

Montecito Union School

Emergency Plan for 2011-12

In order to save lives and protect property, all Montecito Union School District staff and students must be prepared to respond quickly and responsibly to emergencies of all kinds. The following plan contains essential information that should be reviewed often and rehearsed annually.

Montecito Union School is a designated Red Cross Shelter during an emergency. School staff serves as guardians until students can be released to parents.

The plan addresses the following types of emergencies that may endanger children:

1. Fire (on campus or in the nearby community)
2. Natural disasters (earthquake, flood, severe weather,) or environmental safety emergencies
3. Pandemic Flu
4. Bomb threat or actual detonation
5. Attack or disturbance by individuals or groups
6. Shelter in Place
7. Missing Child
8. Fallen Aircraft
9. Bus Accident

The MUS Emergency Plan follows the Standard Emergency Management System (SEMS) and National Incident Management System (NIMS) guidelines:

1. Procedures for personal safety and security
2. Strategies for orderly administrative control of operations during a crisis
3. Recommendations for creating a clear, effective communication system
4. Guidelines for law enforcement involvement and the maintenance of a Crisis Response Kit
5. Procedures for long term care of students or staff (72 hours)
6. Procedures for the safe and timely release of children during/after an emergency.

STAFF AND STUDENT EMERGENCY CARDS

Upon enrollment to Montecito Union School, each student and adult is issued an emergency card/badge with the following information:

- Student Name
- Parents first names
- Address
- Phone
- Medical concerns (if any)

In the event of an emergency these nametags will be distributed and worn to enhance communication and status updates.

SCHOOL EMERGENCY CRISIS KITS

1. There are three kits located in different areas on campus (office, computer lab, and PE shed)
2. The kits are in gray plastic file boxes and are identified with a black circle and a red V in the center.
3. The following items are included in each kit:
 - a. maps of the campus and Montecito area
 - b. employee roster and cell phone numbers
 - c. keys to the master locks and utility closets
 - d. instructions to turn off the fire alarm, sprinkler, utilities and cable
 - e. current, organized list of all students in the school
 - f. color photos of each student and their homeroom teacher
 - g. emergency resources with phone numbers, evacuation sites
 - h. class lists and schedules of each teacher and specialist

CLASSROOM EMERGENCY BACKPACKS

Every classroom is supplied with an Emergency Backpack that contains:

1. Nametags for students and staff
2. Disaster release card
3. First Aid “fanny pack” for teacher
4. Sun Screen
5. Simple group game (playing cards)
6. Current class list with specialized medical needs noted
7. Orange safety vest to identify staff
8. Whistle
9. Roll of duct tape
10. Biohazard bags for disposal of contaminated items
11. Latex gloves

EMERGENCY BARRELS

1. There are large (33-gallon) barrels that contain supplies for approximately three days
2. These barrels are in a storage unit behind the kindergarten classrooms and in the P.E. shed on the terraces (there are extra large plastic bags, water, and granola bars in the PE shed)
3. Emergency barrel contents:

<u>First Aid</u>	<u>Overnight Supplies (Long Term)</u>
7 cold packs	1 box. Kleenex
8 ABD packs	12 light sticks
1 4x4 gauze pack	solar powered radio
12 triangular bandages	20 butterfly closures
50 finger splints (tongue depressors)	1 box. (100) wet naps
7 multi-trauma dressings	2 Porta-Johns and
1 box. band aids	4 trash bags for “privacy”
1 box. adhesive pads	12 pencils
1 pg. surgical gloves	8 rolls of toilet paper
5 rolls tape	2 rolls of paper towels
	31 space blankets

eye pads
1 box. cotton
can opener

STANDARD EVACUATION PROCEDURE

Phase 1

1. When evacuating a room, do so in orderly, quiet fashion
2. Hang the lime green ALL CLEAR sign on the outside door handle if all OK
3. Proceed to the designated area on the blacktop
4. The teacher is last to leave room with emergency backpack
5. Severely injured students are reported to the command post and supervised by an aide when possible (leave student to escort class when necessary, and utilize assistance from other teachers nearby)
6. Search and Rescue Team will assist injured staff and students

Phase 2

7. Use class list to take roll and distribute nametags
8. Report all missing students and adults to the command post (include information as it becomes available – location, status, last seen, etc.)
9. School administrator or designee will collect lists of missing children or adults
10. Specialists should report directly to the command post to get name badges
11. Refer to the communication flow chart to increase efficient sharing of important information

Phase 3

12. Combine students into larger, multi-class groups so teachers can report for assigned committee duties
13. All available staff should report to the command post, sign in, and await further instructions/appointments

RELEASE OF STUDENTS

1. In the event of evacuation the children will be located by grade level and under the supervision of their grade level teachers
2. Once parents come to campus they should first report to the command post
3. Students may be released **ONLY** to their parents or to the people listed on the back of their disaster release card (**UNDER NO CIRCUMSTANCE** are they to go with a friend or neighbor who is not listed)
4. Each student must be signed out on the card
5. The teacher keeps the cards to document the release of children
6. We have adequate supplies to care for the children who remain on campus during an emergency.

