

# Silveira Disaster Drill

## 2017-2018

### Evacuation Procedures

Thursday, October 19th at 10:19

The following are the steps to adhere to

- *"This is an earthquake drill. This is an earthquake drill. Please begin disaster drill procedures and wait for release bell before moving to evacuation lines"*
- Students duck under tables, cover heads, hold on and with faces away from windows.
- Wait for release bell or when shaking and aftershocks cease after a few minutes.
- Direct students to evacuation lines ensuring classroom doors are open and lights off.
- Glance around room to be sure all students are out.
- Do **not** take books with you to keep student occupied.
- Place red and blue laminated template on window sill or door, noting status of class (Blue, All Clear, you are leaving room with everyone, Red, Need Help, you are staying with a child and sending your class with your partner).
- Take emergency packs and roll sheet to lines.
- Evacuate quickly and quietly following evacuation pathway on map hanging in room.
- Stop by partner classes to check on progress. If teacher stays, take his/her students and role sheet with you
- Once in line, students sit quietly.
- Teachers don safety vest and place name tag stickers on students.
- Place batteries in radios and turn to channel 1. Volume up.
- Do not use radio unless absolutely necessary.
- Complete EOC form noting missing students. Do not list students absent from school.
- Place name and class number on top of EOC form.
- Pass form to teacher runners
- Runners will collect EOC forms and return to command center.
- Once EOC forms are collected, team leaders from Search and Rescue, Food and Water, Student Release, and First Aid move their teams into position (Do not meet at command center).
  - Food and water moves to the shed by pond and unlocks door.
  - Search and Rescue moves to shed to gather supplies and then to command center for information regarding classes in distress.
  - Reassembly teams begin moving students to baseball field.
  - First aid moves to shed to gather supplies and then to Kindergarten yard.
- Team members alert nearby teachers they are leaving so classes are managed.
- Command center notifies reassembly team to begin reassembly at baseball field after all classes are accounted for and as search and rescue begins their work.
- Students are walked along pathways towards baseball field. Kindergarten classes at home plate, 1st grade at 1st base, 2nd grade at 2nd base, 3rd grade at 3rd base, 4th grade in right field, and 5th grade in center field.
- Once all students have been accounted for and search and rescue has concluded their search and all students and staff are on field, the drill concludes.

# Partner Classes

As you leave your classroom make sure to take a look in your colleague's class to make sure they are out or making their way out of their room safely.

<u>Rooms 18, 20, 22</u>	<u>Tara/Marian/Noel/Gisele</u>
<u>Rooms 24, 26, 27</u>	<u>Vicki/Cathleen/Suzi/Lynda/Counseling/Tech</u>
<u>Rooms 21, 23, 25</u>	<u>Monica/Music/Counseling/After care</u>
<u>Rooms 16, 19</u>	<u>Darcie/Sue D.</u>
<u>Rooms 15, 17</u>	<u>Susan R./Sarah</u>
<u>Rooms 11, 13</u>	<u>Cristina/Lisa H.</u>
<u>Rooms 10, 12, 14</u>	<u>Kathy/Lynn/Debra</u>
<u>Rooms 8, 9</u>	<u>Lara/Theresa</u>
<u>Rooms 4, 6</u>	<u>Kerrie/Alison</u>
<u>Rooms 5, 7</u>	<u>Gina/Ed</u>
<u>Rooms 1, 2, 3</u>	<u>Karen/Palmer/Kim</u>

# Silveira Emergency Teams

Information below includes names of people on teams and their responsibilities.  
Please be sure to review prior to the drill

## Emergency Operations Center and Team Leaders

Will Anderson – Command Center  
Jalil Austin – Maintenance  
Tara Devine – Communications  
Tara Costello – First Aid  
Ed Malaret – Search and Rescue  
Susan DiGirolamo – Student Release  
Darcie Case – Student Assembly  
Sarah Hu – Runner  
Suzi Wayne – Runner  
Kim Jones – Crisis Intervention – reports later if needed  
Susan Ritscher – Food, Water and Supply – reports later if needed

## **COMMAND CENTER**

### **Location**

Inside: Work Room

Outside: Emergency Operations Center (Between MPR and Mail room)

### **Functions**

- Maintain a complete school list of all classrooms
- Determine appropriate actions for students, i.e. evacuate school buildings, evacuate school site, return to class, etc.
- Assign emergency functions as appropriate. Appoint runners that pick up Injury and Missing Person Report from each teacher and report to EOC.
- Conduct drills in keeping with requirements.
- Collect, analyze and report information concerning: students and staff who are injured or unaccounted for; facility damage assessment; etc.; and report status to the District Office.
- Determine the need for, and request, outside assistance.
- Provide the overall direction for all activities that occur during an emergency.
- Account for all students/staff.

