

Goleta Union School District

**FOOTHILL/GFS
Site Disaster Plan
2017/2018**

711 Ribera Drive
Santa Barbara, CA 93111
681-1268

EMERGENCY PREPAREDNESS PLAN

Rev. 10/19/17

Walkie-Talkies:

DO WE HAVE ENOUGH WORKING ONES?

- **Channel 14 - all teams to command center**
- **Channel 1 - command center to security/custodial**

Location Foothill School Year 2017-18

All district personnel must make arrangements regarding their own families and home. In an emergency, all personnel are to complete their assigned duties and remain until properly relieved by their site administrator. In the absence of any one of the following employees, the Incident Commander will designate available personnel to assume his/her duties. The duties of the Foothill staff are listed below: **(Anne will bring charged radios to shed. Teams get radios from shed. Teachers bring out red backpacks).**

Incident Commander

Felicia Roggero, Principal Alternate **Sheri Scott**, (walkie-talkie)

Team Leader **Anne Gould**, (walkie-talkies)

Command Center

Log Keeper **Sheri Scott/Anne Gould**

Shed Manager **Debbie Weideman**

Student Runners _____ **6th grade** _____, _____ **6th grade** _____

Custodial/Facility/Security

Team Leader **Elvira Ble**
 Rosa Sillas
 Kathy Stassforth

Cesar Rios (Alternate)
Joins Assembly Team supervision in upper grade once inspection is completed.

First Aid Team

Team Leader **Debbie Weideman/Joyce Rara (if on site) (walkie-talkie)**

Karen McEachen/Joyce Rara (triage team leaders)

Log Keeper/Communications **Karen Pickford/Michele Hay (walkie-talkie)**

First Aid Team **Michele Hay (walkie talkie)**

Cathy Gamboa, Tara Vowels, Pam Orr

Barbara Wolf and Susan McHale (if present)

Search & Rescue Team **(2 teams with 4 members that stay together)**

A Team Leader

Teri Briggs (walkie-talkie)

Sean Montgomery (alt./gets supplies)

Sarah Kils

Cyndi Aghayan, (gets master key)

Alternate: Chris Wieland

B Team Leader

Nora Antenore, (walkie-talkie)

Chad Smith (alt./gets supplies)

Natasha Heinrich

Colby Boss, (gets master key)

Assembly Area Team

Team Leader **Juri Holmes** megaphone /walkie-talkie)
(Alt. Team Leader) **Jen Checchio**

Emma Patterson/Chris Wieland (get supplies from shed, portable toilet)

Adrienne Adam, Ursula Iturrino, Megan McCarter, Jun Ong
(Kinder-First)

Cara Leach, Natalie Reynoso, Emma Patterson, Rebecca Ito
(second- third)

Jen Checchio, Tim Eymann, Tammy Hughes, Judy Donner, Chris Wieland
(fourth-fifth-sixth)

Kerri Gertz and Daisy Pereda, (when they are here)

All Playground Supervisors and volunteers

Parent Communication/Reunification Team

Team Leader **Susi Stanfield** (walkie-talkie)

Trisa Ranson, Deirdre Li, Dani Martinazzi

Carmen Rebolledo

Elizabeth Tracy

Campus Security

Team Leader **Kathy Stassforth** (walkie-talkie)

Alternate **Cesar Rios**
Elvira Ble

Sean Montgomery and Chad Smith , (once search and rescue is completed)

Support Personnel (not previously assigned)

Individuals at the site who are part-time and not previously assigned should report to the following teams and follow the assignments designated by the team leader.

Assembly Area

All volunteers

Parent Communication/Reunification Team

Elizabeth Tracy

Buddy Teachers

Take Emergency Clipboard with pen and take attendance. Line up classes, children in pairs holding hands. Write down on Emergency Attendance Sheet on your clipboard injured left behind. Students with minor injuries should stay with the class. Leave more severely injured w/ available adult if possible. Visually check to see if buddy or class next door exits the building. Proceed directly to the Emergency Assembly Area by room 20. Hold up red card for missing students, hold up green card for all students present and accounted for. All teachers should make sure their classes have been removed to the Emergency Assembly Area before reporting to their team assignment areas. Make sure the teacher takes the inventory form/attendance sheet to the assembly team leader. These forms will be collected by the Emergency Assembly Team Leader and sent to the Command Center by a 6th grade runner.

Room	Teacher	Room	Teacher
KA	Dani Martinazzi	KB	Tara Vowels
22	Adrienne Adam	21	Jen Checchio
1	Karen McEachen/ Bianca Jamgochian	4	Susi Stanfield
5	Trisa Ranson	8	Natasha Heinrich
7	Teri Briggs	19/6	Iturrino and Orr
2	Cyndi Aghayan	3	Cathy Gamboa
10	Sean Montgomery	9	Michele Hay
11	Colby Boss	12	Cara Leach
13	Nora Antenore	14	Chad Smith
15	Deirdre Li	16	Juri Holmes
Library	Karen Pickford	Computer	Judy Donner
18A	Staff in room	18B	Staff in room
18B	Staff in room	18C	Staff in room
MPR	Anyone there	Kitchen	Staff / students
Office	Felicia/Anne	Health / Work room Restrooms	Debbie / Students Staff

