



# School Safety and Emergency Plan

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### STAGE I: EMERGENCY (Earthquake)

#### When Students are OUTSIDE:

- a) If students are outside, students will be directed by *teachers or noon duty supervisors* to duck, cover and hold where they are, and to remain there until the tremor has stopped.
- b) If adults are not in the immediate vicinity, students must be trained to take the duck, cover and hold position. (The classroom teacher is responsible to train students to automatically duck, cover and hold).
- c) The adults on duty will then direct the students to evacuate to the assembly area.

#### ACTION: EVACUATE

- a) As soon as possible after the end of the first tremor, the *teacher* will direct the students to gather pre-designated books and materials, evacuate the classroom and proceed to the assembly area. Each class is to sit in the assembly area assigned.
- b) Teachers Will:
  1. Pick up class roll books, Emergency Kit (including classroom first aid kit if in the classroom when disaster occurs.)
  2. Ensure that each student is accounted for and determine whether any students must be left in the room (severe injury, i.e., back, trapped by heavy furniture). If you leave a student in the classroom, mark the outside door frame (see #6).
  3. Follow the established evacuation route or an alternative route (if there are obstacles) to the assembly area.
  4. Seat students in the pre-assigned area and direct students to remain quiet.
  5. Teachers should “buddy” with other teachers to ensure appropriate supervision of students. Teachers assigned to rescue teams will need to leave their students with their buddy and report to the Command Post once they have completed their Emergency Rescue Form.
  6. Attach one of the two cards in your packet to the outside doorframe. RED is to let Sweep and Rescue Team know that you had to leave behind a student who might be seriously injured or trapped and immediate action is needed, or that serious damage



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has occurred inside your classroom. GREEN is for no immediate attention required.

7. Take roll when you have taken care of your students and have had time for any students to be returned to you who might have been in a pull-out program. Students who are not in your presence, but are in attendance at school are listed as “missing”. Please see attached.
8. All *teachers* must complete an Emergency Report Form and give it to their grade Level Leader, or other grade level designee. The *Grade Level Leader*, or designee, will deliver the forms to the Communication Center.
9. Administer first aid that can be done with classroom kit.
10. Allow no students to leave their assigned area until directed to do otherwise by Principal or Administrator in charge.
11. Remain outwardly calm and in control. Your students will be looking to you for strength, guidance and comfort.
12. Realize that it may be necessary to leave student(s) in the room, however, be sure that this is reported by posting your RED card on the outside doorframe.

### 3. SUPPORT STAFF

ELD, Speech, Psychologist, and Resource Program Specialist will come with any students in their charge to the Communications Center. Students will be returned to their regular teacher and class from the Communications Center.

The support staff, including teachers without classes and aides, will report to the Principal at the Command Post and then carry out their pre-designated assignment. If staff has no specific assignment, be prepared to receive assignments from the Principal.

### 4. BUDDY TEACHER ASSIGNMENTS See Assignments Section

Command Post: Adjacent to Communications, on blacktop, near handball courts.  
Morgue: Staff Parking lot  
First Aide: Staff Parking lot  
Communications: Blacktop  
Student Assembly: Playground (Grass)  
Sanitation: Behind P-7



## **STAGE II: TAKE YOUR POSITION**

### **A. CHAIN OF COMMAND:**

**The Principal will direct all activities. In the case of his absence or incapacitation, the Administrative Designee will direct all activities. In case the Principal is absent or incapacitated, the Administrative Designee will work with the School Secretary to direct all activities. In case the above three are incapacitated or absent, the second Administrative Designee will direct all activities.**

### **B. ACTIONS**

#### **Earthquake:**

- 1. Upon the first tremor, the classroom teacher will issue the duck, cover and hold command and follow procedures listed in Stage I.**
- 2. If the intercom is operable, the principal will give any needed instructions.**
- 3. The Principal will immediately take the bull horn and two-way radio and go to the Command Post.**
- 3. The nurse and/or health technician will take the emergency first aid supplies, medical alert list and medication for students and establish a First Aid Center.**
- 4. The office staff will take the emergency cards, radio, sign-out book and other needed information to the Principal at the Command Post.**
- 5. Authorized District Personnel and/or Head Custodian will:**
  - a) turn off all utilities: beginning with gas, electricity and then water in affected areas.**
  - b) secure the physical plant, report damages to the Principal at the Command Post.**
- 6. The Cafeteria Staff will assist with distribution of water and, if necessary, arrange for emergency food upon direction of district personnel.**
- 7. All teachers are ultimately responsible for the supervision of their classes until official notification that no emergency exists or all students have been released.**
- 9. All staff will remain on site and carry out directions of Principal until official permission is given to leave the campus. This could be up to several hours or days. Note: In times of disaster or state/national emergency, all staff are**



