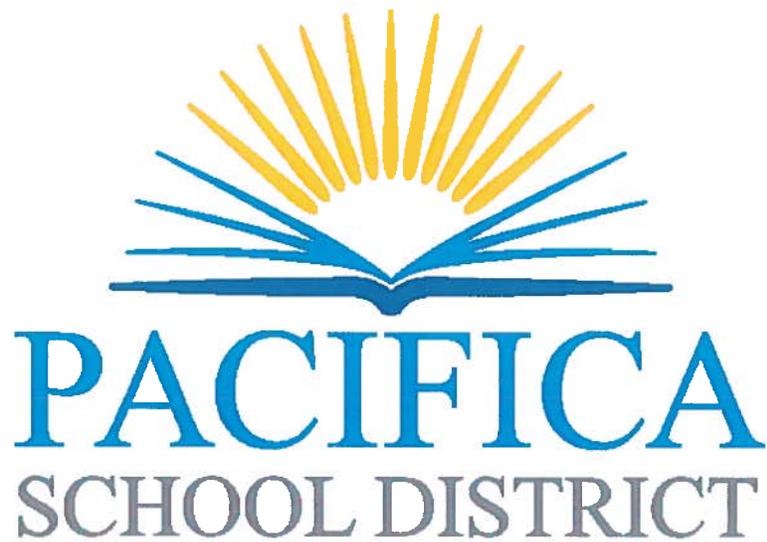


PACIFICA SCHOOL DISTRICT



**School Safety Plan**  
**Ortega Elementary School**  
**2015-2016 School Year**  
**Deborah Skiles, Principal**  
**Patrick Jackson, Vice Principal**

ORTEGA ELEMENTARY SCHOOL

DISASTER PREPAREDNESS

EMERGENCY STEPS CHECKLIST

- O Earthquake: Drop/Cover away from windows, power lines, and structures until shaking terminates
  - \_\_\_ Pick up emergency backpack
  - \_\_\_ Evacuate to assigned positions on field
  - \_\_\_ Report class status per flow chart
  - \_\_\_ Follow Release Procedures
  
- O Intruder Alert/Dangerous Person: "Lockdown/Barricade"
  - \_\_\_ Lock interior/exterior doors; Lower blinds; dim lights
  - \_\_\_ Classes outside **Freeze** to whistle, then drop to flat position
  - \_\_\_ Call office about students not in class
  - \_\_\_ Wait for all clear signal – 10 second tone
  
- O Fire Alarm: Signal Sounds
  - \_\_\_ Pick up emergency backpack
  - \_\_\_ Evacuate to assigned positions on field
  - \_\_\_ Report class status per flow chart
  
- O Office
  - \_\_\_ Pick up school emergency information
  - \_\_\_ 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

**ORTEGA ELEMENTARY SCHOOL EMERGENCY ORGANIZATIONAL CHART – 2015 - 2016**

**INCIDENT COMMANDER: Deborah Skiles**

(Coordinate all functions.)

**PUBLIC INFORMATION OFFICER: Ray Avila at District Office**

(Collect and disseminate appropriate information to the public.)

**OPERATIONS CHIEF**

(Liaison between Incident Commander, the Public Information Officer and the Staff teams  
Name: **Tony Hartman**)

**SEARCH & RESCUE TEAM**

(Assess and report damage, injuries, and missing persons. Perform rescues and transport injured to First Aid Station.)  
Leader: **Coleen Dillon**  
Members: **Nancy Silver, Anthony Corten, Scott Newbold**

**MEDICAL/FIRST AID TEAM**

(Set up First Aid Station, assess and prioritize injuries.)  
Leader: **Karen Stevenson/Sky Baumbach**  
Members: **Wendi Wittmeyer, Debbie Andre**

**STUDENT CARE/RELEASE**

(Student supervision, coordinate student and staff releases, report injuries and missing persons.)  
Leader: **Lynne Maggioncalda**  
Members: **Office Aides**

**LOGISTICS CHIEF**

(Liaison between Incident Commander and Logistical Teams.)  
Name: **Coleen Dillon**