COMMAND CENTER (Channels 1 and 14)

Incident Commander

Felicia Roggero Alternate **Sheri Scott**

Team Leader **Anne Gould**

Command Center

Log Keeper **Sheri Scott**

Shed Manager **Debbie Weideman (walkie-talkie)**

Student Runner **6th grade runner, 6th grade runner (Sheri supervises 6th grade runners)**

Incident Commander

1. Take attendance of all team members and report to Command Center.
2. Reports to the Command Center, (grassy area in front of science room on Ribera Dr.)
3. Initiates school site emergency plans.
4. Inspects pupils/site to determine immediate needs. Communicates with team leaders and custodian.
5. Reports condition of pupils/site(s) to the Assistant Superintendent for Instructional Services.
6. Advises the Superintendent if removal of pupils to an alternate site is necessary.
7. Determines if additional help is necessary.
8. Assigns staff to new areas as needed.
9. Secures all pupil records.

Office Manager-Anne Gould

1. Opens emergency shed, drops off walkie-talkies, and reports to Command Center
2. Initiates Emergency Calls
 - a. Superintendent
 - b. Channel 3 district notification on walkie talkie
 - c. 911
3. Moves **sign in clipboards, violence response kit, and walkie-talkies** to Command Center
4. Coordinates communication of all teams. Mans the phones and/or emergency communications equipment.
5. Sheri receives classroom attendance sheets and records status of injures and left behind. Anne dispatches Search and Rescue teams.
6. Absence log is sent to Parent Communication/Reunification Team and relays who is in First Aid Station.

Shed Manager-Debbie Weideman

1. Reports to Shed.
2. Distributes all materials
3. Joins First Aid Team. Responsible for restoring shed to original state, ready for next disaster.

Log Keeper/Alternate Incident Commander - Sheri Scott

1. Reports to Command Center
2. Removes Command Center supplies from shed.
 - a. Vests
 - b. Hardhats (2)
 - c. Clipboards
 - d. Notebooks
 - e. Pencils
3. Records student status
4. Records in spiral notebook all actions taken from command center.
(time/date/personnel/equipment usage)

5. Keeps written reports. Logs times, volunteers, equipment usage.
6. Communicates with outside emergency assistance.
7. Assigns staff to new areas if needed.

Custodial/Facility

Team Leader **Elvira Ble (walkie-talkie)**
 Rosa Sillas

Cesar Rios (Alternate)

Take attendance of all team members and report to command center via walkie talkie - Channel 1.

1. Opens emergency shed and reports to Command Center.
2. Shuts off all utilities as needed.
3. Walks perimeter of buildings to survey and report damage to incident commander. Do not need to enter any classrooms.
4. Puts out fires if possible.
5. Equipment:
 - a. Shut off tool
 - b. Hard hats
 - c. Vests
6. Assists the Incident Commander in performing other duties as assigned. Has walkie talkie and communicates with office manager.

First Aid Team

Team Leader **Debbie Weideman/Joyce Rara, if present, (walkie-talkie)**

Karen McEachen/Joyce Rara, (triage team leaders)

Log Keeper/Communications **Karen Pickford and Michele Hay (walkie-talkie)**

Triage (I, L, D) **Michele Hay, (walkie-talkie)**

Cathy Gamboa, Tara Vowels, Pam Orr

Barbara Wolf, Susan McHale, if present

FIRST AID TEAM (Team leaders and Triage Teams)

**Take attendance of all team members and report to command center.
All personnel reports directly to Debbie.**

1. SOA carries all medications from the health office to the Disaster Shed
2. Reports to kindergarten playground near the disaster shed.
3. Emma or Natalie, (from Assembly area team), will get supplies and toilets from the disaster shed. They will set up near Cathedral Oaks fence.
4. Triage team takes its direction from the school nurse if she is on site.
5. Sets up triage station for the care of injured pupils/personnel in the kindergarten yard.
 - a. Tarps
 - b. Head to Toe (two rows)
6. Keeps a written record of names of those treated, injury treatment, time of treatment.
7. Reports physical condition of pupils/personnel to Incident Commander.
 - a. Record keeper report to administrative team leader.
 - b. Team leader reports to command center.
8. Determines need for additional medical help, including hospitalization.
9. If treatment is completed, sends student with escort to assembly area. Notifies command center and assembly area by walkie-talkie.

Search & Rescue Teams

(2 teams with 4 members that stay together)

A Team Leader

Teri Briggs (walkie-talkie)

Sean Montgomery (alt./gets supplies)

Cyndi Aghayan

Sarah Kils

B Team Leader

Nora Antenore (walkie-talkie)

Chad Smith (alt./gets supplies)

Colby Boss

Natasha Heinrich

IF AVAILABLE:

Chris Wieland (alternate)

1. Report to Disaster shed. Take attendance of all team members and report to Command Center via walkie talkie.
2. Alternate Team Leaders collect equipment.
 - a. Search and Rescue Bags
 - b. Hardhats
 - c. Vests
 - d. Walkie Talkies
 - e. Stretchers
3. Wait for search directions from command center. Teams A & B are dispatched first to rooms where known rescue is needed, then missing students
 - a. Report back to the Command Center on arrival at each room
 - b. Report status, ("Clear" or name of victim/status) in the room
 - c. Report action plan.
 - d. Victims are transported to First Aid
4. **Damage Assessment and Sweep** (After Search and Rescue is complete):
 - a. Mark doors with green Frog painters tape indicating clear areas.
 - b. Contact Incident Commander regarding safety hazards and safe areas. (Command Center will report to custodial team.)
 - c. Put out small fires with classroom extinguishers.

