

**SIERRA FOOTHILL CHARTER SCHOOL**  
**EMERGENCY PREPAREDNESS PLAN**

**2017**

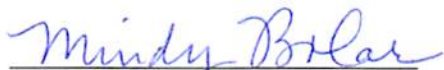
EMERGENCY PREPAREDNESS PLAN  
2017

**PREFACE**

The intent of the emergency actions outlined in this Emergency Preparedness Plan is based on the assumption that the school's obligation is the protection and welfare of students and employees before, during or immediately after a threatened or actual emergency or disaster.

In the event of a natural, technological or security emergency or disaster, it is the primary objective of each employee to take appropriate action and provide for the physical and emotional well being of every student.

When appropriate, students will not be released to go home until a parent or guardian calls for them at school or picks them up in person; also district personnel shall be required to remain at the school until relieved by proper authority.

  
Principal/Superintendent

# **ACTION COMMANDS**

## **EVACUATE**

1. Warning for the “EVACUATION” procedure shall be by messenger, the public address system, telephone, radio, or the fire alarm signal (*sounding of fire alarm bell*). Principal or designee shall initiate evacuation procedure.
2. The “EVACUATION” procedure:
  - A. Warning for the “EVACUATION” procedure provided.
  - B. Notify Office Manager to put bus driver on alert.  
**School Incident Command System Overview is used in all Emergency Situations**
    - I. Take students to DESIGNATED outside assembly area (Enclosed Site Map).
    - II. Take roll, make sure all students are accounted for and report to the Principal or designee.
    - III. Remain in the assembly area pending further instructions.
    - IV. Implement the “EVACUATION” procedure when anything happens which makes the school building unsafe or uninhabitable.
    - V. The EVACUATION procedure consists of implementing the respective evacuation plan.
    - VI. Parent/guardian notification shall be by telephone tree, radio, or other suitable means.
3. When it is deemed safe, teachers or principal/designee will give evacuation directions.

## **SHELTER IN PLACE**

People should seek shelter inside a building and remain inside until the danger passes. Sheltering in-place is used when evacuating the public would cause greater risk than staying where they are, or when an evacuation cannot be performed (sufficient time is not available).

1. Close all doors and close and lock all windows.
2. Turn heating/cooling systems (HVAC) off.
3. Close as many internal doors as possible.
4. Any employee who comes into contact with a student or visitor should direct them to take appropriate actions. Employees will assist anybody that is physically disabled to the nearest shelter-in-place location.

## **DIRECTED TRANSPORTATION**

1. Warning for the “DIRECTED TRANSPORTATION” procedure shall be by messenger, the public address system, radio or telephone.
2. “DIRECTED TRANSPORTATION” means loading students and staff into school bus, private cars, and/or other means of transportation and taking them from an area of danger to a safe location.

## **ALL CLEAR**

1. Command indication procedure is over/all is safe and school can return to normalcy. Signaled by the long ringing of the bell or given over the intercom system. Lockdown: Personal contact/command given by principal/designee. (Phone call to rooms, followed by principal/designee contact)

## **EVACUATION INSTRUCTIONS FOR THE TEACHERS**

***SIGNAL: Ringing of fire alarm or alert via intercom, radio or phone.***

### **PROCEDURES: EVACUATE/LEAVING BUILDING**

**School Incident Command System Overview is used in all Emergency Situations**

- A. Know your exit and route from building. A map showing exit route (s) shall be posted in each room (Enclosed Site Map).
- B. Turn off all utilities, if practical.
- C. Take the class roll roster when alarm is sounded, if practical.
- D. Walk in a single file line while exiting through regular classroom doors.
- E. Check to see that everyone is out of the classroom.
- F. Close windows and doors. DO NOT LOCK classroom door when leaving.
- G. Walk students to DESIGNATED outside assembly area (Enclosed Site Map).
- H. Take roll, report missing student(s) to PRINCIPAL OR DESIGNEE.
- I. DO NOT return to the building until the signal is given.
- J. Return to the classroom following the "All CLEAR" signal, which is a clear text announcement from the Principal or Designee.

### **ACCOUNTING FOR ALL EMPLOYEES:**

Front Office staff will be responsible to account for personnel, students, and volunteers. A list of missing employees/students, if any, shall be compiled by the Office Manager and shall be turned in to the principal/designee at the meeting area.