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considered official agents of the state (Civil Defense Workers) for disaster preparedness and are required by education code to remain on campus and help in whatever way is required until they are officially released by the Principal or other designee of the Superintendent.

10. If the cafeteria remains usable and safe, those students who have not been released to their parents may be transferred to the cafeteria for shelter or to another designated area. However, until the structure is deemed safe, students will remain outside in their designated areas.
11. Students may be transported to another site, (e.g. Canyon Springs High School) by district transportation upon direction of the Superintendent.

### **STAGE III: FIRST AID**

#### **A. FIRST AID PROCEDURE**

1. Health Technician or Nurse will:
  - a) supervise First Aid Station and administer minor first aid;
  - b) detain those persons who need further assessment by the nurse;
  - c) record name, room number, injury and care given.
2. Nurse will respond to severely injured to determine:
  - a) whether injured person may be moved;
  - b) whether another person should stay with injured
3. Nurse/Health Technician will record name, location, trauma type, care given, and assign a triage number for the injured person.
  - a) Triage 1= needs help NOW!
  - b) Triage 2= can wait four (4) hours
  - c) Triage 3= minor injury or no vital signs
4. First Aid Station is to include stretchers, wheelchairs, backboards, blankets, sterile water, latex gloves and bandages.
5. In absence of nurse, school health technician will take command of the First Aid Station and all procedures.
6. An individual shall remain at the First Aid Station at all times.



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### **STAGE IV: SEARCH AND RESCUE PROCEDURES**

- 1. Staff assigned to Search and Rescue Team (SART) must report to the Command Post. (Teachers on the SART must first complete an Emergency Report Form and turn over their class to a buddy teacher.)**
- 2. The Search and Rescue Team will search their assigned areas to determine if any students or personnel are trapped in a room or are severely injured and unable to be removed/moved without assistance. If an injured or deceased person is found, or serious damage is evident, the SART will immediately contact the Command Center.**
- 3. If there is a victim, quickly assess airway, breathing and circulation. Walking wounded may report to the First Aid Station. After assessing victim, continue search. YOU WILL LEAVE THE VICTIM AND RETURN AFTER YOU HAVE COMPLETED YOUR ASSIGNED AREA SEARCH.**
- 4. Return to rooms requiring attention and assist victim(s) to First Aid Station- or remove victim to morgue.**
- 5. The Search and Rescue Team will report to Principal at the Command Post:**
  - a) injured persons, extent of injury and location;**
  - b) remain available to assist as necessary;**
  - c) estimate damage;**
  - d) patrol grounds/perimeter.**

### **STAGE V: COMMUNICATIONS**

#### **A. INTRA-SCHOOL COMMUNICATIONS**

- 1. The office staff will bring the battery-powered radio to the Command Post. The school clerk will turn the radio on for news and announcements.**
- 1. The support staff will act as messengers or in any other manner upon the direction of the Principal.**
- 2. The bull-horn will be used to give necessary directions to the students and personnel.**
- 3. Grade Level Leaders will return Emergency Report Forms from their teachers to the Communications Center.**



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### **B. DISTRICT OFFICE COMMUNICATION**

- 1. The two-way radio with dedicated channel will be carried by the Principal.**
- 2. The Principal will report to the district office to request assistance and to report injuries and damage.**

### **C. GENERAL**

- 1. The Communications Center will be adjacent to the Command Post. Personnel assigned to this center are:**
  - a) the School Clerk-Clerk Typist II - information to parents**
  - b) the Librarian (after finishing with Search and Rescue duties)**
- 2. When student release procedures are initiated, the School Clerk Typist II and School Secretary will staff the student release area. The Librarian will remain with the Principal to monitor the battery-powered radio.**

