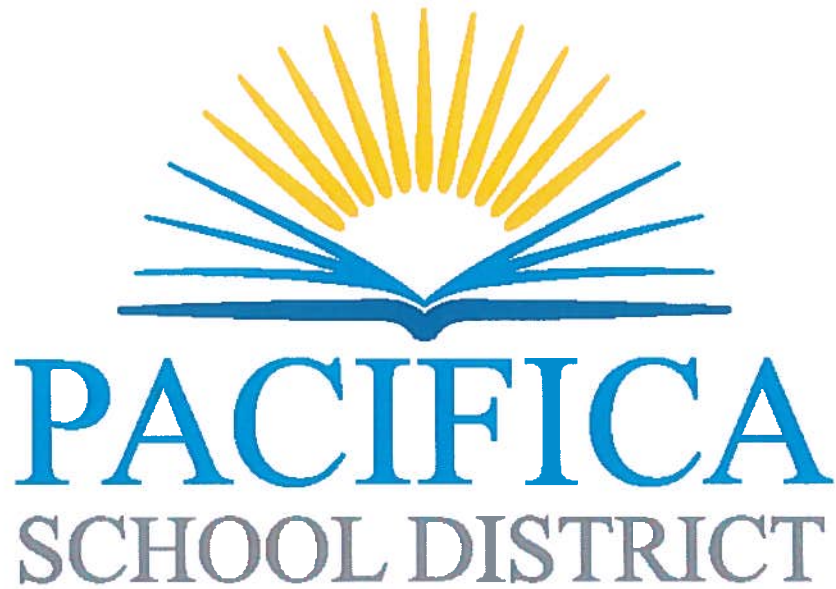


# PACIFICA SCHOOL DISTRICT



**School Safety Plan**

**Cabrillo Elementary School**

**2015-2016 School Year**

**Thomas Stafford, Principal**

**Stacy Russell, Vice Principal**

# CABRILLO ELEMENTARY SCHOOL

## DISASTER PREPAREDNESS

### EMERGENCY STEPS CHECKLIST

\* **Earthquake: Drop/Cover away from windows, power lines, and structures until shaking terminates**

- ☐ Pick up class list emergency packet/Emergency Backpack
- ☐ Evacuate to assigned positions on field
- ☐ Report class status per flow chart
- ☐ Follow Release Procedures

\* **Intruder Alert/Dangerous Person: "Lockdown/Barricade"**

- ☐ Lock interior/exterior doors; Lower blinds; dim lights, students to lie face down on floor.
- ☐ Classes outside **Freeze** to whistle, then drop to flat position
- ☐ Call office about students not in class
- ☐ Wait for all clear signal – Law Enforcement/Administrator

\* **Fire Alarm: Signal Sounds**

- ☐ Pick up class list emergency packet/Emergency Backpack
- ☐ Evacuate to assigned positions on field
- ☐ Report class status per flow chart

\* **Office**

- ☐ Pick up school emergency information/Emergency Backpack
- ☐ Evacuate office personnel and students to assigned area
- ☐ Call district emergency line to report school status (355-2408)

ENSURE SAFETY; REPORT MISSING CHILDREN; WAIT FOR ALL CLEAR

# CABRILLO SCHOOL EMERGENCY ORGANIZATIONAL CHART – 2015-2016

**INCIDENT COMMANDERS: Tom Stafford; Stacy Russell**

(Coordinate all functions.)

**PUBLIC INFORMATION OFFICER: DR. RAY AVILA AT DISTRICT**

**OFFICE: (650) 738-6600**

(Collect and disseminate appropriate information to the public.)

## OPERATIONS CHIEFS

(Liaison between Incident Commander, the Public Information Officer and the Staff teams)

Name: **Don Potter & Kiyomi Arai**

## LOGISTICS CHIEFS

(Liaison between Incident Commander and Logistical Teams.)

Name: **Meghann Elsbernd & Kendra Crame**

## SEARCH & RESCUE TEAM

(Assess and report damage, injuries, and missing persons. Perform rescues and transport injured to First Aid Station.)

Leader: **Toni Marie D'Amore**

Members: **Victoria Ferretti, Sue Beckmeyer, Virgil Mariano, Antonio Robles, Jessica Welch**

## FOOD/WATER/SUPPLIES TEAM

(Assess water and food needs, and assist in releasing teachers / staff to other assignments.)

