status (able to follow simple directions) – tag yellow (delayed)

Triage Tag Color Code:

Red	=	Immediate care
Yellow	=	Needs care but not urgent

EMERGENCY FIRST AID RECORD
(1,2,3)

<u>Name</u>	<u>Sex</u>	<u>Teacher</u>	<u>Room</u>	<u>Location of Of Injured</u>	<u>Type of Injury</u>	<u>Triage Priority</u>	<u>Rescuer</u>	<u>Time In</u>	<u>Transport Time Out</u>	<u>Evacuation Destination</u>

STUDENT SUPERVISION TEAM

DUTIES

1. Take over supervision of students so teachers can go to other assignments.
2. Keep students calm, quiet, and together until released.
3. Tend to minor cuts/abrasions, etc.
4. Account for all students in Student Supervision Area.
5. Oversee locating of students by runners.
6. Allow adults who circumvent Information/Release Area to claim students at Supervision Area.

ASSIGNMENT

1. Assigned Supervision Team members.
2. All staff not assigned or finished with other emergency duties, parent volunteers and neighbors.

TRAINING

Familiarity with Emergency Preparedness Plan and “Coping with Emotional Needs in a Disaster Situation.”

EQUIPMENT

1. Clipboard with master list of students.
2. Bullhorn
3. Class/teacher signs, posts, and Arrangement of Classes list.
4. 3x5 index cards, pens, squares of colored paper.
5. Food and drinks from Disaster Shed.
6. Games and books from Disaster Shed.
7. Tarps, blankets, sanitation supplies from Shed.

PROCEDURES

1. Establish leader and recorder.
2. Leader receives student name, teacher name and room number from the Student Release Team (via EOT radio). Recorder checks names against Master Student List and dispatches runner. Runner locates student and escorts him/her to the Student Supervision Leader. Leader crosses student’s name off master student list, keeps 3x5 cards, and gives student a slip of colored paper to identify student to release gate. Runners directs student to Release Area.
3. If student cannot be located, runner reports to the Supervision Leader, who then reports missing student to EOT for check against Accountability Reports and S & R findings.
4. Keep students in class groups in Supervision Area.
5. Begin activities or games to keep students occupied. Employ student runners to help if they are free.
6. For long-term care, pass out nametags to remaining students.

IF AN ADULT CIRCUMVENTS THE INFORMATION/RELEASE AREA, HE MAY BE

ALLOWED TO CLAIM A STUDENT IF THE FOLLOWING PROCEDURE IS FOLLOWED:

1. Adult writes student's name and teacher and his/her name on 3x5 card.
2. Student's status is checked just as it would be if the adult were requesting from the Release Area.
3. Adult's eligibility to take student MUST be verified by checking identification (if person is not known to the Supervision Team) against authorized adults listed on the Release Authorization Form.
4. Child MUST be asked (away from adult) if he is comfortable going with this adult. **IF CHILD RESISTS, DO NOT RELEASE HIM TO THIS ADULT.**
5. Keep 3x5 card, check student off of master list and give student a square of colored paper to identify him as someone who has been properly requested to present to the Student Release Gate.
6. Send adult and student to Student Release for official release.

STUDENT RELEASE TEAM INFORMATION GATE

DUTIES

1. Maintain order while awaiting authorization from EOT to begin release process.
2. Distribute Student Release Request Forms to adults/parents picking up students.
3. Prevent parents/adults from circumventing release procedure.
4. Dispatch runners to locate requested students.

ASSIGNMENT

1. Staff members of Student Release Team who have been trained in release procedures.
2. Security Team, as soon as available.

EQUIPMENT

(Office staff member to bring: master keys for Search and Rescue Team Captains, insulin, Staff Emergency Cards, alphabetical (by grade) list of teachers and room numbers.)

1. Signs: Information Gate, Missing/Injured Student List, whiteboard to write names of missing/injured persons on, Release Instructions, Release Gate
2. 3x5 index cards + pencils
3. Clipboard with Master Student List
4. Laminated copy of Release Procedures
5. Radio, two-way radio (EOT)
6. Flashlight with batteries
7. Tarp, if needed
8. Grocery cart to transport all of the above.
9. Vests
10. Signs for Parent Steps for each gate

TRAINING

Familiarity with Disaster Preparedness Plan, especially student release procedures.