### **STAGE VI: SANITATION**

- 1. The custodian(s) will establish a sanitation area. This may consist of parachutes over swings or trenches.**
- 2. Parachutes will be draped around poles or swings for privacy.**
- 3. Shovels, hammers and poles will be stored in supply rooms adjacent to playgrounds.**
- 4. Teachers will allow students to use facilities established on a basis of two students per classroom. Students must return to their area and be seated quietly and as quickly as possible.**
- 5. The custodian will sprinkle deodorizing lime into the trenches on a periodic basis.**



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### **STAGE VII: STUDENT RELEASE**

1. Students will be released **ONLY** from the Command Post area and
  - a) **only** after all students in the class are accounted for;
  - b) **only** to adults whose names are on the emergency card;
  - c) **only** upon the authorization of the Principal or his designees.
  
2. Designated Search and Rescue members will assist in patrolling the perimeter and directing parents to the Command Post after all Search and Rescue Duties are completed.
  
3. Designated Staff will direct the release of students. SART members will be assigned to bring students to the Command Post where parents/guardians will be waiting.
  - a) parents/guardians must identify themselves;
  - b) parents/guardians must sign for the student prior to the release of the student;
  - c) the emergency cards will be utilized.





**HIDDEN SPRINGS ELEMENTARY SCHOOL  
DISASTER PREPAREDNESS PLAN  
2011-2012**

**STAGE I:           EMERGENCY  
EARTHQUAKE OR OTHER DECLARED DISASTER**

**RESPONSIBLE EMPLOYEE: POSITION/NAME IN *BOLD ITALICS***

**A.    EARTHQUAKE DRILL:**

1. The following will be announced on the intercom..."Attention all students and staff. This is a practice earthquake drill. Everyone must duck, cover and hold."
2. The *classroom teacher* will direct the students to duck, cover and hold.
  - a) Student kneels on the floor under his desk;
  - b) Student faces a solid wall or away from the windows;
  - c) Student places his face between his knees;
  - d) Student clasps his hands around the back of his neck and head;
  - e) Student holds his arms close to his body for protection against flying glass.
3. Classroom doors are to be opened, propped open and unlocked.

**B.    ACTUAL EARTHQUAKE/DECLARED DISASTER:**

**4.    LOCATION**

**Classroom**

- a) At the first sign of a tremor, the *classroom teacher* will direct the students to duck, cover and hold.
- b) The *teacher* will open the classroom door, if possible, to avoid the likelihood of the door jamming closed. The *teacher* must decide whether or not to open the door according to his or her best judgment of the actual conditions.
- c) The *teacher* will attempt to determine whether there are injuries at the end of the tremor.
- d) The *teacher* will reassure students in order to reduce panic.

**Cafeteria**

- a) The *noon duty supervisors, custodians, kitchen staff and any teachers* who may be there will direct the students to duck, cover and hold.



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- b) Students will take the duck, cover and hold position under the cafeteria tables.
- c) At the end of the tremor, the *noon duty supervisors* will direct the students to evacuate to the assembly area.

### BUILDING SECURITY TEAM

Custodian should report to Principal via radio or at the Command Post (Other team members may be assigned at that time), then proceed with duties as directed by Principal.

**Duties:** Lock gates, shut off utilities, prepare and maintain sanitation area (refer to map at end of section).

**Members:** Head Custodian and Designees.

**Location:** Front of school & school perimeter as assigned.

**Team Leader:** Head Custodian

### FIRST AID TEAM

Team members should immediately report to First Aid Area and prepare to receive injured. Other personnel may be assigned to this area upon completion of their Search and Rescue duties.