## **LOCKDOWN PROCEDURES**

***(Terrorist attack, intruder, hostile dog, gang violence, irate parents, attempted abduction or hostile actions)  
School Incident Command System Overview is used in all Emergency Situations.***

1. The principal/designee will announce the emergency via radio, intercom, phone or in person.
2. If outside when an attack begins, follow the procedure most appropriate for student safety. In the event of proximate gunfire, students and staff should evacuate to designated zones or lockdown in the nearest classroom.

**I. Procedures within school grounds:**

- A. If in a location away from the stated intruder, find and direct students away from campus to a safe exit area.
- B. Gather students into an area where it is safe to convene. Call 911, count students, gather names, and wait until contacted by emergency personnel.
- C. If you are in an area close to the intruder, usher students into closed area. Lock the doors, barricade entrances (book cases leaned against door, tie up the hydraulic mechanism in the top corner) and instruct students to hide out of site.
- D. Close any shades and/or blinds if it appears safe to do so.
- E. Do not use phones except to report an emergency or report an intruder's location and/or activities.
- F. Prepare students to evacuate the room if the intruder enters.
- G. If the intruder is able to access the room throw objects at intruder until you are able to evacuate.
- H. Otherwise remain quiet and calm in the classroom or secured area until law enforcement or Principal/designee clears the room by identifying themselves and unlocking the door to provide direction.

**II. Procedure outside on school grounds:**

- A. Follow staff instructions to move away from intruder or into a locked room.
- B. If rooms are locked, immediately hide in the closest safe zone: bathroom, janitorial closet, office area. Lock the door or move furniture or trash can to bar access to the room.
- C. If intruder enters area where students are located they should attempt to distract the intruder and evacuate.

3. The Principal or designee will make the decision to make emergency contact and then give directions on who will call 911.
4. Lock all exterior doors.
5. Close windows, shades, blinds or drapes. **TURN OFF LIGHTS.**
6. The office manager or designee will turn off bells, if possible. If not possible to cancel bells, students and staff should ignore routine bells and class change schedules, and remain in their classrooms until further notice.
7. **Do Not** permit any use of cell phones by students, inside or outside, during a lockdown.
8. **Do Not permit anyone to leave** the premises except as directed by Sheriff's Office, Fire or the Principal/designee. (Excluding designated emergency meeting points.)

9. An “ALL CLEAR” call will be given when lockdown is concluded or specific directions will be given if needed. “All Clear” will be an in-person command by Principal/designee or law enforcement.

### **RANDOM ACTS OF VIOLENCE:**

1. Take cover if necessary, announce lockdown, call 911
2. If possible, notify other rooms via intercom.
3. After immediate danger has been resolved by appropriate agencies, update other rooms.
4. Principal or designee will complete an Incident Report.

## **BOMB THREAT**

### *Upon receiving a bomb threat by telephone or other means:*

1. REMAIN CALM!  
Try to get as much information from the caller or source(s) as possible:
  - When will the bomb explode?                      - Where is the bomb right now?
  - What kind of bomb is it?                              - What does the bomb look like?
  - Who is calling?
2. Get the attention of someone near you and have him or her notify the principal or designee. If the call was taken in the classroom, notify the office and principal. If the principal is not available, call 911.
3. The principal or designee will notify staff via phone, radio or intercom.
4. Search your immediate area for a suspicious package, box, or strange device. If a suspicious item is found, contact the principal.
5. If the threat is for the immediate area, **evacuate** to the primary or alternate evacuation area; if not, the principal will determine to evacuate or not.
6. Be prepared to brief the Sheriff’s Office upon their arrival.

### *Upon discovery of a suspicious package, box, or strange device, **DO NOT TOUCH OR REMOVE THE OBJECT!***

1. Notify the principal. If the principal is not available, call 911.
2. The principal, designee or law enforcement will determine if it is a suspicious item.
3. All personnel will evacuate the building. Proceed to the nearest available exit and go to the primary assembly area.
4. Do not return to the building until authorized to do so by the Sheriff’s Office, principal or designee.

## **EARTHQUAKE**

### **WHEN INSIDE A BUILDING:**

- A. The teacher will execute the “DROP, COVER & HOLD” procedure.

