



# **DISASTER PREPAREDNESS PLAN**

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*Superintendent*

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PAJARO VALLEY UNIFIED SCHOOL DISTRICT\*

**DISASTER PREPAREDNESS PLAN**

**PREFACE**

In the Pajaro Valley Unified School District, we have experienced many disasters over the last decade: earthquakes, fires, floods, bomb threats, etc. This booklet has been prepared so that, in the event of a disaster, all actions which can be taken to ensure the safety and welfare of students and staff will be implemented. Preparing staff, students and parents with appropriate instructions and practice in how to act and react in case of an emergency will effectively minimize the problems that will arise in such a situation. The major objectives of this plan are to save lives and to give aid to disaster victims. An overall school safety plan requires a process for identifying physical facilities, and providing communication with staff and students. This plan has been developed in compliance with California Administrative Code Title V, Education, Section, 560, and in cooperation with state, county and city emergency service officials.

This plan includes specific courses of action to be taken in case of an emergency or disaster. **Each employee of this district is expected to be completely familiar with this plan so that he/she will be prepared to carry out appropriate responsibilities in any emergency.**

**The State of California Government Code\* states that all public employees become emergency service workers in the event of a declared emergency. This means that all school district employees will be required to work in this capacity in case a disaster occurs and a state of emergency is declared.**  
**\*State of California Government Code, Chapter 8, Division IV, Title I**

**\*The Pajaro Valley Unified School District has used the basic disaster information provided by the Santa Cruz County Office of Education.**

PAJARO VALLEY UNIFIED SCHOOL DISTRICT

**DISASTER PREPAREDNESS PLAN**

**I. ACTIVATION OF EMERGENCY/DISASTER**

*Communication System*

**Purpose**

To mobilize as soon as possible all district and community resources necessary to respond to the emergency or disaster.

**First Priority: Health and Safety of Students/Staff**

- Call 911 – to activate the medical, law enforcement, and emergency services
- Call 911 – for Police/Sheriff’s Deputies

**Second Priority: Notification of Immediate Supervisor**

**Third Priority: Notification of District Administration**

- Call the following:
  - ◆ Superintendent/728-6200, Extension 503
  - ◆ Associate Superintendent/728-6200, Extension 504
  - ◆ Assistant Superintendents:
    - Personnel/728-6200, Extension 505
    - Elementary/728-6200, Extension 501
    - Secondary/728-6200, Extension 502

**Posting Procedures**

Evacuation routes and the Basic Emergency Action Plan established by each school site shall be posted in each classroom and in the school office.

## **Floor Plan Checklist**

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**The floor plan should be clearly marked with the following:**

- \_\_\_\_\_ Office names, room numbers
- \_\_\_\_\_ Main shut-offs for gas, water, electricity
- \_\_\_\_\_ Fire extinguishers
- \_\_\_\_\_ First aid kits
- \_\_\_\_\_ Outside water faucets/hoses
- \_\_\_\_\_ Evacuation routes (including alternate routes for each area\*)
- \_\_\_\_\_ Designated outside assembly areas\*

\* Before determining large-group assembly areas and evacuation routes, each site administrator should request an on-site meeting with the Safety and Loss Prevention Manager to identify potential hazards which may occur during a major earthquake.

## **Office Emergency Folders**

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Each site principal or designee will ensure that his/her department has an Emergency Folder, appropriately labeled and located in a prominent place. This information may be kept with the Office Manager.

The Office Manager will then be able to provide emergency information and materials for the regular office staff, substitutes, and other persons who may be in the building.

Contents to include:

1. Floor plan with evacuation routes
2. Designated outside assembly areas
3. Emergency action signals, and procedures to follow for each
4. Current staff roster for the school site
5. RED and GREEN door signs to be posted on outside of door:  
RED – Needs help! Students and/or staff are required.  
GREEN – OK! No additional help needed.

## EMERGENCY ACTION AND WARNING SIGNALS (OR SIGNAL IN USE AT SCHOOL SITE)

In our District we strive to have consistency between our sites. The bell signals below are the optimum. We know several portable classrooms that are not connected to the bell system. Each site is responsible for determining an evacuation system for the portables.

| Emergency Action   | Bell Signal  | Voice signal                                | What to Do  |
|--|--|---|---|
| <b>Leave Building</b>  | Fire alarm   | “Leave building”                            | Move students and staff, in an orderly fashion, to an outside area of safety.   |
| <b>Secure Building</b>                                       | One short bell   | “Secure building”                           | Those in outside areas immediately return to classrooms. Lock all doors and windows, pull shades.   |
| <b>Duck, Cover, Hold</b><br><br><b>or</b><br><br><b>Drop</b> | Three short bells followed by one long – repeated five times.<br><br>Same as above | “Duck, cover, hold”<br><br>or<br><br>“Drop” | Duck to knees underneath tables or desks, away from windows, with each hand holding a desk or table leg.<br><br>If outside, drop to the ground, shielding the eyes. |
| <b>All Clear</b>   | One long bell  | “All clear”                                 | May return to building  |

Action **EVACUATION** – This action, which is authorized by the Superintendent, consists of vacating a site and transporting students and staff to another predetermined location. Parent notification will be made by phone, public announcements, radio and television broadcasts, or other means to acquaint them with the location of the evacuation site. (See Pupil Release Procedures, Pages 26 & 27)

Action **GO HOME** – This action, which is initiated by voice or written communication, consists of dismissing students from classes and returning them to their homes by the most expeditious means. This action will be authorized by the Superintendent only if there is time to transport students safely to their homes and, in case of early dismissal, only if time exists to notify parents or guardians that they will be arriving home early. (See Pupil Release Procedures, Pages 26 & 27)

Action **CONVERT BUILDING** – This action is the process involved in preparing the school for conversion to a congregate care center, first aid station or feeding center. (This would be done as part of the District’s arrangement with other community agencies.) If appropriate, students will be sent home; if not, they will remain at school under the teacher’s care and await further instructions. (Note: in any emergency situation where students have to move in groups from one class to another, it is recommended that the “buddy system” be used. This should be a mandatory part of any elementary school plan. Teachers should also set up a buddy system among each other in the event of a severe disaster.)

## **Guidelines for Police Intervention in School Disruptions**

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School and police officials respond to a disturbance in accordance with the level of intensity. The three levels are:

**Level 1** – The disturbance is confined to one area and without threat to students or staff. School personnel would respond by containing or removing persons involved with minimum interruption.

**Level 2** – The disturbance prevents regular school operations to continue; there are serious threats to student and staff safety; the situation is no longer within the school's control. The principal would request police assistance; school would be closed; and responsibility for controlling a situation would be assumed by the officers assigned. Authority to end the disruption would shift from the school administrator(s) to the police officer in charge. However, responsibility for maintaining safety and order among the students and staff, and responsibility for the facility would remain with the school and district administration.