**Duties:** Provide medical assistance as needed.

**Members:** School Nurse and Health Clerk

**Materials:** First Aid supplies (located in emergency supplies bin).

**Team Leader:** School Nurse, Health Clerk is alternate

**Location:** First Aid Center in Staff Parking Lot (refer to map at end of section).



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### DISASTER PREPAREDNESS PLAN

#### BUDDY LIST

**Please work with your Buddy to take roll, notify Communications and Site Operations, and supervise students. Be flexible and helpful. Buddies may not be right next to one another because of Track rotation. If a teacher near you is assigned to a Search and Rescue Team and has to leave their class for a short time, try to assist in any way you can if possible.**

<i>Grade Levels</i>	<i>Buddies</i>
TK/K	Gama, Glass, Alms, Woken
1	Hidalgo, Bedolla
1	Wallace, Montagna
2	Telminova, Speed
3	Warner, Carney
3	Montoya, Howk
4	Battle, Fulgenzi, Wilson
2, RSP	Wonzo, Perez
5	James, Foreman, Stark
SDC	Baxter, Thomas, Ott



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### COMMAND POST

- Duties:** In charge of communications, emergency teams deployment and general execution of emergency procedures.
- Members:** Principal, Secretary, Administrative Designee, Clerk II.
- Materials:** School keys, radios, emergency packet with emergency instructions, student rosters, emergency cards, tables, chairs, paper, pencils, visitor and student check-out books, students' Alpha book.
- Chain of Command:** Principal, Secretary, Administrative Designee
- Location:** Blacktop near Handball Courts (refer to map at end of section).



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### COMMUNICATIONS CENTER TEAM

**Team members should report to the Communications Center immediately following an earthquake or other declared disaster.**

- Duties:** Establish Communication Station, report class counts and/or class status to Command Post. Serve as communication liaisons between Communication Center and teachers in student assembly areas.
- Members:** Clerk II
- Materials:** Radio, class rosters, teacher roster, paper, pencils, school maps, etc.
- Location:** Blacktop/Playground near Room 8. (refer to map at end of section).
- Team Leader:** Clerk II



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### SEARCH AND RESCUE TEAM

Classroom teacher members of this Team should report to the Command Post, immediately after placing their class students with a “Buddy” teacher. After completing assignment, teachers join their class in the Student Assembly Area. All other Team members should report to Principal for next assignment.

- Duties:**
1. Search classrooms to verify all students and staff have been evacuated.
  2. Conduct a preliminary survey of school grounds to determine structural damage or determine danger areas.
  3. Report all information on injured students/staff and site damage to Principal at Command Post.
- Members:** Gama, Fulgenzi, Alms, Telminova, Gordon, James, Wilson, Perez, Stark, Wallace
- Materials:** Master keys, radios, flashlights, tools like crow bars, axes, etc. (tools to be obtained from emergency supplies in bin).
- Location:** Command Post (refer to map at end of section).
- Team Leaders:** Pat Fulgenzi & Michelle Wilson  
Dawn Perez & Teresa Wallace -Alternates

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#### Search Sequence

All Teams report results to Site Operations Center

Search Bldg. A-Office, Library,  
MPR (Team #1):

Teresa Wallace, Gloria Gama

Search Bldg. B & Restrooms  
(Team #2):

Pat Fulgenzi, Pam Alms

Search Bldg. C (Team#3):

Rick Stark, Elena Telminova

Search Bldg. D (Team #4):

Kristen Warner, DJ James

Search Bldg. E &  
Portables (Team #5):

Dawn Perez, Michelle Wilson



**Hidden Springs Elementary School Safety and Emergency Plan**

**STUDENT IDENTIFICATION AND DISTRIBUTION TEAM  
Adjacent to Command Post**

- Duties:** Locate and release students to parents or emergency card designees in area designated for PARENT/STUDENT REUNION.
- Members:** School Secretary, Clerk II
- Materials:** Student emergency cards, class rosters, note books, pens, pencils.
- Team Leader:** School Secretary, Clerk II is alternate
- Location:** Adjacent to Command Post. (refer to map at end of section).



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### DISASTER TEAM ASSIGNMENTS