PROCEDURES

1. One member of the team should go to the shed to bring the grocery cart with supplies to the Release Area.
2. Put up signs.
3. Establish areas for crowd control and communication
4. Team member(s) distribute student release request and sends small groups to the Information Gate table.
5. Communicator gives names of students to be relayed by runners to Student Supervision Leader.
6. Communicator directs parents/adults to Release Area to wait for students to be released.

STUDENT RELEASE REQUEST

Please enter each student's name, Last Name first, followed by grade and teacher if known.

STUDENT NAME	GR.	TEACHER	ADULT PICKING UP

STUDENT RELEASE STEP-BY-STEP PROCEDURES

At the Information Gate

1. Parent/adult gives Student Release team the student's name and teacher written on 3x5 card. Adult should also write their name on the card so the student can be informed who is picking them up.
2. Leader checks the requested name against missing, absent and injured list.

At the Student Supervision Area

1. Leader receives student's name and teacher from the Information Gate via information gate adult.
2. Leader calls via radio to Student Supervision Area for student.
3. Student walks via standing escorts to gate. Leader or another team member will ascertain that the student is comfortable leaving with the adult specified on the 3x5 card.
Ask the student the following questions:
 - Do you know this person?
 - Do you trust this person?
 - Do you feel comfortable going with this person?
 - Do you think your parents would want you to go with this person?If the student is unwilling to go, he/she should not be released.
4. Leader keeps 3x5 cards, arranging them alphabetically as students are located.
5. Student's name is crossed off master student list.
6. If student cannot be located, report to the Student Supervision Leader.
7. Student Supervision Leader reports missing student to EOT for check against Accountability Forms and S & R Team findings.
8. EOT relays any confirmed missing or injured status to Release Area. Parent/adult is escorted to area between EOT and Release Area where a staff member will be assigned to stay with, calm and assist the adult until the student's status is confirmed.

At the Student Supervision Area

1. In the event that an adult presents himself directly to the Student Supervision Area to claim a student, the adult will complete the 3x5 card with the student's name and teacher and the adult's name. The student should be asked *out of earshot of the adult* picking up if he/she feels comfortable leaving with this adult.
2. Student Supervision Leader then files the 3x5 card.
3. The runner escorts the student and adult to the Release Area for final release.

At the Release Area

1. Student Release team member checks the Emergency Identification Tag, again verifying the identification and approval of adult picking up student.
2. Team member completes lower section of the Emergency Identification Tag with a name and contact information of adult picking up the student and their final destination so the student's

- parent can find them.
3. Team member takes the Emergency ID Tag off student and files it in the crate.
 4. Student is released.

EMERGENCY IDENTIFICATION TAG LOWER PORTION

STUDENT NAME _____

STUDENT RELEASED TO _____

DATE _____ TIME _____ CELL PHONE _____

WHERE WILL STUDENT BE TAKEN? _____

PLEASE PRINT CLEARLY IN BLACK INK

Note: There is space for comments on the reverse side.

**RANCHO ROMERO ELEMENTARY SCHOOL
DISASTER RELEASE AUTHORIZATION FORM
FRONT**



**RANCHO ROMERO ELEMENTARY SCHOOL
EMERGENCY IDENTIFICATION TAG**

STUDENT NAME _____
HOME Phone _____
MOM Cell Phone _____
DAD Cell Phone _____
EMERGENCY MEDICAL INFORMATION:

(It is the parent's responsibility to see that 3 days of medication is stored and current at school.)