**II.****SCHOOL SITE PERSONNEL – DUTIES AND RESPONSIBILITIES**

In the event of a major disaster, there is no guarantee that emergency medical or fire personnel will be able to immediately respond to school sites. Therefore, the school staff must be prepared to ensure the care and safety of students during the first several hours after a major disaster without outside assistance. It is critical to determine who does what, where, and how — before such a disaster occurs. The disaster plan must include assignments for:

- ❑ First aid
- ❑ Search and rescue
- ❑ Communication center
- ❑ Student safety/security
- ❑ Building safety/security (utilities)
- ❑ Pupil release procedures
- ❑ Drills

Among the many responsibilities of the individual school sites during an emergency or disaster are those listed below. For each position, list site-specific responsibilities as well as a designee or backup person in the event the primary person is not available.

**Program Administrator****Designee** \_\_\_\_\_

1. Establish emergency procedures that include notifying Superintendent, local law enforcement agencies, the fire department, and medical assistance agencies as appropriate.
2. Determine appropriate emergency level (see Page 5) and notify the Superintendent or designee.
3. **Review and update the site level plan annually, with particular attention to the unique characteristics of the site.**
4. Post and regularly update a checklist of available emergency equipment supplies and emergency telephone numbers.
5. Plan alternate classroom evacuation routes if standard routes are obstructed.
6. Establish a communication system consisting of the following elements:
  - a. System of specific disaster warning signals that are well known to staff and students, to include both bell and voice signals.

**Program Administrator (continued)**

- **Flood warning** Fire Department will contact the Superintendent's Office (**keeping?**) the District appraised of the current situation.
- **Fire warning** Automatic smoke and heat detectors will activate the school fire alarm, providing intermittent blasts for 3-5 minutes.
- **Campus Emergency** Initiate Action Secure Building followed by Action Drop, Cover and Hold.
- **Evacuation** Depending upon the situation and the amount of warning provided, the school or building fire alarm will be activated, or an announcement will be made by the principal or designee.

- b. System for voice-to-voice communication to use with electricity (intercom, public address system) and without electricity (battery-operated bullhorns, two-way radios).
- c. Alternate system for written communication with staff in the event voice-to-voice communication is not available.
- d. Designation of a telephone line and number to be used only by the administrator (or authorized person) and the Superintendent. Notify the Superintendent's Office, which will notify Pacific Bell for priority repairs if necessary. If a telephone is unavailable, use the FAX machine as a telephone.
- e. The Pajaro Valley Unified School District will establish a Communication Center in a location accessible to parents, interested community members, and media to handle inquiries in an orderly fashion regarding rumor control and other relevant information.

Telephones will only be used to report emergency conditions or to request emergency assistance. If phone service is interrupted, a two-way radio or runners will be used to communicate between the Superintendent's Office and the Santa Cruz Office of Emergency Services, or the 911 system as necessary. A bullhorn and/or runners will be used within the school or office building and on school grounds. A transistor radio will be used to receive information on

local conditions. In the event that telephones are down, personnel may contact Maintenance and Operations emergency services via radio.

- f. Designation of a person for (written/electronic) recording of incidents for documentation purposes.
7. Ensure that teachers are trained in responsibilities during disaster, drill procedures, and the buddy system.
    - a. The primary responsibility of the teachers is for the lives of the students. They are to stay with their emergency assignment until it is officially reviewed.
    - b. The “buddy system” may be implemented to allow the staff to check on the safety of their own family members (see Page 29).
  8. **Ensure that each classroom contains a current emergency folder, properly labeled and located in a prominent place. The following items should be in the emergency folder:**
    - ✓ Class Roster with home telephone numbers
    - ✓ Evacuation Map
    - ✓ Release Forms
    - ✓ Pen/Pencil
    - ✓ Evacuation Procedures
    - ✓ Site Utilities Map
    - ✓ Red/Green Construction Paper
  9. Assign the following duties to school staff:
    - a. Patrol main entrance to direct emergency personnel, parents, and district staff to appropriate areas, and to prohibit unauthorized persons from entering the building and/or campus.
    - b. Monitor/supervise halls and corridors to maintain safe and secure environment.
    - c. Conduct search-and-rescue operations to systematically search every room and area to locate trapped/injured persons and to recover critical supplies and equipment.
    - d. Establish/coordinate Communications Center.
    - e. Administer first aid.
    - f. Work with emergency medical triage teams to identify injured students and staff and to record ambulance destination.

- g. Supervise Pupil Release Procedures
  - h. Check building systems and appliances for damage and possible shut-off.
  - i. Provide for fire control.
10. Ensure that all key staff members know where main utility shut-off valves are located.
  11. Maintain a current inventory of available food/water supplies, and ensure access to all food storage areas in an emergency.
  12. **Schedule various disaster drills** as indicated on Page 29 and review the disaster plan with staff, students, and parents. Fire evacuation drills are to be conducted once a month by elementary, middle and junior high schools and not less than twice a year by high schools. Earthquake drills are to be held twice each year by elementary, middle, junior high and high schools.

**Head Custodian**

**Back-up person** \_\_\_\_\_

1. Maintain tool inventory for emergency use.
2. Utility systems and appliances – check for damage; if necessary, shut off main power.
3. Fire control – extinguish small fires before they get out of control.
4. Direct emergency personnel and vehicles through gates.
5. Seal off and indicate areas where hazardous materials have been spilled.
6. Other:

**Teacher**

**Back-up person** \_\_\_\_\_

Carry emergency classroom folder when evacuating room.

Respond, with students, to emergency warning signals.

Immediately take student attendance; notify school Communications Center of missing/injured students; place red or green sign on classroom door.

Administer first aid as necessary. (Certified)

Check with teaching “buddy.”

Remain calm; supervise and ensure safety at all times.

**Personnel**

Monitor radio system.

### III.

## SPECIFIC EMERGENCY/DISASTER PROCEDURES

### Bomb Threats

Although bomb threats are not uncommon, to my knowledge there has never been an actual bomb discovered in a Pajaro Valley Unified School District facility. However, in the past bomb threats have occurred in district schools. All such threats must be taken seriously.

#### Responsibilities

##### Principal/ Designee

1. Notify the Watsonville Police Department (728-6110) or the Santa Cruz County Sheriff's Office (471-1121) and the Fire Department (911).
2. Notify the Superintendent, and, if it is deemed necessary, implement *Action Leave Building*.
3. In the event of a school evacuation, initiate a school search for the device. The search is to be conducted by law enforcement agencies with the help of appropriate school staff (e.g., site administrator(s), campus supervisor(s), and custodian(s)).
4. Keep students and staff out of all buildings until advised by law enforcement agencies and/or the fire department that it is safe to return.
5. DO NOT:
  - a. Do not use two-way radios (transmission could set off bomb).
  - b. Do not turn on and off electricity (lights, etc.). This could also set off bomb.
  - c. Do not sound fire alarm—it could set off bomb.