**FOOD/WATER/SUPPLIES TEAM**

(Assess water and food needs, and assist in releasing teachers / staff to other assignments.)  
Leader: **Gina Arguello**  
Members: **Diana Fasanaro**

**ASSEMBLY/SHELTER TEAM**

(Set up assembly area, assess shelter needs, and provide sanitation facilities.)  
Leader: **Nancy Silver**  
Members: **Denise Kirejczyk**

**MAINTENANCE / FIRE TEAM**

(Secure utilities, perimeter, fire and hazardous materials control, and assess emergency supplies.)  
Leader: **Anthony Corten**  
Members: **Scott Newbold, Tony Hartman**

General Note: Itinerate staff/volunteers report to Operations Chief

# Ortega Elementary School 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: Tony Hartman
  - Logistics Chief: Colleen Dillon
  - Search & Rescue: Colleen Dillon
  - Medical/First Aid: Melyssa West
  - Maintenance/Fire: Debbie Skiles
  - Food & Water Supplies: Gina Arguello
  - Assembly/Shelter: Nancy Silver
  - Student Release: Lynne Maggioncalda

## **THIRD RESPONSE**

- For missing persons, the Search & Rescue Team will be deployed and equipment brought out.
- Search & Rescue Team: Colleen Dillon, Nancy Silver, Anthony Corten, Scott Newbold
- Student Release Team: Lynne Maggaioncalda, Office Aides
- Medical/First Aid Team: Melyssa West, Wendy Wittmeyer, Debbie Andre

### **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.

## Ortega Elementary School Responses to Emergencies

- 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**

The signal for evacuation shall be the fire alarm or the verbal command, "EVACUATE CODE RED." 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**

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 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.

## 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 a from the PA System, a messenger, or a whistle

Ortega Elementary School 2015-2016 Directory

NAME	POSITION/GRADE	ROOM	EXTENSION
Deborah Skiles	Principal	Office	203
Patrick Jackson	Vice Principal	Office	205
Lynne Maggioncalda	Secretary	Office	200
Ellen Louthan	K	A1	101
Michelle Brazil Diane Herald	K	A3	103
Sharon Rios Katy Bosinoff	TK	A5	105
Linda Manassis	K	A7	107
Kathy Fugitt	K	B14	114
Gloria Fare	1	B16	116
Kathie Welch	1	B18	118
Michelle Kale	1	B19	119
Wendi Wittmeyer	2	B17	117
Coleen Dillon	2	C29	129
Diana Fasanaro	2	C31	131
Lisa DeVry	3	C27	127
Debbie Andre	3	C26	126
Nancy Silver	3	C30	130
Tony Hartman	3	C28	128
Anthony Corten	4	D46	145
Gina Arguello	4	D44	144
Karen Stevenson Sky Baumbach	4/5	D41	141
Melyssa West	5	D42	142
Denise Kirejczyk	5	D43	143
Beth Boldt	SDC	B13	113
Lisa Klewicki	SDC	B15	115
Betsy Belkin	RSP	D41	141

Mary Carniglia	Speech Therapist	C25	125
Anne Burrows	Psychologist	C22	122
Jeanne Smith	Psychologist	C22	122
Library		A2	301 Desk 302 Julia Hall
<b>Custodians:</b> Scott Newbold Robert Rutledge	<b>School Assistants:</b> Angela Gibbs Vicki Broadway	<b>ParaProfessionals:</b> Jerry Newland Jennifer Nevin Tenishia Kavanaugh Marlina Hajnal Gail Barrett Cindy Szentkuti	<b>Playworks:</b> Tiffany Hanna
<b>Kitchen:</b> Julia Gallagher Mekala David	<b>Instructional Aide:</b> Kathy Lotti	<b>Art:</b> Julie Ulmer	<b>Science:</b> Stephanie Trelogan

# Ortega Elementary School

## Evacuation, Shut Off Mains & Classroom Assignment Map 2015 - 2016

Key: GS : Gas Shut Off    CS: Chemical Storage  
 ES: Electric Shut Off    WS: Water Shut Off