## **COMMUNICATIONS**

### **Location**

Parking lot or office

### **Functions**

- Reports and/or releases of emergency information concerning the status of students, staff and school facilities to the Marin County Office of Emergency Services, Marin County Office of Education, District Trustees, parents, public and the press.
- Maintains communications with district employees.
- Maintains log of all incoming and outgoing communications.
- Communicates with EOC. Coordinates runners with EOC.
- Manages holding area for people arriving on site and willing to assist.

## **MAINTENANCE** (Utility check, Damage assessment, Emergency access, Open Storage)

Jalil Austin - EOC

Ed Malaret (Backup)

Richard Bethel (Night Custodian)

### **Location**

Inside: Emergency Operation Center

Outside: Courtyard Between East/West Wings

### **Functions**

- Report to EOC for walkie talkies and directions.
- Turn off utilities if hazard exists and secure water system.
- Extinguish small fires if possible.
- Notify EOC of utility/damage status.
- Assure that emergency vehicles have access to school grounds.
- Secure school buildings against unauthorized entry.
- Seal off and post areas where hazardous conditions exist.
- Join Search and Rescue with walkie-talkie.
- Unlock gate for emergency crews to access innards of school
- Note: Step 1 of this Team takes precedence over all other assignments for custodian(s).

**SEARCH AND RESCUE (Manage equipment, check rooms, remove victims, secure building)**

Ed Malaret – EOC Team Leader – Flexibility with Jalil

Lara Franklin

Alison Hutchens

Vicki Van Deusen

Sarah Hu

Kerrie Nichols

**Location**

Inside: Supply Container/Room 27

Outside: Emergency Operations Center

**Functions**

Always managed in teams of no less than two people

- Be sure that you have the proper equipment, located in storage container. (Walkie Talkies, Master Keys)
- Check exterior of building
- Select a safe entrance to each room
- Interior Search
- Mark entry door with a /
- Initiate a sweep of assigned area in an orderly pre-assigned sweep pattern.
- Upon entering an area call out and wait for an answer.
- Remove non-trapped victims first.
- Remove trapped victims if possible.
- When exiting make an X and write pertinent information on the door.
- Secure the building from re-entry after the search
- Report to Principal/EOC and describe situation.

**FIRST AID (Set up by Rm. 9 in sandbox area of K yard, assess injuries, and report to EOC)**

Tara Costello Tatko – EOC Team Leader

Tara Costello	Samantha Palmer	Gina Tanner	Marian Previtali	School (Nurse)
Noel Olson				

**Location**

Inside: Room 8 or 9

Outside: Kindergarten Yard near Sand Box

**Functions**

- Set up first aid area and get supplies from storage container.
- Assess injuries and provide first aid as indicated.
- Determine need for skilled medical assistance and request from the EOC. (Appoint one person to communicate with EOC.)
- Tag each of the injured with name, address, injury and any treatment rendered.

- Establish priorities for the transport of the injured to hospitals, when transport is available. Note: No injuries should be sent to First Aid until operational. First Aid should handle serious injuries only. Student Assembly can do band aids, etc.
- Complete the Injury and Missing Persons Report. Send a list of injured students, extent of injuries, and transport needs to EOC by runner. Do not use radio to transmit information, if possible.
- If multiple injuries, use two rooms (8 & 9) and separate out serious/not-as-serious.
- Escort parents who wish to be with their injured child – Check situation first.

**STUDENT MANAGEMENT** (Manage students on the blacktop, assess moving students, maintain calm)

Darcie Case - Team leader

Darcie Case	Kathy Presson	Susan Ritscher	Karen Madden	Theresa Lum
Monica Ramirez	Cristina Rossini	Lynn Charton	Lisa Hooper	Gisele Clark
Megan Fuller	Gabrielle Gaston	Lisa Federighi	Janet Hood	Counseling
Carolyn Boyce	3-5 Music Teachers	Wendy Blanton	Will Mosley	Tim Wallen
Leslie Birnbaum	Laura Wilson	1:1 Aids	Volunteers	After School care
Brett Edwards	Cathleen Amann	Theresa Gibbens		

**Location**

Inside: MPR

Outside: Blacktop and baseball field

**Functions**

EOC leader will release team when directed by EOC.