##### Staff

1. Remain calm and keep the bomb threat caller on the phone as long as possible.
2. Complete as much of the Bomb Threat Checklist as possible. (Next page)

|  |   |
|--|---|
|  | <p>3. Immediately notify the principal or site administrator of the threat.<br/>         PAJARO VALLEY UNIFIED SCHOOL DISTRICT<br/>         John M. Casey, Ed.D., Superintendent<br/>         Watsonville, California 95076</p> |
|--|---|

**BOMB THREAT CHECKLIST**

\_\_\_\_\_ School/Site                      \_\_\_\_\_ Staff member taking call                      \_\_\_\_\_ Time                      \_\_\_\_\_ Date

*Listen carefully. Do not interrupt the caller except to ask:*

**WHEN** will it go off? \_\_\_\_\_

**WHERE** is it located? \_\_\_\_\_

**WHAT** does it look like? \_\_\_\_\_

**Does caller appear familiar with the building?**      Yes \_\_\_\_\_      No \_\_\_\_\_

**Caller's Identity**      Sex \_\_\_\_\_      Estimated Age \_\_\_\_\_

**Voice characteristics**

\_\_\_\_\_ loud                      \_\_\_\_\_ soft  
 \_\_\_\_\_ high-pitched                      \_\_\_\_\_ deep  
 \_\_\_\_\_ raspy                      \_\_\_\_\_ pleasant  
 \_\_\_\_\_ intoxicated                      \_\_\_\_\_ other

**Speech**

\_\_\_\_\_ fast                      \_\_\_\_\_ slow  
 \_\_\_\_\_ distinct                      \_\_\_\_\_ distorted  
 \_\_\_\_\_ stutter                      \_\_\_\_\_ nasal  
 \_\_\_\_\_ slurred                      \_\_\_\_\_ other

**Language**

\_\_\_\_\_ educated  
 \_\_\_\_\_ fair  
 \_\_\_\_\_ poor  
 \_\_\_\_\_ foul  
 \_\_\_\_\_ use of certain words/phrases

**Accent**

\_\_\_\_\_ local  
 \_\_\_\_\_ foreign  
 \_\_\_\_\_ regional  
 \_\_\_\_\_ race  
 \_\_\_\_\_ other

**Demeanor**

\_\_\_\_\_ calm                      \_\_\_\_\_ coherent  
 \_\_\_\_\_ rational                      \_\_\_\_\_ incoherent  
 \_\_\_\_\_ deliberate                      \_\_\_\_\_ irrational  
 \_\_\_\_\_ angry                      \_\_\_\_\_ emotional  
 \_\_\_\_\_ righteous                      \_\_\_\_\_ laughing

**Background Noises**

\_\_\_\_\_ office machines                      \_\_\_\_\_ noisy                      \_\_\_\_\_ animals                      \_\_\_\_\_ voices  
 \_\_\_\_\_ factory machines                      \_\_\_\_\_ quiet                      \_\_\_\_\_ train(s)                      \_\_\_\_\_ airplane(s)  
 \_\_\_\_\_ street traffic                      \_\_\_\_\_ mixed                      \_\_\_\_\_ music                      \_\_\_\_\_ party atmosphere

**Immediately after phone call**

1. Notify your principal or site administrator. Talk to no one unless instructed to do so.
2. Write the message in its entirety: \_\_\_\_\_

\_\_\_\_\_

## **Bus Accidents**

Although there has never been a major bus accident involving the Pajaro Valley Unified School District of students, accidents involving buses have occurred in which students have suffered minor injuries. If a bus accident occurs, these procedures will be followed:

### **Responsibilities**

---

#### **Principal/ Designee**

1. Upon notification of the incident by the Transportation Department, immediately contact the Superintendent's Office.
2. Notify parents of injured students, including the whereabouts of those taken by paramedics.
3. **Secure the names of all the students on the bus when it arrives at school, and direct them to a specific location.**
4. With assistance from the school nurse, health clerk, or designated first aid person, determine whether there are any other injured students.
5. Contact the parents of any injured students to inform them of the nature and extent of the injury.
6. Send notices home with all students on the bus—describe the incident; suggest that parents observe their children for any signs or symptoms of injury and obtain medical assistance if necessary. In the event of a bus accident in which serious injuries or fatalities occur, school district officials will operate at the direction of law enforcement officials and medical authorities.
7. Assign Administrator/designee to Emergency Room, etc.

#### **Driver**

1. Evaluate students for injuries.
2. Notify (via two-way radio) Transportation Department of the situation. The Transportation Department will notify the California Highway Patrol, paramedics (if necessary), school sites, the Superintendent, etc.
3. Continue transporting students when so authorized by the California Highway Patrol.

#### **Transportation Department**

1. Notify the home school of the situation. Deliver a list of names of the students who were on the bus.

## **Campus Unrest**

Campus unrest may result when students move about in large groups, challenging authority, committing acts of vandalism, etc., to the point where the principal determines that the safety of students and staff is jeopardized.

### **Responsibilities**

---

#### **Principal/ Designee**

1. Initiate *Action Secure Building*.
2. Notify the Superintendent and Police/Sheriff.
3. Inform students who refuse to report to class that they are subject to suspension, expulsion, and possible arrest.
4. Utilize non-teaching staff, central office personnel, etc., to move students either into classrooms or off campus.
5. Instruct all staff members to take names of all students who fail to cooperate.
6. If time permits and staff members are available, parents of uncooperative students are to be called.
7. Under extreme circumstances, discuss with the Superintendent or designee closing of school. Schools may be closed only at the direction of the Superintendent.

#### **Staff**

1. Teachers will maintain classes at the direction of the program administrator/designee.

## Drive-By Shootings

In the event that a drive-by shooting occurs on or adjacent to a school, these procedures should be followed:

### Principal/ Designee

1. Initiate *Action Secure Building* or *Action Duck, Cover and Hold*.
2. Immediately notify Police/Sheriff and appropriate law enforcement officials.
3. Notify the Superintendent.
4. Work in coordination with and at the direction of law enforcement officials.

### Staff

1. In classrooms, maintain *Action Secure Building* or *Action Duck, Cover and Hold* until the *All Clear* signal sounds.
2. In open areas, move students to safer areas (e.g. classrooms) as quickly as possible. Initiate *Action Drop* only if it is **(not?)** possible to safely reach enclosed areas.

**NOTE:** Drive-by shootings usually happen very quickly. Unlike hostage situations, the perpetrators of drive-by shootings usually leave the scene instantly. Staff members who witness such incidents should, without putting themselves into danger, attempt to get as precise a description of the vehicle as possible.

## Earthquake

Since earthquakes occur without warning, the following actions will be initiated when school site personnel become aware that an earthquake is in progress.

### Principal/ Designee

1. Initiate *Action Leave Building* as soon as the quake subsides *and* it is determined that evacuation is necessary and evacuation routes are safe.
2. Notify the Superintendent and appropriate law enforcement agencies.
3. Assess student and/or staff safety. Administer first aid as necessary.
4. Initiate search-and-rescue operations.
5. Inspect all buildings, with assistance, for possible damage.
6. Notify the Superintendent as to the damage, and recommend whether to continue with the regular program or proceed with alternate plans.
7. Have an assigned staff member keep you informed of any pertinent information being broadcast on the local radio station (KSCO – 1080 KC). Set up the site Communication Center if necessary.
8. Give the order to return to the buildings only after the buildings have been inspected and found to be completely safe.

