

# Emergency Plan

**Mission College Preparatory Catholic  
High School**

**EMERGENCY EVACUATION  
&  
NATURAL DISASTER PLAN**



Updated: January 1, 2010

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# Part 1

## Emergency

## Contacts,

## Classification,

## and Training

# EMERGENCY SERVICES - TELEPHONE NUMBERS

Medical / Ambulance / Fire / Police / Sheriff-Coroner.....	911
Poison Control.....	(800) 662-9886
Hospitals	
French - San Luis Obispo.....	543-5353
Sierra Vista - San Luis Obispo.....	543-6555
Electrical: Pacific Gas & Electric (PG & E).....	238-0880
Gas: Southern California Gas Company.....	(800) 523-2838
Water Or Sewer.....	781-7215 781-7312 (after hours)
San Luis Obispo Emergency Services.....	549-5011
San Luis Obispo County Environmental Health.....	549-0696
American Red Cross (Day Or Night).....	543-0696
Salvation Army - San Luis Obispo.....	544-2401
Emergency Broadcast Stations (EBS)	
KVEC AM .....	543-8830 781-2568 Fax
KPRL AM 1230.....	238-1230
KDDB FM 92.5.....	543-5332
KIQO FM 104.....	544-6695
County Emergency Operations Center (EOC).....	(805) 781-5011

## **DIOCESE OF MONTEREY - SITE EMERGENCY PHONE NUMBERS**

Mission College Preparatory Catholic High School.....	543-2131
Old Mission Church.....	781-8220
Old Mission Elementary School.....	543-6019
St. Patrick's School.....	489-1210
St. Rose School.....	238-0304
Assistant Superintendent.....	543-0509
Pastoral Office.....	(831) 373-4345
Superintendent.....	(831) 373-1608

### **Diocese of Monterey**

<b>Media/External Community Spokesperson</b>	<b>Office #</b>	<b>Cell#</b>
Superintendent Dr. Kim Pryzbylski	831-373-1608	
Dir. of Communications Warren Hoy	831-373-2919	831-333-6874

## **INTERNAL RESOURCES CELL PHONE NUMBERS**

<b>Title</b>	<b>Name</b>	<b>Office #</b>	<b>Cell Number</b>
Principal	James D. Childs	805-543-2131 ext 401	805-540-1838
Dean of Students	John Iribarren	805-543-2131 ext 405	
A.P. Academics	Ken Mendonca	805-543-2131 ext 404	H # 595-2857
A.P. Activities & Athletics	John Krossa	805-543-2131 ext 212	805-471-5778
Asst. Athletic Director	Brady Lock	805-543-2131 ext 327	949-337-0346
Facilities	Joe Grimes	805-543-2131 ext 406	805-540-1843

## FACULTY and STAFF

LAST NAME	FIRST NAME	Cell Phone	PHONE
Allardyce	Lisa	805-801-8361	528-8064
Anderson	David	805-674-7658	
Backman	Vickie	805-550-1181	547-9316
Blomfield	Jennifer	805-441-6087	805-545-0189
Buresh	Justin		805-541-0734
Buresh	Stephanie	805-440-4458	440-4458
Childs	James (JD)	805-540-1838	439-0981
Christensen	Maria	805-704-1793	781-9584
Conway	Jean	315-593-4697	805-439-1040
Couch	Kris	805-234-3744	
Domenic	Anne	805-341-7942	341-7942
Doughty	Noah	805-710-5053	481-7248
Fraser	Amy	805-234-4997	805-234-4997
Grant	Larry		805-801-3998
Grimes	Joe	805-540-1843	544-1751
Hamm	Joannie	805-459-1162	805-541-1578
Iribarren	John		805-543-4454
Junell	Greg	805-748-0998	541-5872
Knight	Jolynn	805-440-5479	440-5479
Krossa	John	805-471-5778	805-995-0586
Levin	Sylvan	805-704-4418	545-9182
Lippincott	Linda		805-481-9017
Lock	Brady	949-337-0346	627-1527
Lock	Susie	949-337-0534	627-1527
Martin	Ernest	805-704-9449	783-1999
Mendonca	Ken	805-440-9635	595-2857
Mullery	Kevin	805-478-2211	805-929-3060
Olesh	Joe	661-373-0422	
Randall	Peggy	805-215-7117	805-528-1871
Ratto	Valerie	805-450-6562	927-4695
Rogers	Sarah	805-610-6011	805-239-2546
Scully	John		805-466-1477
Shaw	Kirby		805-543-7042
Snider	Zach	805-234-5229	805-234-5229
Walker	Paula	805-305-1814	541-0373
Wooldridge	Lori	805-440-9773	440-9773

# **EMERGENCY CLASSIFICATION GUIDELINES**

## **\* LEVEL ONE - ROUTINE EMERGENCY**

School site personnel can handle problem.

Example: Minor earthquake - no injuries, no damage

## **\* LEVEL TWO - ALERT (MINOR EMERGENCY)**

School personnel can handle problem. May require personnel to be on alert or be routed to other than normal workstations.

Examples: Moderate earthquake - no injuries and no damage  
Small fire  
Broken utilities services

## **\* LEVEL THREE - MAJOR EMERGENCY**

Problem beyond capability of MCP personnel which requires assistance from local emergency agencies.

Examples: Moderate earthquake with injuries and/or structural or non-structural damage  
Structure fire  
Hazardous material spill

## **\*LEVEL FOUR - DISASTER**

Problem clearly and immediately beyond capability of school resources. Extensive Mutual Aid/Assistance required. School sites evacuated and closed.

Examples: Earthquake of 6.0 or greater  
Extensive floods, fires

# TRAINING AND EDUCATION

## A. SCHOOL DISASTER PLAN

A teacher in-service will be conducted at the beginning of each school year to update the school plan and employee assignments. The school's Assistant Principal shall be responsible to provide this in-service and forward the updated employee assignments to the Monterey Diocese prior to October 1.

## B. FIRE DRILLS

Each semester during the school year, MCP will conduct a fire drill. The Assistant Principal shall record the date, time, location of the alarm pulled, as well as any problems encountered during the drill and the time required to evacuate the building. These records will be kept on the school site.

## C. EARTHQUAKE DRILLS

Each year a full earthquake preparedness drill will be conducted. The Principal and Assistant Principal will coordinate this drill.

## D. TRAINING / INSERVICE

This year's focus will be on basic training for an emergency; familiarizing all staff with the evacuation routes, assembly areas, and the yearly assignment of Emergency Teams. If there is enough flexibility in the schedule, we will have First Aid & CPR training at the beginning of the school year. Otherwise, there will be a training scheduled later in the year.

All employees assigned to the emergency first-aid team should be trained in First Aid/CPR. The following staff are currently CPR & First Aid certified:

John Iribarren - Dean of Students  
Brady Lock - Athletic Director  
Greg Junell – IT Administrator  
All Coaches  
Joannie Hamm.

John Krossa - Assistant Principal  
Stephanie Buresh – Campus Minister  
Anne Domenic – English Teacher

## E. FIRST AID SUPPLIES IN THE CLASSROOM

Medical face mask (covers eyes, nose & mouth)

Latex gloves - several pairs

Band-Aids

Toxic waste bags

Gauze bandages (Two sizes)

Antiseptic Wipes

Antibiotic Cream

# Part 2

## The Big 3: Evacuation, Earthquakes, and Lockdown

## EVACUATION PROCEDURE

1. Alarm Sounds (or ground has stopped shaking and it has been determined by teacher or person of authority that is safe to leave the building).
2. Read the Emergency Exit procedure by the door of your classroom. Please explain the directions carefully to your students.
3. Remain calm and assist students to remain calm.
4. Direct students to evacuate the room quickly, quietly and in an orderly manner. They should stay together as they leave the building.
5. Shut all windows and doors.
6. Teachers should be the last ones to leave the classroom, taking with them, the First Aid bag and Emergency Plan plastic folder that are located by the door in every classroom.
7. Place the **Green** tag from your emergency folder on the outside door handle if your room is **Clear**. Place the **Red** tag from your emergency folder on the outside door handle of your room, if your room has **trapped or injured** remaining in the room. (This is to help emergency personnel locate victims quickly.)
8. Check with "buddy" class when evacuating. If there are seriously injured persons who cannot be moved, one teacher will remain with the students. Usually, this will be the students' teacher unless the teacher is part of a Disaster Team in which case, if possible, they should evacuate the classes. The other teacher evacuates the rest of both classes. Each "buddy" teacher must have each other's classroom enrollment list, which should include assistants, aides, etc.
9. If your evacuation route passes through a fire door that is shut, please check door to see if it is hot. If it is hot, please use an alternate route to exit the building.
10. After ensuring that all of your class has exited the building, please move your group to the center of the Football field. Please have your class line up in a single file line front to back facing the building. The first person should be on the 50 yard line or the middle of the field. Any students needing medical attention should be sent immediately to the Triage/First Aid area.
11. Take role and report to Emergency Assembly Area Lead. If you are reporting for another teacher, give their roster also
12. Administer first aid to injured until Triage/Medical Station is established. Help Escort injured to Triage/Medical Station, which is located on the field in between 2<sup>nd</sup> and 3<sup>rd</sup> base.
13. Unassigned faculty/staff please remember to check in immediately with the Emergency Assembly Area Lead during the drill so we know that faculty and

staff have made it safely out of the building as well. Depending on the emergency, you may need to take over a class for a teacher who has other duties.

