

PACIFICA SCHOOL DISTRICT



**School Safety Plan
Vallemar Elementary School
2015 – 2016 School Year
Monica Lobao, Principal
Patrick Jackson, Vice Principal**

VALLEMAR 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

VALLEMAR SCHOOL EMERGENCY ORGANIZATIONAL CHART – 2015 – 2016

INCIDENT COMMANDER: Monica Lobao/Patrick Jackson

(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: **Maureen Manis**

SEARCH & RESCUE TEAM

(Assess and report damage, injuries, and missing persons. Perform rescues and transport injured to First Aid Station.)
Leader: **Janice Schneider**
Members: **Samantha Saxon, Laura Vuskovic, Gina Miglio**

MEDICAL/FIRST AID TEAM

(Set up First Aid Station, assess and prioritize injuries.)
Leader: **Rebecca McMullin**
Members: **Natasha Glasgo, Leslie Hazelwood, Doreen Murphy,**

STUDENT RELEASE TEAM

(Student supervision, coordinate student and staff releases, report injuries and missing persons.)
Leader: **Barbara Fascenda**
Members: **Candace Cloud, Mattie Sanossian, Jackie Walley**

LOGISTICS CHIEF

(Liaison between Incident Commander and Logistical Teams.)
Name: **Kelly Edelhart**

FOOD/WATER/SUPPLIES TEAM

(Assess water and food needs, and assist in releasing teachers / staff to other assignments.)
Leader: **Jean McMartin**
Members: **Utako Armstrong, Rebecca Moore, Cathy Alderson**

ASSEMBLY/SHELTER/STUDENT CARE TEAM

(Set up assembly area, assess shelter needs, and provide sanitation facilities.)
Leader: **Retta Guel**
Members: **Kelly Shives, Erin Grochowski, Annette Holthaus**

MAINTENANCE / FIRE TEAM

(Secure utilities, perimeter, fire and hazardous materials control, and assess emergency supplies.)
Leader: **Bill Armstrong**
Members: **Ashley Carter, Michael Bobrowicz, Mara Holtz**

General Note: Itinerate staff/volunteers report to Operations Chief

VALLEMAR 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: Maureen Manis
 - Logistics Chief: Kelly Edelhart
 - Search & Rescue: Janice Schneider
 - Medical/First Aid: Rebecca McMullin
 - Maintenance/Fire: Bill Armstrong
 - Food & Water Supplies: Jean McMartin
 - Assembly/Shelter: Retta Guel
 - Student Release: Barbara Fascenda

THIRD RESPONSE

- ☐ For missing persons, the Search & Rescue Team will be deployed and equipment brought out.
- ☐ Search & Rescue Team: Janice Schneider, Samantha Saxon, Laura Vuskovic, Gina Migilio
- ☐ Student Release Team: Barbara Fascenda, Candace Cloud, Mattie Sanossian, Jackie Walley
- ☐ Medical/First Aid Team: Rebecca McMullin, Natasha Glasgo, Leslie Hazelwood, Doreen Murphy,

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.

Vallemar 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, **“THIS IS A LOCKDOWN/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 AND STAY AWAY FROM DOORS.
 - o **Outside:** Move students to a safe indoor area as quickly as possible (nearest classroom).
 - o Children in the Library or MPR stay and follow Lock Down/Barricade Procedure; if in a restroom – student goes to nearest classroom.
 - o Place Green/Red cards in the classroom windows after taking roll.
 - o Secretary – checks to make sure all are accounted for, calling all classrooms to check.
- c. Intruder Alert 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 North/East towards hill behind Vallemar.

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.

Faculty List 2015-2016

Rm	Gr	Name	
	Prin.	Lobao, Monica	102
	VP	Jackson, Patrick	103
A1	1	Murphy, Doreen	111
A2	K	Glasgo, Natasha, Vazquez, Brandy	112
A3	K	Sanossian, Mattie	113
A4	K/1	Miglio, Gina	114
B1	1	Grochowski, Erin	121
B2	SDC	Anne Gallagher	122
B3	2	Manis, Maureen	123
B4	2	Shives, Kelly	124
C1		Open Room	131
C2	2/3	Holtz, Mara	132
C3	3	Guel, Retta	133
C4	3	Moore, Rebecca	134
D1	4	Carter, Ashley	141
D2	4	Edelhart, Kelly	142
D3	5	Schneider, Janice	143
D4	5	McMartin, Jean	144
D9	6	Walley, Jackie	149
D10	6	Vuskovic, Laura	150
D5	7	Alderson, Cathy	145
D6	7	Hazelwood, Leslie	146
D7	8	Cloud, Candace	147
D8	8	Saxon, Samantha	148

	Name	Ext
Secty	Fascenda, Barbara	100
Sch Asst	McMullin, Rebecca	100
Sch Asst	Demaray, Margit	100
Sch Asst	Cunningham, Marika	100
Sch Asst	Bevington, Dorene	100
Custodian	Armstrong, Bill	
Custodian	Becker, Bob	
RSP	Bobrowicz, Michael	154
RSP Aide	Northrup, Nila	154
Para	Morales, Melissa	154
Para	Boysen, Charlene	154
Para	TBD	154
Cook	Armstrong, Utako	
Snack/Bar	Williams, Martha	
Psychomotor/ Computer Tech	Holthaus, Annette	
Counselor	Stepps, Shelli	173
Speech	Lin, Evelyn	153
Psychologist	Burrows, Anne	151
6-8 PE	Fiske, Christina	
Band Inst/ Music Room	Unbehagen, Mark	180
Library	Chathapuram, Padma	160
Music K-3	Gooley, Kristin	
Music 4-5	Alessandrone, Marian	
	Science Lab	170