### School/ Office Staff

1. Initiate *Action Duck, Cover and Hold* or *Action Drop*.
2. Remain in the *Duck, Cover and Hold* or *Drop* positions until the all-clear sounds.
3. Administer immediate first aid as necessary.
4. Take student and/or staff attendance. Notify office of missing/injured students or staff.
5. Maintain order among students/staff in a calm, matter-of-fact manner.
6. Supervise students. Initiate buddy system.

### **Custodian**

1. Check all utilities and appliances. Shut off, if necessary. Extinguish small fires.
2. Inspect all buildings, with assistance, for possible damage.

In worst-case scenario, where the earthquake is so severe as to disrupt all phone communications and make many streets impassable, school site personnel will have to use their best judgment as to how to operate. However, they shall:

1. Maintain supervision of students.
2. Monitor radio broadcasts for information and possible instructions.
3. If feasible, send a staff member by automobile to emergency headquarters for further instructions.
4. Initiate pupil release procedures and other emergency actions as necessary, based on directions from the Superintendent and other community agencies.

### **Explosion**

The sound of an explosion may be the only warning of this type of disaster. The following actions should be implemented if an explosion occurs.

### **Responsibilities**

---

#### **Principal/ Designee**

1. Assess the situation and determine whether any actions (e.g., *Action Leave Building*) are necessary.
2. Notify the Superintendent, Fire Department, and Police/Sheriff.
3. Apprise the staff of the situation as quickly and calmly as possible.
4. Take any follow-up action that is necessary.

#### **Staff**

1. Teachers with students in classrooms initiate *Action Duck, Cover, and Hold*.
2. Staff with students in open areas initiate *Action Drop*.

## Fallen Aircraft

This type of disaster would probably be similar to that of an explosion. The sound of the crash or the subsequent explosion may be the only warning for this type of emergency. In the event this occurs, the following actions will be taken.

### Responsibilities

#### Principal/ Designee

1. Determine which emergency action should be implemented, and notify staff members.
2. Notify the Fire Department, the appropriate law enforcement agencies, and the Superintendent.
3. Make sure that all students and staff stay away from the aircraft.

#### Staff

1. Take immediate action, as necessary, to ensure the safety of students.
2. Await further directions.

## Fire

In the event that a fire is detected within a school building, the following actions will be taken:

### Responsibilities

*Note: Whoever discovers the fire will immediately sound the fire alarm, notify the office, and provide details of the situation.*

#### Principal/ Designee

1. Notify the Fire Department (911) and the Superintendent.
2. Initiate and monitor *Action Leave Building*.
3. Check with staff for missing students and personnel.
4. Confer with Fire Department officials about returning to the building and for further instructions.
5. In the event of a fire near the school, determine which of the foregoing actions are required.

**Staff**

1. Implement *Action Leave Building*.
2. Maintain control of students at a safe distance from the fire and fire fighting equipment.
3. Render first aid as needed.
4. Report any missing/injured students or personnel to the responsible administrator.
5. Do not return students to the building until the all-clear bell rings.

**Custodian**

1. Shut off gas and main electrical switch, if necessary.

**Flood**

The extent of the flood and the time available prior to its arrival will dictate the course of action to be taken. The principal will initiate the following emergency action(s):

**Responsibilities**

---

**Principal/  
Designee**

1. Notify the Superintendent.
2. Initiate *Action Evacuation*, *Action Convert Building*, or at the direction of the Superintendent, *Action Go Home*, depending on the nature, extent, and location of the flood.

**Staff**

1. Follow the site plan for the indicated action.
2. Maintain Pupil supervision as long as necessary. (The “buddy system” may be used here.)

## **Hazardous Materials Accidents**

Hazardous materials accidents might include spills in lab or shop classes, or accidents involving large quantities of toxic gases, or an industrial chemical explosion. These situations could be extremely serious for those schools located near freeways, railway tracks, or industrial plants.

### **Responsibilities**

---

#### **Principal/ Designee**

1. Contact the Superintendent's Office immediately. With the Superintendent's input, determine whether *Action Secure Building*, *Action Leave Building*, or *Action Evacuation* will be initiated. (In certain cases, the program administrator/designee may have to initiate an action without conferring with the Superintendent.)
2. Contact the Fire Department, Police/Sheriff (911), and appropriate law enforcement agencies.
3. Direct staff as to the route to follow (cross wind rather than up or down wind in order to avoid toxic fumes) if walking is the only means of evacuation.
4. Direct other action as required.

#### **Staff**

1. Follow the guidelines of the action plan under the direction of the Program administrator/designee.

## Hostage Situations

If an intruder(s) enters a classroom or enclosed area with a weapon and threatens to shoot or injure persons, these guidelines should be followed:

### Responsibilities

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#### Principal/ Designee

1. Immediately notify Police/Sheriff and appropriate law enforcement agencies (911).
2. Initiate *Action Secure Building* (bells only).
3. Notify the Superintendent.
4. Monitor the hostage situation the best you can without doing anything to exacerbate it.
5. Follow instructions of law enforcement officials who will take over when they arrive on site.

#### Staff

6. Remain calm. Talk with the individual(s) in a low-key, non-threatening manner. Do not argue with or antagonize the individual(s) in any way.
7. Keep your distance. Give the intruder(s) ample personal space.
8. Do not attempt to deceive or threaten the intruder(s).
9. Do not “buy into” the delusions of the intruder(s).
10. Suggest marching the students and/or staff quietly out the back door. Back off if this approach angers the intruder(s).
11. Be constantly alert and prepared for violence. Initiate *Action Duck, Cover, and Hold* if the intruder(s) open fire.

*Note: If any site becomes involved in a hostage situation, the primary concern must be the safety of students and staff. Individuals who take hostages are frequently emotionally disturbed, and the key to dealing with them is to make every attempt to avoid antagonizing them. Communication must be handled in a non-threatening, non-joking manner, always remembering that it may take very little to cause such persons to become violent.*

*If an individual(s) begins firing a weapon(s) on campus, the following actions will be taken:*

**Principal/  
Designee**

1. Inform staff supervising students in classrooms to initiate *Action Duck, Cover, and Hold*.
12. Immediately notify Police/Sheriff (911) and appropriate law enforcement agencies.
13. Notify the Superintendent.
14. Work in coordination with supervisors of law enforcement agencies until the situation is resolved.
15. Initiate pupil release procedures and/or evacuation procedures only if it becomes necessary.

**Staff**

16. In classroom, maintain *Action Duck, Cover, and Hold* until the situation is resolved.
17. In open areas, move students to safer areas as quickly as possible. Only in extreme cases should it become necessary to initiate *Action Drop, Cover, and Hold*; this should be done only when there is no chance for students to reach safer areas.

## **Power Outages, Burst Pipes, Sprinkler System, Gas Leaks, etc.**

### **Responsibilities**

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*Note: Whoever discovers the emergency situation will immediately see that water, gas and power are shut off.*

#### **Principal/ Designee**

1. Call the Fire Department (911) and notify the Superintendent.
2. Assess the situation and determine what actions are necessary, i.e., *Action Leaving Building*.