Assembly Area Team

Team Leader

Juri Holmes

Jen Checchio , (Alt. Team Leader)

Emma Patterson and Natalie Reynoco (get supplies from shed)

(Kinder - First grade supervision)

Adrienne Adam, Ursula Iturrino, Jun Ong, Megan McCarter, Rebecca Ito

(Second - Third grade supervision)

Cara Leach, Natalie Reynoso, Claudia Avila, Emma Paterson

(Fourth -Fifth - Sixth grade supervision)

Tim Eymann, Jen Checchio, Tammy Hughes, Judy Donner

Kerri Gertz and Daisy Pereda

All Playground Supervisors and volunteers

ASSEMBLY AREA TEAM

Take attendance of all team members and report to command center.

Keep a 'front and center' presence at all times either on MPR stage or in front of students (using megaphone or portable speaker system).

Assigned seats if in MPR same as assembly seating.

1. Reports to the Assembly Area.
2. Sends Natalie or Emma to shed for supplies
 - a. Vests (orange for adults)
 - b. Walkie Talkies (Channel 14 to Command Center)
 - c. Megaphone (**will be kept in the Health office on cums file cabinet**).
 - d. Emergency binder with student lists
3. Team leader accounts for all students. Reminds teachers to send class emergency attendance sheets, **RED signs first, to Sheri in Operations/Command Center.**
4. Classroom teacher responsibilities:
 - a. Take roll and send list to Sheri Scott.
 - b. Hold up red/green card
 - c. Handout identification stickers to each student
 - d. Set up cardboard tents for stickers

- e. Handout activity items
 - f. Settle class
 - g. Go to assignment
5. Assembly area team members confirm that student identification stickers are on all students.
 6. Supervises the removal of identification stickers: put them on the tent with the room number as students are released to parents.
 7. Team leader assigns one adult to place sign on the Cathedral Oaks gate notifying exit only on Ribera Dr.
 8. Receives/relays messages.
 9. Team leader reports to the Command Center the roll count for each class.
 10. Acts as caretakers of the students.
 11. Comforts students. Cares for small cuts and bruises. Supervises games or activities of students.
 12. Releases students with RELEASE OK slips. Directs adult and students to exit on Ribera Dr.

PARENT COMMUNICATION / REUNIFICATION TEAM

Parent Communication/Reunification Team

Team Leader Susi Stanfield

Team Members **Trisa Ranson, Deirdre Li, Dani Martinazzi, Elizabeth Tracy
Carmen Rebolledo (Community Liaison)**

Student Runners - Support getting students from assembly area as assigned by Juri Holmes

PARENT COMMUNICATION/REUNIFICATION TEAM

Take attendance of all team members and report to Command Center.

1. Reports to gate on Ribera Dr. by kindergarten playground.
2. Sends alternate team leader to disaster shed for equipment:
 - a. Signs (Parent Reunification)
 - b. Several Clip Boards: adult name, name of students, time of release
 - c. Walkie-Talkie
 - d. Vests
 - e. Box of blank "released to" signature cards.
 - f. Student alphabetical list.
 - g. Table
3. Team leader reports to the Command Center via walkie-talkie.
4. Logs times of parent contacts and releases to parents.
 - a. Look at parent/pick up person identification and verify with list.
 - b. Have parent sign clip board with the names of student(s) he/she is taking.
 - c. Gives RELEASE OK form to adult ok'd to pick up students
 - d. Directs them to the assembly area.

School Process for Release of Student Custody

1. Adults collecting students go directly to the Student Release, (see map), to sign out students and be directed to the station at the location of their child(ren). If release is from classrooms, students are signed out by the teacher.
2. Only adults listed on the Emergency Release Lists will be able to sign out students. Ok'd adult must sign the Emergency Release list.
3. If students are assembled on the field, RELEASE OK slips will be given to these adults who will proceed to the Assembly Area.

Campus Security

Team Leader

**Elvira Ble and Kathy Stassforth
Rosa Sillas**

Alternate

**Cesar Rios
Sean Montgomery and Chad Smith, (once Search and Rescue is completed)**

CAMPUS SECURITY TEAM

Take attendance of all team members and report to command center via walkie-talkie

1. Reports to the front of the school.
2. Sends Alternate Team Leader for equipment:
 - a. School maps to give to emergency personnel
 - b. Caution Tape
 - c. Walkie-Talkie
 - d. Stop Signs (2)
 - e. Violence Response Kit
3. Secures Front Entrance to school and relocates parking lot cones to block driveway.
4. Routes volunteers/parents.
5. Routes Fire and Rescue crews.
6. Reports to Command Center.

