

PACIFICA SCHOOL DISTRICT



School Safety Plan

Ocean Shore Elementary School

2015 – 2016 School Year

Karen Gnusti, Principal

Seva Steele, Vice Principal

OCEAN SHORE ELEMENTARY

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**

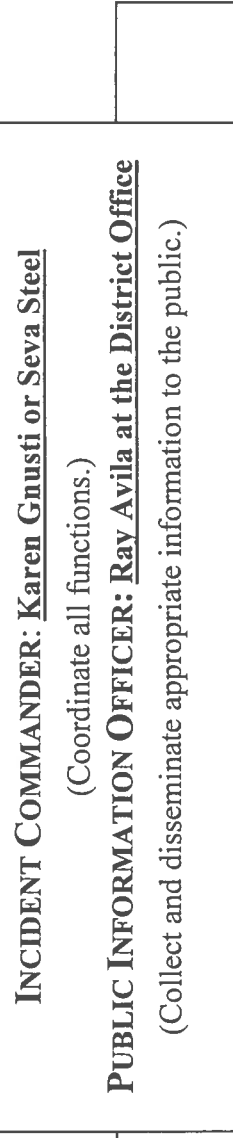
- ___ Pick up class list emergency packet/Emergency Backpack
- ___ Evacuate to assigned positions on field
- ___ Report class status per flow chart

* **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

SCHOOL EMERGENCY ORGANIZATIONAL CHART – 2015-2016



OPERATIONS CHIEF
(Liaison between Incident Commander, the Public Information Officer and the Staff teams
Name: **Jonathan Harris**

SEARCH & RESCUE TEAM
(Assess and report damage, injuries, and missing persons. Perform rescues and transport injured to First Aid Station.)
Leader: **Katy Stearns**
Members: **Alice Garibaldi**

MEDICAL/FIRST AID TEAM
(Set up First Aid Station, assess and prioritize injuries.)
Leader: **Matt Hayden**
Members: **Jason McArthur**

STUDENT CARE/RELEASE
(Student supervision, coordinate student and staff releases, report injuries and missing persons.)
Leader: **Patricia Buddington**
Members: **Rosemary Sanford, Barbara Bualat, Gemma Cobb, Erika Orozco**

LOGISTICS CHIEF
(Liaison between Incident Commander and Logistical Teams.)
Name: **Patty McNally**

FOOD/WATER/SUPPLIES TEAM
(Assess water and food needs, and assist in releasing teachers / staff to other assignments.)
Leader: **Natalie Abinante**
Members: **Diane Barghouthy**

ASSEMBLY/SHELTER TEAM
(Set up assembly area, assess shelter needs, and provide sanitation facilities.)
Leader: **Helen Rojas / Jackie Garduno**
Members: **Jennifer Mitchell**

MAINTENANCE / FIRE TEAM
(Secure utilities, perimeter, fire and hazardous materials control, and assess emergency supplies.)
Leader: **Ron Douglas**
Members: **Pacifica Fire / Police**

General Note: Itinerate staff/volunteers report to Operations Chief

Ocean Shore Elementary
Response 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 onsite. Requires orderly movement of students and staff from the school buildings to a pre-determined safe lockdown.
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.

Evacuation Protocol

- Evacuation: All students exit the building and line up on the blacktop behind the school
- Take Roll: Students sit while teacher takes roll.
- Teachers: Hold up a red or green card. Red = Student Missing, Green = All Present
- Report In: Staff reports who is missing to Site Lead Supervisor.
- Site Lead Supervisor reports to Front Office Assistant who is in the front of the school.
- Custodian: Assures Site Lead Supervisor that school is clear of all people if possible.

Fire

- Exit the building and walk to the line-up area on the blacktop.
- Follow all evacuation procedures listed above.

Earthquake

- Drop and cover under a hard surface and away from all windows, power lines, and structures if possible until shaking stops.
- Once shaking stops, follow all evacuation procedures.

- Leave injured students in the classroom if there is no way to safely move them.
- Leave a yellow card on a door to show there is an injured person in the room.