#### **Staff**

18. Implement *Action Leave Building* if deemed necessary.
19. Maintain students at a safe distance from flooded areas and/or power lines.
20. Do not return students to building until the all-clear signal rings.

#### **Custodian**

1. Get the necessary assistance from Maintenance and Operations to remove water and/or check power outage or gas leak.
2. In the event of flooding or defective sprinkler system, cover all affected areas with rain proof material (plastic drops, tarps, etc.).

## **Nuclear Emergencies**

Emergencies of this type can be placed into three categories based on how much preparation time is available.

### **Strategic Warning of Nuclear Accident**

If the government becomes aware that enemy-initiated hostilities may be imminent, and this information is disseminated by the news media, the school has some time to prepare.

#### **Responsibilities**

**Superintendent** 1. Upon notification from the County/City Office of Emergency Services (OES), notify and give direction to all sites.

**Principal/Designee** 21. Upon direction of the Superintendent, initiate *Action Go Home*.  
22. After all the students have vacated the site, dismiss staff, and close the building.

**Staff** 1. Perform duties listed under *Action Go Home*.

## **Attack Warning**

If the federal government becomes aware of the possibility of hostile forces initiating a nuclear attack against the United States, government officials will notify the various county offices of emergency services throughout the country. The Santa Cruz County Office of Emergency Services will contact the Superintendent's Office, giving as many details and particulars of the impending attack as they have available. The Superintendent's Office will then notify the County Office of Education program sites. Action(s) taken by the schools will be determined by the amount of time available prior to the onset of the expected attack.

#### **Responsibilities**

**Principal/  
Designee**

1. Turn on battery-operated radio to KSCO (1080KC) or other Emergency Broadcasting system (approximately 5:46 A.M. to 10:30 P.M.) if required, and await further instructions.
2. Apprise the staff of the situation as soon as possible.
3. Initiate other actions as necessary based on the information received.

**Staff**

1. Classroom teachers will initiate *Action Duck, Cover, and Hold*.
2. Staff supervising students in open areas will initiate *Action Drop*.
3. Students and staff will remain in the current location and await further instructions.

**Nuclear Explosion**

The warning for the explosion of a nuclear device is the actual detonation of the weapon, which is accompanied by intense light and followed by heat and shock waves.

**Responsibilities**

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**Principal/  
Designee**

23. Turn on battery-powered radio to KSCO (1080 KC) and await further instructions.
24. Direct students and staff in open areas to assemble in predetermined inside areas for protection against fallout.
25. Direct students and staff to remain inside and await further instructions.

**Staff**

26. Classroom teachers will initiate *Action Duck, Cover, and Hold*.
27. Staff supervising students in open areas will initiate *Action Drop*.
28. Render first aid as necessary.

## Severe Windstorm

If high winds or funnel clouds develop during school hours with little or no warning, the following emergency actions will be taken:

### Responsibilities

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#### Principal/ Designee

1. Initiate *Action Secure Building*.
2. Notify the Superintendent.
3. Follow with *Action Go Home* or *Action Evacuation*, if that becomes necessary. Caution should be used to ensure that students are not placed in even greater jeopardy by exercising this order.

#### Staff

1. Ensure that all students are inside.
2. Secure classroom by locking doors, closing windows and curtains, and having students remain in place.
3. If it becomes evident that the force of the wind may shatter windows, the signal may be given to initiate *Action Duck, Cover, and Hold* in the classrooms.

**IV.****PUPIL RELEASE/EVACUATION PROCEDURES –  
NOTICE**

Certain actions may involve releasing students from school or relocating them from one school site to another at a time when parents expect their children to be in school. **The Superintendent will authorize such actions *only* in times of extreme emergency, and all possible attempts to notify parents as to the situation will be made as soon as possible.** In any case, pupils shall be released by District staff only. Daily attendance is a critical component in preparing for any emergency or disaster.

**Principal/Designee's Responsibilities**

The principal will assess the situation in any given emergency and, based on the safety of students and the conditions of the school and neighborhood, will make recommendations to the Superintendent. Alternatives include:

1. **Students remain in classrooms with their teachers** until they are released to their parents or are transported home via regular bus routes and times.
2. Students are moved with their teachers to designated large-group areas on the school site.
3. Students will be evacuated to an alternate site.

If an emergency occurs and it becomes necessary to send students home early, relocate them, or ask parents/guardians to pick them up, then these procedures will be followed insofar as possible:

1. **Notification of parents.** After receiving authorization to relocate students or send them home early, the school will initiate telephone trees to notify parents of the situation, using all available telephones. Information will include:
  - Name of caller
  - Type of emergency
  - Action to be taken
  - Where parent may pick up child
  - Any other pertinent information (be brief)
2. **Notification of staff.** Teachers and other staff members should be notified of the plan as soon as possible.

## **Guidelines for Pupil Release in Classroom**

Whenever possible, it is preferred that students remain in their classrooms under their teacher's supervision.

## **Classroom Release Procedures**

1. Teacher stands at door, controlling traffic in and out.
2. Parent line up outside door.
3. Teacher identifies immediate family members, using the Permission to Release Students forms.
4. Teacher refers all other persons to principal/assistant principal/designee.
5. Child leaves with parent/guardian. Parents should not enter classroom unless necessary.

**Identification Instructions:** Use Permission to Release Student form.

*Note: These procedures are quite specific to ensure that younger students are released to authorized adults. The guidelines may be modified for the release of secondary students as long as pupils are released in a safe and authorized manner.*

## **Student Release and School Closure**

**At the beginning of each school year, the appropriate site administrator will communicate to parents the pertinent components of this Plan in writing. All parents will be asked to sign an emergency medical release form for their child and to designate other persons who are authorized to pick up their child in the event of a disaster.**

Release of students may be advised by public safety staff or authorized by the site administrator whenever a condition exists warranting such action (i.e., earthquake, flood, sever winter storm, etc.). Students must be picked up and signed out by a parent or an authorized representative of the parent. Students who are not picked up or who are unable to proceed home will be kept at the school or at the designated alternative shelter.

When the decision has been made to release students, local fire and police departments will be notified by telephone or other available means. They will, in turn, notify the Superintendent/Designee of the Pajaro Valley Unified School District. School closure and re-opening will also be reported to radio station KSCO (1080KC) at 475-1080 and

### **Student Release and School Closure (continued)**

The following television stations [KCBA (Channel 35), KION (Channel 46) and KSBW (Channel 8)] by the Superintendent only. Parents will be advised of release criteria and procedures, in writing, at the beginning of each school year.

A notice indicating where students and staff have been evacuated to will be posted on the school office door. It is assumed that, due to limited access routes caused by damaged roads, school buses or automobiles of staff or parents will not be available to transport students or to transfer them to an alternate shelter site following most disasters.

## **V. STATUS REPORTS**

As soon as possible following a disaster, the site administrator will submit a status report including damage assessment and medical needs to the Pajaro Valley Unified School District Superintendent's Office. Updated reports will be issued as the situation warrants. The Superintendent's Office will immediately notify the County Office of Emergency Services of the situation, including damage estimates.

