

Goleta Union School
District

Hollister School
Site Safety Plan
2018/2019

4950 Anita Lane
Santa Barbara, CA 93111

805-681-1271
SCHOOL EMERGENCY PREPAREDNESS
POINTS TO REMEMBER

- Participate in the drop, cover and hold maneuver
- Know your evacuation route (Map on page 10)
- Check room for injured students
- Evacuate the building as quickly and calmly as possible
- Complete the colored (Pink) Attendance / Student Report Form and make sure it is delivered to the Emergency Assembly Area. Secondary attendance will be the sheet of leftover nametags turn into the Emergency Area Leader.
- Students will look to you for direction
- The manner in which adults behave will determine how students behave
- Slow down, relax, and move efficiently
- Be flexible
- Use your common sense
- Expect the unexpected
- The complex does not work in an emergency

Site Disaster Plan

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 staff are listed below:

1	COMMAND CENTER:	Radios Channel 1/ Channel 2
	Incident Commander: Abby Vasquez	
	Communications Lead: K. Munoz	
	Log Keeper: P. Ball	
2	FIRST AID TEAM:	Open Emergency Container: First on site w/Key Radio Channel 1
	Triage Setup: A. Placencia/ School Nurse	
	Communication: I. Delgado	
	Log Keeper: S. Zink	
	Support Personnel: M. Gibson, E. Naylor	
3	SEARCH & RESCUE:	Radio 2x Channel 2 then give to Reunification Team
	Team Lead: T. Wilkes/S. Kaplowitz	
	Support Personnel: H. Ranson, J. Chicote, R. Savage	
4	EMERGENCY ASSEMBLY AREA:	
	Team Leads: V. Flores & K. Penner	
	Communication: A. Mowers	
	Support Personnel: T. Ferrell, L. Larsen, C. Roberts, P. Caluza, E. Prothero, L. Kurtz, J. Morelos, S. Springer, L. Amery, M. Curtis, C. Fellers, M. Fraley, L. Bryant, Instructional Assistants, Yard Supervisors, any other personnel not listed above	
5	PARENT COMMUNICATION/ REUNIFICATION: Radio Channel 2	
	Team Lead: K. Cordes	
	Support Personnel: L. Mastromarino, K. Beard, C. Schmeiss/K. Schmidt	
	CUSTODIAL / FACILITY	
	Rick Savage	

Buddy Teachers

Visually check to see if buddy or class next door exits the building. Teachers assigned to the Emergency Assembly Area should assume responsibility for their buddy classes. All teachers should make sure their classes have been removed to the Emergency Assembly Area before reporting to their team assignment areas. Each teacher needs to complete the inventory form indicating injured or missing students. The teacher or the buddy teacher should take these forms directly to the Emergency Assembly Area Team Leader. They will be collected and sent to the Command Center.

Ferrell	Ball	Mowers
Larsen	L. Mastromarino	
Roberts	Penner	
Zink	Delgado	
Caluza	Beard	
Schmeiss/Schmidt	Morelos	
Kurtz	Prothero	
Flores	Amery	
Wilkes/Kaplowitz	Springer	
Chicote	Curtis	
Fellers	Munoz	
Gibson (SBCEO)	Bryant	
Ranson	Naylor	

Responsibilities

ALL STAFF

1. Maintain order and direct students to carry out emergency actions. If needed, students can walk to assembly area in an orderly line without the teacher.
2. Render immediate first aid (Life Savers - Airway/Bleeding/Shock) to injured students. Then leave the classroom with door closed & unlocked.
3. Assist buddy teacher/other teachers as needed.
4. Primary Attendance (Pink Sheets) - Report condition of students/site to the Emergency Assembly Leader.
5. Place name tags on students; keep track of students as they are released and record with whom they leave the site using school emergency list or removing their nametag and placing on reunification clipboards.
6. Secondary Attendance - Send the sticker sheet with remaining names to Emergency Assembly Leader
7. Supervise students at all times until relieved of responsibilities by the Incident Commander.