Revised: August 2008

# **EARTHQUAKE PROCEDURES**

## **A. When in a classroom**

1. **Most important** → “get to ground” – It is very important that no one leaves the building until the teacher or person of authority gives orders to leave building and evacuate.
2. Teacher gives the “Drop, Cover & Hold” command at the first indication of ground movement. First and foremost, secure your safety. You cannot help in a disaster if you are injured.
3. Students and teacher should move away from windows, tall cabinets, brick walls, and falling items.
4. Students seek protective cover under desks, tables, or chairs in kneeling positions with heads close to knees. One hand should be holding onto the table or chair legs to prevent movement of the protective cover, and the other hand should be over the head.
5. Students remain in “drop position” until the teacher or person of authority directs them to move.
6. No one should try to get out of the building during an earthquake. Wait for instructions from teacher or person of authority.
7. When the ground movement ceases, each teacher must ascertain possible injury and determine the ability of the class to evacuate to the emergency assembly area according to the “Evacuation Procedure”.

## **B. EARTHQUAKE PROCEDURES IN OTHER PARTS OF THE BUILDING**

1. **Most important** → “get to ground” – It is very important that no one leaves the building until the teacher or person of authority gives orders to leave building and evacuate.
2. Students “Drop, Cover & Hold” under tables, benches, or in doorways, upon first indication of ground movement. If students are in the hallways or in the gym, they should drop next to the inside wall away from windows, and cover their heads with their hands.
3. Students remain in “drop position” until ground movement ends.
4. No one should try to get out of the building during an earthquake.
5. Students and supervising staff evacuate according to the “Evacuation Procedure” to the emergency assembly area.

## **C. EARTHQUAKE PROCEDURES WHEN STUDENTS ARE OUTSIDE**

1. A teacher, or other person of authority will use a signal of three (3) long blasts from a whistle. Those outside should not run, but move swiftly away from buildings, trees, and exposed wires. Remember, the safest place to be is in the open. Implement “Drop and Cover.”
2. When the ground movement ends, students are to move directly to the Emergency Assembly Area and report for roll taking.

# **LOCKDOWN PROCEDURE**

**Information:** Our response to an emergency situation may take many forms. We may want to lockdown the campus to safeguard against a potential threat. Our response to this kind of threat will depend on answers to such questions as “How immediate is the threat?” and/or “What kind of threat is it?” We may want to lockdown the campus because of a known intruder on campus. Below are various responses to levels of threat to the students and staff at MCP.

## **I. Intruder off campus but potentially in the area. Response:** Lockdown.

**Procedure:** Staff and students will be informed of the need for a Lockdown by 3 short bells.

**Susie Lock, Jean Conway, Ken Mendonca** will lock the Performing Arts Center, all historic building offices, and **all** second floor external doors in the historic building.

**John Krossa, Brady Lock, John Iribarren, Joe Grimes, Lisa Allardyce, Stephanie Buresch** will lock Gym, Locker rooms, Bathrooms, Mosaic Lobby, Trophy Lobby, Cafeteria, Garage, Main door to Field, first floor external door to field from historic building, and all external doors in new building.

Teachers and staff should:

- check to see that there are no students in the hallways, (*Students who may be in the hallway, should be instructed to enter the first available classroom/space that is safe*)
- Lock classroom/office doors.
- Turn off Lights
- Close shades and blinds in those rooms in which they exist.
- Keep students away from windows as best as possible.
- Students should sit or lie on ground.
- Take Roll.
- Call Attendance Office (extension 200) and report students missing. Let the attendance know if you are missing students who left your room for any reason, if you have any extra students that may have been near your room when lock down was ordered, and students that are absent. Give the attendance secretary your room number and name.
- **Stay off school phones;** they are our primary means of communication.
- **No cell phone use;** we will clearly communicate to staff/students when cell phones would be appropriate to use.

**II. Intruder on campus, posing a threat. Response:** Lockdown. The school’s first response will be to contact the police for help and signal a Lockdown. When the police arrive, we will follow their instructions.

**Procedures:** Lockdown procedures will be the same as those outlined above. Staff and students will be informed of the need for a lockdown by 3 short bells. Please listen and follow directions. Again, stay off the phone.

Revised: August 2009

# Part 3

## Coordination

## of Disaster

## Teams

**Organization Diagram at Back of document**

**Map of Field behind Organization Chart at Back of document**

# COMMAND POST

(Command Post is the absolute Authority in the Disaster Operation. All direction, coordination, control and responsibility rest with the Command Post.)

## Primary

Name: J.D. Childs  
Office Phone: 543-2131 x400  
Cellular Phone: 540-1838

Title: Principal  
Home Phone: 706-0329

## Alternate #1

Name: Joannie Hamm  
Instruction  
Office Phone: 543-2131 x302  
Cellular Phone: 459-1162

Title: Director of  
Home Phone: 541-1578

## Alternate #2

Name John Krossa  
Office Phone: 543-2131 x212  
Cellular Phone 808-471-5778

Title: Assistant Principal  
Home Phone: 995-0586

## Site Emergency Assistant:

Susie Lock  
Asst  
Office Phone: 543-2131 x401  
Cellular Phone: 949-337-0534

Title: Registrar/Admin  
Home Phone: 627-1527

## Emergency Helpers available that are not on a Disaster Team

Paula Walker  
Larry Grant

## Coordinator of Search and Rescue and Gas Shut Off

Joe Grimes  
Office Phone: 543-2131 x 405  
Cellular Phone: 540-1843

Title: Facility Manager  
Home Phone: 544-1751

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## **DUTIES / RESPONSIBILITIES:**

1. Assess type and scope of emergency and take appropriate action.
2. Evacuate offices and classrooms, using Bull horn, if necessary.
3. Set up command post. Retrieve rubber maid box marked Command Post from the *Emergency Supply Container* on the field and set up the Command Post on the field in front of the baseball dugout parallel to Palm St.
4. Document all actions taken (Susie Lock) noting time of each action.
5. Notify Monterey Diocese and radio station (KVEC 543-8830/781-2568 FAX) of school plans so that parents are informed of the situation at the school.
6. If possible, activate school wide communication account (Twitter, etc.) to notify

- parents
7. Confer with fire and sheriff departments at the site.
  8. Collect All roll sheets from Emergency Assembly Area
  9. Assign all disaster team members, emergency personnel or reassign as injuries or absences dictate.
  10. Activate appropriate teams. (Gas Shut Off, Triage/First Aid, Search and Rescue, Security, Data Center, Emergency Assembly Area Team, Emergency Broadcast Monitors)
  11. Change location of duties of teams according to emergency situation and needs.

## **COMMAND POST (Continued)**

12. Keep updated on:
  - a. The number of students injured and the extent of injuries.
  - b. Type and extent of damage to building and grounds.
  - c. Action being taken by emergency teams and outside agencies
  - d. List of actions being performed by outside agencies.
  - e. Repeat all instructions for clarification and confirmation
13. Refer requests for assistance to appropriate teams.
14. Maintain written documentation of all activities by utilizing the “Site Emergency Coordinator Checklist”(see appendix). Document any actions taken that are not on the “Checklist” using the yellow legal pad provided in the command post box.

# **DATA CENTER**

**Primary**

Jean Conway

Office Phone: 543-2131

Cellular Phone: 1-315-593-4697

Title: Director of Admissions

Home: 805-439-1040

**Alternate:**

Lori Wooldridge

Office Phone: 543-2131 x200

Cellular Phone: 440-9773

Title: Receptionist

Home: 773-8111

**Alternate:**

Sarah Rogers

Office Phone: 543-2131 x 306

Title: Teacher

Support: Linda Lippincott

Department

Office Phone: 543-2131 x402

Cellular Phone:

Title: Accounting

Home: 481-9017

**Support:**

Amy Fraser

Kris Couch

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## **DUTIES / RESPONSIBILITIES:**

Upon Evacuation, the Office Personnel (Lori Woodridge, Linda Lippincott) will:

1. Pick up the Student Emergency Records, Student/staff Medications, and the Office Emergency Supply Container from the office.
2. Set up Data Center (as close as safety will allow to the large gate on Palm St. at the top of the amphitheatre), that is responsible for assuring that all students, teachers, and staff are accounted for, and is also responsible for tracking all students.
3. Document all actions taken, noting the time of the action (Lori Wooldridge).
4. Continually Communicate with Triage/First Aid Team.
  - a. Keep track of Students/faculty/staff injured
  - b. Keep track of Students/faculty/staff who have been transported to a medical facility.
  - c. Arrange for notification of parents/guardians as soon as possible of any serious injury to students and to what emergency center the student has been transported.
  - d. Deliver student/staff medications to Triage/First Aid Team.
5. Document and release students according to the Principal's directives.
6. Document and Release staff according to the Principal's directives

As parents/guardians begin arriving at school, they will be directed to the Data Center for processing the release of their students. The Data center Administrators will:

1. Meet at the Command Post
2. Go to Data Center/Release Point
3. Keep gate locked when not releasing students
4. Check school records to verify that this person is permitted to pick up the student(s).
5. Fill out Student Emergency Check out Roster (See APPENDIX Forms).
6. Send a runner to get the student from his/her class year assembly station.
7. Counsel parents with missing/dead children (see script)

## **SEARCH AND RESCUE**

Coordinator: Joe Grimes  
Office Phone: 543-2131 x 405  
Cell: 540-1843

Title: Facility Manager  
Home: 544-1751

Team #1:  
Ernie Martin  
Office Phone: 543-2131 x322  
Cellular Phone: 704-9449

Title: Social Studies Teacher  
Home: 783-1999

Sylvan Levin  
Office Phone: 543-2131 x324  
Cellular Phone: 704-4418

Title: Social Studies Teacher  
Home: 545-9182

Team #2  
Greg Junell  
Office Phone: 543-2131 x  
Cellular Phone: 748-0998

Title: Technology  
Home: 541-5872

Justin Buresh  
Office Phone: 543-2131 x 314  
Cellular Phone:

Title: Religion Teacher  
Home:

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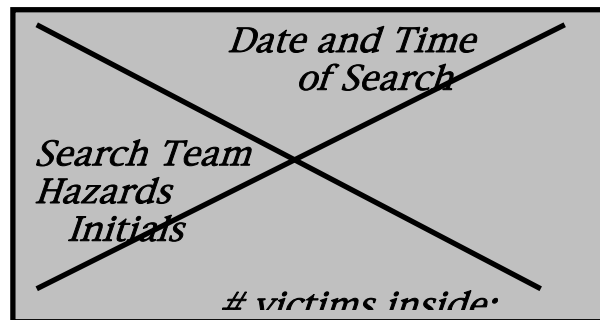
### **DUTIES / RESPONSIBILITIES:**

1. Evacuate with your class. Take roll.
2. Communicate to the **Emergency Assembly Area Lead** your class information: names of students accounted for, missing or injured
3. Report to the Command Post located on the field in front of the baseball dug out parallel to Palm St. When given orders by the Command Post, designated team

- members will pick up the blue bags labeled Search and Rescue Team #1 and Team #2 located in the Rescue Container on the field.
4. Unpack all contents of bag; take safety precautions by using all of the supplies provided.
  5. Before entering a building, walk around and inspect complete exterior of building. Report structural damage to Command Post. Use yellow caution tape to barricade hazardous areas. Do not enter severely damaged buildings.
  6. If building is safe to enter, the first sweep will look for RED tags on classroom door handles indicating a life-threatening situation in that classroom.
  7. Use grease pencil to mark slash on door (/) when entering a room.
  8. Immediately enter RED marked doors. Consult with teacher present and evacuate the injured if possible.