Leader: **Dwan Padilla or Michelle Keaney**

Members: **Diane Stillman, Sandy Sutter, , Darcy Fields, Ronda Hamilton, Megan Richards or Beverly Hayes**

## MEDICAL/FIRST AID TEAM

(Set up First Aid Station, assess and prioritize injuries.)

Leader: **Ila Dwyer**

Members: **Lisa Anchick, Megan Richards or Beverly Hayes, Chris Donnelly, Janet Nelles, Joyce Narlock, Nancy Hanaike, Gloria Llave, Marina Larrarte, Cathy Dutto**

## ASSEMBLY/SHELTER TEAM

(Set up assembly area, assess shelter needs, and provide sanitation facilities.)

Leader: **Charlotte Jacobs**

Members: **Mimi Agundbiade, Cathy Herold, Rola Ababseh, Alex Uribe, Todd Olson, Mary Carniglia, Evelyn Lin, Bernie Jiminez**

## STUDENT CARE/RELEASE

(Student supervision, coordinate student and staff releases, report injuries and missing persons.)

Leader: **Sandy Franco**

Members: **Mary Griggi, Jeanne Smith, Elisa Repetto, Shelli Stepps, Taryn Burgoyne, Jessica Welch**

## MAINTENANCE / FIRE TEAM

(Secure utilities, perimeter, fire and hazardous materials control, and assess emergency supplies.)

Leader: **Michele Sullivan**

Members: **Tiffany Lin, Barbara DeVolder, Jared Katz**

General Note: Itinerate staff/volunteers report to Operations Chief

## **DISASTER PREPAREDNESS**

In the advent of a disaster – the school is on fire or has suffered damage from an earth quake, there are three phases of response all teachers and staff need to follow:

### **FIRST RESPONSE**

- ☐ Alarm Sounds: Depending on the alarm your class will Duck and Cover – then evacuate, or immediately Evacuate
- ☐ Evacuation: When safe, exit building with all students who are mobile. Keep children silent and in lines. Students sit while teacher takes roll.
- ☐ Disaster Cards: All cards should clearly state Teacher's name.  
  
RED CARD: Missing/Absent and severely injured child  
List any student missing and/or with life-threatening injury.  
  
GREEN CARD: All children accounted, minor or no injuries; list extra students and assigned teacher.

### **SECOND RESPONSE**

- ☐ Report to Command Center, releasing your class records and child supervision to partner teacher.
  - Operations Chief: Don Potter & Kiyomi Arai (Leads)
  - Logistics Chief: Meghan Elsbernd & Kendra Crame (Leads)
  - Search & Rescue: Toni Marie D'Amore (Lead)
  - Medical/First Aid: Ila Dwyer (Lead)
  - Maintenance/Fire: Michele Sullivan (Lead)
  - Food & Water Supplies: Dwan Padilla or Michelle Keaney (Leads)
  - Assembly/Shelter: Charlotte Jacobs (Lead)
  - Student Release: Sandy Franco (Lead)

### **THIRD RESPONSE**

- ☐ For missing persons, the Search & Rescue Team will be deployed and equipment brought out.
- ☐ Search & Rescue Team: Toni Marie D'Amore, Sue Beckmeyer, Vicki Ferretti, Virgil Mariano/Antonio Robles
- ☐ Student Release Team: Sandy Franco, Mary Griggi, Elisa Repetto, Jeanne Smith, Shelli Stepps, Taryn Burgoyne

- ☐ Medical/First Aid Team: Ila Dwyer, Lisa Anchick, Chris Donnelly, Megan Richards, Beverly Hayes, Marina Larrarte, Nancy Hanaike, Gloria Llave, Cathy Dutto, Janet Nelles, Joyce Narlock

### **Tsunami Evacuation**

Alarm:

Plenty of time to evacuate - classrooms will be notified either by messenger or phone call starting with the A Wing and moving up by grade level.

Little or close to no time to evacuate – **EVACUATE** will be announced over the PA system.

Take students to black top on the upper deck and line up in the same order as on the lower deck.

Take roll.

Have attendance cards ready

### **FOURTH RESPONSE**

Preparing for long-term care, you will be directed by the Incident Commander to shift students if needed. Food, water, and sanitation station needs to be organized.