- B. All personnel shall drop to the floor and crawl under desks, tables or other support object. Caution should be taken to;
  - 1. Avoid glass and falling objects.
  - 2. Move away from windows.
  - 3. Move away from heavy suspended light fixtures.
- C. After the earthquake is over, implement the "EVACUATION" procedure. Special consideration should be given to exit routes with the following precautions taken:
  - 1. Leave exterior doors unlocked.
  - 2. **DO NOT RETURN TO BUILDINGS** for any reasons unless you are a member of the search and rescue team or until the buildings have been declared safe.
- D. Never enter or leave a building during an earthquake.
- E. Do not light any fire after an earthquake.
- F. Avoid contact with any fallen electrical wiring.
- G. Take roll, make sure all students are accounted for and report to the Principal/designee. Take Emergency Response Plan with you if an evacuation is required.

**ON SCHOOL GROUNDS:**

- A. Move away (DO NOT RUN) from buildings, trees and exposed wires before dropping to the ground.
- B. Proceed as outlined in items D through G above.

**AFTER THE EARTHQUAKE:**

- A. Render First Aid as necessary.
- B. Assist injured or physically handicapped persons.
- C. Remain calm and await further instructions from emergency personnel or site supervisor.

**FIRE**

- A. Sound fire alarm to initiate the "EVACUATION" procedure.
- B. Evacuate students and staff from area of fire.
- C. Call 911 (Site Designated Person).
- D. Notify Office Manager to put bus driver on alert.
- E. Take roll, make sure all students are accounted for and report to the Principal/designee. Take Emergency Response Plan with you if an evacuation is required.
- F. Render first aid as necessary.
- G. DO NOT return to the building until Fire Department officials declare they are safe.

**FIRE NEAR SCHOOL**

- A. Notify the Fire Department 911 (Site Designated Person).
- B. The Principal/designee will determine the need to execute "EVACUATE" or "Shelter In-Place".
- C. Notify the Office Manager to put bus driver on alert.
- D. The Principal/designee will determine whether other emergency procedures should be implemented.
- E. If evacuation of the building is necessary, teachers should take their roll sheet and Emergency Preparedness Plan with them and leave their doors unlocked. Take, roll, DO NOT return to the building until Fire Department Officials declare the area safe.

## **AIR POLLUTION EPISODES**

- A. The district will be notified of an Air Pollution Alert by the County Office of Education and the schools will be notified via telephone or email.
- B. Air Pollution Advisory Alert – Vigorous and strenuous activities will be reduced and/or shortened.
- C. Air Pollution Advisory Warning – All forms of vigorous and strenuous activity will be discontinued and/or cancelled.
- D. Air Pollution Emergency – Students and staff members should remain indoors and restrict movement as much as possible.

## **FLOOD**

### **IN THE EVENT A FLOOD IS IMMINENT, THE FOLLOWING WILL BE ACCOMPLISHED:**

- A. The extent and time before a flood arrives will dictate the course of action.
- B. The Principal/designee will initiate or be called upon to initiate one or more of the following action procedures:
  - 1. Provide care for students at school.
  - 2. Execute “EVACUATE CAMPUS” procedure.
- C. Notify Office Manager to put bus driver on alert.
- D. The Principal/designee will determine the advisability of closing the school based on the advice of competent safety authorities.
- E. Bus driver will be directed by radio to the nearest safe location. If evidence of flooding is witnessed prior to notification or warning, driver shall call for direction.

## **FALLEN AIRCRAFT**

- A. The Principal/designee may find it necessary to implement one or more of the following action procedures:
  - 1. SHELTER IN-PLACE
  - 2. EVACUATE CAMPUS
- B. When necessary, teachers shall take immediate action for the safety of students without waiting for directions from the Principal/designee.
- C. Call 911 (Site Designated Person).



D. Principal/designee shall direct other procedures as required.

E. Precautionary Procedures:

1. **NEVER RUN** from building unless avenue of safety is certain.
2. If sound indicates impending danger, remove and keep students and staff a safe distance away, allowing for possible explosion.