9. Keep in radio contact with the Command Post reporting your movements from room to room, and reporting any victims you encounter. State the room you are in and the number of victims in the room. Advise if you are in need of additional help with an evacuation. Use care when moving injured persons.
10. After searching a room, draw a second slash (\), creating an "X" on the door when the primary search is completed.
11. Fill in the four quadrants of the "X" using the standard marking system, which will help professional rescue teams who follow. In the top quadrant, write date and time of search. In left quadrant, note the search team name or initials. In right quadrant, list structure hazards and in the bottom quadrant write the number of victims still in the room (number injured and number dead). If the room is clear, write "O".

#### Standard Search and Rescue door marking



12. Report by radio to Command Post when room or area has cleared (example: "Room 212 is clear").
13. Follow directions from Command Post
14. Report gas leaks, fires, or structural damage to Command Post immediately upon discovery.
15. Record exact location of damage and triage on map and report information to Incident Commander
16. Keep radio communication brief and simple. No codes.
17. A second sweep will consist of a check of each classroom, storage room, work room, bathroom, office, etc. This sweep should be made visually, vocally, and physically in each room. Mark each door with a grease pen
18. Team #1 will be in charge of the historic building. It will begin its sweep on the third floor and work their way down through each floor to the 1<sup>st</sup> floor including all classrooms, offices, the PAC, the art room, locker rooms, bathrooms closets, storage areas, and area under the PAC known as the dungeon.
19. Team #2 will begin its sweep in the new building, starting on 3rd floor and working their way down by floors: 3, 2, and the parking garage. This sweep should include all classrooms, lobbies, the cafeteria, the gym, locker rooms, bathrooms closets, and storage areas.
20. A debriefing will take place immediately following Search & Rescue Operations. As a secondary function of Search & Rescue, reporting from memory those dangerous and damaged areas will be an important part of the job.

Note: Use common sense when entering the building and conducting your search. Items may be precariously balanced, and floors strewn with debris and broken glass. Wear hard hats, heavy shoes, and work gloves.

# **GAS SHUT OFF**

Coordinator:

Joe Grimes

Office Phone: 543-2131 x 405

Cellular Phone: 540-1843

Title: Facility Manager

Home: 544-1751

New Building Gas Shut Off

Kirby Shaw

Office Phone: 543-2131 x114

Cellular Phone:

Title: Fine Arts Dept. Chair

Home: 543-7042

Historic Building Gas Shut Off

John Iribarren

Office Phone: 543-2131 ext 405

Cellular Phone:

Title: Dean of Students

Home: 543-4454

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## **DUTIES/RESPONSIBILITIES**

1. Evacuate with your class. Take roll.
2. Communicate to the Emergency Assembly Area Lead your class information: names of students accounted for, missing or injured.
3. Shut Off Gas.
4. Command Post has extra wrench if needed.
5. Communicate with Command Post.

### **New Building**

The gas shut off valve for the new building is located on the outside wall of the dumpster compound facing Palm St.

### **Historic Building**

The gas shut off valve for the historic building is located on Broad St. near the wheel chair ramp.

**Wrench Location-** Wrenches are hanging on the Seatrain wall just inside to door on the top right.

## TRIAGE/FIRST AID

### Primary:

Noah Doughty  
Office Phone: 543-2131 x 334  
Cell: 710- 5053

Title: Science Teacher  
Home: 481- 7248

### Alternate #1

Zach Snider  
Office Phone: 543-2131 x 114  
Cell: 234-5229

Title: Art Teacher  
Home: 234-5229

### Support:

Stephanie Buresh  
Office Phone: 543-2131 x407  
Cell: 440-4458

Title: Campus Minister  
Home: 440-4458

### Support:

Anne Domenic  
Office Phone: 543-2131 x 301  
Cell: 341-7942

Title: English Teacher  
Home: 541-5995

### Support:

Joe Olesh

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### DUTIES / RESPONSIBILITIES:

1. Evacuate with your class. Take roll.
2. Communicate to the **Emergency Assembly Area Lead** your class information: names of students accounted for, missing or injured
3. Get AED located in Mosaic Lobby
4. Retrieve Large Black first aid bag from Emergency Container on Field.
8. Set up Triage/First Aid Station in designated area (see MP Field Disaster Team Locations Map)
9. Retrieve small first aid bags from teachers as needed.
10. Noah Doughty will act as the triage leader, seeing each victim as they pass the Triage/First Aid Station, determining the extent of injuries and indicating course of action.
11. Administer first aid to injured victims.
  - a. Airway
  - b. Breathing
  - c. Circulation
12. Communicate with and assist **Emergency Response Personnel** as needed.
13. Keep records of time, destinations and names of all students/employees removed from campus for emergency medical treatment by outside sources. Notify the Data Center of the following information if a student/employee is transported off campus by ambulance:
  - a. Student/employee name
  - b. Destination (hospital, local doctor, etc.)
  - c. Name of ambulance transporting
  - d. Time of transport
14. If necessary, set up morgue in front of baseball backstop to block view

- from the street. Do not leave the morgue; ask Command Post to assign personal.
15. If all first aid area personnel are not needed, report status to command post for further assignments.
  16. If more first Aid personnel are needed, contact Command Post.

## **SECURITY TEAM**

**Primary**

Lisa Allardyce  
Office Phone: 543-2131 x 408  
Cell: 801-8361

Title: Director of Student Services  
Home: 528-8064

**Alternate:**

John Iribarren  
Office Phone: 543-2131 x 405

Title: Dean of Students  
Home: 543-4454

**Support:**

Dave Anderson  
Office Phone: 543-2131 x 208  
Cell: 805-674-7658

Title: Foreign Language Teacher  
Home:

Sarah Rogers  
Office Phone: 543-2131 x 306  
Cell: 610-6011

Title: English Teacher  
Home: 239-2546

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**DUTIES / RESPONSIBILITIES:**

1. Evacuate with your class. Take roll.
2. Communicate to the **Emergency Assembly Area Lead** your class information: names of students accounted for, missing or injured
3. Lock all gates.
4. Establish base near Data Center.
5. Direct emergency crews into the site (fire, ambulance, sheriff, etc.).
6. Direct and inform parents of location of Data Center.
7. Check area and control number of parents allowed on campus at any given time.
8. Organize parent volunteers to aid in rescue, first aid, and student control.
9. Report status to Command Post.



# Emergency Broadcast Monitoring Station

Coordinator:

JoLynn Knight

Office Phone: 543-2131 x312

Cell: 440-5479

Title: Math Teacher

Home: 239-9776

Alternate:

Amy Fraser

Office Phone: 543-2131 x 310

Cell: 234-4997

Title: Math Teacher

Home: 234-4997

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## **DUTIES / RESPONSIBILITIES:**

1. Evacuate with your class. Take roll.
2. Communicate to the **Emergency Assembly Area Lead** your class information: names of students accounted for, missing or injured
3. Retrieve rubber maid box marked **Emergency Broadcast Monitoring Station** from the *Emergency Supply Container* on the field.
4. Set up **Emergency Broadcast Monitoring Station** on the field at Home Plate.
5. Monitor emergency broadcast stations:  
    KPRL - 1230 am  
    KDDB - 91.5 fm
6. Try to establish land line with neighbor
6. Communicate all pertinent information to Command Post.

# EMERGENCY ASSEMBLY AREA

## **Initial Lead**

Name: Joannie Hamm  
Office Phone: 543-2131 x 302  
Cell: 459-1162

Title: Director of Instruction  
Home: 541-1578

**Once initial Roll is taken. Initial Lead will report to Command post and Lead will be in charge of Emergency Assembly Area.**

## Lead

Name: Peggy Randall  
Office Phone: 543-2131 x332  
Cell: 215-7117

Title: Science Teacher  
Home: 528-1871

## Alternate:

Name: Vickie Backman  
Office Phone: 543-2131 x320  
Cell: 550-1181

Title: Science Department Chair  
Home: 547-9316

## Runners:

Kevin Mullery  
Jennifer Blomfield

ALL CLASS MODERATORS  
ALL TEACHERS

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## **LEAD DUTIES / RESPONSIBILITIES:**

1. Evacuate with your class. Take roll.
2. Send injured students to Triage Area
3. Communicate to the **Emergency Assembly Area Lead** your class information: names of students accounted for, missing or injured
4. Help collect roll from classes
5. Once roll has been collected from all classes, organize students by Year: Freshmen, Sophomore, Junior, Senior.
6. Have Class Moderators take roll again by year.
7. Take roll of teachers who should report to you.
8. Maintain order
9. Report information, accounted for, missing or injured to command post and data center.
10. Keep students calm comforted and informed. Help communicate necessary information from Command Post.
11. Calm and reassure all students.
  - a. Convey the likelihood that parents may be delayed for several hours because of road conditions, traffic, etc.
  - b. Remind students that parents have been told that we will take care of them until they arrive.
  - c. Remind students they are in, probably, the safest place possible under

- emergency conditions.
- d. Students may take pictures with their cell phones but ask them not to make calls/texts.
12. Because of the close proximity of the student body, try to keep communication with Command Center confidential and as quiet as possible.
  13. Communicate with First Aid Coordinator regarding names of students at the first aid area.
  14. Account for all students who were in school. If a student is not accounted for, check with Triage/First Aid and inform the Data Center and the Command Post.

