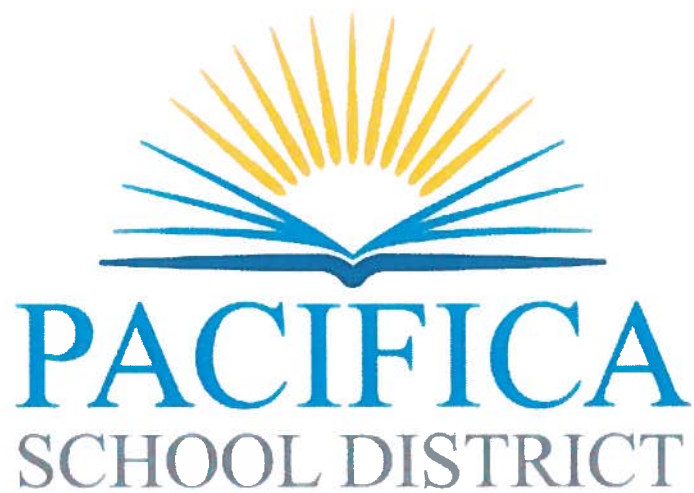


PACIFICA SCHOOL DISTRICT



School Safety Plan
Sunset Ridge Elementary School
2015 – 2016 School Year
Ellie Cundiff, Principal
Chido Garcia, Assistant Principal

SUNSET RIDGE 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
 - ___ Evacuate to assigned positions on field
 - ___ Report class status per flow chart
 - ___ Follow Release Procedures

- * **Intruder Alert/Dangerous Person: "Lock Down/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

- * **Fire Alarm: Signal Sounds**
 - ___ Pick up class list emergency packet
 - ___ Evacuate to assigned positions on field
 - ___ Report class status per flow chart

- * **"Sister School"** - If evacuation from site is needed, students and staff should relocate to their "Sister School". Sunset Ridge will relocate to Ocean Shore School.

- * **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

SCHOOL EMERGENCY ORGANIZATIONAL CHART 2015-2016

INCIDENT COMMANDER: Elle Cundiff / (second - Chido Garcia)

(Coordinate all functions.)

PUBLIC INFORMATION OFFICER: Rav Avila/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: **Chido Garcia, (second – Debby Lyttle)**

SEARCH & RESCUE TEAM

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

Leader: **John Collins**

Members: **Dane Peterson, Gwen Domingo,**

MEDICAL/FIRST AID TEAM

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

Leader: **Karen Casebeer**

Members: **Nina Camozzi, Kevin McCarthy, Peter Graff, CPR- Lynn Gallo**

STUDENT CARE/RELEASE

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

Leader: **Darlene Easterby**

Members: **Nataly Pikna, Joanne Frediani, Catherine Duron,**

All staff not listed on chart supervise students.

LOGISTICS CHIEF

(Liaison between Incident Commander and Logistical Teams.)

Name: **Sean Nunan, (second - May Ryan)**

FOOD/WATER/SUPPLIES TEAM

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

Leader: **Ann Tsai**

Members: **Meghan Campbell, Rose Munger, Carrie Higuera**

ASSEMBLY/SHELTER TEAM

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

Leader: **Bridgette Grillo**

Members: **Cindy Skinner, Kayla Schaefer, Tiffany Kwok,**

MAINTENANCE / FIRE TEAM

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

Leader: **Maria O'Campo**

Members: **Missy Zywootko**

General Note: Itinerate staff/volunteers report to Operations Chief

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 Room Number.
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: Chido Garcia, Debby Lyttle
 - Logistics Chief: Sean Nunan, May Ryan
 - Search & Rescue: John Collins
 - Medical/First Aid: Karen Cassebeer,
 - Maintenance/Fire: Maria O'Campo
 - Food & Water Supplies: Ann Tsai
 - Assembly/Shelter: Bridgette Grillo
 - Student Release: Darlene Easterby

THIRD RESPONSE

- ☐ For missing persons, the Search & Rescue Team will be deployed and equipment brought out.
- ☐ Search & Rescue Team: John Collins, Dane Peterson, Gwen Domingo
- ☐ Student Release Team: Darlene Easterby, Nataly Pikna, Joanne Frediani, Catherine Duron (Other staff members not listed on chart)
- ☐ Medical/First Aid Team: Karen Cassebeer, Nina Camozzi, Kevin McCarthy, Peter Graffi, CPR-Lynn Gallo

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 and Green Cards; Print teacher's room number 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
 - Other supplies

☐ Releasing Students:

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

Sunset Ridge 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

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". 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, “**LOCK DOWN/BARRICADE**” Follow this procedure:

- a. Direct an unknown person to the Office if the person is considered safe
- b. For an uncooperative intruder:
 - o Notify Office immediately. Call 911!
 - o Do not approach the person.
 - o If instructed, LOCK DOWN/BARRICADE your classroom: LOCK DOORS, CLOSE BLINDS, LIGHTS LOW.
 - o **Outside:** Move students to a safe area as quickly as possible. It may be necessary to drop and cover.
 - o Children in the Library or MPR stay and follow “Lock Down/Barricade” Procedure.
- c. Intruder “LOCKDOWN/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 –

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

Sunset Ridge Emergency Phone Contact List 2015-16

Call the person listed directly below your name. If you are unable to reach that person, leave a message if possible and then call the next person. The last person will call Ellie Cundiff to complete the list.

