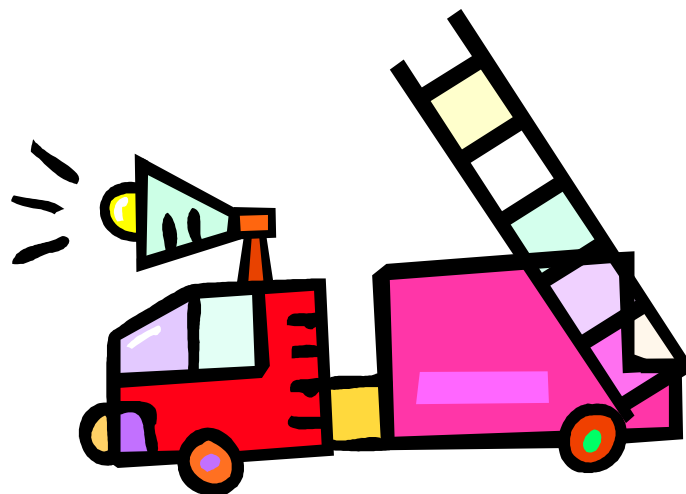


EMERGENCY/DISASTER PLAN



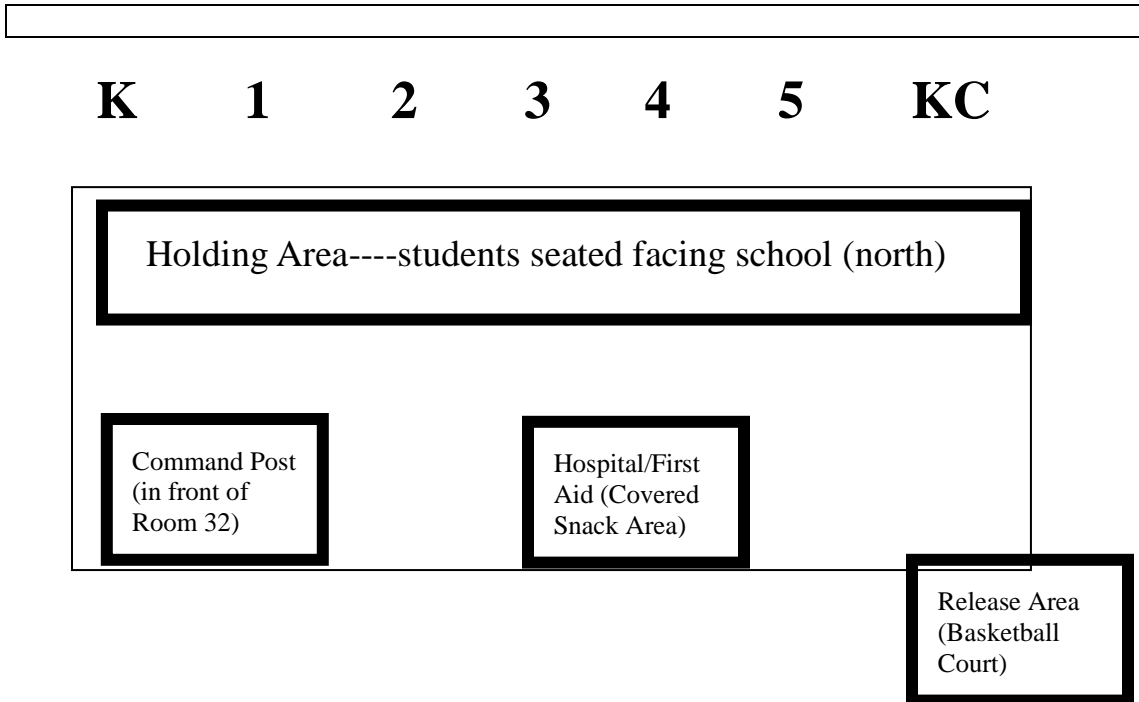
2023- 2024

Coyote Creek School

EVACUATION STEPS – ALL CLASSES

When it is safe to do so, (e.g. earthquake/shaking stops or you hear an “All Clear” announcement):