## **EMERGENCY ASSEMBLY AREA (CONTINUED)**

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15. Take a walking survey of all students to determine if any students need to report to the first aid station. Administer minor first aid if necessary.
16. No students should be allowed to wander off.
17. Help establish a student release station with the **DATA CENTER**
  - a. Discuss the procedures for student release to parents or authorized person.
  - b. Keep records of students released to parents or other authorized person on the student's emergency care card.

### **MODERATOR/TEACHER DUTIES - RESPONSIBILITIES:**

1. Evacuate with your class. Take roll.
2. Communicate to the **Emergency Assembly Area Lead** your class information: names of students accounted for, missing or injured
3. When Emergency Assembly Area Lead determines it is time to assemble by year, Class Moderators should take command of their year, organize them, and take roll.
4. Keep students calm, comforted, and informed. Help communicate necessary information from **Emergency Assembly Area Lead**.
5. Assist **Emergency Assembly Area Lead**.

# **TEACHER'S DUTIES AND RESPONSIBILITIES**

## **TEACHERS SHALL:**

1. Remain with their class until the students have reached the Emergency Assembly Area and reported to the **Emergency Assembly Area Lead** their class information, accounted for, missing or injured.
2. Be in charge of all first aid for the students in their class until an emergency first aid station is established. Students who are unable to evacuate are to remain in the classroom supervised by one teacher from the "buddy" group. Students with **MINOR INJURIES are to be cared for after evacuation**
3. **TAKE THE EMERGENCY KIT AND PLASTIC FOLDER** when evacuating the classroom. Check on Buddy teachers before moving students.
4. Check with their "buddy" class when evacuating. If there are seriously injured persons who cannot be moved, one teacher will remain with the student/s. Usually, this will be the students teacher. "Buddy" teachers must have copies of each others classroom Enrollment List.
5. PLACE the **Green** tag from your Emergency Folder on the outside door handle if your room is **Clear**. Place the **Red** tag from your Emergency Folder on the outside door handle if your room has **trapped or injured** remaining in the room.
6. **TAKE ROLL.** Report any student not accounted for to the **Emergency Assembly Area Lead** immediately. (Note possible whereabouts of students not accounted for, e.g., at the gym, cafeteria, restroom, etc.)

## **BUDDY TEACHERS AND CLASSROOMS**

Name	Rm#	Name	Rm#	
Valerie Ratto	214	Paca Christensen	210	
John Krossa/Brady Lock	212	Val Ratto	214	
Anne Domenic	300	Joannie Hamm	302	
Sarah Rogers	306	Joannie Hamm	302	
Kevin Mullery/Paula Walker	310	Amy Fraser	308	
Justin Buresh	312	JoLynn Knight	314	
Greg Junell	317	Vickie Backman	320	
Stephanie Buresh	315	Greg Junell	317	
Sylvan Levin	324	Ernie Martin	322	
Peggy Randall	332	Noah Doughty	334	
Computer Lab/Kris Couch	336	Peggy and Noah	334/332	
Lori Wooldridge/Linda Lippincot	200	Larry Grant/Jennifer Blomfield	PAC	
Susie Lock	401	JD Childs	400	
Kirby Shaw/Zach Snider	Art	John Iribarren	PE	
Jean Conway/John Scully (PT)	206b/a	John Scully	206a	Ken Mendonca 206c
Joe Olesh	Media Rom	Susie Lock		

**BE PREPARED TO STAY!!!!**

State Law requires that you to stay on campus and provide assistance for up to 72 hours after the disaster strike. With this in mind, store a change of clothes and comfortable shoes in your car. Make provisions at home also that will allow you to stay here with peace of mind. We will release staff who have children off campus as soon as possible. If you have children on our campus during a crisis, Susie Lock will report to you as soon as possible the whereabouts and status of your child.

Part 4  
Procedures  
for Specific  
Emergencies

# SPECIFIC EMERGENCY PLANS

## AIRCRAFT/ FALLEN

Warning of a falling or fallen aircraft is usually by sight, sound, or fire. If an aircraft falls near the school or on school grounds, the following actions will be taken:

- A. The Principal will determine which emergency contingency plan should be implemented. When necessary, teachers will take immediate action to ensure the safety of students if the Principal is unable to direct emergency action.
- B. Students and staff must be kept at a safe distance from the fallen aircraft. This means that the safest place will most likely be in the classroom, if the building is not in any danger.
- C. The Principal should try to determine whether the aircraft is a military, commercial, or private plane.
- D. **SCHOOL OFFICE WILL IMMEDIATELY NOTIFY:  
SHERIFF/FIRE911**
- E. The Principal will direct further action as required.

## **BOMB THREAT**

The majority of "bomb threat" telephone calls and notes are hoaxes or pranks. ALL SUCH THREATS MUST BE handled quickly and reported to law enforcement as soon as possible. The safety of students and staff and the prevention of panic are the primary considerations.

In the event that a bomb threat is received by telephone, the following actions will be taken:

- A. PERSON RECEIVING THREAT should try to ascertain as much information about the bomb and its location as possible and notify the Administrative Office as soon as is possible.

A copy of "**Report of Bomb Threat**" should be in emergency plan appendix that is located in all rooms where incoming calls are received. The recipient of a bomb threat is responsible for completing the report and forwarding it to the Principal.

- B. **ADMINISTRATION OFFICE WILL IMMEDIATELY NOTIFY:**  
POLICE 911  
DIOCESE OF MONTEREY 861-373-1608

- C. PRINCIPAL/SUPERVISOR will alert the staff of the situation in a discreet manner. Coordinate activities of the administration, faculty, and staff. Make a decision whether or not school or certain selected buildings will be evacuated. Notify teachers that there will be a fire drill.

## **BUS / VEHICLE ACCIDENT (FIELD TRIPS)**

A. The driver should obtain the following information:

1. License number of all vehicles involved.
2. Location of accident and nearest cross street.
3. Number of students, if any, on bus or in vehicle.
4. Nature of the injuries.
5. Emergency medical assistance needed.
6. Any flammables or hazardous materials involved.

B. Call:

1. California Highway Patrol                      911
2. MCP    543-2131
  - a. Report names of students/staff involved in accident.
  - b. Report names of injured students/staff.
  - c. Report students/staff transported to medical facilities and location of medical facility.

# **CHEMICAL/RADIATION ACCIDENT**

## **(Including Diablo Canyon Nuclear Power Plant)**

- A. Warning of a chemical accident is usually received from the fire department, Police, or Emergency Broadcast System when such an accident occurs close enough to the school to be a threat to the safety of the students. A chemistry lab spill, maintenance chemical spill, an overturned tanker, a broken fuel line, an accident in a nearby commercial establishment which uses chemicals, or a nuclear accident at Diablo Canyon are all potential hazards if such accidents occur near or at the school or if the wind is such that it would carry fumes from such accidents toward the school.
- B. Whether the accident occurs at the school or off school grounds, procedures to be followed are:
1. Immediately Notify:  
Sheriff                      911
  2. Monitor emergency broadcast system
  3. The Principal will:
    - a. Determine the need to evacuate the buildings and, if necessary, the area.
    - b. Determine the best site and route to evacuate to.  
local – Mission Plaza  
North - St. Rose  
South - St Patrick’s  
  
When evacuating building, move cross wind – never up or down wind – to avoid fumes.
    - c. Direct other action as appropriate
  4. Transportation Coordination (Joe Grimes, Brady Lock, Jean Conway, Lisa Allardyce, John Iribarren)
    - a. If transportation is needed in mass, Brady Lock is to request assistance in finding transportation through the County Office of Education located at the County Emergency Operations Center (EOC). If available, buses will be dispatched to transport the students and staff out of the affected area.
    - b. Joe Grimes, Jean Conway, Lisa Allardyce and John Iribarren are to make sure that all students parked in the garage leave safely and calmly. All Cars should be full when they leave. We will need to use students and teacher drivers to evacuate premises. They are to keep a list of who left in what car with who and what time they left. All students should be given a map to the evacuation site.

## **CHEMICAL/RADIATION ACCIDENT (Continued)**

**(Including Diablo Canyon Nuclear Power Plant)**

5. Parent Notification (Lori Wooldridge, Susie Lock)
  - a. Lori Wooldridge and Susie Lock are to notify the parents via phone tree, email, and Emergency Broadcast Stations where the students are being evacuated.
  
6. Teachers will:
  - Take roll.
  - With assistance of school staff, maintain control of students at a safe distance from accident. Students and staff, if evacuated, may not return to the school until fire department officials have declared the area safe.

# **EARTHQUAKE**

## **A. MONTEREY DIOCESE POLICY**

The Principal shall conduct earthquake and disaster drills pursuant to the local emergency / disaster plan. The plan shall have been approved by the Superintendent.

## **B. STAFF RESPONSIBILITIES**

Under current law, the Principal is entrusted with the overall administration of the school and the overall responsibility for the safety and welfare of the students attending that school. This responsibility extends to emergencies involving students and staff which may go beyond the school day.