Ellie Cundiff
650.504.1009

Maria Ocampo
650.267.9363

Darlene Easterby
650.359.0673 (h)
650.339.1401 (c)

Cindy Skinner
415.681.9234 (c)

Catherine Duron
213.713.8871

Sydney Tyler-Parker
650.728.5219

Tiffany Kwok
415.713.0822

Lauren Reynolds
650.359.7708 (h)
650.207.5995 (c)

Lynn Gallo
650.712.2114 (h)
650.355.7763 (c)

Carrie Higuera
650.575.2809

Bridgette Grillo
415.6.233.3856

May Ryan
415.334.4766 (h)
415.713.5132 (c)

Sean Nunan
650.992.9864 (h)
415.602.7778 (c)

Karen Cassebeer
714.357.3965

Norma Meza-Lopez
650.307.4335

Kayla Schaefer
650.238.4085

Meghan Campbell
650.228.4418

Kevin McCarthy
760.985.2605

Sergio Ybanez
650.9219417

Teresa Barba
650.892.8158

Kathy McKay
650.504.2827
650.557.9332

Bridgette Grillo
415.233.3856

Chido Garcia
661.889.6383

Sue Mennear
541.953.0765 (c)

Ann Tsai
415.215.4501 (c)

Missy Zywotko
763.443.8766 (c)

Jeanne Dela Rosa
650.738.9128 (h)

Carolyn Goodnol
650.296.7385

John Collins
650.201.0411 (c)

Kristen Hill
937.307.9084

Debby Lyttle
650.878.8445 (h)
650.892.0947 (c)

Janeen Castaneda
650.924.2004 (c)

Jennifer Nicosia
650.738.2448 (h)

Lori Johnson
650.892.4715

Sylvia Santiago-Mejia
415.756.5535

Virginia Travieso
650.898.8456
646.423.8238 (c)

Beth Smerdon
650.270.4195

Fabius Rollins
650.622.9256

Vicki Zettler
415.244.8647

Joanne Frediani
415.519.0368 (c)

Peter Graff
510.289.8979

Liliana Spranza
650.992.4857

Marcella White
650.758.8979

Room	TK/Kindergarten	Ext
K1	May Ryan (TK)	601
K2	Karen Cassebeer (TK)	602
K3/K	Rose Munger	603
K4	Kayla Shaefer	604
K5	Sydney Tyler-Parker	605

Room	First Grade	Ext
C1	Cindy Skinner	301
C2	Norma Meza-Lopez (SDC)	302
C3	Catherine Duron	303
C4	Tiffany Kwok	304
C5	Carrie Higuera	305

Room	Second Grade	Ext
A1	Erica Morales-Cruz (FRC)	101
A2	Joanne Frediani	102
A3	Darlene Easterby	103
A4	John Collins	104
A5	Kristen Gooley	105

Room	Third Grade	Ext
B1	Sean Nunan	201
B2	Missy Zywojtko	202
B3	Ann Tsai	203
B4		204
B5	Nina Campbell	205

Room	Fourth Grade	Ext
D1	Dane Peterson	401
D2	Kevin McCarthy	402
D3	Meghan Campbell	403
D4	Gwen Domingo	404

Room	Fifth Grade	Ext
E1	Marian Alessandrini	501
E2	Debby Lytle	502
E3	Bridgette Grillo	503
E4	Peter Graff	504

Support Staff: Jeanne Dela Rosa, Jennifer Nicosia, Lori Johnson, Beth Smerdon, Marcella White, Vicky Zettler, Lillian Spranza, Darin Chavarria, Karen Medina, Sergio Ybanez, Teresa Barba

Ellie Cundiff	Principal	701	Office
Chido Garcia	Assistant Principal	106	A6
Janeen Castaneda	Secretary	700	Office
Kathy McKay	School Assistant	702	Office
Beth Resch	Playworks	703	Office
Gwen Domingo	School Assistant	703	Office
Lauren Reynolds	Librarian	707	Library
Joanne Simonson	Psychologist	406	D6
Nataly Pikna	RSP	407	D7
Sue Mennear	Speech	207	B7
Lynn Gallo	Counselor	405	D5
Ileana Sugawara	OT	306	C6
2-3 Computer Lab		111	P1
Kristen Gooley	Rhythm & Movement	105	A5
PTO		150	
Stage/Cafeteria		510	
Hillary Smith	Science	206	Wet & Dry
Sylvia, Virginia, Carolyn	Kitchen	706	Kitchen
Amanda Vaughn	Art	206	Wet & Dry
Erica Morales-Cruz	Family Resource Center	101	A1
	PE		
Nilda Cardenas	Benefit Analysis	704	Fish Bowl

Custodians: Maria, Fabius, Jared

Sunset Ridge Elementary Evacuation; Valve Shut Off Plan & Room Assignments 2015-2016

Key:

LBR: Leveled Book Room
 GS: Gas Shut-off
 EP: Electrical Panel
 SL: Stage Lights
 GL: Gas Lines
 H: Hydrant
 GT: Gas Turnoff
 T: Telephone Bell System
 ES: Emergency Supplies
 HVAC: Heating & Air Conditioning
 WH: Water Heater
 SP: Security Panel
 X: Fire Extinguisher (also in every classroom)
 WS: Water Supply for Fire
 L: Lights

Other Room Assignments:

A7: Conference
 B7: Mennear
 D5: Gallo
 D6: Sanchez
 D7: RSP-Pikna