- **Line up** the students at the class door.
- Take **emergency backpack, walkie-talkie** and put on **yellow vest**.
- **Put a WHITE sign or a RED (signifying help is needed) sign on your door** (these are kept in Emergency Backpacks).
- Follow **evacuation route** to your classroom yellow number on blacktop.
- **BE OBSERVANT** as you walk to Holding Area.
- **TAKE ROLL** (roster in Emergency Backpack). Give it to your Holding Area Monitor.
- Place **NAME TAGS** on every child’s chest area. Give remaining name tags to your Holding Monitor. (These should be just the names of students whom are absent/missing).
- Fill out the **EMERGENCY STATUS RECORD**. Your grade level Student Release Team member will give it to the Command Post.
- **Report** to your assigned duty station (i.e. Search & Rescue, etc.)
Return to your students when finished.



Command Personnel

Incident Commander	Bill Alpert
Logistics/Communications	Blaire Wyatt
Public Info/Liaison Officer	Heidi Boaz

Search and Rescue Team

Team Leader	Erich Ackermann
TK/Kindergarten	Rachele O'Loane, Nicole Bilde
First Grade	Jen Webster
Second Grade	Tracy Crawford
Third Grade	Adrienne Cruz
Fourth Grade	Tiffany Mitchell
Fifth Grade	
Support Staff	Emily Saviano/ Katie Inkabi

Holding Area/Student Care Team

Team Leader	Kathleen Garnett, John Konjicija, Dawn Kriz
TK/Kindergarten	Katie Nejedly, Karen Young, Claudia Guerra
First Grade	Mariann Stephens, Lori Banks
Second Grade	Jodie Dowling/Pami Santiago, Elise Tran/Nancy Wilson
CEP (2 nd -5 th)	Jill Reynolds, Deanna Farinha, Janet Javier, Shubhra Bhatnagar, Monica Kamran, Madhulika Mishra, Sumana Nayak, Saku Vadhri, Abi Valliappan
Third Grade	Jennifer Boreman/Beckie Silverwood, Robin Smart
Fourth Grade	Jeri Korte, Julie Wolters
Fifth Grade	Sara Konjicija, Kerrin Nuti
All Other Staff	Mia Schmitt, Paul Adriano, Sri Atavalagi, Jen Bachman, Baking Boo, Claudia Guerra, Harpreet Kaur, Prerna Pandey, Jessica Park, Wenxia Xing, Noon Duty and Child Nutrition Staff, and all Substitutes

Security/Logistics Team

Team Leader	Belinda Yang
Team Member	Rian Corder
Team Member	Justin Valjalo
Team Member	Mahesh Balley
Team Member	Luis Perez De La Vega Ra
Team Member	Kim Herrick

Medical Team

Team Leader	Brian Olkowski
Team Member	Janet Serrano
Team Member	Karen Tomasello
Team Member	Kay Smith

Student Release Team

Team Leader	Helen Yeung, Jennifer Wong
Support Staff	Nicole Bosch, Jenifer Bertolero, Purvi Bhagat, Shannon Johnson
TK/Kinder/First Grade	Colette Blessum
Second Grade	Alana Buschini
Third Grade	Melanie Osicki
Fourth Grade	Colleen Baird
Fifth Grade	Lisa Webster

COMMAND PERSONNEL DUTIES

- As soon evacuation is indicated, put on your vest, obtain **emergency backpack, walkie-talkie, laptop, personal cell phone.***
- Locate stretcher and wheelchair from Nurse's Office and a master set of keys to open rooms if needed. Office Assistants to help transport above items.*
- Once outside, keep in contact with Search and Rescue, up-to-date on conditions and injuries, and make decisions about re-entry or other shelter.
- Logistics/Communication Officer is responsible for taking staff attendance (Staff List in in Office Emergency Cart/backpack).
- **Custodians should immediately shut off the utilities**, and then proceed to the Command Post in front of Rooms 31 and 32.