CLASSROOM TEACHERS

1. Place red or green card on door handle indicating that you are or are not removing all students that you are responsible for at the time from the classroom. That way search and rescue will not enter green rooms and we will have less radio chatter.
2. Report to Assembly Area with your red emergency backpack containing:
 - a. Class list
 - b. Student Labels
 - c. Red Binder
 - d. Student activity materials (books, crayons, paper...simple supplies that will engage them.)
3. Take roll and fill out class list noting absences and/or missing students. Indicate location of missing students if known. The teacher or the buddy teacher takes the List directly to **Sheri Scott** at Command Center.
4. When leaving classroom, visually check to see if nearby classes have exited the building. If not, assume responsibility for moving those classes to the Assembly Area (take attendance, etc.)
5. All teachers will make sure their students have on their labels and are settled in the Assembly Area before reporting to their assignments. Send the unused stickers (along with the attendance list) to the Command Center. **(Be sure to get updated labels and class lists from Anne/Debbie when you get a new student.)**
6. Teachers assigned to the Assembly Area will assume responsibility for maintaining a quiet, calm atmosphere.

FOOTHILL SCHOOL EMERGENCY PREPAREDNESS POINTS TO REMEMBER

- Take the drill seriously
- The way you train is the way you will behave in a real emergency.
- Do the drop, cover and hold maneuver
- Know your evacuation route
- Evacuate the building as quickly and calmly as possible
- Complete the Student Report Form and make sure it goes to the correct personnel at the Emergency Assembly Area
- Students will look to you for direction
- How the adults behave will determine how the students behave
- Slow down, relax, and move efficiently
- Be flexible
- Use your common sense
- This is a practice for directing people in a crisis
- Expect the unexpected
- The complex doesn't work in an emergency

STEP #1

**WHEN YOU HEAR THE SIGNAL
or
FEEL THE EARTHQUAKE**

**WHEREVER YOU ARE
EVERYONE DOES THE
“DROP, COVER & HOLD” MANEUVER**

REMEMBER:

- **Drop, cover, and hold no matter where you are**
- **Do not stand in doorways**
- **Get away from glass**
- **Every step you take increases your chances of getting injured---stay put until shaking stops**

STEP #2

AFTER THE SHAKING STOPS

(in the drill, count to 30)

EVACUATE STUDENTS TO EMERGENCY ASSEMBLY AREA

COMPLETE STUDENT ATTENDANCE

Put labels on students

GIVE ATTENDANCE FORM TO THE COMMAND CENTER

(Sheri Scott)

MAKE SURE YOUR STUDENTS ARE CARED FOR

PROCEED TO ASSIGNED AREA

IF DIFFERENT FROM EMERGENCY AREA

REMEMBER TO:

- **Evaluate the situation carefully**
- **Stay calm; calm your students**
- **Select alternate evacuation route if you encounter safety hazards; report these hazards to nearest team leader**
- **Help your students feel comfortable**
- **Report to your assigned area and begin completion of tasks**

STEP #3

PROCEED WITH TASK ASSIGNMENTS

COMPLETE ASSIGNMENTS/ASSESS PROGRESS

REPORT FINDINGS TO APPROPRIATE TEAM LEADERS

RECORD YOUR FINDINGS

(First Aid, Reunification, Log Keeper, Emergency Assembly Area)

STAY CALM, MOVE EFFICIENTLY

**WHEN RELIEVED OF ASSIGNMENT, EVALUATE
YOUR ACTIONS**

REMEMBER TO:

- **Stay calm**
- **Know your assignment tasks**
- **Calm others**
- **Complete paperwork**
- **Work together**

General Procedures BP 2500

Fire

1. At the sound of the alarm, students line up at the door and proceed in an orderly, quiet fashion to a predetermined location, as indicated in the site plans. Students are to remain at this location under the supervision of their teachers until further instructions (911 should be called)
2. Teachers insure that all students evacuate the building safely.

Earthquakes

Students Inside Building:

1. The teacher, or other person of authority, implements the action by saying, "DROP, COVER AND HOLD." Students and others in the room immediately drop to their knees under furniture with backs to the windows, if possible. One or both hands should be placed over the head with arms over ears; lay forehead on knees and keep eyes closed. One or both hands should be used to hold the desk legs in order to keep the furniture from shifting. Students remain in one of these positions until the teacher gives the next instruction.
2. After the tremor stops, and there is no danger from falling objects, the teacher moves children from any room hazards, e.g., windows, heavy, suspended light fixtures, and bookcases. As soon as possible the teacher supervises the orderly removal of students from the building to the designated evacuation area, Student Assembly Area on grass field.
3. Teachers must account for all students under their supervision by taking roll.
4. After roll calls have been taken, all staff reports to assigned areas to carry out their respective tasks.

Students Outside Buildings:

1. At the first sign of a tremor, students and personnel must move away from the buildings, trees, and utility wires to the class designated areas.
2. Teachers join their students as soon as possible to take roll and then to report to their designated areas to complete their tasks.