In times of emergency, the Principal has the authority to do what is necessary to protect the safety of students and staff. He or she has the authority to assign certificated or classified staff to perform required duties at assigned stations during an emergency. The extent to which volunteer services may be utilized is at the Principal's discretion.

## **C. PRELIMINARY PLANNING**

Earthquakes occur without warning and are of the magnitude of 1.0 (one) and up on the Richter scale. Their duration may range from seconds to minutes. There is a possibility of 72 hours isolation.

Preliminary planning is as important as knowing survival techniques. The shaking of the ground is not generally the direct cause of death and injury.

A high casualty count is usually the result of falling objects, broken wires, broken dams, carelessness with broken gas pipes, and panic. Preparation and understanding can help to eliminate many of these casualties. Knowing where to go, what to do, and what not to do will help to control panic.

The following information is designed to prepare for a disaster as well as to give instructions for procedures to be followed during and after an earthquake.

1. Building Evacuation
  - a. Every classroom shall have a route of evacuation and an alternate route.
  - b. Site maps showing these routes will be posted in each classroom.
  - c. The same information and map will be in every office and room used on the school site.
2. Emergency Assembly Area

All classes, no matter the route of exit from the building will assemble at the 50 yard line of the football field well away from buildings, wires, poles, and any hazards which are potentially dangerous. The alternate evacuation site, in case the MCP campus is unusable, would be the Mission Plaza which is only one block away. In case of a earth quake and Diablo Canyon emergency at the same time, we will evacuate to St. Rose School in Paso Robles or St. Patricks school in Arroyo Grande depending on the direction of wind (see appendix for maps and evacuation routes). (See Chemical/Radiation Accident for evacuation procedure)

3. Command Post  
Will be established on the field in front of the baseball dugout parallel to Palm St.
4. Teacher Alternate
  - a. In the event a teacher is unable to function during an emergency, an alternate should be available.
  - b. A teacher should be assigned as a "buddy" teacher.
5. Parent Letter
  - a. A letter explaining the school emergency plan should be sent to parents. On the reverse side of the letter include a map of the school showing student assembly areas and pickup points.
  - b. Direct parents to the stations which carry emergency information.
6. Student Preparation
  - a. Students should be aware of the following:
    - "DROP" Position: Drop to knees, HOLD on to the desk, lay forehead on knees.
    - Evacuation route.
    - Emergency Assembly area.
    - Whom to follow in case of teacher injury.
    - "BUDDY" System: Assign the student closest as "buddy." During emergency practice the student should be responsible for that person. If a "buddy" is missing, student should report the missing student to the teacher.
    - **DO NOT** light matches for any reason.
    - **DO NOT** touch any wires.
    - **DO NOT** leave the class group for any reason.

## **EARTHQUAKE PROCEDURES**

#### **D. When in a classroom**

1. **Most important** → “get to ground” – It is very important that no one leaves the building until the teacher or person of authority gives orders to leave building and evacuate.
2. Teacher gives the “Drop, Cover & Hold” command at the first indication of ground movement.
3. Students and teacher should move away from windows, tall cabinets, brick walls, and falling items.
4. Students seek protective cover under desks, tables, or chairs in kneeling positions with heads close to knees. One hand should be holding onto the table or chair legs to prevent movement of the protective cover, and the other hand should be over the head.
5. Students remain in “drop position” until the teacher or person of authority directs them to move.
6. No one should try to get out of the building during an earthquake. Wait for instructions from teacher or person of authority.
7. When the ground movement ceases, each teacher must ascertain possible injury and determine the ability of the class to evacuate to the emergency assembly area according to the “Evacuation Procedure”.

#### **E. EARTHQUAKE PROCEDURES IN OTHER PARTS OF THE BUILDING**

1. **Most important** → “get to ground” – It is very important that no one leaves the building until the teacher or person of authority gives orders to leave building and evacuate.
2. Students “Drop, Cover & Hold” under tables, benches, or in doorways, upon first indication of ground movement. If students are in the hallways or in the gym, they should drop next to the inside wall away from windows, and cover their heads with their hands.
3. Students remain in “drop position” until ground movement ends.
4. No one should try to get out of the building during an earthquake.
5. Students and supervising staff evacuate according to the “Evacuation Procedure” to the emergency assembly area.

#### **F. EARTHQUAKE PROCEDURES WHEN STUDENTS ARE OUTSIDE**

3. A teacher, or other person of authority will use a signal of three (3) long blasts from a whistle. Those outside should not run, but move swiftly away from buildings, trees, and exposed wires. Remember, the safest place to be is in the open. Implement “Drop and Cover.”
4. When the ground movement ends, students are to move directly to the Emergency Assembly Area and report for roll taking.

## **G. AFTER EARTHQUAKE**

1. The first priority is students. They will be at various levels of anxiety and will want to go home.
2. Keep students together and as calm as possible.
3. Keep students informed about what is happening.
4. Assure students that their parents are being contacted and will pick them up as soon as possible.
5. Activate predetermined emergency procedures.
6. Activate all area teams.
7. Open all communications systems.
8. Evaluate school site for injured and damage.
9. Keep constant surveillance of school site.

# **EXPLOSION OR THREAT OF EXPLOSION**

In the event of an explosion at the school or the threat of an explosion, such as potential explosions from leaking gas or a faulty boiler within a school building, the following will be accomplished:

## **A. EXPLOSION**

### 1. TEACHERS

- Give DROP command.
- If the explosion occurs within the building, or threatens the building, the teachers should immediately take action to evacuate the building.
- **SOUND THE FIRE ALARM. DO NOT SOUND SCHOOL FIRE ALARM IF GAS FUMES ARE PRESENT.**
- If needed, follow Evacuation Procedure.
- Render first aid as necessary.
- Take class roll.
- Do not return to affected buildings until Fire Department officials have declared the area safe.

### 2. SCHOOL OFFICE

- Immediately notify Fire Department (911).

### 3. ALL STAFF

- Fight fire **ONLY IF IN EARLY STAGES.**
- Notify utility companies of a break or suspected break.
- Do not return to affected buildings until Fire Department officials have declared the area safe.

## **B. THREAT OF EXPLOSION**

1. If necessary, implement Evacuation Procedure.
2. Leave the building.
3. **DO NOT SOUND SCHOOL FIRE ALARM IF GAS FUMES ARE PRESENT.**

## **FIRE**

**A. WITHIN SCHOOL BUILDING**

1. Sound the fire alarm.
2. Evacuate building following Evacuation Procedure and assemble in the Emergency Assembly Area.
3. The school office should immediately notify the Fire Department (911).
4. Maintain control of students at a safe distance from the fire and fire-fighting equipment.
5. Render first aid as necessary.
6. Teachers will take class roll.
7. Fight fire if only in early stages.
8. Keep access roads open for emergency vehicles.
9. Notify utility companies of a break or suspected break.
10. School Principal, together with Diocese emergency personnel, will determine whether “Go Home Action” or any further action should be implemented.
11. **Students and staff should not return to the school until the fire department officials declare the area safe.**

**B. FIRE NEAR SCHOOL**

1. The school office should notify the Fire Department (911).
2. School Principal shall determine whether buildings and/or grounds should be evacuated. Local fire department officials will notify the school Principal if it will be necessary to evacuate the entire school grounds.
3. If appropriate initiate the evacuation procedure and, if necessary, evacuate the school grounds.
4. Maintain control of the students at a safe distance from the fire. If possible, keep students inside buildings which are at a safe distance from the fire.
6. Students and staff should not return to the school until fire department officials have declared the area safe.

## **FLOODS / MUDSLIDES / SNOW**

The Principal will order one of the following actions depending on the current weather conditions, time of day, and predicted weather conditions:

- A. Standby (Inclement Weather)
  - 1. The Principal will notify teachers to bring students into the classroom pending further instructions.
  - 2. Teacher will maintain an accurate roll sheet.
- B. Early Dismissal (2 - 4 Warnings)
  - 1. Parents will be notified to pick up students by use of a pre-established parent phone tree or by use of the local radio station and the Emergency Broadcast System.  
  
KPRL AM 1230  
KDDB FM 92.5
  - 2. Teachers will note on the roll sheet if a student is picked up by parents/guardians.
  - 3. Students who cannot return home or who have not been picked up by a parent or authorized adult will be held at the school office area.
  - 4. Continued efforts will be made to contact students' parents/guardians.
- C. Emergency Evacuation (Limited or No Warning)
  - 1. The radio will be monitored for information/instructions from the Emergency Broadcast System.
  - 2. Upon the evacuation of a school site, the Principal or designee will shut off ALL utilities at their source and secure ALL buildings.
- D. School Closed
  - 1. If school is closed on a regular school day, local radio stations and EBS will broadcast information identifying schools which are closed.

## **HOSTAGE TAKING / GUN THREAT / INTRUDER**

In the event of gunfire, or notification to staff and/or students of the presence of a threatening situation, the following steps will be taken:

- A. Administration will ring the school bell 3 times to signal all classrooms and offices should be locked down. Follow “Lock Down Procedure”
- B. School office will immediately notify Police Department (911).
- C. Principal will:
  - 1. IMMEDIATELY CLOSE DOWN THE SCHOOL. DO NOT ALLOW ANYONE TO ENTER UNTIL THE SHERIFF'S DEPARTMENT ARRIVES TO TAKE COMMAND.
  - 2. Coordinate activities of the administration, faculty, and staff.
  - 3. Decide whether school or certain buildings will be evacuated. If so, evacuate everyone possible from the location of the hostiles.
  - 5. Stay out of the line of sight and fire of the hostiles.
  - 6. Minimize all contacts and actions that may aggravate the hostiles.
  - 7. Wait for Sheriff/Police to assume command.
  - 8. If hostiles establish contact with the school staff before the Sheriff arrives, maintain the communication link, but do not allow them contact with the Principal or anyone else with any authority. Stall ("no one has the authority", etc.) and wait for the Sheriff.
  - 9. One very long ring of the school bell will signal that the emergency is over.

