

PACIFICA SCHOOL DISTRICT



**School Safety Plan**  
**Linda Mar Educational Center**  
**2015 - 2016 School Year**  
**Jennifer Gray – Director, LMEC**

## LINDA MAR EDUCATION CENTER

### 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

# Linda Mar Educational Center Emergency Chart, 2015-2016

**LMEC has a long-range walkie-talkie to communicate  
with Cabrillo Elementary**

## Incident Commander

**Jennifer Gray – (650) 738-6680/Maridel Rehmet**

**FAX Line: (650) 738-3799**

**Public Information Officer & Liaison with other agency reps: Ray Avila at  
District Office**

**All employees have walkie-talkies in their emergency bags.**

<p style="text-align: center;"><b>Operations Chiefs</b> Liaison between the Incident Commander, the Public Information Officer and the Staff Teams. <b>Maridel Rehmet</b></p>	<p style="text-align: center;"><b>Logistics Chiefs</b> Liaison between the Incident Commanders &amp; Logistical Teams <b>Kathy Green</b></p>
<p style="text-align: center;"><b>Search &amp; Rescue Team</b> <b>Kari Trainor, Leader</b> <b>Melissa Fahey, Nicole Sayres</b></p>	<p style="text-align: center;"><b>Food/Water/Supplies Team</b> <b>Janet Jackson, Leader</b> <b>Julie Jones</b></p>
<p style="text-align: center;"><b>Medical/First Aid Team</b> <b>Cecilia Ng, Leader</b> <b>Leslie Craven (if present), Joanne Simonson</b> <b>Brenda Watterson</b></p>	<p style="text-align: center;"><b>Assembly/Shelter Team</b> <b>Bernie Jimenez &amp; Danny Kha, Co- Leaders</b> <b>Denise Mavroidis</b> <b>Pacifica School Volunteers</b></p>
<p style="text-align: center;"><b>Student Care/Release</b> Releasing students to parents or guardians <b>Barbara Falk, Leader</b> <b>Carolyn Lee</b></p>	<p style="text-align: center;"><b>Maintenance/Fire Team</b> <b>Bernie Jimenez &amp; Danny Kha, Co- Leaders</b> <b>Leslie Craven</b> <b>Pacifica School Volunteers</b></p>

General Note: Itinerate staff/volunteers report to Operations Chief

LINDA MAR EDUCATIONAL CENTER  
DISASTER PREPAREDNESS SITE PLAN

**FIRST RESPONSE**

- ☐ Alarm Sounds: Duck and Cover, silence
- ☐ 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: Maridel Rehmet
  - Logistics Chief: Kathy Green
  - Search & Rescue: Kari Trainor
  - Medical/First Aid: Cecilia Ng
  - Maintenance/Fire: Bernie Jimenez/Danny Kha
  - Food & Water Supplies: Janet Jackson
  - Assembly/Shelter: Bernie Jimenez/Danny Kha
  - Student Release: Barbara Falk

**THIRD RESPONSE**

- ☐ For missing persons, the Search & Rescue Team will be deployed and equipment brought out.
- ☐ Search & Rescue Team: Kari Trainor, Melissa Fahey
- ☐ Student Release Team: Barbara Falk, Carolyn Lee
- ☐ Medical/First Aid Team: Cecilia Ng, Leslie Craven, Joanne Simonson, Nicole Sayres, Brenda Watterson

#### **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:

- Flashlight/Batteries (keep separated until needed)
- Red, Yellow, 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.

**Linda Mar Educational Center**  
**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

**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.

- **INTRUDER ALERT = “*LOCKDOWN/BARRICADE*”**

The signal for INTRUDER ALERT may include: PA System or Messenger with the command, “**LOCKDOWN/BARRICADE**”. 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 911!
  - 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 and follow Lock Down Procedure.
- c. Intruder Code Blue is appropriate for:
  - Dangerous person(s) on campus, and
  - Family members or persons with restraining orders against them.

**Flood/Tidal Wave/Tsunami**

The signal for Flood/Tidal Wave/Tsunami warning may include City of Pacifica tsunami siren, school public address system, messenger or bullhorn “Sound/Noise” if not able to use public address system. Staff members will be instructed to lead students East on Rosita and then South on Adobe to highest point.

**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** –

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

Linda Mar Educational Center  
Emergency Procedures  
Exit and Assembly  
2015-2016

Room #	Exit	Assemble
A1:	Through outside door to street and to west parking lot.	Cyclone Fencing at west parking lot.
A3: Speech	See above	See above
A5: Bldg. Kidz	See above	See above
A7: Bldg. Kidz	See above	See above
A9: Bldg. Kidz	See above	See above
A2: SDC Preschool	Through outside door to far side of center play yard	Go to far side of play yard away from building.
A4: SDC Preschool	See above	See above
A6: Bldg. Kidz	See above	See above
A8: SDC Preschool	Through outside door, pass through gates to center play yard	Go to far side of center play yard away from building
MPR, Kitchen, Rms 5, 7, 9, & 11	Exit nearest outside exit and proceed to the west parking lot	Cyclone fencing at west parking lot.
Pacifica School Vol. Rm. 13	See Above	See Above
Rm. 15	See Above	See Above
Rms. 2, 4, 6	Exit nearest outside exit to field area.	Cyclone fencing southwest of 4H barn.
Rm. 8	See Above	See Above
Rm. 10	See Above	See Above
Rm. 12 & 14	See Above	See Above
Room 17	Exit nearest outside exit and go to far southern area of center play yard.	Meet at southern end of center play yard.
Room 19	See Above	See Above
Room 18 OT	Exit nearest outside exit and go to field area next to 4H barn	Cyclone fencing southwest of 4H barn.
Room 20	See Above	See Above



**Linda Mar Educational Center**

**A Wing**

Front of Bldg:

- A1: Life Steps
- A3: PSD Speech Offices
- A5: Building Kidz (Private Preschool)
- A7: Building Kidz (Private Preschool)
- A9: Building Kidz (Private Preschool)

Rear of Bldg:

- A2: Cecilia Ng (PSD SDC Preschool)
- A4: Kari Trainor (PSD SDC Preschool)
- A6: Building Kidz (Private Preschool)
- A8: Maridel Rehmet (PSD SDC Preschool)

**B Wing**

Front of Bldg:

- 1. MPR: Lighthouse Church Sanctuary
- 3. Kitchen
- 5, 7, 9 & 11. Church
- 13. Pacifica School Volunteers
- 15. IEP conference room

Back of Bldg.

- 2 & 4. Church Offices
- 6. Church
- 8. Homeschool Classroom
- 10. Rented Art Room
- 12. Homeschool Science/Art Room
- 14. Martial Arts
- 16. Weight Lifters

**C Wing**

West Side (facing Playground)

- 17. Psychologist
- 19. Physical Therapist

East Side (facing Parking Lot)

- 18. Occupational Therapy
- 20. Behavioral

Linda Mar Educational Center Evacuation Map  
*Fencing Along South Parking Lot*

Key:

- ES – Electric Shut-off
- WS – Water Shut-off
- GS – Gas Shut-off
- GL – Gas Lines

*Fencing along South Play Yard in front of Garden*