Student Supervision Support (All staff that are not assigned to an emergency team will be in charge of student supervision. To work alongside the “Student Release Team”)

Anne Gallagher (SDC Students)

Melissa Morales (1:1 Student Aide)

Charlene Boysen (1:1 Student Aide)

Martha Williams

Shelli Stepps

Evelyn Lin

Anne Burrows

Rose Pendleton

Christina Fiske

Mark Unbehagen

Padma Chathapuram

Margit Demaray

Marika Cunningham

Dorene Bevington

Nila Northrup

Marian Alessandroni

Kristin Gooley

Christy Julian

2015-2016 Part Time Staff

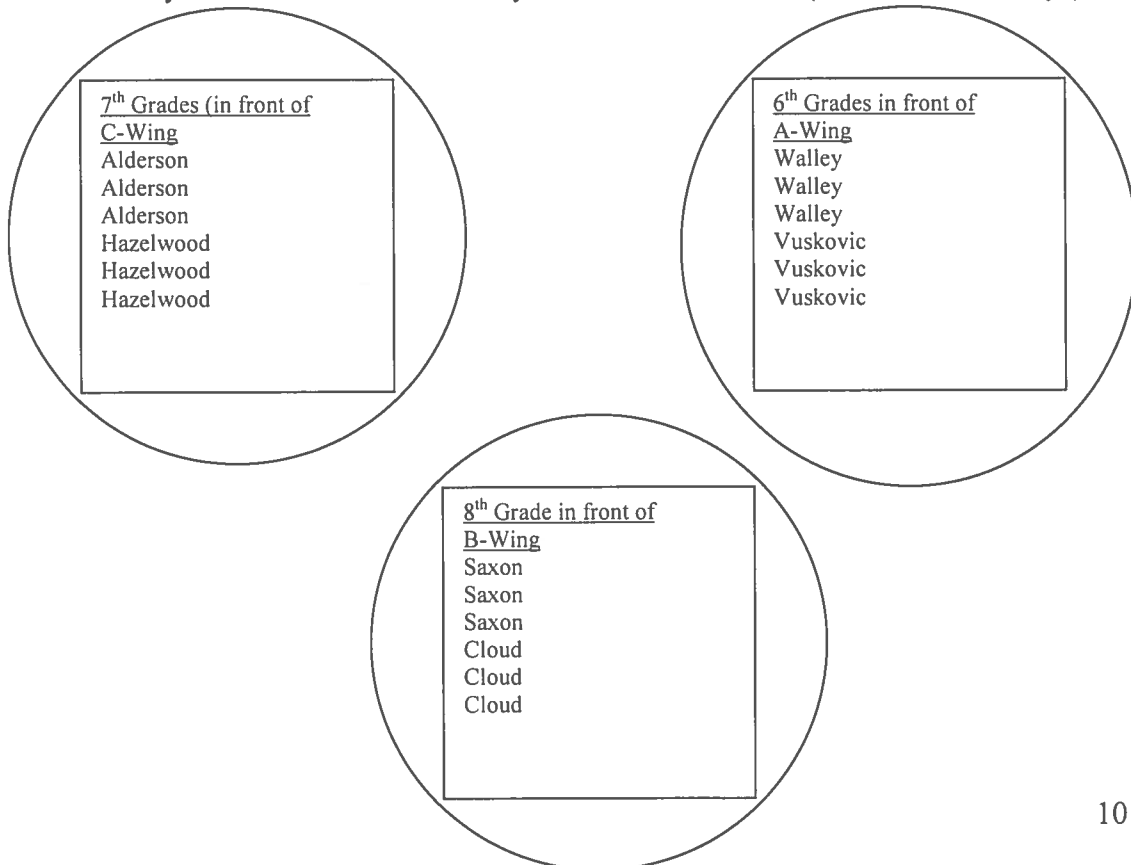
Name	Role	Days	Room
Patrick Jackson	Vice Principal	M, T, W(alternating)	VP Office
Christina Fiske	PE 6-8th	W(½ year), Th, F	Outside; Psych Office
Anne Burrows	Psychologist	M, T	Psych Office
Evelyn Lin	Speech	T, W	Speech Office
Shelli Stepps	Counseling 4-8th for Gen. Ed. students	W(alternating), Th, F	Counseling Office
Rose Pendleton	Counseling 6-8th for IEP students	F	Speech Office
YSB Trainee	Counseling K-3rd	TBD	Counseling Office
Marian Alessandrone	Music 4-5th	M & W mornings	Music Room
Kristin Gooley	Music K-3rd	T	Music Room & C1
Christy Julian	Art K-8	M	Science Lab
Padma Chathapuram	Librarian	T, Th, and F	Library

Valleamar Class Waiting Locations

Stage Area	
K	1
Sanossian	Murphy
Sanossian	Murphy
Glasgo/Vazquez	Grochowski
Glasgo/Vazquez	Grochowski
Miglio	Miglio
Miglio	Miglio
2	3
Manis	Guel
Manis	Guel
Shives	Moore
Shives	Moore
Holtz	Holtz
Holtz	Holtz
4	5
Carter	Schneider
Carter	Schneider
Carter	Schneider
Edelhart	McMartin
Edelhart	McMartin
Edelhart	McMartin

Courtyard Class Locations

Please have your classes sit in the courtyard within the circles (not under walkways).



Vallemar Elementary School Emergency Evacuation & Shut Off Chart