- All unassigned staff on campus should immediately report to the Command Post for assignment.
- The Office Manager will coordinate the following functions, which will need direction and leadership:
 1. First Aid will need to be provided to any students evacuated to the temporary hospital located near the Command Post.
 2. Assist the Holding Area Monitors in providing minor first aid. Monitors have small first aid kits but they will also have responsibility for many children and may need assistance.

SEARCH/RESCUE TEAM OPERATIONAL DUTIES

- **Search of all rooms systemically for injured or missing persons**
- **Identify hazards**
- **Administer first aid**
- **Stay in contact with Command Personnel**
- **Use the Buddy System: Minimum of 2 persons per team.** Take no action that might endanger you. Do not work beyond your expertise. Use appropriate safety gear (in emergency shed). Size up the situation first and be safe!
- Before entering a building, inspect complete exterior of building. Report structural damage to team leader. Use yellow caution tape to barricade hazardous areas. Do not enter severely damaged buildings.
- If building is safe to enter, search assigned area using an orderly pattern. Check all rooms. When leaving each room, hang green card on door to show room is clear.
- When an injured victim is located, team transmits location and condition of the injured person to the Command Post. Do not use names of students and staff.
- Keep radio communication brief and simple. No codes.
- Once you have completed the above duties, report to the Holding Area to assist Holding Area monitors.

*Remember, if you are not acknowledged, you have not been heard on the radio. Repeat your transmission, being aware of other simultaneous transmissions.

HOLDING AREA MONITORS/STUDENT CARE TEAM

OPERATIONAL DUTIES (All Substitute Teachers will be Holding Area Monitors)

Ensure the care and safety of all students on campus except those that are in the Medical Treatment Area.

- Wear yellow vest at all times
- Make sure all students have name tags
- Monitor the safety and well-being of the students in the holding area
- Administer minor first aid as needed using supplies in your Emergency Backpacks
- Support the Student Release process by releasing students as they are called for
- Provide water and food to students and staff as needed
- Make arrangements for portable toilets if necessary
- Arrange activities and keep students reassured
- Direct all requests for information to the Public Information Officer

*Remember, if you are not acknowledged, you have not been heard on the radio. Repeat your transmission, being aware of other simultaneous transmissions.

SECURITY TEAM OPERATIONAL DUTIES

- Observe the campus and report any damage by radio to the Command Post*
- Locate/control/ extinguish small fires as necessary
- Check gas meter/ shut down gas (wrench on valve). Report gas leaks, fires, and/or structural damage to Command Post immediately.
- Shut down electricity only if building has clear structural damage or advised to do so by Command Post
- Post yellow caution tape around damaged or hazardous areas
- Advise Command Post of all actions taken for information and proper documentation
- Be sure that the entire campus has been checked for safety hazards and damage
- Route fire, rescue, police, etc. as needed
- Direct all requests for information to the Public Information Officer

*Remember, if you are not acknowledged, you have not been heard on the radio. Repeat your transmission, being aware of other simultaneous transmissions.

MEDICAL TEAM OPERATIONAL DUTIES

- Administer appropriate first aid as needed
- Keep accurate documentation of care given. Log injuries on clip boards
- Continue to assess victims at regular intervals
- Report any deaths immediately to Team Leader
- If and when transport (ambulance) is available, document student's name, where student is going, and time of transport for school records.
- Team Leader appoints a runner to get student's emergency card for ambulance personnel if necessary. Emergency cards are in the teacher emergency backpacks and also in binders in the Emergency Shed.

STUDENT RELEASE TEAM OPERATIONAL DUTIES

Assure the reunification of students with their parents or authorized adult in an orderly fashion.

- Wear yellow vest at all times
- Help set up release area by the basketball courts
- Help line-up parents to keep things as orderly as possible
- Check laptop/flash drives w electronic emergency cards to make sure the person is authorized to pick up child
- Have parent complete a Reunification Card.
- Runner takes Reunification cards to retrieve students from the holding area and bring them to the identified person picking them up at the basketball courts. Place the completed Reunification cards in a "Completed" pile.