TAKING ATTENDANCE / BUDDY TEACHERS

1. When leaving classroom, visually check to see if buddy or class next door exits the building.
2. Immediately indicate injured students that were left in the classroom on the Pink Attendance Student Form. The Attendance Student Form is to be immediately given to the Assembly Team Leader.
3. Leave your students to perform your assigned duty as soon as possible.
4. Staff assigned to the Emergency Assembly Area should assume responsibility for students.
5. A buddy teacher, extra staff member or an assigned student should place name tags on all students (during a REAL event only) and double check attendance. Staff should report any additional absences or missing students using the remaining sticker sheet, to Assembly Area Team Leader. Extra nametags should indicate missing or absent students and should be given to Assembly area Team Leader.
6. Recheck attendance sheets to verify all students are accounted for and inform Incident Command of missing students.

COMMAND CENTER

Incident Commander - Principal

1. Initiate school site emergency plans.
2. Inspect students/site to determine immediate needs. Communicate with all team leaders.
3. Compiles a list of absent, missing and injured students to assess the situation.

4. Report condition of students/site(s) to the Assistant Superintendent for Instructional Services.
5. Advise the Superintendent if removal of students to an alternate site is necessary.

CUSTODIAL

1. Shuts off all utilities as needed. Surveys and reports all damage to the Incident Commander.
2. Assists the Incident Commander in performing other duties as assigned.

ASSEMBLY AREA TEAM

Assembly Team Leader

1. The Assembly Team Leader keeps a copy of the Attendance sheets. The Emergency Team Leader also reports by radio to the Incident Command any additional information regarding missing students after the second roll count is taken.
2. Assembly Area Assistant receives/relays messages from Parent Communication Area using student runners.

Assembly Team

1. Comfort students and act as caretakers of the students.
2. Care for small cuts and bruises. Supervise games or activities of students.
3. Record times of parent contact and releases to parent on School Emergency list
4. Remove and collect student's nametag.

SEARCH AND RESCUE TEAM

1. Report to preparedness container. Get hard hats and Search and Rescue bags.
2. Report to Incident Command when ready to begin search and rescue.
2. Search for trapped, or injured persons as directed by Incident Command. Report findings to Incident Command.
3. When directed, conduct a sweep of the site. Mark areas as safe or unsafe with tape. Check for fire, gas and water leaks, electrical hazards and structural damage. Determine safest routes through campus.
4. Put out small fires with classroom extinguishers.
5. Report safety hazards to Incident Command.

TRIAGE / FIRST AID TEAM

1. Takes its direction from the team leader and school nurse, if on-site.
2. Sets up first aid station for the care of injured students/personnel in the first aid area (grass area next to third grade wing).
3. Reports physical condition of students/personnel to Incident Command.

4. Determines need for additional medical help, including hospitalization.
5. Keeps a written record of names, injury treatment and time of treatment.

PARENT REUNIFICATION TEAM

1. Team Leader reports pertinent information to Assembly Team Leader.
3. Record times of parent contact and releases to parent on School Emergency list or remove and collect student's name tag. Place in appropriate grade-level release folder.

OPERATIONS CENTER (Front Office)

Operations Center Team Leader - Office Manager

1. Transfers daily attendance roster to Incident Commander and secures student records.
2. Initiates emergency calls. (911), mans the phones or emergency communications equipment.
3. Organizes parent volunteers for school assistance.
4. Maintain logs of activities and written reports. (See log format on pg. 9)

General Procedures (Board Policy 2500)

All Emergencies

1. Use common sense. Remain Calm. Remember that the safety and well being of students is the first priority.
2. Use extreme caution when entering or leaving buildings.
3. Do not light candles, matches, cigarettes, etc., since there may be leaking gas lines or flammable material present.
4. If the odor of gas is present, report this immediately to the person of authority.
5. Keep students away from fallen or damaged electrical wires.
6. Turn on the radio to get official emergency information.
7. Use the telephone only to report emergencies. Leave lines clear for emergency operations.