Students on School Buses:

When children are on the school bus and an earthquake occurs, the following actions will be taken:

The bus driver:

1. Pulls to the side of the road away from any buildings, if possible, and issues the command, "DROP, COVER AND ROLL." Students take the protective position described under "Students Inside Buildings."
2. Sets the brakes and turns off the ignition.
3. Waits until the earthquake is over.
4. Contacts the Director of Maintenance, Operations and Transportation.

Bomb Threat Policy

1. Evacuates buildings according to fire drill plans
2. The principal contacts the Assistant Superintendent for Instructional Services and the Sheriff's Department.
3. Only Law Enforcement Officers, (no school personnel), inspect the school site.
4. No person re-enters the school until Law enforcement Officials and the Superintendent (or designee) gives the "all clear" signal.

Explosion

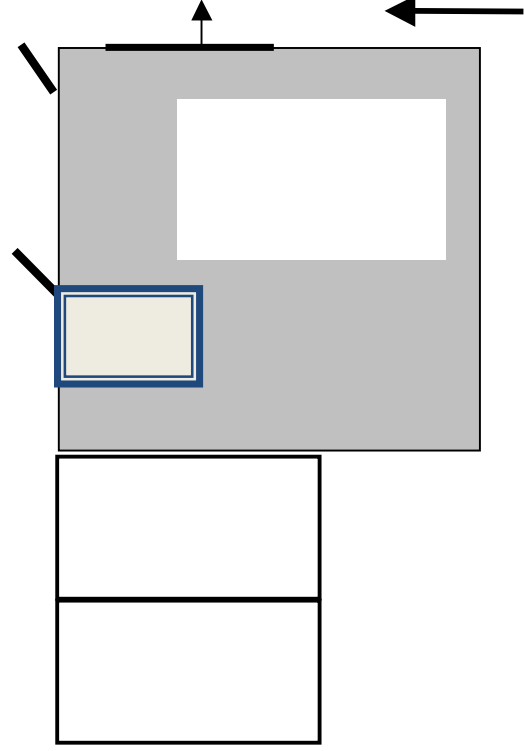
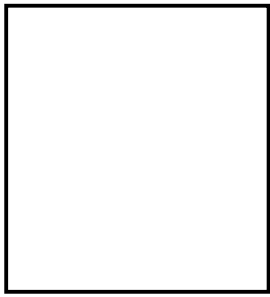
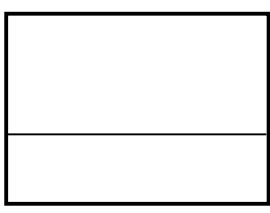
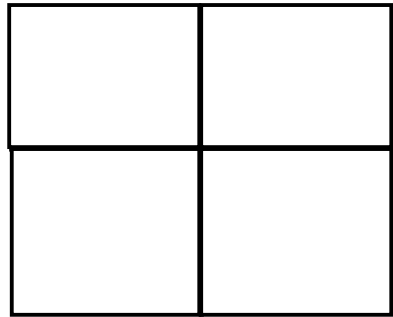
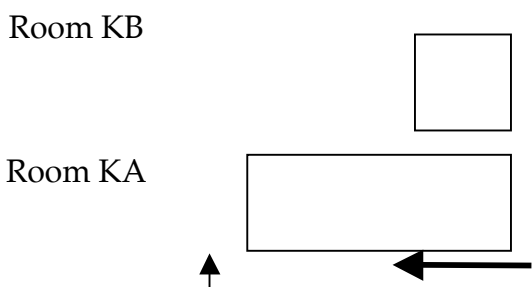
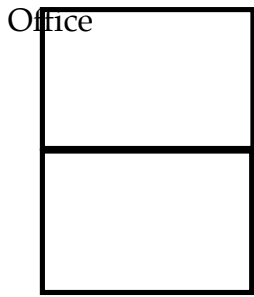
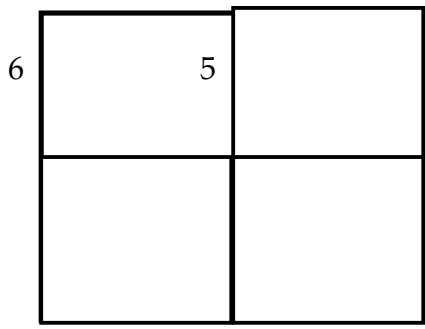
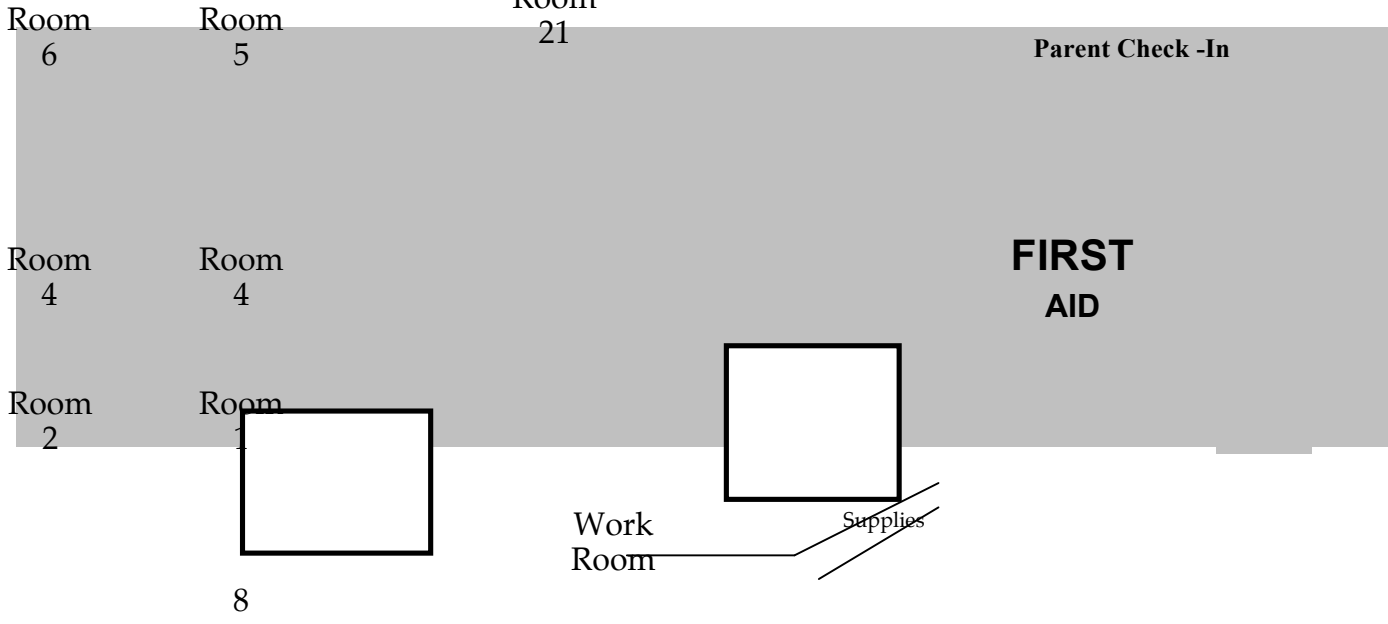
Follow procedures for earthquakes.