FOR SCHOOL WIDE EMERGENCY RELEASE ONLY

Please check the appropriate box:

- Student to be released to any adult with whom child is comfortable leaving
- Student to be released to PARENT only
- Student to be released to MOM only
- Student to be released to DAD only
- Student to be released to persons LISTED ON BACK ONLY

Parent Signature _____
Date _____

(TEACHER TEAR OFF HERE - TO BE COMPLETED AT TIME OF RELEASE ONLY)

STUDENT NAME _____
STUDENT RELEASED TO _____
DATE _____ TIME _____ CELL PHONE _____
WHERE WILL STUDENT BE TAKEN? _____

PLEASE PRINT CLEARLY IN BLACK INK

**RANCHO ROMERO ELEMENTARY SCHOOL
DISASTER RELEASE AUTHORIZATION FORM
BACK**

**PERSONS AUTHORIZE TO PICK UP STUDENT
OTHER THAN PARENT
SCHOOLWIDE EVACUATION ONLY
2008-2009**

1. NAME _____
PHONE _____
2. NAME _____
PHONE _____
3. NAME _____
PHONE _____
4. NAME _____
PHONE _____
5. NAME _____
PHONE _____
6. NAME _____
PHONE _____
7. NAME _____
PHONE _____
8. NAME _____
PHONE _____

RELEASE NOTES:

COPING WITH EMOTIONAL NEEDS IN A DISASTER SITUATION

During a disaster, there may be people who are overwhelmed by the event and have difficulty in coping with the situation and their emotions.

Fear is a normal reaction to any danger which threatens life or well-being. After a disaster, children may be afraid of recurrence, of injury, of death, of being separated from their family, and /or being left alone. After the child is relieved that nothing “serious” has physically happened to him/her, the emotional needs must be addressed.

1. Attempt to calm the child and maintain calmness.
2. Communicate confidence in yourself, as well as concern for the child. Show you care by your attitude.
3. Listen to what the child tells you about his fears. Confirm that these fears are real and shared by many rather than trying to minimize them. At the same time, offer encouragement and support by telling the child he/she can come to you for help.
4. Reassure the child that there will be people here to care for him/her until someone comes to pick him up.
5. Listen when he tells you about how he feels and what he thinks about what has happened.
6. Explain to the child, as well as you can, about the disaster, about the known facts, and again, listen to him.
7. Accept your own limitations in a relief role. Do not attempt to be all things to all people. Do what you can and obtain additional help as needed.

CLASSROOM SAFETY INSPECTION

Room No. _____

PLEASE INSPECT YOUR ROOM FOR THE FOLLOWING CONDITIONS. NOTIFY THE PRINCIPAL OF ANY UNSAFE CONDITIONS.

All objects stored above shoulder level should either be secured in such a manner as to not easily tip or fall or be secured to wall surfaces. Classroom emergency bag should be hung on wall next to door. Backpacks should be checked yearly to ensure they contain necessary and updated supplies.

- _____ All heavy objects are stored on the lowest shelves.
- _____ All glass objects are separated in such a manner that they will not be jolted against each other, and will not be subjected to items falling on them from above.
- _____ All overhead storage is properly secured.
- _____ All areas have been inspected for loose items that might tip or fall during an earthquake (including statues, display items, TV sets, etc.) and secured to wall surfaces or located away from student seating.
- _____ Access to doors or other exits is not blocked or partially blocked at any time by anything.
- _____ Doors to storage cabinets are kept closed/latched when not in actual use.
- _____ Flammable/combustible materials are not stacked or stored near exit doors.
- _____ Glass containers are not allowed to accumulate on counter tops or other work spaces.
- _____ Electrical cords do not extend across walkways or exit ways.
- _____ Flammable materials or other objects are not suspended from ceilings or from light fixtures.
- _____ Sliding glass door opens easily.

On the other side of this sheet, please note any problems that you have not been able to take care of, or any concerns you have about the safety of your room. Please sign your name below to verify that your room inspections has been completed.