NOTE: if a parent refuses to wait in line, don't argue.

Transfer of Custody List Coyote Creek Elementary School 2021-22

- Teachers should safely evacuate students to the holding area
- Take roll and fill out "Emergency Status Record"
- Transfer custody of your students, cone with room #, and backpack to designated staff member
- Report to command center- located in front of rooms 31/32 on blacktop

Emergency Status Record

Teacher's Name _____ **Room:** _____

Time: _____

_____ **All accounted for**

_____ **Students missing: (list)**

_____ **Trapped in building (Name & location)**

_____ **Serious Injuries: (Name & location)**

_____ **Students known absent: (List)**

_____ **Other concerns:**

COYOTE CREEK SECURE CAMPUS PLAN

Immediately upon observing a dangerous person on campus, notify office using whatever means are available (i.e., phone, walkie-talkie, adult messenger).

- Upon receiving information that a dangerous person is on campus, the principal, office staff, or designee will make the following announcement: **“WE ARE GOING TO A SECURE CAMPUS.”**
- Office staff will immediately call 911 and Kid’s Country at 552-4485.
- Office staff will notify the superintendent’s office as soon as possible (552-2964).
- The custodian is to immediately lock down the entire administration building, including the MPR, Stage, lobby, library, and lounge if he/she determines it is safe to do so.

IF STAFF AND STUDENTS ARE INDOORS:

- All doors are to be locked – doors should be locked at all times during a normal day.
- Door should be barricaded. Use whatever is available (e.g. chairs, desks, etc.)
- Tell children to gather in a specific corner of the room or get under their desks.
- Turn lights off.
- Keep everyone away from windows.
- Windows, drapes, and blinds are to be closed.
- The window on the classroom door should be covered with the large magnetic strip provided.
- Staff should have walkie-talkies in hand and turned on.
- Stay off the walkie-talkies except for emergencies - wait for instructions from office.
- **In a real-life situation, no one is allowed to leave the classroom until a law enforcement representative deems it safe.** During a drill, you will hear an “ALL CLEAR” over the PA system. Recognize that some circumstances may require evacuation of classrooms; the adult in charge needs to use his/her best judgment and discretion to determine if evacuation is necessary for student safety.

IF STAFF AND STUDENTS ARE OUTDOORS:

- Teachers return to classroom with students if safe to do so
- If your class is in an unsafe area, enter the nearest safe classroom, sharing rooms if necessary.
- Teachers lock the adjoining door if the classroom next door is empty.
- PE class is to join a class in a safe area if possible, or exit via the southwest path by drainage ditch, whichever the teacher determines to be safe.
- Teacher in charge will need to use best judgment about the next steps:
 - Stay flat on ground
 - Go to nearest classroom
 - Evacuate campus
- If students are at recess, teachers/yard supervisors should use their best judgement for everyone's safety.
- Once inside, follow "Indoors" Instructions.

IF STAFF AND STUDENTS ARE IN TRANSITION:

Teachers will need to use best judgment about the next steps:

- Stay flat on ground
- Go to nearest classroom
- Evacuate campus
- Individual (unaccompanied by an adult) students going from class to class, office, or restroom should return to class immediately if in proximity.
- Once inside, follow "Indoors" Instructions.
- Before school – if students are standing at classroom door, teacher should allow students quick access to the classroom.
- Law enforcement officials advise three steps to maximize our safety:
 - **RUN**
 - **HIDE**
 - **FIGHT (defend yourself if necessary)**

During recess, yard duty teachers are to immediately call the office on walkie-talkie for instructions. Teachers are to immediately respond to the blacktop to pick up their class and take them to their classroom if

appropriate. If needed, enter the nearest classroom in a safe area. Follow instructions for indoors. Teachers on yard duty are to ensure that no students are left outdoors and then respond to their classroom if possible. Teachers should make arrangements with a grade level co-worker to take their class inside if they are on duty. The teacher on duty will join that class as soon as the blacktop and field are clear.