EMERGENCY PROCEDURES FOR SPECIFIC EVENTS (DRILLS)

Earthquake

1. “Drop, cover and hold” command is given until shaking stops
2. Face away from the windows.
3. Leave room and go to out-side staging area when safe
4. Move away from buildings, trees and wires.
5. If unable to exit classroom, wait for Search and Rescue Team
6. If you are on your way to school and there is an earthquake, continue to school. If you are on your way home and there is an earthquake, continue home.

Fire

1. Check door with back of hand to feel for heat on other side
2. Use alternate (window) exit if heat is felt
3. Stay low to the ground
4. Use the escape ladder if on a second floor

Pandemic Flu

1. Encourage good hygiene (covering coughs, washing hands often)
2. School officials will take direction from S.B. Public Health Department
3. People who are sick may be asked to do the following things:
 - a. Stay home
 - b. Avoid large groups of people
 - c. Remain isolated until 24 hours after fever subsides

Wild Fire

1. Close windows, vents and doors
2. Back cars into parking spaces for quick exit
3. Be prepared to evacuate if necessary
4. Take shelter in place water with you (one per student)
5. Drive or walk students to Miramar Beach and meet at All Saints by the Sea Parking Lot
6. Take your emergency backpack and release students with the normal procedure using the student release card.

Flood

1. Immediately move children to higher ground
2. Turn off utilities if instructed
3. Do not touch electrical equipment if you are wet or standing in water
4. Do not walk through moving water
5. Do not drive in flooded areas
6. Wash hands frequently when exposed to flood water
7. Throw away food that has come in contact with flood water

Lockdown/ Shelter in Place

1. Staff may be directed to shelter students in a lockdown for events such as pesticide drift, chemical spill, bank robbery, dangerous animal or person on campus, smoke in the air
2. If notified of a lockdown bring all students nearby into the nearest classroom and lock the doors
3. Have the students sit together on the floor, preferably away from the windows
4. If communication is possible, make a list of students from other classes and notify the office with names and grades
5. Limit use of phone lines
6. Close all windows and doors
7. Turn off any air conditioners or heating vents if necessary and cover door jams with tape (for a chemical or smoke incident)
8. Continue shelter in place until further notice
9. Wait for “all clear” from administrator or office personnel

Bomb Threat

1. Keep the caller on the line and gather as much information as possible (listen for background noise, ask questions, try to determine age, gender, distinctive voice or speech patterns)
2. Call 911 and report immediately to school administration
3. Students will be signaled to evacuate (fire alarm or announcement)
4. Save any written notes in an envelope and take note of where it was found and by whom
5. Turn off any 2-way radio equipment used in the building

Severe Winds/Weather

1. Take cover in sheltered area away from buildings and stay away from windows
2. Report missing students to office or Command Post
3. Close all blinds and curtains
4. Evacuate classrooms bearing full force of the wind
5. Remain with students near an inside wall on lower floors of building
6. Monitor weather on radio station AM 990 or 1520

Criminal Act

1. Care for the victim of the crime (provide medical care if needed)
2. Notify sheriff – call 911
3. Identify all parties involved and potential witnesses
4. Prevent access to crime scene until police arrive
5. If individual is armed with a weapon use extreme caution and wait for law enforcement to handle the emergency

Missing Child

1. Alert campus administration to search campus
2. Call on intercom or radio to alert staff, custodians to look for the student
3. Check with the after school program personnel
4. Call close friends to see if the child was seen by or went home with a friend

5. Notify law enforcement if situation is not resolved in 30 minutes
6. Note any strangers and note license plates of cars in parking lots
7. Look for unusual activity
8. Have all people who helped with search available for sheriff when they arrive

Fallen Aircraft

1. Determine if evacuation is required and follow standard evacuation procedure
2. Notify Sheriff and Fire – call 911
3. Care for injured
4. Release students using information from green release cards

Bus Accident

1. Notify 911
2. Provide first aid until paramedics arrive and assist as needed
3. Notify campus administration, bus company, and parents

Command Post

Tammy, Nick, Dave, Virginia, & Judy O.