## **UTILITIES LOSS**

The Principal will determine if students should stay at home or be sent home. All parents

will be notified by phone or in person. A student should stay at school until his/her parents have been notified that he/she will be returning at a different time.

A. Loss of Electricity

If electricity goes out, the following factors will determine whether students should stay at school or be sent home:

1. time of day
2. month of the year
3. response from the utility company
4. auxiliary lighting
5. changing classrooms
6. moving outside

B. Loss of Water

If water pressure at the school goes out, the school will be closed. All parents will be notified by phone or in person. Students will stay at school until parents arrive to pick them up.

**WINDSTORM (SEVERE)**

The U.S. Weather Bureau can usually forecast severe windstorms with a high degree of accuracy. If time and conditions permit, GO HOME action may be implemented prior to an emergency. However, if high winds develop during school hours with little or no warning, the following emergency actions should be followed:

- A. Assemble students and staff inside buildings away from windows
- B. If weather is severe enough, Implement Drop, Cover and Hold.
- C. Close windows and blinds.
- D. AVOID AUDITORIUMS, GYMNASIUMS, AND OTHER STRUCTURES WITH LARGE ROOF SPANS.
- E. Evacuate classrooms which bear full force of wind.
- F. Stay tuned to EBS and local radio stations for latest advisory information.  
  
KPRL AM 1230  
KDDDB FM 92.5  
KIQQ FM 104
- G. Take roll; maintain control and accountability of staff and students.
- H. Notify utility companies of any break or suspected break in lines or wires.
- I. Remain in assigned area until wind has dropped in force or until otherwise informed by school district personnel.

# Appendix

## Forms

**SITE EMERGENCY COORDINATOR CHECKLIST  
SCHOOL PRINCIPAL**

\*Place a check and note the time for each item.

**IMMEDIATELY FOLLOWING A DISASTER:**

Check:	Action:	Time:
	Make preliminary damage assessment.	
	Classify emergency: _____ Level One: Routine Emergency _____ Level Two: Alert -- Minor Emergency _____ Level Three: Major Emergency _____ Level Four: Disaster	

**IMPLEMENT EMERGENCY INSTRUCTIONS AND COMMUNICATION:**

Check:	Action:	Time:
	Establish command center, activating staff.	
	Determine plan for continuation of school or evacuation of students.	
	Activate Necessary Pre-arranged Emergency Teams ( Data Center, Emergency Evacuation Area, Search and Rescue, Triage/First Aid, Emergency broadcast Monitor, Security)	
	Notify Diocese of plan.	
	Determine status of all personnel when emergency has ended.	
	Issue directive on securing the school site.	

**SET PRIORITIES ON:**

Check:	Action:	Time:
	Determining status of students and staff.	
	Assessing damage to school.	
	Reopening of school site.	

**SEARCH AND RESCUE:**

Check:	Action:	Time:
	Coordinate all operations with local emergency agencies.	
	Search and rescue team properly equipped and dispatched.	
	Reports of injured and/or trapped victims.	
	Injured victims removed (if possible) to Triage/First Aid Station.	

**STUDENT RELEASE:**

Check:	Action:	Time:
	Determine whether School will be terminated for day	
	Notify Data Center	
	Notify parents	
	Establish student release area. (Data Center)	

**DAMAGE ASSESSMENT:**

Check:	Action:	Time:
	Determine safety of students and staff.	
	Structural failure.	
	Roof damage.	
	Cracks and splits.	
	Ground shift, landslide, and liquification.	
	Doors jammed.	
	Windows broken	

**UTILITIES:**

Check:	Action:	Time:
	Natural gas damage.	
	Main gas valve is _____ open _____ closed.	
	Heaters.	
	Gas water heaters	
	Science labs.	
	Supply lines to school sites.	
	Other areas:	

**ELECTRICAL SYSTEM DAMAGE:**

Check:	Action:	Time:
	Main breaker is _____ open _____ closed.	
	Light fixtures.	
	Appliances.	
	Utility poles with line damage.	
	Conduit lines.	

**WATER DAMAGE:**

Check:	Action:	Time:
	Main water valve _____ open _____ closed.	
	Main supply.	
	Main water heaters.	
	Classrooms.	
	Drinking fountains.	
	Restrooms.	
	Grounds.	
	Maintenance areas.	
	Other:	

**NOTE: PERIODIC UPDATES SHOULD BE MADE AT LEAST EVERY 2 HOURS OR AS A SITUATION CHANGES.**

**CHECKLIST FOR RECOVERY PERIOD:**

Check:	Action:	Time:
	Conduct detailed inspection for damage of system safety.	
	Complete emergency repairs and schedule permanent repairs.	
	Remove tags from repaired facilities and equipment.	
	Replace used materials and supplies.	
	Complete permanent repairs and replacements.	

**Sample letter to parents regarding preparedness plan**

Dear Parents:

Please be assured that Mission College Preparatory Catholic High School has plans and preparations for major emergency situations and that, in any emergency, our primary concern is for the safety and welfare of the students.

We are prepared to care for your child if you are unable to reach the school. We have a number of school personnel trained in First Aid/CPR and we will be in communication with various local emergency services.

We believe that the reactions of people in emergencies depend largely upon their training. Our school personnel are being trained and drills are held regularly to make certain that the students and staff understand emergency procedures.

Please explain to your child that he/she is as safe at school as at home in a serious emergency. Your child is instructed to obey directions of school personnel. If your child is walking, driving or riding a bicycle, he/she should be told to continue toward his/her destination (to or from school) when an emergency situation develops.

Your cooperation is requested in any emergency.

PLEASE DO NOT TELEPHONE THE SCHOOL. Telephone lines will be needed for emergency communications. Streets should be kept as open as possible for emergency vehicles.

TURN YOUR RADIO TO EMERGENCY BROADCAST STATIONS (EBS) AND/OR LOCAL RADIO STATION:

KPRL 1230 AM  
KDDB 92.5 FM

TO PICK UP YOUR CHILD, CHECK IN AT THE SCHOOL OFFICE. YOUR CHILD WILL BE RELEASED TO YOU AS QUICKLY AS POSSIBLE.

Students WILL NOT BE RELEASED to anyone other than a parent or person listed on the emergency card. Keep an updated emergency care card on file at school.

KEEP THE SCHOOL INFORMED OF YOUR CHILD'S SPECIAL MEDICAL NEEDS.

If you have questions concerning our emergency preparedness program, please come and discuss your concerns.

Sincerely,

Principal

**STUDENT / EMPLOYEE RELEASE LOG  
FOR EMERGENCY MEDICAL SERVICES  
TRIAGE/FIRST AID TEAM**

Page \_\_\_ of \_\_\_

NAME	TIME OF RELEASE	AMBULANCE CO. & NO.	DESTINATION / HOSPITAL
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			



# REPORT OF BOMB THREAT

School \_\_\_\_\_ Date Of Call \_\_\_\_\_ Time Of Call \_\_\_\_\_

Person Receiving Call \_\_\_\_\_ Title \_\_\_\_\_

## Section I: Report Of Person Receiving Call

A. Ask the caller the following questions:

1. Where is the bomb (building, location)? \_\_\_\_\_
2. What time is it set to go off? \_\_\_\_\_
3. What kind of bomb is it? What does it look like? \_\_\_\_\_  
\_\_\_\_\_
4. Who set the bomb? \_\_\_\_\_
5. Why was it set? \_\_\_\_\_
6. What is your name? \_\_\_\_\_ How old are you? \_\_\_\_\_
7. Where do you live? \_\_\_\_\_

B. Evaluate the voice of the caller. (Check applicable spaces.)

Male \_\_\_\_\_ Age \_\_\_\_\_ Intoxicated \_\_\_\_\_ Language/Accent \_\_\_\_\_

Female \_\_\_\_\_ Age \_\_\_\_\_ Speech Impediment \_\_\_\_\_ Other: \_\_\_\_\_

C. Listen for any background noise. (Check applicable spaces.)

Music \_\_\_\_\_ Babies/Children \_\_\_\_\_ Airplane \_\_\_\_\_

Conversation \_\_\_\_\_ Cars/Trucks \_\_\_\_\_ Typing \_\_\_\_\_

Machine Noise \_\_\_\_\_ Other: \_\_\_\_\_

D. What did caller say?

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# REPORT OF BOMB THREAT (continued)

## Section II: Report By Principal

A. Law enforcement was contacted by \_\_\_\_\_.  
(Name Of Person)  
Date \_\_\_\_\_ Time \_\_\_\_\_  
Name \_\_\_\_\_ Name \_\_\_\_\_  
(Police Personnel Taking Call) (Officer Responding To Call)

B. Was a search made for the bomb? Yes \_\_\_\_\_ No \_\_\_\_\_  
If "Yes", give details regarding search: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Was an evacuation conducted? Yes \_\_\_\_\_ No \_\_\_\_\_  
If "Yes", indicate buildings or areas evacuated: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_  
Principal