Fire

1. At the sound of the alarm, students line up at the door and proceed in an orderly, quiet fashion to your assigned location on the playground. 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. **Classroom doors are to remain closed but unlocked.**

Earthquakes or Explosions

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, far side of the playground near handball court. **Classroom doors are to remain open.**
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. (See Site Disaster Plan)

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 grade level 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.

Lock Out

1. Principal, or another adult will announce the lock out over the PA System.
2. Teachers are to lock doors and then conduct business as usual.
3. Teachers must account for all students under their supervision by taking roll.
4. Students not in class should go to the nearest classroom and communicate with homeroom teacher.

Lock Down

5. Principal will announce over the PA System.
6. Students assume a duck and cover position under desks, away from windows.
7. Teachers must account for all students under their supervision by taking roll.
8. Teachers are to lock doors. Students not in class should go to the nearest classroom and communicate with homeroom teacher.

Bomb Threats

1. Evacuates buildings according to fire drill plans
2. The Incident Commander contacts the Assistant Superintendent and the Sheriff's Department.
3. Selected school personnel and law enforcement officers inspect the school site.

Nuclear Attack

Follow procedures outlined under "Earthquakes" with the exception of leaving the building. If buildings remain intact, remain inside until further directions are given. It is important to remain in a protective position through the explosion, heat wave (5-15 seconds after the explosion) and blast wave (15-60 seconds after the explosion).

Chemical Accident

Warning of a chemical accident is usually received from the fire or police department or from civil defense authorities when such accidents occur sufficiently near a school to be a threat to student and personal safety.

1. The Incident Commander makes the decision to evacuate the school site if any immediate decision is necessary. In making this decision, the toxicity, volatility, flammability and potential explosive behavior of the chemical must be considered.
2. Students and staff evacuate the site walking crosswind and never directly with or against the wind carrying the fumes.

Severe Windstorm

Warning of a windstorm is usually received via radio, television or civil defense officials. If time permits, parents may be contacted and children sent home or picked up at school. However, if high winds develop without sufficient warning:

1. Assemble students in buildings, against an inside wall. Close doors and blinds.
2. Teachers must account for all students by taking roll.

Fallen Aircraft

1. The Incident Commander determines the emergency action to be taken.
2. Students and staff must keep a safe distance from the aircraft.
3. Teachers must account for all their students by taking roll.

Flooding

Warning of flooding is usually received via radio, T.V. or other public agencies. If flash flooding or creek overflow occur, stay indoors until released by an official agency (i.e. fire or police department personnel).

Emergencies on the way TO and FROM School

Instruct students to follow protective procedures outlined under specific emergencies with regard to protective position and safety precautions. If students are on their way to school, they should continue to school; if going home continue home.

School Process for Reunification

1. Adults collecting students go directly to the reunification table to be directed to the location of their child(ren).
2. The teacher records the name of the adult to whom the child(ren) are released, using the School Emergency List.

2018-19 HOLLISTER EVACUATION MAP

LINE UP BY ROOM #'S:

22 21
SB CTY GRD 6

14 18 20
GRD 5

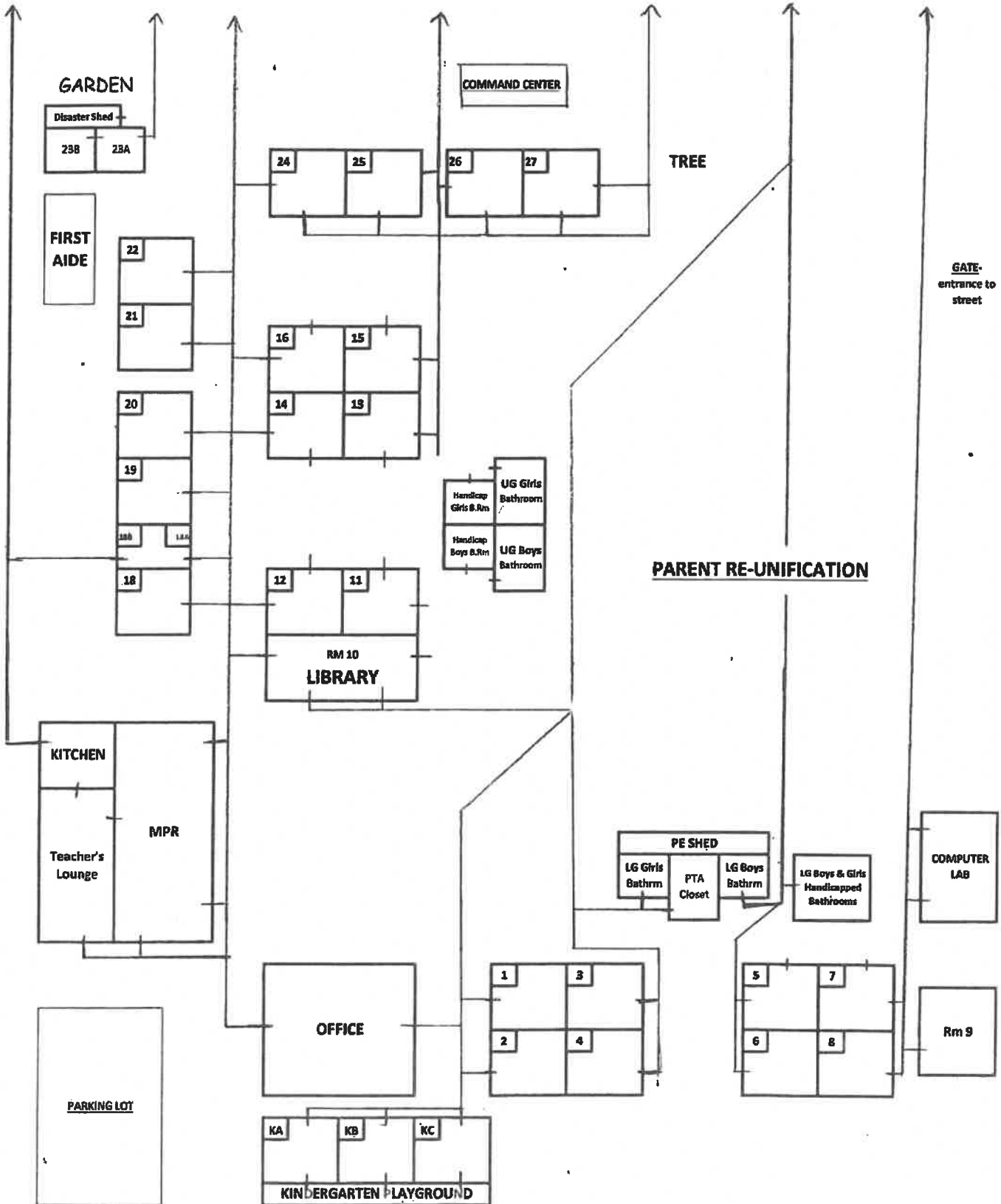
15 16 24
GRD 4

25 26
GRD 3

KA KB KC 1
KINDERG

2 4 6
GRD 1

5 7 8
GRD 2



EARTHQUAKE PROCEDURES

STEP #1 WHEN YOU FEEL A TREMOR WHEREVER YOU ARE.....EVERYONE DOES THE "DUCK, COVER & HOLD" MANEUVER

REMEMBER:

- **Duck, cover, and hold no matter where you are**
- **Do not stand in doorways or near windows**
- **Every step you take increases your chances of getting injured - stay put until shaking stops.**

STEP #2 AFTER THE SHAKING STOPS

**EVACUATE STUDENTS TO THE EMERGENCY ASSEMBLY AREA
COMPLETE STUDENT REPORT FORM
MAKE SURE YOUR STUDENTS ARE CARED FOR
PROCEED TO THE ASSIGNED AREA, IF DIFFERENT FROM THE
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
STAY CALM, MOVE EFFICIENTLY WHEN RELIEVED OF ASSIGNMENT,
EVALUATE YOUR ACTIONS**

REMEMBER:

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