At the time of true emergency or major drill, a Command Post (identified by a flag) is set up using all school personnel not directly responsible for students. The command post will coordinate any transfer of students when their safety is threatened. This group is led by an administrator or the safety coordinator, and includes the following groups:

Triage Team

Nurse Michelle Meinzer, Gwen Guddal, Tori Moray, & Mary Rossow (move immediately to Triage/First Aid Shed in 5th grade parking lot)

Triage is set up away from the vision of staging area in the South parking lot on San Ysidro Road. It receives injured students found by the Search and Rescue Team. **TRIAGE IS THE FIRST PRIORITY.**

Injured are divided into three groups:

RED= critical (breathing, uncontrolled bleeding, loss of consciousness)

YELLOW= moderately injured, (broken bones)

GREEN= minor injuries (cuts, bruises, aches & pains).

The First Aid Shed contains major medical supplies, cots, food and water, blankets, Search and Rescue bags, hardhats, caution tape, etc. The Triage Coordinator must record students and staff transported to hospitals on a log sheet. The injured are monitored and vital signs recorded on Triage Tags attached to each patient. Once triage has been conducted, injured students receive care and treatment until they can be released to their parents or medical personnel.

Search and Rescue Team:

Scottie Morrison, Doug Bower, Alfonso Contreras, Agustin Meza, Mark D'Alfonso, Cliff Ghersen, and additional staff as needed.

Protective gear for this team is stored in the emergency shed. Scottie or his designee will immediately shut off gas and electricity if necessary.

The teams begin a systematic external evaluation of all structures to survey and report structural damage to the buildings and/or utility lines. Areas of the campus will be assigned to teams at the command post. Teams will report safety info to command post.

Upon completion of the facility evaluation (external), the search and rescue teams go to triage area shed to get rescue equipment pack, which includes:

heavy gloves	crowbar	hard hat
emergency tape	marking pen	light sticks
rope	note pad	knee pads
Flashlights		

The search and rescue teams conduct a systematic search of all classrooms, offices, bathrooms, and storage rooms. Each team uses a portable radio to report the condition and location of any victims to the command post where that information is recorded on a map of the school campus. Teams will mark searched and empty classrooms with tape (X on door frame) unless otherwise noted with lime green ALL CLEAR tag on door.

Staff and students who are seriously injured will receive first priority. The search and rescue teams radio command post to report discovery of missing students, condition of injured students, etc. and then transports victims to triage/first aid area.

If transport is not possible, the door will be marked with a tag to inform others that injured person is inside. If safe to do so, request an adult to stay with the injured for reassurance until help arrives.

The MERRAG radio is activated to report need for immediate assistance.

Community Liaison Representatives:

Administrator, Kim Nakamura and available aides

One Community Liaison Person keeps an accurate record of how the disaster is progressing, by sitting near the Command Post and taking notes of conversations and decisions that are made. Recording radio communication is vital as during an emergency so many things can be happening all at once.

Additional staff can be assisting parents with the location and release of students using the green release cards

Traffic Control

Lora Kaufman, Pam Hansinger, Julie Terry (and other adults as available)

As soon as a disaster hits Montecito Union School, traffic along San Ysidro Road will probably become a problem. We have planned to block off access to the South San Ysidro parking lot, as that is where our Triage area will be located, and we want the Montecito Fire Department to have quick access to the patients.

Some of our staff will be placed in the other parking lots as well, to direct parents to park at both Upper and Lower Manning Parks and avoid creating congestion in the streets. We know that this will be a challenging job, as parents will understandably be concerned about their children. It is of the utmost importance to keep all fire lanes open and all red zones free and clear for the safety of all our students and faculty. Doing so could save lives.

LONG TERM CARE (72 HOURS)

1. For incidents that last longer than an hour, portable bathrooms and privacy shields will be set up.
2. The command post will have siblings join together
2. Students will be paired to share a blanket in a sleeping area
3. Older students assist with food distribution as directed
4. Teachers will release students using the green release cards and protocol (teacher will record the name of the adult to whom child is released)
5. Teacher hardship (family children, dependent care, location of your home near an approaching wildfire, etc,) will be considered when releasing adults from student responsibility. Teachers should remain with students until formally released through the command post.