## **CHEMICAL ACCIDENT**

***Chemical accidents of disaster magnitude would probably be the result of a tank truck, or industrial accident in the release of large quantities of toxic gases.***

- A. Call 911 (Site Designated Person)
- B. Notify office manager to put the bus driver on alert.
- C. Determine the need to implement "Shelter-In-Place" or "EVACUATE" procedures.
- D. If students are kept in buildings, have the custodian shut off any ventilation systems that brings outside air into building. Teachers must **TURN OFF** cooling/Heating Systems.
- E. Maintain control of students in a safe area and wait for instructions from emergency personnel to be relayed through the principal or designee to other staff members.
- F. When evacuating, move upwind to avoid fumes. If possible, monitor radio for further direction.
- G. Render first aid as necessary.
- H. Teachers are to take roll, make sure all students are accounted for and report to the principal, and take Emergency Response Plan with them if an evacuation is required.
- I. If building has been evacuated, do not return until emergency personnel have declared the area safe.

## **EXPLOSION OR POSSIBLE EXPLOSION**

***In the event of an explosion or possibility of explosion, such as those caused by leaking gas or ruptured lines or fuel containers the following will be accomplished:***

- A. If the explosion occurred within the building, teachers should immediately implement the "Evacuation" procedure.
- B. Sound the school fire alarm. (Site Designated Person)
- C. Contact Office/Principal.
- D. Principal/designee will call 911. (Site Designated Person)
- E. If possible, extinguish small fires without endangering life.
- F. Teachers are to take roll, make sure all students are accounted for and report to the Principal/designee, and take Emergency Response Plan with them if an evacuation is required.
- G. Notify office manager to put bus driver on alert.
- H. The Principal/designee will direct further action as required.
- I. Buildings are not to be used until declared safe by emergency personnel.

## COMMUNICATION

- A. Any of the following means may be used for communication within the facility in time of an emergency:
  - 1. Public address system
  - 2. Intercommunication system (hand radio, phone)
  - 3. Messenger
  - 4. E-mail
  - 5. Cellular phones
- B. Communication with MCUSD or other schools will usually be by telephone.
- C. If available, school may use automatic recording/dialing telephone equipment to communicate to parents as necessary.
- D. The following radio station will be used by SFCS to communicate to parents/guardians in the event of an emergency. The Principal/Superintendent or designee, or Civil Authority will activate the warning and statements.

STATION  
**KMJ AM RADIO**

DIAL SETTING  
**580 KHZ**

PHONE  
**559-490-5800**

## **EMPLOYEE RESPONSIBILITIES**

**UNDER CALIFORNIA LAW, ALL SCHOOL EMPLOYEES ARE AUTOMATICALLY DESIGNATED AS DISASTER SERVICE WORKERS IN A DECLARED EMERGENCY.**

The following are general duties and responsibilities to be performed by members of the staff. More detailed responsibilities may be assigned orally by the Principal or designated director if the school is converted to an emergency shelter.

- A. The Principal/designee will assume overall direction of disaster procedures and do the following:
  - 1. Issue directions to teachers to move children to designated areas of safety within the schools as necessary. (See attached map)
  - 2. Direct the evacuation of buildings as required.
  - 3. Arrange for the physical transfer of students and staff when their safety is threatened by existing or approaching peril.
- B. A teacher will retain responsibility for his/her regular class during and following an alert or disaster until:
  - 1. Relieved of duty upon order of the Principal or designee.
  - 2. Children have all been called for by parents or designee adult.
- C. Each teacher must see that pupils establish and maintain an appropriate level of proficiency in executing self-preservation skill as outlined under "ACTION COMMANDS".
- D. Employees may be called upon to perform special assignments by the principal or designee.
- E. The Principal/designee will remain at the reception area to act as communications director.
  - 1. The Office Manager will receive calls and relay messages to and from the Principal/designee and/or other staff.
  - 2. Other tasks may include directing parents as they call for students and telephone consultation with other emergency resource personnel.
  - 3. The Principal/designee will maintain all contacts with media.
- F. The assigned office staff member will supervise other persons trained in first aid procedures, and will organize and dispense first aid supplies.
- G. Custodians and/or other assigned staff members will be responsible for use of emergency equipment, handling supplies and the safe use of available utilities. They may also be called upon to:
  - 1. Shut off valves for gas, water and electricity.
  - 2. Conduct door-to-door search of rooms.
  - 3. Evaluate damage and report to the principal.
  - 4. Take steps to conserve usable water and beverage supplies.
  - 5. Conduct or assist in emergency operations.
  - 6. Disburse emergency equipment as needed.
  - 7. Direct and/or assist in firefighting activities until regular fire fighting personnel take over.
- H. Other personnel may be called upon to:
  - 1. Assist teachers in supervision of students.
  - 2. Act as messengers between teachers and communications center.
  - 3. Perform other services as directed by Principal/designee.
  - 4. If a disaster occurs while the bus is occupied, bus driver's responsibilities are covered in their safety handbook.