## **VI. DRILL PROCEDURES**

According to California Code of Regulations Title 5, Section 550, fire evacuation drills are to be conducted once each month by elementary, middle and junior high schools and in each high school, not less than twice a year. Earthquake drills are to be held twice each year by elementary, middle, junior high school and high schools. Compliance will be forwarded to the division Assistant Superintendent, who will then submit the documentation to the Safety and Loss Prevention Manager.

## **VII. TEACHER BUDDY SYSTEM**

It is the responsibility of the principal/ designee to appoint "teacher buddies" at each site in teams of two or three, and to ensure that the teachers are trained in their responsibilities as such. In the event of a disaster or emergency each teacher will check on the other(s) to be sure they are able to function. If a buddy is injured, the other will take over his/her class. If there are injured students who are unable to move and evacuation procedures are initiated, one teacher remains with them while the classroom aide or teacher's "buddy" moves the rest of the class to the designated evacuation area.

**IX.****SERVICES PROVIDED BY AGENCIES AND  
DISASTER ASSISTANCE CENTERS**

In time of a major emergency, disaster relief agencies will pool their services. Together, they will comprise “one-stop centers for emergency relief.” These centers will be set up in areas convenient for you and your neighbors. In a major earthquake, response may not be available for some time.

| <b>AGENCY/ORGANIZATION</b>   | <b>SERVICES PROVIDED</b>  |
|--|---|
| <p><b><u>Private Relief Agencies</u></b><br/>American National Red Cross, Salvation Army, etc.)</p>  | <p>Emergency Assistance to satisfy immediate needs such as food, shelter, clothing, medical supplies, and welfare inquiry.</p>  |
| <p><b><u>Local</u></b></p> <p>City/County Tax Assessor</p> <p>Consumer Protection Agency</p> <p>Health Department</p> <p>Welfare Departments</p> <p>Private Service Groups</p> | <p>Advice and assistance in obtaining property tax relief for losses resulting from the disaster.</p> <p>Protection against unscrupulous business practices of contractors and merchants.</p> <p>Advice and assistance in matters related to health problems resulting from the disaster.</p> <p>Distribution of food stamps under State Department of Social Services and U.S. Department of Agriculture, Food and Nutrition Division.</p> <p>Assistance such as cleanup and transportation.</p> |
| <p><b><u>State</u></b></p> <p>Employment Development Department (EDD)</p> <p>Department of Social Services</p> <p>Franchise Tax Board</p> <p>Department of Veteran Affairs</p> | <p>State unemployment payments and disaster unemployment assistance; guidance relating to new employment and providing temporary labor.</p> <p>Distribution of food stamps; redirection or continuation of normal services to welfare recipients.</p> <p>Advice and assistance in obtaining tax relief for disaster casualty losses.</p> <p>Assistance to individuals whose homes or farms are financed un the Cal-Vet Program.</p>   |

| AGENCY/ORGANIZATION (continued)  | SERVICES PROVIDED (continued)   |
|--|---|
| <p><b>Federal</b> Federal Emergency Management Agency (FEMA)</p>   | <p>Agency designated to coordinate disaster response.</p>   |
| <p>Small Business Administration (SBA)</p> <p>Department of Housing and Urban Development (HUD)</p> <p>Farmers Home Administration Department of Agriculture (fmHA)</p> <p>Internal Revenue Service (IRS)</p> <p>Social Security Administration (SS)</p> <p>Veterans Administration (VA)</p> <p>Young Lawyers Section (YLS American Bar Association)</p> | <p>Assistance in obtaining loans for repair, rehabilitation, or replacement of damaged or destroyed property.</p> <p>Temporary housing or other emergency shelter; temporary mortgage or rental payments for persons faced with loss of residences because of disaster-related financial hardships.</p> <p>Assistance in obtaining loans for essential operating costs; land restoration; repair or replacement of damaged structures, property, or equipment; replacement of livestock.</p> <p>Advice and assistance in obtaining income tax relief for disaster casualty losses.</p> <p>Assistance to Social Security recipients in expediting delivery of checks delayed because of the disaster; assistance in applying for Social Security disability and survivor benefits.</p> <p>Assistance to homeowners whose homes are financed through Veterans Administration loans; information on Veterans Administration hospitalization.</p> <p>Legal assistance to families with disaster-related problems.</p> |

**X.****WHAT TO EXPECT FROM KEY  
SANTA CRUZ COUNTY ORGANIZATIONS  
FOLLOWING A MAJOR DISASTER****The Pajaro Valley Unified School District**

- Will grant use of school property and equipment for public use during disasters and emergencies and will cooperate in furnishing and maintaining services required by the community (Education Code Section 40041.5).
- Will establish an earthquake emergency procedure system which includes a building disaster plan; a drop procedure; protective measures to be taken during, and after an earthquake; and a program to ensure that students and staff are aware of and properly trained in the earthquake emergency system. (Education Code Sections 35295 through 35297).

**The Santa Cruz County Office of Emergency Services**

- Will serve as the central public information clearinghouse on the status of all school district in the county following a major disaster. The SCCOE will contact school districts for reports on the level of damage sustained from the emergency incident. The SCCOE will also report all school or district closures to the media and general public.
- The Assistant Superintendent of the SCCOE will serve as a focal point for the exchange of school district emergency resource information following a disaster.
- The SCCOE will assist the affected school district in filing the necessary school damage cost recovery claims with federal, state, and local officials.

**The Santa Cruz County Sheriff-Coroner's Office/Watsonville Police Department**

- Will serve as the Area Law Enforcement Coordinator.
- Will be responsible for the recovery of human remains and determination of the cause, manner, and circumstances of deaths.
- Will coordinate with all agencies both public and private for the collection, identification, and disposition of human remains and personal property.
- Will recruit additional, qualified personnel to perform these duties as needed.
- Will set up major command posts at designated sites, call for backup emergency support as needed.

- Will establish collection points and body staging areas for processing the dead and will procure temporary cold storage facilities and adequate equipment and supplies.

### **The Santa Cruz County Emergency Services Department**

- Will serve as the Operational Area Command Center/Emergency Operations Center (EOC) for the entire county and will take the lead in directing emergency relief operations following an emergency.
- In the event of a disaster or major emergency that would potentially impact school operations, will request that a representative from the SCCOE and Pajaro Valley Unified School District respond to the County EOC. That person will be responsible for serving as the informational liaison between the disaster response organizations and the school districts.
- Will decide which school or public agency facilities will be needed to house persons displaced as a result of the emergency and will inform the County Superintendent of Schools.
- The Fire Departments (under the direction of Area Fire Coordinator) will:
  - Mobilize and deploy fire resources and coordinate fire suppression and related rescue operations.
  - Coordinate light rescue operations and fire department responses to medical emergencies.
  - Coordinate and initiate fire safety measures appropriate to mitigate fire hazards.
  - Perform containment and cleanup activities associated with hazardous material spills.
  - Assist in alerting and notifying the public of disaster occurrence.
  - Coordinate heavy rescue operations with other agencies.