VIOLENCE RESPONSE PROCEDURE

Lockdown:

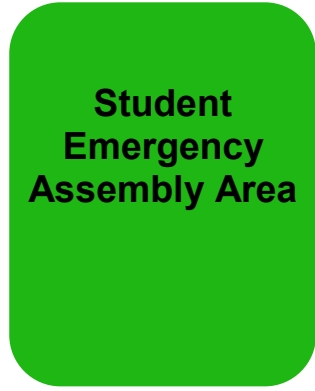
The following procedure provides direction and guidance in the event of a threatening situation (i.e., gun fire, threatening an individual, notification to staff or student of the presence of danger, hostage attempts, etc.):

1. School employee will notify the site principal or designee immediately.
2. The principal/designee will use "lock-down" alarm system if deemed appropriate.
3. The principal/designee will immediately notify;
Sheriff Dept./Fire 911
Superintendent of District 200x201 (Dr. Donna Lewis)
Emergency Services Coord. 200x220 (Margaret Saleh)
4. The principal will keep all staff and students in "lock-down" position until sheriff's department personnel arrive. Lock-down position includes;
 - a. All doors to classrooms, administrative buildings, labs, etc, are locked.
 - b. All personnel and students will maintain a "duck/cover" position under or beside a desk or table away from windows and doors.
5. Maintain this position until law enforcement arrives to take command. Law enforcement will make all decision including but not limited to:
 1. Evacuation.
 2. Maintenance of duck/cover position.
 3. Communication with possible hostiles.
 4. Communication with media, district office, etc.