STAFF RESPONSIBILITIES:

Crisis Leadership Team

Primary Crisis Leadership Team:

Principal, Admin TSA, Custodian, Office Staff

Back –Up Crisis Leadership Team:

Librarian, Speech, Resource, Psychologist, Counselor, MTSS Liaison

In the event that any particular member of the Primary Crisis Leadership Team is not available to fill his/her responsibilities, the appropriate member of the Back-Up Crisis Leadership Team will fulfill that roll.

Primary Crisis Leadership Team Responsibilities:

Initiate “**WE ARE GOING TO A SECURE CAMPUS**” procedures

Initiate communication with outside and inside resources (see “Communication Plan”)

Oversee that teachers are initiating and following “Indoor”, “Outdoor” and “In Transition” procedures

Review e-mail, communicate via walkie-talkies

Back-Up Crisis Leadership Team Responsibilities:

Ensure that each member of the Primary Crisis Leadership Team is available and functioning. If not – assume appropriate responsibilities.

Follow Primary Team Responsibilities as outlined above.

Classroom Teacher Responsibilities

- Stay with students at all times. Use best judgment for safety.
- Ensure all outside classroom doors are locked at all times.
- Follow instruction for Indoor, Outdoor or In Transition

Custodial Responsibilities

- Ensure all outside entrances to the main campus building, portables, and other classroom areas (including Kids' Country) are secured.
- Ensure safety and security of any children in any of the areas mentioned above.

COMMUNICATION PLAN:

Communication within the School:

Have procedures in all classrooms and have drills every year.

- If the dangerous person is in the office whomever sees this person should call 911.
- Staff in office will activate the "panic button" that has a direct line to the police. There is a panic button near the safe in the Office Manager's office and in the Principal's desk.
- All staff and students in the Admin area will go into the office manager's office. There is access there to an emergency radio, walkie-talkies, email, phone notification system and it has a dedicated phone line (Attendance phone). They will lock doors and announce "We are going to a secure campus."
- Staff will call district hotline 820-5632 for campus safety.
- Office/Admin will use walkie-talkies, e-mail updates to staff as needed or if e-mail is not available, they will use phones, or "All Call."

Communication to Parents:

- Parents will be informed that there is a "Dangerous Person on Campus" plan at Coyote Creek. There is a notice of this plan in the Family Handbook.
- District Crisis team to have script written in advance and readily accessible.
- School Messenger system or automatic phone notification system will be implemented by the district to update parents about status of situation if appropriate
- The District office and Police department will be the only entities to receive updates from the school and communicate to parents/community.

DUCK AND COVER PROCEDURE

Prior to the Drill:

- Review the procedure used in a “duck and cover” drill with your students. Model how you position yourself under the desk, tucking in your legs and covering your head.
- Discuss why we have these drills and the reason we crawl under our desks.

During the Drill:

- Principal will use the intercom system to inform the student body we are having a “duck and cover” drill.
- During the drill, students should remain under their desks at least two minutes or in a “real” emergency until you feel it is safe for them to exit the building. **After two minutes we will pull the fire alarm to signal you to evacuate the building.**
- Students who are in resource, prep, instrumental music, etc. will “duck and cover” at their current location and then rejoin their class after they have been accounted for.
- **Please take your emergency backpack and walkie-talkie** with you as you leave the room.
- In the event of a real earthquake you should leave your classroom door ajar, this will allow us to quickly begin our search and rescue process.
- Walk your students to their classroom number on the blacktop and have them **face the playing field**. Once the entire school is on the playground we will have them **walk to the edge of the field and sit down**.
- In the event of a real disaster you would immediately walk them to the edge of the grass. You may have to select an alternate route from the school to the field to avoid dangerous obstacles and broken glass.
- Once the students are seated you should **take roll**, count your students and adults (yourself, assistants and parent volunteers). In a real situation you would write this information on the **class roster** provided in your backpack. A runner would collect these rosters in a real emergency.
- In a real emergency you would begin following the **Disaster Plan Procedures** found in your emergency backpack.