<i>Team Assignment</i>	<i>Team Members</i>	<i>Equipment Needed</i>
<b>CHAIN OF COMMAND</b>	<b>Principal Administrative Designee (Allbee) Secretary</b>	
<b>COMMAND POST</b> (Blacktop by handball courts)	<b>Principal Administrative Designee Secretary</b>	<b>Check-In sheet, radio walkie-talkie, tables chairs, paper, pencils,</b>
<b>FIRST AID TEAM</b> (Staff Parking lot by Room #17)	<b>Nurse Health Technician</b>	<b>First Aid Supplies record sheets blankets, stretchers wheel chairs</b>
<b>IMMEDIATE SURVEY TEAM</b>	<b>Administrative Designee Custodian</b>	<b>Walkie-talkie wrench, note pads pencils, keys</b>
<b>COMMUNICATIONS TEAM</b> (Set-up on playground-outside rooms #7 & 8 )	<b>Office Clerks</b>	<b>Radio and batteries, class rosters, teacher roster, paper, pencils, maps</b>
<b>SEARCH &amp; RESCUE</b>	<b>Team #1 Bldg. A-Office, Library Team #2 Bldg. B Team #3 Bldg. C Team #4 Bldg. D Team #5 Bldg. E &amp; Portables</b>	<b>Master keys, radios, flashlights, crow bar axes, shovels, other tools</b>
<b>BUILDING SECURITY</b>	<b>Custodian and designees</b>	<b>Keys, tools, sanitation supplies</b>
<b>STUDENT IDENTIFICATION AND DISTRIBUTION</b>	<b>Secretary, Office clerks</b>	<b>Class rosters, student emergency cards, paper, pencils, sign out book</b>





# EMERGENCY

## RESPONSE

### TEAMS

2014/2015

#### Checklist for Search and Rescue

##### A Wing

##### **Team #1: Wallace, Gama**

- |   |  |
|---|--|
| <input type="checkbox"/> Front Office             | <input type="checkbox"/> Men's Restroom                        |
| <input type="checkbox"/> Principal's Office       | <input type="checkbox"/> Custodian Closet                      |
| <input type="checkbox"/> Asst. Principal's Office | <input type="checkbox"/> Communications Room                   |
| <input type="checkbox"/> Health Office            | <input type="checkbox"/> Teacher's Lounge                      |
| <input type="checkbox"/> Storage Room (Admin)     | <input type="checkbox"/> Teacher's Workroom/Mail               |
| <input type="checkbox"/> MPR                      | <input type="checkbox"/> Library                               |
| <input type="checkbox"/> Kitchen                  | <input type="checkbox"/> Custodian Storage Room/Head Custodian |
| <input type="checkbox"/> RSP (Stage)              | <input type="checkbox"/> Kitchen/Storage Room                  |
| <input type="checkbox"/> RSP Learning Center      | <input type="checkbox"/> Psych Office                          |
| <input type="checkbox"/> Women's Restroom         | <input type="checkbox"/> Speech Office                         |



## Hidden Springs Elementary School Safety and Emergency Plan

### **B Wing/Restrooms**

#### **Team #2 Fulgenzi, Alms**

- |                                  |                                   |
|----------------------------------|-----------------------------------|
| ___ Room K-1                     | ___ K-1 Boys Restroom             |
| ___ Room K-1                     | ___ K-1 Girls Restroom            |
| ___ Room K-2                     | ___ K-2 Boys Restroom             |
| ___ K-2 Girls Restroom           | ___ K-2 Storage Room              |
| ___ Kinder Work Room             | ___ Outside Closet                |
| ___ Kindergarten Playground      | ___ Girls' Restroom on Playground |
| ___ Boys' Restroom on Playground |                                   |

### **C Wing**

#### **Team #3 Stark, Telminova**

- |            |             |
|------------|-------------|
| ___ Room 3 | ___ Room 4  |
| ___ Room 5 | ___ Room 6  |
| ___ Room 7 | ___ Room 8  |
| ___ Room 9 | ___ Room 10 |

### **D Wing**

#### **Team #4 Warner, James**

- |             |             |
|-------------|-------------|
| ___ Room 11 | ___ Room 15 |
| ___ Room 12 | ___ Room 16 |
| ___ Room 13 | ___ Room 17 |
| ___ Room 14 | ___ Room 18 |



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### E Wing and Portables Team #5 Perez, Wilson

\_\_\_ Room 19

\_\_\_ Room P-2

\_\_\_ Room 20

\_\_\_ Room P-3

\_\_\_ Room 21

\_\_\_ Room P-4

\_\_\_ Room 22

\_\_\_ Room P-5

\_\_\_ Room P-1

\_\_\_ E Wing Restrooms

\_\_\_ Room P-6

\_\_\_ Room P-7

\_\_\_ Boys' Restroom by Portables

\_\_\_ Girls' Restroom by Portables