### **The Santa Cruz County Health Services Agency – Mental Health Services**

- Will provide crisis counseling, debriefing and information/education services to disaster victims, various agencies and organizations and the public at large.

### **The Local American Red Cross**

- Will be called upon by the County Office Emergency Operations Center to provide relief services to victims of the disaster. Such services will include counseling victims impacted by the disaster, mobilizing emergency shelters for persons displaced by the disaster, and providing food and first aid to victims.

### **The Local Salvation Army Corps**

- Will be called upon by the County Office Emergency Operations Center to provide food and assistance to the workers and disaster victims.

# MANAGEMENT TELEPHONE NUMBERS

| Name/Title:                            | Telephone #'s:     |              |                      |
|--|--------------------|--------------|----------------------|
|  | Work:              | Home:        | Cellular Telephone#: |
| Dr. John Casey/Superintendent          | 728-6200, Ext. 503 | 209-527-4095 | 334-1966             |
| Clem Donaldson/Asst. Supt.-Personnel   | 728-6200, Ext. 505 | 353-6220     | 332-5904             |
| Catherine Hatch/Asst. Supt.-Secondary  | 728-6200, Ext. 502 | 373-0698     | 332-7763             |
| Terry McHenry/Associate Superintendent | 728-6200, Ext. 504 | 620-0821     | 332-7702             |
| Ylda Nogueda/Asst. Supt.-Elementary    | 728-6200, Ext. 501 | 847-0364     | 332-4794             |

## **Directors & Coordinators**

|  |                    |          |          |
|--|--------------------|----------|----------|
| Christine Amato/Director-Special Services      | 761-6082           |          | 332-5834 |
| Dr. Nancy Bilicich/Director-Alternative Ed.    | 728-6200           | 724-4217 | 332-7393 |
| Raymond Blute/Director-Curriculum              | 728-6200, Ext. 307 | 426-3425 | 334-1956 |
| Susan Brooks/ Director-Food Services           | 728-6200, Ext. 519 | 684-1818 |          |
| Joellen Bruce/Director-Adult Education         | 728-6330           | 761-2052 | 334-2750 |
| Kimberly Bunbury/Coordinator-Migrant HS        | 728-6955           | 479-1567 | 334-0653 |
| Jacqueline Davidow/Coordinator- Bilingual Ed.  | 728-6200, Ext. 521 | 728-9319 |          |
| Carol Evans/Director-Purchasing                | 728-6200, Ext. 516 | 685-0837 |          |
| Maureen Fitzgerald/Director-Finance            | 728-6200, Ext. 204 | 726-3901 |          |
| Pamela Freitas/Director-Classified Personnel   | 728-6200, Ext. 506 | 479-9028 |          |
| Mary Garcia/Director-Certificated Personnel    | 728-6200, Ext. 505 | 776-1624 | 334-1268 |
| Ellie Gilbert/Director-Transportation          | 728-6324           | 722-5328 | 332-7798 |
| Claudia Grossi/Asst. Director-Adult Education  | 728-6330           | 761-2162 |          |
| Bonnie Gutierrez/Coordinator-Healthy Start     | 761-6082           | 684-1806 |          |
| Susan Hill/Asst. Director-Special Services     | 728-6337           | 426-3979 |          |
| Richard Lentz/Director-Categorical Programs    | 728-6200, Ext. 521 | 848-3811 |          |
| Olivia Maldilk/Asst. Director-Special Services | 728-6337           | 633-3030 |          |
| Jim McCluskey/Director-Technology              | 728-6200, Ext. 233 | 724-2114 | 334-1997 |
| Richard Meyer/Director-Construction            | 728-6200, Ext. 513 | 688-5099 |          |
| Dr. Paul Nava/Director-Migrant Education       | 728-6213           |          |          |
| Ken Olds/Director-Maintenance & Operations     | 728-6200, Ext. 512 | 626-6445 | 332-3046 |
| Jaime Perez/Coordinator-Title VII              | 728-6200, Ext. 521 | 688-6974 |          |
| Joe Trautwein/Coordinator-Extended Learning    | 728-6200, Ext. 212 | 426-1823 |          |

## **Supervisors**

|   |                    |          |          |
|---|--------------------|----------|----------|
| Norris Blockhus/Supervisor-Accounting         | 728-6200, Ext. 520 | 449-9583 |          |
| Judy Durand/Supervisor-Payroll                | 728-6200, Ext. 514 | 662-8502 |          |
| Ron Kinninger/Supervisor-CWA                  | 728-6448           | 728-2786 | 332-6693 |
| Karen Hendricks/Supervisor-Children's Centers | 728-6280           | 684-2223 |          |
| Randy McClellan/Supervisor-Operations         | 728-6200, Ext.512  | 722-1867 | 332-7724 |
| Rick Mullikin/Supervisor-Planning             | 728-6200, Ext. 288 | 722-8798 | 332-7708 |
| Dean Sims/Supervisor-Grounds                  | 728-6200, Ext. 512 | 663-6713 | 332-3034 |