Date _____ Name _____

CUSTODIAL SCHOOL SAFETY CHECK

- | <u>Yes</u> | <u>No</u> | |
|------------|-----------|--|
| _____ | _____ | 1. Objects stored above shoulder level are secured to walls or are stored in such a manner that they will not easily fall, or they are away from student seating. |
| _____ | _____ | 2. All storage shelving, large cabinets and book shelves are secured to wall surfaces. |
| _____ | _____ | 3. All heavy objects are stored on the lower shelves. |
| _____ | _____ | 4. Flammable materials are not stacked or stored near exit doors, near electrical panels or water heaters. |
| _____ | _____ | 5. Access to doors or other exits are not blocked or partially blocked at any time. |
| _____ | _____ | 6. Suspended T-bar ceilings are cross-wired to roof (evident X-crossed wires above ceiling). |
| _____ | _____ | 7. Electrical cords are not extended across hallways or exits except when actually in use. |
| _____ | _____ | 8. Keys to Emergency Shed and Utility Shut-Off areas are readily accessible. |
| _____ | _____ | 9. Tools for Utility Shut-Off are readily accessible. |
| _____ | _____ | 10. All cabinets above shoulder level are secured with locks or latches when not in use. |
| _____ | _____ | 11. Any chemicals used are stored in such a manner that if the containers are broken the contents will not mix. (Particularly important when potential mixtures will produce toxic gases or fire.) |
| _____ | _____ | 12. Special concerns have been noted of the back of this form. |

Date _____ Name _____

RANCHO ROMERO DISASTER PLAN **OVERVIEW FOR SUBSTITUTE TEACHERS**

If a major disaster (earthquake, gas leak, explosion, chemical spill, etc.) were to occur during the school day, Rancho Romero has a Disaster Plan which would be activated. As a substitute teacher at Rancho, you need to know the following information:

1. The Disaster Plan assigns every adult on campus to one of seven teams. Each team has specific duties. You will be expected to join the team to which the teacher you are substituting for is assigned.
2. There is an “emergency backpack” hanging inside each classroom. In most rooms the bag is next to the door. If it is necessary to evacuate the building, be sure to take the bag with you. It contains:
 - A brief description of your teacher’s team assignment and responsibilities
 - The name of your teaching “buddy”
 - A class list
 - An Accountability Report form which shows the administration if any students are absent, injured, trapped, etc.
 - A diagram showing where each class should be taken to be supervised while the staff forms into teams and conducts emergency procedures as required
 - Miscellaneous items to be used in caring for the students
3. If it is necessary to evacuate the building; the class initially goes to its fire drill location. Students have been taught to either avoid walking beneath the overhangs or if that is not possible, to walk single-file as close to the buildings as possible. As soon as the class is assembled at the fire drill location:
 - Check to be sure your teaching “buddy” has been able to successfully evacuate his/her class
 - Use the class list in the pack to take role
 - Complete the Accountability Report
 - Lead the class to the diagrammed Student Supervision Area on the field at the rear of the schoolyard
 - Deliver your Accountability Report form to the Student Supervision Team
 - Report to your team assignment

PICK-UP PROCEDURES AFTER A DISASTER

This information is posted at the back of the annual PTA Directory as well as in the Ranchogram preceding the annual Disaster Drill.

In case of school-wide disaster, please note the following:

- The school will use the automated phone calling system to call each household and provide them with as much information as possible – including specific instructions on picking up students.
- Given that in an actual emergency (earthquake, flood, fire, power failure, or freeway disaster), phone lines may not be operable, please plan on using the following pick-up procedures:
 - Proceed to the **main entrance gate**.
 - Staff will **check ID** and ask which student(s) you are picking up. Please have a list ready if you are picking up multiple children other than your own.
 - Student(s) will be brought out to you. Staff will confirm that each student's Disaster Card allows them to leave with you.
 - You will be asked to fill out the lower portion of each student's card, listing where you will be available, and then sign the student(s) out. Staff will remove the lower portion of the card and release the student(s) to you.
 - Please be patient as the staff follows these procedures for your child's protection. No exceptions will be made.
- Parents should be prepared to **walk to the school** to pick up their children in the event of an emergency. The Sheriff and Highway Patrol will most likely block access to Hemme Avenue to emergency vehicles only.
- The school has supplies of emergency water and first aid on campus.
- It may become necessary to relocate our students due to an emergency. In such an event, the school district will provide buses and you will be notified of their location, which will be determined based on current conditions.
- Please help maintain a safe environment for your children by **remaining calm** and assisting the staff in any way necessary.