- ☐ Emergency Kit:

- Shake Flashlights
- Red & Green Cards; Print teacher's name on each card
- Pencil/pen, Band-aids, Plastic Garbage Bags (2), Tissues, Games/Activity
- Class List
- Latex Gloves, Individual Student Medications
- Basic first aid supplies

- ☐ Releasing Students:

- Direct Parents to Release Team Area to check out students; avoid having a parent take a student from your class group.

## Emergency Procedures

**When a problem occurs within the classroom:**

**1.) Assess the problem**

- a. What is the degree of danger?\*
- b. How much help will you need?
- c. Control the rest of the class
  - i. Be assertive but calm in giving directions
  - ii. Prevent students from interfering from you doing your job.

**2.) Get Help**

- a. Call the office. Dial 201 or 200.
- b. If no answer, send two students to the office with a note.
- c. Send two students to get the teacher.

FOR SEVERE CASES WHEN YOU CAN'T GET THE OFFICE IMMEDIATELY – DIAL 911. You need to dial 9 twice to get an outside line, and then dial 911.  
(99- outside line, then dial 911.)

**3.) Stay With the Students.**

- a. Stay calm – as the adult you need to project a positive demeanor and reassure the students that the problem will be taken care of successfully.

**\* Degree of Danger:**

If the problem appears to be minor such as a small cut or bruise, send the child to the office with another student. Call the office to let them know a student is coming to the office and explain what is wrong briefly.

If the problem is severe, for example if a child has lost consciousness or there's a danger in moving the child, call the office and ask for someone to come to your room for assistance. If you can't get through to the office, send two students to the office and two students to the teacher's room to get another adult's attention.

**When the problem appears to be outside the classroom:**

**Alarms:** If you hear an alarm or announcement over the PA system ordering an evacuation:

Follow the evacuation procedures for that classroom. Grab the emergency backpack on your way out. Go to the schoolyard and find where your class should line up. Take roll. For **tsunami's**, take your classroom to the upper deck schoolyard, then take roll.

**Earthquake: Duck and Cover.** Have students get under tables when possible and away from windows due to breaking glass. Normally, after an earthquake the fire alarm will sound, indicating you need to evacuate the building. If you have a student who is trapped, reassure the student but evacuate the rest of the class to safety. Inform the teacher and the principal immediately that there is a student left in the classroom and what the student's condition is.

**Intruder Alert:** Duck and Cover. Stay away from the windows and out of sight. Wait to hear over the PA when it's safe to come out of hiding. Designees call 9-1-1.

# **Cabrillo Elementary School**

## **Responses to Emergencies**

### **Immediate Action Response: The Big Five**

1. **Drop, Cover and Hold On**: Implement during an earthquake or explosion to protect building occupants from flying and falling debris.
2. **Evacuation**: Implement when conditions outside the building or off-site are safer than inside or on-site. Requires orderly movement of students and staff from school buildings to a pre-determined safe location.
3. **Lockdown/Barricade**: Initiate for an immediate threat of danger to occupants of a campus or school building and when any movement will put students and staff in jeopardy. Once implemented, no one is allowed to enter or exit rooms for any reason unless directed by law enforcement.
4. **Secure Campus**: Initiate for a potential threat of danger in the surrounding community. All classroom/office doors are closed and locked and all students and staff remain inside until otherwise directed. Instruction continues as planned.
5. **Shelter In Place**: Implement to isolate students and staff from the outdoor environment and provide greater protection from external airborne contaminants or wildlife. Close windows and air vents and shut down air conditioning/heating units.

### **PRINCIPLES OF SAFETY**

- First: Get your children to a safe place or position  
Second: Take roll and report absences  
Third: Hold children until other directions are received

### **FIRES**

- If you detect a fire or smoke, pull the nearest alarm and evacuate your students to the designated area on the yard.
- If you hear the fire alarm, evacuate your students to the designated area on the yard.
  1. Take roll.
  2. Have attendance card ready.
    - a. If students are missing, have their names ready for the search team.
  3. Wait for further instructions.

### **EARTHQUAKE, EXPLOSION – DROP & COVER (NO WARNING SIGNAL)**

- Children drop immediately at teacher's direction.
  - a. **Inside** - drop to knees under a desk; clasp one hand behind neck, hold onto desk with other hand, bury face in arms; make one's body small as possible; close eyes and cover ears with forearms; and face away from windows.
  - b. **Outside** - Move away from building and power lines; follow drop procedure. When safe, proceed to FIRE DRILL positions on play field.