## **SCHOOL INCIDENT COMMAND SYSTEM OVERVIEW**

**School Incident Commander:** “Boss” – Accountable for successful outcome of incident.

**Public Information Office (PIO):** “The Speaker” – The official spokesperson for the district/school. The School Incident Commander must approve all media releases.

**Liaison:** The “Link” – Creates a communication link between the School Incident Commander and the Fire and Police.

**Safety:** The “Observer” – Responsible for the physical and emotional needs of the responders. Monitors responders to prevent unsafe actions

**Operations:** “Doers” – Accountability of all on campus; first aid, parent information, assembly, shelter if needed, search and locate, and security.

**Logistics:** “Getters” – Resources, volunteers, transportation, communication, rest rooms, water, food, etc.

**Planning/Intelligence:** “Thinkers” – Collects information, plans ahead, coordinates mental health crisis team, and provides incident log scribes.

**Administration/Finance:** “Keepers” – Record keeping, funding, and costs.

### **SCHOOL INCIDENT COMMAND SYSTEM OVERVIEW - DESIGNATED STAFF**

<b>ROLE</b>	<b>PRIMARY</b>	<b>SECONDARY SUPPORT</b>
School Incident Commander	<b>Mindy Bolar</b>	<b>Wendy Baumann</b>
Public Information Officer	<b>Mindy Bolar</b>	<b>Wendy Baumann</b>
Safety/Medical	<b>Peggy Decker</b>	<b>Christy Lombard</b>
Operations	<b>Jon Cook</b>	<b>David Putonen, Lauren Glikin, Dave Fiester</b>
Logistics	<b>Robin Cook</b>	<b>Stephanie Evans, David Newberry, Jacob King</b>
Planning/Intelligence	<b>Erika Miranda</b>	<b>Stephanie Evans, Christy Lombard</b>
Administration/Finance	<b>Peggy Decker</b>	<b>David Newberry</b>
Liaison/Law Enforcement	<b>Robin Cook</b>	<b>Teena Starchman</b>
Student Supervision	<b>Teachers</b>	<b>Margaret Shelton, Kristen Nascimento, Verna Fellows</b>

## **EMERGENCY PHONE NUMBERS**

### **Emergencies**

Mariposa County Fire Department	911 966-3621
Mariposa County Sheriff	966-3614 or 1-800-744-8314
Sierra Foothill Charter School	742-6222
Mariposa District Transportation	742-0265
Mariposa District Maintenance/Facilities	742-0275
Mariposa School District Superintendent	742-0250
California Department of Toxic Substances Control	1-916-255-6504
California Highway Patrol	966-3656
Federal Emergency Management Agency (FEMA)	1-800-621-3362
John C. Fremont Hospital	966-0850
J.C.F. Rural Health Clinic	966-2154
Mariposa Public Works	966-5356
Mariposa Behavioral Health Department	966-2000
Mariposa Health Department	966-3689 or 1-800-459-4466
Mariposa County Environmental Health PG & E	966-2220 or 1-800-777-0377
Emergency	1-800-743-5000
Outage Information	1-800-743-5002
Merced Red Cross	383-2150
Environment Protection Agency (EPA)	1-866-EPA-WEST
Mariposa School District Announcement Line	742-0250
KMJ (Radio AM)	559-490-5800

### **SCHOOLS**

Sierra Foothill Charter School	742-6222
El Portal Elementary	379-2382
Greely Hill Elementary	878-3028
Lake Don Pedro	852-2144
Mariposa Elem	742-0340
Mariposa High	742-0260
Woodland Elementary	742-0310
Yosemite Valley School	372-4791
Alternative Ed./Sierra Home School	742-0290

### **PRESCHOOLS**

Catheys Valley Preschool	742-4024
Greeley Hill Preschool	878-3442
Kiwanis Preschool Academy	742-7042
Lake Don Pedro Preschool	852-9656
Mariposa Cooperative Preschool	966-2665

# School Emergency Evacuation Maps

## EVACUATION ROUTES

SIERRA FOOTHILL CHARTER SCHOOL