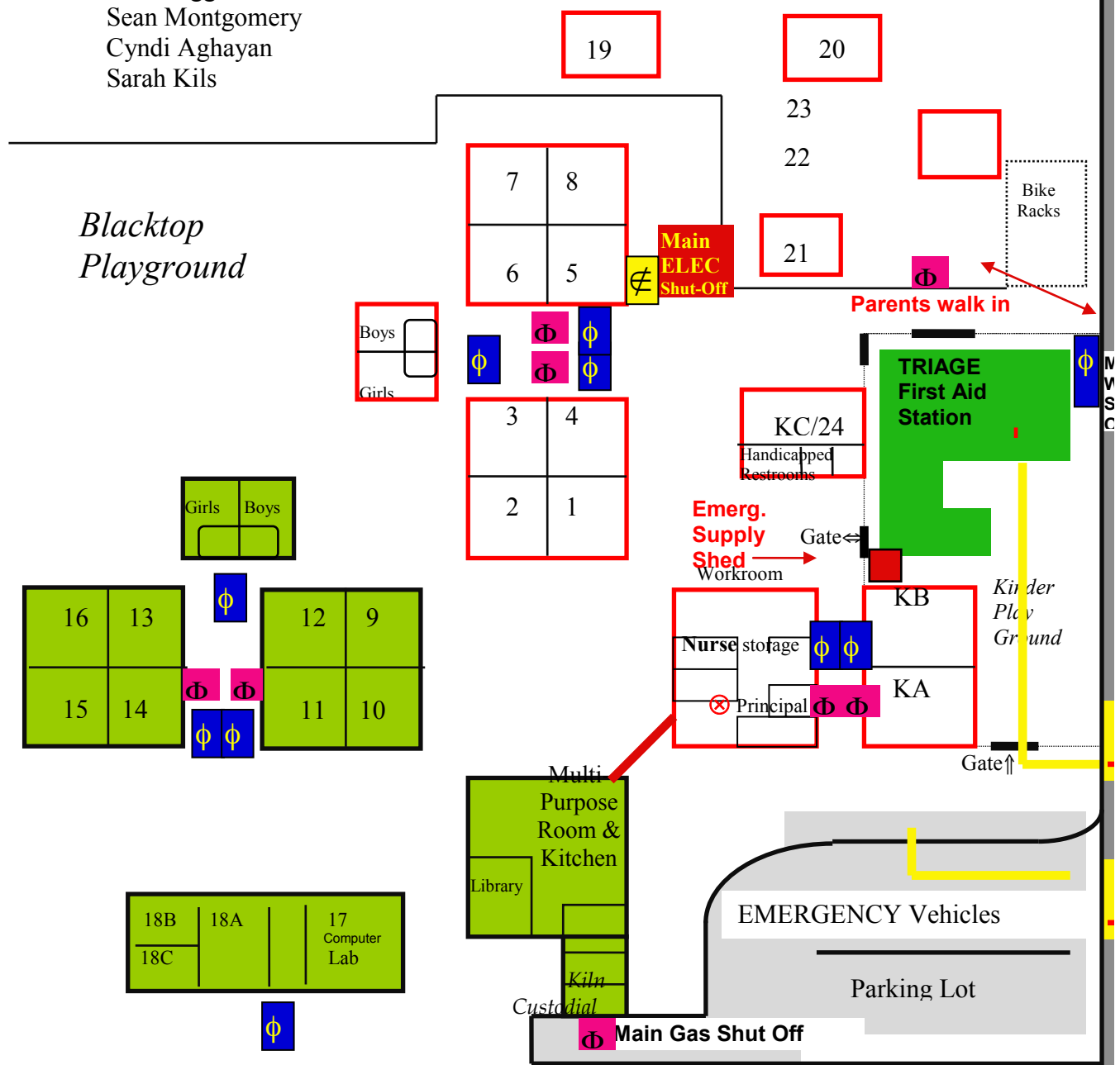
KEY:

ϕ **Water** Shut-Off ⚡ **Electric** Shut-Off
⊕ **Gas** Shut-Off ⊗ **Fire Alarm** Shut-Off



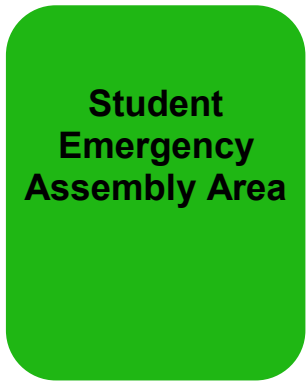
SEARCH & RESCUE TEAM A

Teri Briggs
Sean Montgomery
Cyndi Aghayan
Sarah Kils



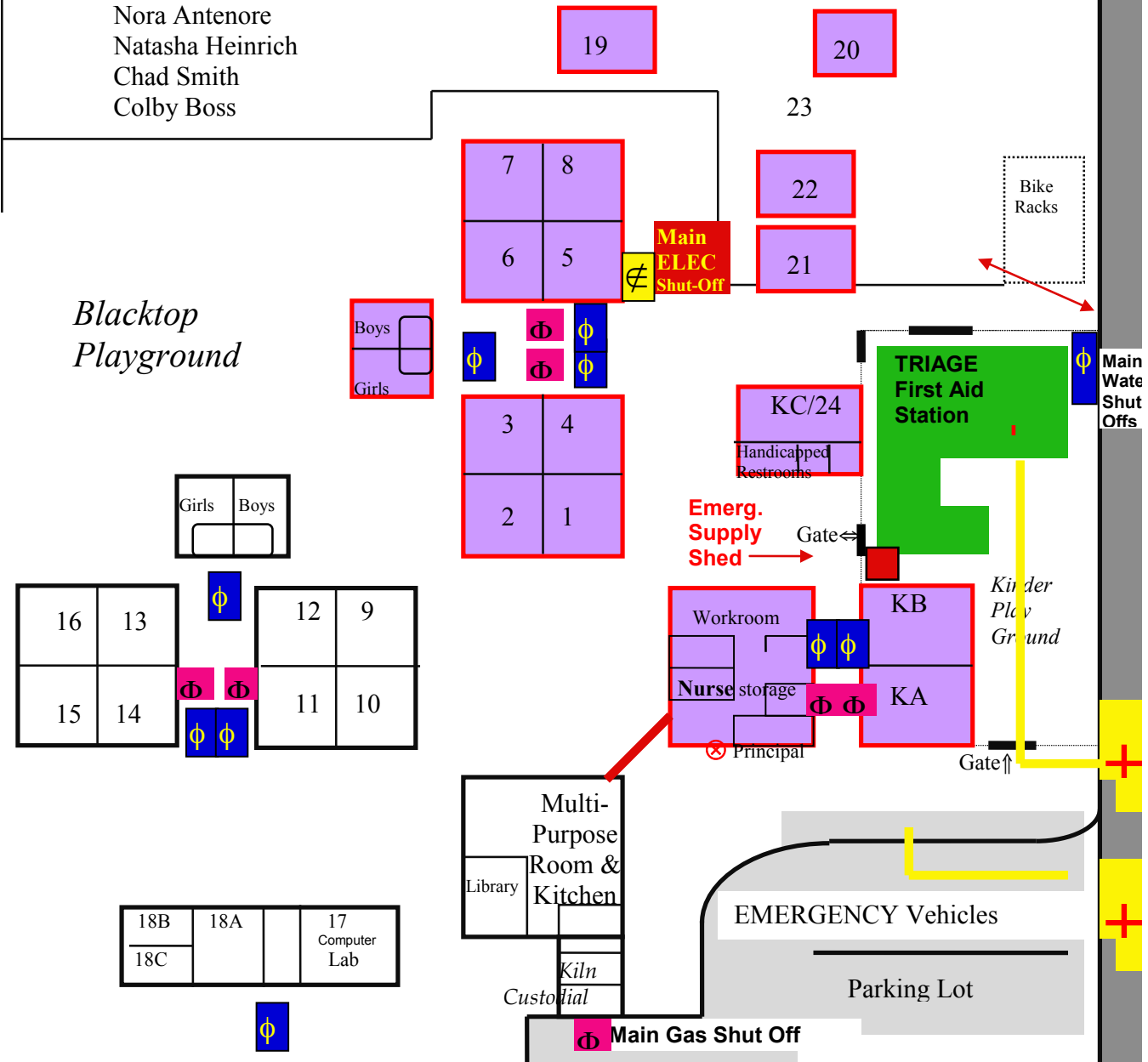
KEY:

⊖ Gas Shut-Off
 ⊖ Electric Shut-Off
⊖ Water Shut-Off
 ⊗ Fire Alarm Shut-Off



SEARCH & RESCUE TEAM B

Nora Antenore
Natasha Heinrich
Chad Smith
Colby Boss



Location of Fire Extinguishers

One extinguisher located in every other classroom (two per building)

Room 1

Room 3

Room 5

Room 7

Room 9

Room 11

Room 13

Room 15

Room 17 Computer Lab

Room 18A, 18B, 18C

Room 19

Room 20

Room 21

Room 22 Staff Lounge

Rooms KA, KB, KC/24

Office Building: Work room - by back door on wall

Front Office: on brick wall next to SOM desk

Kitchen

Boiler Room

MPR

Night Custodian Closet

Day Custodian Closet by Kitchen

Location of Rations, Kits, First Aid Kits, First Aid Stations & Alternates and Tools

Emergency Shed

This shed is located along the fence inside the Kindergarten playground. The Kindergarten playground is our First Aid Station. See site map. First aid supplies are on a cart that can be wheeled out into the First Aid Station.

CLASSROOM STUDENT REPORT FORM

We are using "EMERGENCY ATTENDANCE SHEET" a layout in our Student Data Base to take assessment of each class.

RELEASE OK FORM

These students have been signed out and may be released to the holder of this form:

Student Name(s)

1.	
2.	
3.	
4.	
5.	

Exit through gate on Ribera Drive

Instructions: FOR PARENT CHECK IN STATION

5. Team uses **Emergency Release Lists** (alphabetical) to determine OK persons to pick up students. **I.D. must be presented.** Binders are to be set up on tables to go w/alpha sign taped hanging on front of table. There is an extra set of Emergency Release lists if there are enough people on the team to double man a station.
6. Stations are: **A - D** **E - J** **K - Q** **R - Z**
7. **Check that student is not in First Aid:** Mark red cross by name if in First Aid!
8. **Check that student is indicated: “KEEP CHILD”** (if so, child is to be kept until parent can arrive).
9. Parent or designated person **signs out** the student on Emergency Release Lists in binders.
10. Release personnel fill in Student Name(s) on **RELEASE OK** yellow slip.
11. Give parent or designated person the RELEASE OK slip.
12. Direct parent/designated person/ to go to staff member at Assembly Area.
9. Parent EXIT through Ribera Dr. gate.

USE: EMERGENCY RELEASE LISTS

**BATHROOM
PASS**

**BATHROOM
PASS**

TASKS - ALL STAFF

1. Direct pupils to carry out emergency actions.
2. Render immediate first aid.
3. Assist buddy teacher/other teachers as needed.
4. Restore order.
5. Report condition of pupils/site to the team leaders/Incident Commander.
6. Take roll; complete necessary forms; keep track of children as they are released by requiring RELEASE OK slips.
7. Supervise children at all times until relieved of responsibilities by the Incident Commander.

TASKS - BUDDY TEACHERS

1. Take roll by completing student status on Emergency Attendance Sheet located on classroom Emergency clipboard.
2. Line up both classes, children in pairs, holding hands; one buddy teacher stays with students unable to move, if necessary.
3. Take classes to the Emergency Assembly Area. Complete Emergency Attendance Sheet for own class, and buddy class if necessary.
4. Turn in Attendance sheet to Command Center - (Sheri Scott).