Intruder Alert:

- Announcement will be made to “lockdown/Barricade”.
- Students in hallways should go to classroom closest to where they are located.
- If outside, teachers should bring their students to the closest room or, if the situation requires it, should leave campus or hide outdoors.
- Teachers / Staff should lock doors and barricade doors when possible.
- Close all windows and cover all windows.
- Students should be still, silent and on the ground, hiding when possible and away from doors and windows.
- Teachers should take role of students in their rooms and email kgnusti@pacificasd.or or text message to Karen’s phone at 650-455-4327 about who is unaccounted for.
- Teachers should not open the door until and “all clear” announcement is made.

Tsunami Warning

- Announcement will be made that we will evacuate campus.
- Teachers should follow evacuation procedures above.
- Teachers will take role.
- Front office assistant or school supervisor will unlock the two gates along Monterey.
- Once students are accounted for, Ocean Shore Students will walk along Monterey to Sunset Ridge School

Shelter in Place

- Announcement will be made to “shelter in place”.
- Custodian and front office staff will lock all doors of the school.
- Close all doors and windows
- Continue to teach
- Teachers should keep all students in their classrooms, calm and quiet.
- If outside, teachers should bring their students indoors.
- Teachers should take role and contact the front office with the names of missing students or names of other students they have in the classroom.

Secure Campus Protocol

- Announcement will be made to “secure campus protocol”
- Find a secure location inside the building for you and students
- Lock all doors and windows
- Continue to teach
- Remain in this location until further instructions

Parent / Guardian Contact

- This would be managed by office personnel.

- In the event of a real emergency Ocean Shore School would make every effort to contact all parents via the yahoo email group and / or the school reach phone system in order to inform parents of situation.
- All students would be released from a specific location and must be signed out by emergency card contact.
- Our release location is Sunset Ridge if we have cannot release from Ocean Shore School

School Office Personnel

- Pick up school emergency information
- Pick up binder of emergency cards
- Pick up school medications, etc. (Include specific supplies for diabetes.)
- Evacuate office personnel and students to assigned area
- Call District emergency line to report school status (355-2408)

School Principal

- Backpack with first aid supplies
- Bull horn
- Satellite Phone
- Palm Pilot with Student Data
- Keys
- Personal Cell Phone

Classroom Emergency Kits

- Flashlight with batteries
- Red, Yellow, Green cards
- Pencils / pens
- First Aid Supplies
- Plastic Garbage Bags
- Latex Gloves
- Student Medications
- Emergency Forms
- Class Roster

Ocean Shore Staff Name	Position/Grade	Room	Extension
Seva Steel	Vice Principal	Office	206
Sandy Flaster	Psychologist	Office (Psych)	212
Patricia Buddington	Secretary	Office	201
Gemma Cobb	Office Asst.	Office	202
Rosemary Sanford	Office Asst.	Office	202
Karen Gnusti	Principal	Office	203
Evelyn Lin	Speech Therapist	C37	257
Grace Goodwin	County SDC	E2 Portable	102
Lily Escobedo	K	A24	124
Jerry Downs	Band	E3 (Band)	101
Sheila Gamble-Dorn	3	D67	167
Alice Garibaldi	2	D60	160
Jonathan Harris	4 – 5	C45	145
Matt Hayden	SDC	C39	139
Jeanne Bellinger	7	C46	129
Helen Rojas / Jackie Garduno	1	B26	126
Ron Douglas	Custodian		Page 966
Patty McNally	4 – 5	D65	165
Jennifer Mitchell	K	A23	123
Fran Quartini / Sandy Mills	2	D61	161

Diane Barghouthy	3	D66	166
Katy Stearns	6	C47	147
Jason McArthur	8	B29	129
Julie Chang / Michelle Zuromski	1	B27	127
Virginia Szczepaniak	4 – 5	C44	144
Sophie Korn	8	B28	128
Jessica Paul	6	E1	101
Natalie Abinante	RSP	D62	162
Laura Xuereb	Cook	Kitchen	117
	Art Room	C43	143
	City Day-Care		738-7464
	Copy Room (Main)		121
	Library		120 or Page 217
	MPR		Page 206
	Counselor		212
	Parent Room	A25	125 or 122(Tour #)
	Parent Office		112
	Science Room	D57	157
	TTT Day-Care		359-1312

Ocean Shore Emergency Evacuation Routes & Classroom Assignments

Key:

WS: Water Shut-off

GS: Gas Shut-off

EP: Electrical Panel

GL: Gas Lines

ES: Emergency Supplies