- Head to designated spot on baseball field K home plate, 1<sup>st</sup> 1<sup>st</sup> base, 2<sup>nd</sup> 2<sup>nd</sup> base, 3<sup>rd</sup> 3<sup>rd</sup> base, 4<sup>th</sup> right field, 5<sup>th</sup> center field
- Put class name tag on tile (if in MPR) or secure to floor or grass, or use cones with slits.
- Have universal “quiet” signal—clapping/counting to 3/shhhh.
- Children need to check with adults if they leave the area for bathroom, etc. They should only leave if accompanied by a buddy.
- Roll check as necessary. Sing or tell story to calm kids and adults.
- Check for minor injuries and handle with band aids from backpacks.
- More major injuries should be taken to First Aid by an adult.
- Students released to parents by stage door only after notified by student release team

**STUDENT RELEASE (Set up area by loop, get emergency cards/forms, check id's)**

Susan DiGirolamo – EOC Team Leader

Suzi Wayne (Runner) Susan DiGirolamo	Kim Jones (also crisis intervention as needed)	Lynda MacMillan Carmen Boyer	Karen Young	Tara Devine (After working command center)
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**Location**

Inside: Multipurpose Room

Outside: Adjacent to Emergency Operations Center

**Supplies needed:**

3 binders with emergency cards

Green Authorized Parent cards

Collection box for white and yellow Student Release Forms

Pens

Student Release Forms

2 tables

3 expanding files alphabetized to match binders. (Option – one alphabetized expanding file.)

**Student Release Procedure**

- Emergency cards separated into 3 binders/3 lines: A-G, H-N, O-Z.
- Each parent writes their name and the names of the students they want to pick up on Green Authorized Parent card.
- Parent gets in a line with Green Authorized Parent card and photo id. Parents may have to repeat process if they are picking up students with different last names.
- Parent gives Green Authorized Parent card to student release person at binder.
- Parent completes one Student Request Form per student, while student release member verifies parent pick up permission for each child listed.
- Student release member verifies photo id and completes right side of Student Release Form.
- Student release member keeps white copy of Student Release Form and gives the yellow copy to parent.
- Student release member files white copy by first initial of last name. (Option – assign someone to file all copies of the white forms.)
- Green Card is given to runner to pick up students.
- Parent takes yellow copy of Student Release Form to student release area bleachers.
- Runner finds and takes students listed on Green Card to student release area bleachers and checks that each student's name is listed on the yellow form before releasing students to parent.
- Parent gives yellow copy to the runner to verify they have taken student.
- Runner returns to release table puts yellow form in collection box.

## **FOOD, WATER AND SUPPLY MANAGEMENT (Assess facilities, needs for shelter, water, etc)**

Susan Ritscher – EOC Team Leader

Susan Ritscher	Debra Armstrong	Theresa Lum
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### **Location**

Inside: Room 27

Outside: Shed Located Near Pond

### **Functions**

- Assess food preparation facilities.
- Estimate number of persons requiring shelter and for what period of time.
- Assess adequacy of available water, food, blankets and other supplies.
- Control conservation of water. Backpack water should be used first.
- Establish a list of all persons in shelter and determine any special needs.
- Report additional equipment and supply needs to the EOC.
- Set up portable latrines, pumps for water supply.
- Copies of the key to the storage container will be available for team.
- For level I drill, stay with your class and work with Re-assembly crew in managing students in MPR.

## **CRISIS INTERVENTION/COMMUNICATION (prepare response and information release)**

Kim Jones – EOC Team Leader

Kim Jones	Carolyn Boyce	Kim D'Arcy and counseling Interns
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### **Location**

Inside: Office or Staff Room

Outside: Emergency Operating Center

### **Function**

- In response to notification of an emergency or disaster, sudden death, suicide, etc., the principal or designee should immediately notify the superintendent and assemble the Crisis Intervention Team to help plan the response and prepare for the following day. Plans should include:
- Preparation of a written statement to staff members as to how to handle phone calls and requests for information about the emergency or disaster.
- Establish a crisis center on campus where crisis team members will be available to meet with the students.
- Request assistance, if needed, from District Office or Marin County Office of Education Psychological Services, and/or the Marin County Mental Health Services.
- Promptly share factual information with staff, students, parents and community according to District requirements.
- Plan staff meetings or other communications as soon as possible to share information.
- Provide an opportunity for teachers to meet with a designated crisis team member to obtain additional information on how to facilitate classroom discussion and to respond to students' questions and needs.
- Provide a written statement that teachers may use to announce the event to students.
- Request teachers to refer students who seem especially upset to the school's crisis center for individual counseling.

# Silveira back pack contents

1. Pens or pencils
2. Chalk for door (Clarify)
3. Clip Boards
4. Class List
5. Large Teacher Name Card
6. White Emergency Cards (copied from Blue Emergency Forms)
7. Name Tag Stickers – 2 sets
8. Red Wrist Bands Medical (CHECK)
9. White Wrist Bands for all students (CHECK)
10. Gloves (Latex and work)
11. Gauze, ace bandage, band aids (Search and rescue)
12. Flashlights (mag Lights)
13. Walkie Talkie
14. E.O.C. Form

**Revised 9/20/17**