- **EVACUATE THE BUILDING = EVACUATE**

The signal for evacuation shall be the fire alarm or the verbal command, “**EVACUATE.**” Take children to assigned locations on the yard or fields. Evacuation is appropriate for:

- Fire
- Post Earthquake
- Bomb Threat
- Explosion or Threat of Explosion
- Chemical Accident
- Flood

**Before School, Recess Times, and After School** – Lead children to play yard or fields.

### **TSUNAMI**

Alarm:

- Plenty of time to evacuate - classrooms will be notified either by messenger or phone call starting with the A Wing and moving up by grade level.
- Little or close to no time to evacuate – **EVACUATE** will be announced over the PA system.
  1. Take students to black top on the upper deck and line up in the same order as on the lower deck.
  2. Take roll.
  3. Have attendance cards ready.

### **INTRUDER ALERT = *LOCK DOWN/BARRICADE***

The signal for INTRUDER ALERT may include: PA System or Messenger with the command, “**LOCK DOWN/BARRICADE! THIS IS NOT A DRILL.**” Follow this procedure:

- a. Direct an unknown person to the Office if the person is considered safe
- b. For an uncooperative intruder:
  - Notify Office immediately. Call 9-1-1!
  - Do not approach the person.
  - If instructed, **LOCK DOWN/BARRICADE** your classroom: **LOCK DOORS, CLOSE BLINDS, LIGHTS LOW.**
  - **Outside:** Move students to a safe area as quickly as possible. It may be necessary to drop and cover.
  - Children in the Library or MPR stay in the MPR and follow Lock Down Procedure.
- c. Intruder **LOCK DOWN/BARRICADE** is appropriate for:
  - Dangerous person(s) on campus, and
  - Family members or persons with restraining orders against them.

### **TEACHER INSTRUCTIONS**

Primary responsibility is to locate and provide safety for your children. During an emergency, teachers **HOLD** students in the classroom until it is safe to evacuate or other instructions arrive.

### **ALL CLEAR – ALL CLEAR**

The signal for all clear may be from the PA System, a messenger, or whistle.



### STAFF ROSTER & ROOM ASSIGNMENTS 2015-2016

	Name	Rm. #	V-mail
Principal	Tom Stafford	Office	204
Vice Principal Guidance & Learning	Stacy Russell	Office	207
Secretary	Sandy Franco*	Office	201
School Assts.	Mary Griggi*, Cathy Heon, Rola Ababseh	Office	Mary-200
K	Sandy Sutter	A10	110
K	Todd Olson	A8	108
K/I	Kendra Crame	A11	111
1	Elisa Repetto	A9	109
1	Chris Donnelly	A4	104
2	Charlotte Jacobs*	A5	105
2	Diane Stillman	A7	107
2/3	Barbara DeVolder	A6	106
3	Jared Katz*	B18	118
3	Kiyomi Arai	B16	116
4	Dwan Padilla/Michelle Keaney	B19	119
4	Tiffany Lin	B17	117
5	Lisa Anchick	C26	126
5	Michele Sullivan*	C28	128
6	Victoria Ferretti	C27	127
6	Toni Marie D'Amore	C29	129
7	Alex Uribe	D33	135
7	Meghann Elsbernd	D34	136
8	Ila Payne-Dwyer	D35	133
8	Don Potter*	D36	134
SDC K - 1	Megan Richards & Beverly Hayes	A3	103
SDC 2 - 5	Jessica Welch	B15	115
RSP	Janet Nelles	A2	102
RSP Paraprofessional	Joyce Narlock	A2	102
Band Room	Mark Unbehagen	Band Pavilion	137
Physical Education	Christina Fiske	Office	No Ext.
Speech Rm.	Evelyn Lin, Mary Carniglia, Bernie Jimenez	A1	101
Psychologist	Jeanne Smith*	AD40A	206
Counselor	Shelli Steppe	A37	237
Paraprofessionals	Cathy Dutto, Nancy Hanaike, Gloria Llave, Marina Larrarte, Taryn Burgoyne		
Kitchen	Darcy Fields & Ronda Hamilton, Monique Graziani	Kitchen	139
Custodian	Virgil Mariano & Antonio Robles		
Library-Media	Sue Beckmeyer*/Lauren Reynolds	LMC	208

## Upper Deck