# DRILL EVALUATION REPORT

Date: \_\_\_\_\_

Drill begins: \_\_\_\_\_

Drill ends: \_\_\_\_\_

Drill Exit Time (Minutes): \_\_\_\_\_

(Seconds): \_\_\_\_\_

**Faculty Member**

**Roll Book**

**All Students Accounted For**

Allardyce, Lisa	_____	_____
Anderson, Dave	_____	_____
Backman, Vickie	_____	_____
Blomfield, Jennifer	_____	_____
Buresh, Justin	_____	_____
Buresh, Stephanie	_____	_____
Childs, J.D.	_____	_____
Christensen, Maria	_____	_____
Conway, Jean	_____	_____
Couch, Kris	_____	_____
Domenic, Anne	_____	_____
Doughty, Noah	_____	_____
Fraser, Amy	_____	_____
Grant, Larry	_____	_____
Grimes, Joe	_____	_____
Hamm, Joannie	_____	_____
Iaquinta, Carol (Café)	_____	_____
Iribarren, John	_____	_____
Junell, Greg	_____	_____
Knight, JoLynn	_____	_____
Krossa, John	_____	_____
Levin, Sylvan	_____	_____
Lippincott, Linda	_____	_____
_____	_____	_____
Lock, Brady	_____	_____
Lock, Susie	_____	_____
Martin, Ernie	_____	_____
Mendonca, Ken	_____	_____
Mullery, Kevin	_____	_____
Olesh, Joe	_____	_____
Randall, Peggy	_____	_____
Ratto, Valerie	_____	_____
Rogers, Sarah	_____	_____
Scully, John	_____	_____
Shaw, Kirby	_____	_____
Snider, Zach	_____	_____
_____	_____	_____
Walker, Paula	_____	_____
_____	_____	_____
Wooldridge, Lori	_____	_____
_____	_____	_____

**Administrative Team**

**Satisfactory**

**Unsatisfactory**

Promptness of evacuation	_____	_____
Orderliness of exit	_____	_____
Care of ill, crippled, etc.	_____	_____
Assembly clear of building	_____	_____
Major access doors unlocked	_____	_____
Site Coordinator at station	_____	_____

All rooms reported empty \_\_\_\_\_

**Drill Rating:** Outstanding \_\_\_\_\_  
Above Average \_\_\_\_\_  
Average \_\_\_\_\_  
Below Average \_\_\_\_\_  
Unsatisfactory \_\_\_\_\_

Remarks: \_\_\_\_\_

Signed \_\_\_\_\_

# Inventory, Maps, and Special Instructions

# Command Post, Data Center, Security, Emergency Assembly Area and Emergency Broadcast Station Supplies

(Two gray Rubbermaid containers Labeled Command Post and Command Post  
Secondary in Emergency Container on field)

## Contents:

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### Primary Container

1. Disaster Plan
2. Map (school)
3. Flashlight w/ extra batteries
4. Battery Powered Radio
5. 4 Two Way radios
6. Pens
7. Yellow legal pads
8. 2 Clipboards
9. 2 Safety Vests
10. Marker s
11. Towelettes
12. Toilet Paper
13. First Aid Kit(s)
14. 4 Safety Goggles
15. Masks
16. Glow Sticks
17. Ten 1.4in. X 1.8in. Candles
18. 200 Waterproof Matches
19. Blankets
20. Flashlights
21. 10 Ponchos
22. Batteries (C and AA)
23. Cordially, Duct Tape
24. Water Bag
25. Gloves
26. Emergency Drinking Water Germicidal Tablets
27. Sewing kit
28. Zip Ties
29. Caution tape

### Secondary Container

1. Trash Bags
2. Shovel
3. Notepads
4. Flashlight/Radio combo
5. Candy
6. Soap
7. Dental Floss
8. Petroleum Jelly
9. Mirror
10. Mouth wash
11. Pads

## **SEARCH AND RESCUE TEAM #1 BAG**

(Located in Large Brown tub labeled Search and Rescue in Emergency container on Field)

### **Contents:**

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1. 2 safety vests
2. 2 hard hats
3. 2 flashlights & batteries
4. 1 small med kit
5. 3 direct pressure bandages
6. 5 dust masks
7. 4 light sticks
8. 2 sets of work gloves
9. 2 safety goggles
10. 2 whistles
11. 2 small crow bars
12. 4 emergency blankets
13. 2 Two way Radios + Batteries
14. 1 Nylon utility cord (50 ft)

## **SEARCH AND RESCUE TEAM #2 BAG**

(Located in Large Brown tub labeled Search and Rescue in Emergency container on Field)

### **Contents:**

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1. 2 safety vests
2. 2 hard hats
3. 2 flashlights & batteries
4. 1 small med kit
5. 3 direct pressure bandages
6. 5 dust masks
7. 4 light sticks
8. 2 sets of work gloves
9. 2 safety goggles
10. 2 whistles
11. 2 small crow bars
12. 4 emergency blankets
13. 2 Two way Radios + Batteries
14. 1 Nylon utility cord (50 ft)



# ECONO LIFE PACKS

(Rubber Maid containers in Emergency Container on field)

By Farsight (800) 735-0284

Emergency support for:

Home – Office – school – car – boat – plane

Be prepared for:

**Earthquake – Hurricane – flood – Fire**

## Contents:

=====

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Each Econo Life Pack includes:

Food- water –blanket- first aid

For one person for three days

- Food and water with five year shelf life and U.S. Coast Guard approved
- - Solar blanket made of space age insulation developed for N.A.S.A
- 15 piece first aid

## COUNT

Expires in 2008 = 67

Expires in 2010 = 87

Expires in 2011 = 80

Unknown date. = 53

# EMERGENCY UTILITIES SHUT-OFF

**Joe Grimes - Facilities Manager**

- A. **Electric:** Pacific Gas and Electric provides the electric supply to the MCP facility.

The three meters tracking energy consumption are located in various parts of the property. The “historical” building has a meter located near the lower locker room and near the ADA ramp on Broad Street. The new building has a meter in the electric room located on the field side of the parking garage (first floor) and is accessible from an interior or an exterior door. The third meter is located on the field under the scoreboard.

## Electric Panels

There are several electric panels at MCP. The panels noted with “main switch” will shut off an entire section of the building and/or several sub-panels:

1. Broad St. near the ADA ramp (main switch)
2. New building
  - a. Electric room in garage (main switch)
  - b. Second floor custodial room
  - c. Cafeteria entry hallway from the mosaic lobby
  - d. Third floor custodial room
3. Historical Building
  - a. First floor near locker room (main switch)
  - b. Second floor hall
  - c. Third floor hall
  - d. Performing Arts room
4. Field under the scoreboard (main switch)

- B. **Gas:** Pacific Gas and Electric provides the electric supply to the MCP facility.

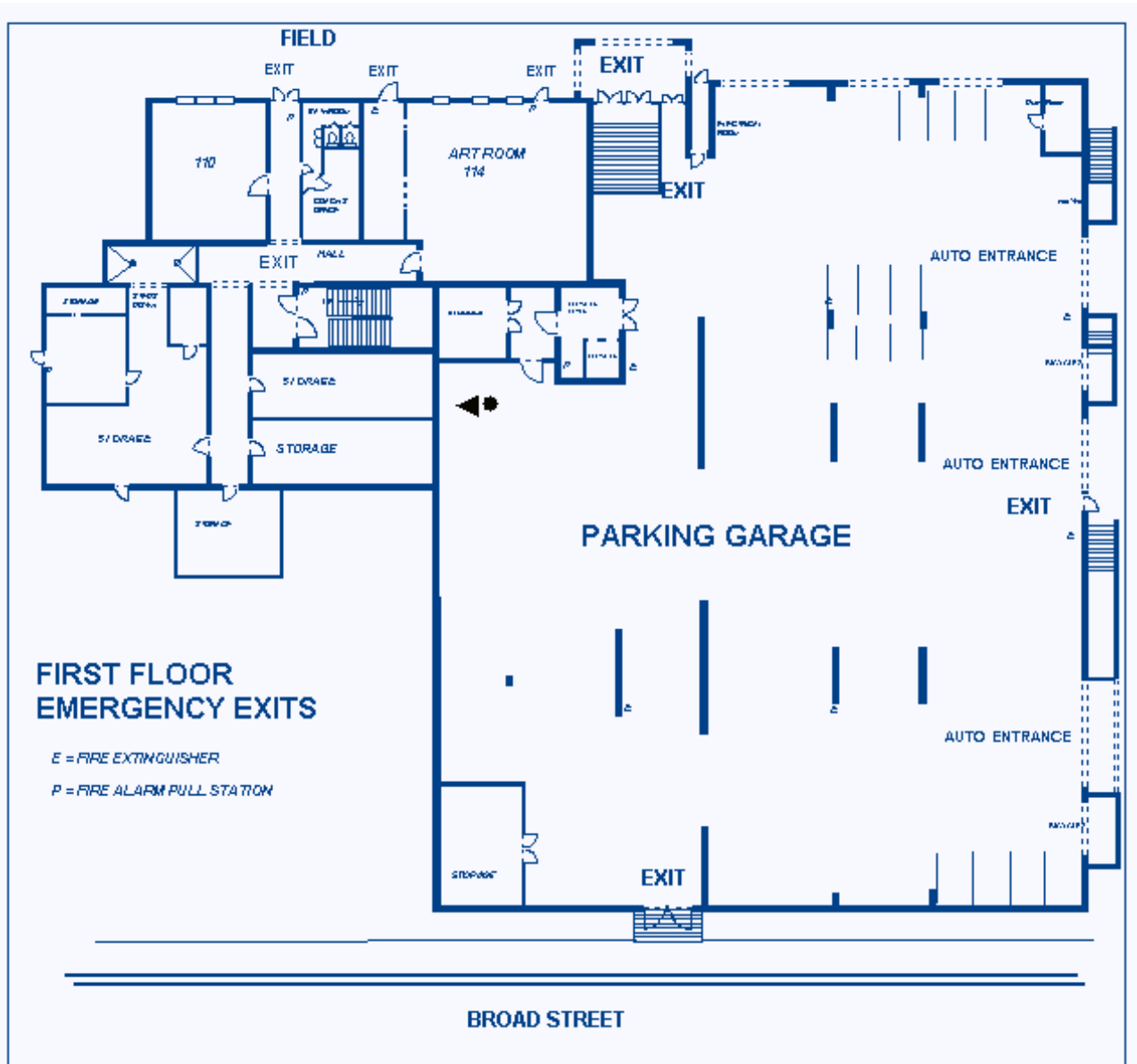
Shut-off valves should be turned 90degrees with crescent wrenches. There are two natural gas meters located at MCP:

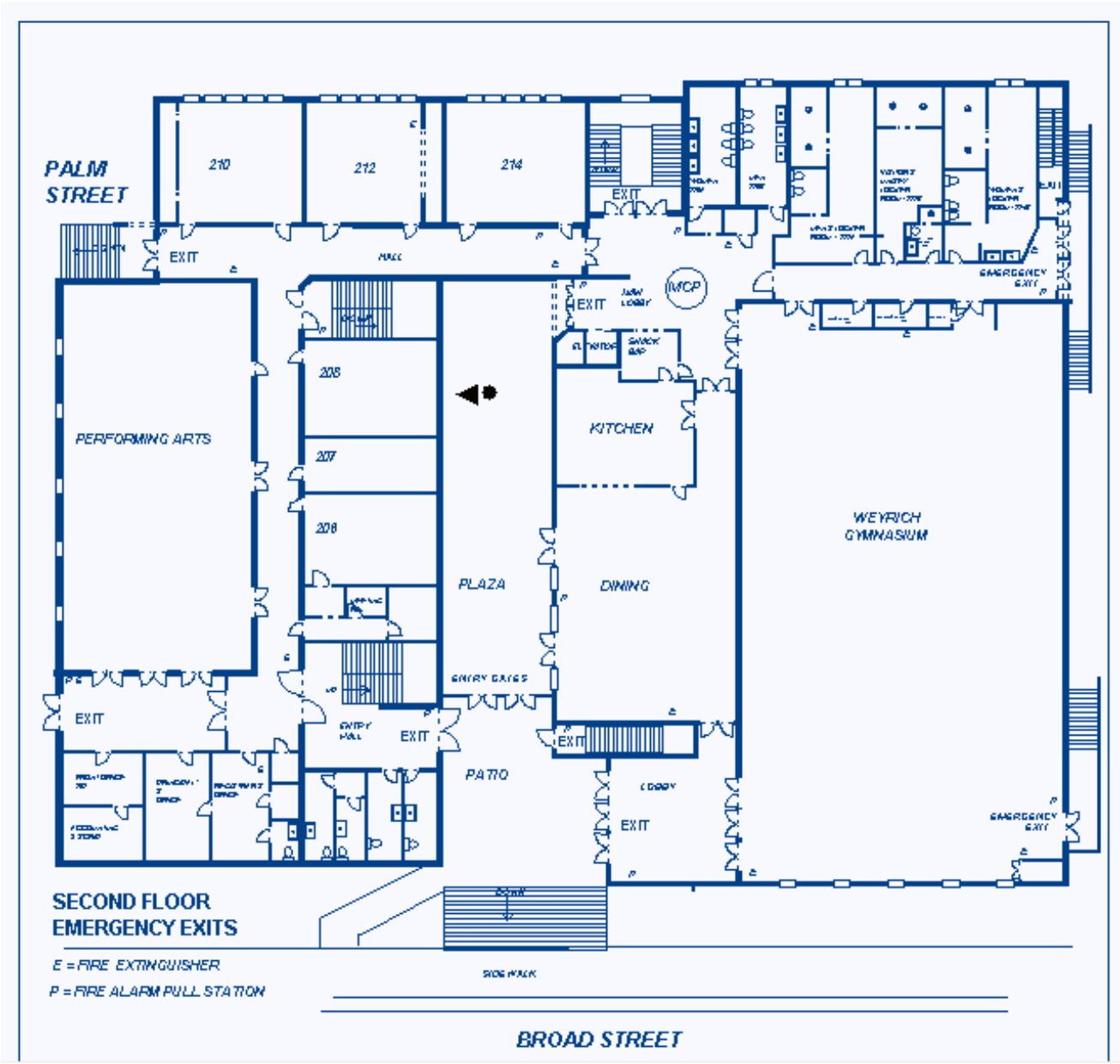
1. Broad Street side near the ADA ramp
2. End of Mill St. on the south side of the chiller/garbage enclosure nearest the field.

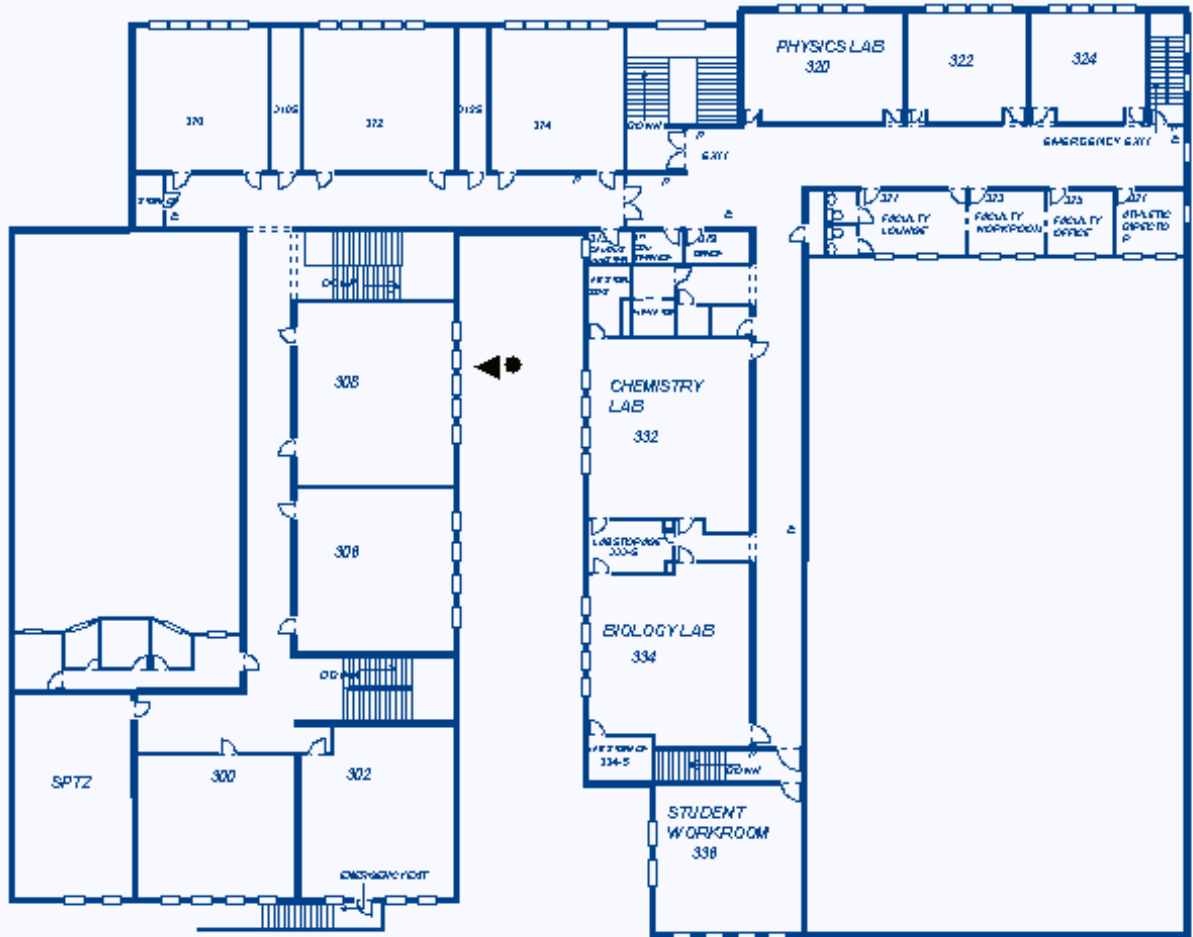
- C. **Water:** City of San Luis Obispo provides the water supply to the MCP Facility.

There are two water Shut-off valves located at MCP:

1. Located on the corner of Palm and Broad.
2. Midway down the mill-street trail.







**THIRD FLOOR  
EMERGENCY EXITS**

*E = FIRE EXTINGUISHER  
P = FIRE ALARM PULL STATION*

BROAD STREET

Insert Map of field

## Directions From Mission College Prep to St. Rose School

Driving directions to 900 Tucker Ave, Paso Robles, CA 93446  
29.3 mi – about 32 mins











**Mission College Prep**

682 Palm St

San Luis Obispo, CA 93401



1. Head **northeast** on **Palm St** toward **Broad St**  115 ft
2. Turn **left** at **Broad St**  0.2 mi
3. Take the ramp onto **US-101 N**  27.4 mi
4. Exit onto **Paso Robles St**  0.7 mi
5. Turn **right** at **13th St**  0.2 mi
6. Continue on **Creston Rd**  0.7 mi
7. Turn **right** at **Trigo Ln**  341 ft
8. Turn **left** at **Tucker Ave**  66 ft



**St Rose School**


900 Tucker Ave, Paso Robles, CA 93446










## Directions From Mission College Prep to St. Patrick's School

Driving directions to 900 W Branch St, Arroyo Grande, CA 93420  
15.5 mi – about 19 mins



### Mission College Prep

682 Palm St   
San Luis Obispo, CA 93401

1. Head **southwest** on **Palm St** toward **Nipomo St**  0.1 mi
2. Turn **left** at **Nipomo St**  0.1 mi
3. Turn **right** at **Higuera St**  0.3 mi
4. Turn **right** at **Marsh St**  0.2 mi
5. Take the ramp onto **US-101 S**  14.3 mi
6. Take the **Halcyon Rd** exit  0.1 mi
7. Turn **right** at **El Camino Real**  0.1 mi
8. Turn **right** at **Brisco Rd**  361 ft
9. Turn **right** at **W Branch St**  0.1 mi



### St Patrick's Catholic School

900 W Branch St, Arroyo Grande, CA 93420