# MANAGEMENT TELEPHONE NUMBERS [contd.]

| Name/Title:   | Telephone #'s:     |              |                      |
|---|--------------------|--------------|----------------------|
|   | Work:              | Home:        | Cellular Telephone#: |
| <b><u>Principals &amp; Assistant Principals</u></b> |                    |              |                      |
| Micheal Jones/ Principal- Alainza                   | 728-6333           | 425-5495     |                      |
| Agnes Clark/Principal-Amesti                        | 728-6250           | 685-1902     |                      |
| Barry Marks/Principal-Bradley                       | 728-6366           | 688-0888     |                      |
| Warren Thornhill/Principal-Calabasas                | 728-6368           | 459-7645     |                      |
| Liza Zachau/Asst. Principal-Calabasas               | 728-6368           | 335-1730     |                      |
| Bob Rasmussen/Principal-Freedom                     | 728-6260           | 728-3935     |                      |
| Rafael Ramirez/Asst. Principal-Freedom              | 728-6260           | 761-1914     |                      |
| Marily Frandeen/Principal-Hall District             | 728-6371           | 722-8864     |                      |
| Mary Akin/Principal-H.A. Hyde                       | 728-6243           | 423-4885     |                      |
| Ulrike Kummerow/Asst. Principal-H.A. Hyde           | 728-6243           | 724-6314     |                      |
| Cecille Bell/Principal-MacQuiddy                    | 728-6315           | 685-2617     |                      |
| Janet Rothchild/Asst. Principal-MacQuiddy           | 728-6315           | 423-1544     |                      |
| Dr. Dorothy "Dee" Brown/Principal-Mar Vista         | 728-6374           | 638-2188     |                      |
| Mathilde Rand/Principal-Mintie White                | 728-6321           | 458-9042     |                      |
| Lori Chamberland/Principal-Ohlone                   | 728-6977           | 464-2804     |                      |
| Dorma Baker/Principal-Rio Del Mar                   | 728-6375           | 688-8199     |                      |
| Rebecca Salinas/Principal-Salsipuedes               | 728-6380           | 636-0456     |                      |
| Noni Reis/Principal-Starlight                       | 728-6979           | 479-8134     |                      |
| Sylvia Mendez/Asst. Principal-Starlight             | 728-6979           | 728-2364     |                      |
| Terry Eastman/Principal-Valencia                    | 728-6376           | 423-6047     |                      |
| Bert Post/Principal-Lakeview Middle                 | 728-6454           | 761-2253     | 332-0522             |
| Irene Munoz/Asst. Principal-Lakeview Middle         | 728-6454           | 476-6038     |                      |
| Chuck Greenleaf/Asst. Principal-Lakeview Mid.       | 728-6454           | 728-3044     |                      |
| Jacqueline Defendis/Principal-Pajaro Middle         | 728-6238           | 464-7857     | 334-2776             |
| Roberto Moreno/Asst. Principal-Pajaro Middle        | 728-6238           | 476-4371     |                      |
| Lisa Fraser/Principal-Aptos Junior High             | 728-6363           | 685-3722     |                      |
| Jim La Torre/Asst. Principal-Aptos Junior High      | 728-6363           | 685-9120     |                      |
| Ian MacGregor/Principal-E.A. Hall Middle            | 728-6270           |              |                      |
| Sharon Peterson/Asst. Principal-E.A. Hall Mid.      | 728-6270           | 662-3229     |                      |
| Elizabeth Hiltz/Asst. Principal-E.A. Hall Mid.      | 728-6270           | 426-6375     |                      |
| Rebecca Garcia/Principal-Rolling Hills Middle       | 728-6341           | 728-0387     |                      |
| Tom Tatum/Asst. Principal-Rolling Hills Middle      | 728-6341           | 722-6459     |                      |
| David Hare/Principal-Aptos High                     | 728-6377, Ext. 235 | 689-0388     | 332-7395             |
| Kelly Andrews/Asst. Principal-Aptos High            | 728-6377           | 685-0422     |                      |
| Liz Modena/Asst. Principal-Aptos High               | 728-6377, Ext. 243 | 373-1062     |                      |
| Dea Pretzer/Asst. Principal-Aptos High              | 728-6377, Ext. 246 | 685-9146     |                      |
| Peter Prindle/Asst. Principal-Aptos High            | 728-6377, Ext. 233 | 458-4126     |                      |
| Faris Sabbah/Asst. Principal-Aptos High             | 728-6377           | 458-2494     |                      |
| Robb Mayeda/Principal-Renaissance High              | 728-6344           | 662-0736     |                      |
| Jose Banda/Principal-Watsonville High               | 728-6389           | 209-545-3718 | 334-1284             |
| Irene Garcia/Asst. Principal-Watsonville High       | 728-6387           | 809-239-8667 |                      |
| Richard Puente/Asst. Principal-Watsonville          | 728-6386           | 728-5563     |                      |
| Karen Spaulding/Asst. Principal-Watsonville         | 728-6297           | 848-3530     |                      |
| Debbie Zehnder/Asst. Principal-Watsonville          | 728-6396           | 476-7162     |                      |
| Mary Gaukel/Principal-Academic Learning Ctr.        | 688-2703           | 688-1884     |                      |

|                                    |
|------------------------------------|
| <b>EMERGENCY TELEPHONE NUMBERS</b> |
|------------------------------------|

Dial 9-1-1 for:

- Fire Department
- Police Department
- Ambulance Service
- Sheriff's Office
- Highway Patrol
- Coast Guard

**Hospitals**

|  |                   |
|--|-------------------|
| Dominican Hospital (Santa Cruz).....                       | 462-7700          |
| (no emergency services available at Frederick Street site) |                   |
| Watsonville Community Hospital.....                        | 724-4741          |
| Mid-County Surgery Group, Inc. ....                        | 476-5403          |
| 603 Capitola Avenue, Capitola                              |                   |
| American National Red Cross (Santa Cruz) .....             | 462-2881          |
| Watsonville Chapter .....                                  | 722-3801          |
| Emergency Services Department .....                        | 911/429-1580      |
| Pacific Gas & Electric Company.....                        | 426-8300/688-1918 |
| Pacific Bell – Emergency Repair .....                      | 611               |
| Information .....  | 411               |
| Poison Control Center .....                                | 1 (800) 662-9886  |
| Central Water District .....                               | 688-2767          |
| Soquel Creek Water Company.....                            | 475-8500          |
| Watsonville Water Department.....                          | 728-6025          |
| After 5:00 P.M. (Watsonville Police Department) .....      | 728-6110          |
| Toxic Chemical and Oil Spills .....                        | 1 (800) 698-6942  |

**COMMUNICATIONS – DISPATCH CENTERS**

Office of Emergency Services  
Nancy Gordon, Emergency Services Coordinator                      Work: 454-2900  
Home: 438-0108

Santa Cruz County Office of Education..... 476-7140 (463.775 MZ)

Sheriff’s Dispatch..... 911  
Non-emergency officer requested..... 454-2290-/763/8202  
Business Administration, 8:00-5:00 Monday-Friday..... 454-2965/688-1120

Watsonville Police Department Dispatch ..... 911  
Non-emergency officer requested..... 728-6110

County Fire Department..... 911/335-5353  
Administration..... 425-2355

County EMS Dispatch..... 911  
Administration Office..... 454-4120  
(1430 Freedom Boulevard - #42, Watsonville)

Emergency Broadcast System Access..... 454-2900  
EBS access only when EOC is operational –  
Number is for Public Information Officer.

**VOLUNTEERS**

VEECOM (Valley Citizen’s Band Group)  
Bill Crouser, VEECOM Control..... Home: 335-5558  
Joe Hammer, Boulder Creek Control ..... Home: 338-6885  
Cap Gofinch, Ben Lomond Control..... Home: 336-5461  
Fran Adamson, Felton Control ..... Home: 335-7853

Red Cross  
Santa Cruz Chapter..... 462-2881  
2960 Soquel Avenue

Watsonville Chapter ..... 722-3801  
351 East Lake Avenue

Red Cross numbers are 24-hour numbers. Answering service can make “on-duty” calls or page, as required.)

**COMMUNICATIONS – FREQUENCIES**

California Department of Forestry  
San Mateo/Santa Cruz Ranger Unit..... 335-5355  
P.O. Drawer F-2, Felton, CA 95018

TAC Frequencies:  
Red: 154-325                      CDF Local: 151.370  
White: 154-280                  CDF Regional: 151.445  
Blue: 154.415                    CDF State: 151.355  
Yellow: 154.190                 CDF Cord: 156.075

Santa Cruz County Office of Education..... 476-7140  
809-H Bay Avenue, Capitola, CA 95010 ..... Radio: 468.775

Santa Cruz Sheriff/Coroner..... 454-2414  
701 Ocean Street, Room 340, Santa Cruz, CA 96062  
Sheriff's Blue: 155.565

Santa Cruz Ambulance..... 156.075

Watsonville A-1 Ambulance..... 156.075

Watsonville Police Department..... 738-6110  
250 Union Street, Watsonville, CA 95076

Pajaro Valley Unified School District..... 728-6200, Ext 200  
165 Blackburn Street, Watsonville, CA 95076

**MEDICAL FACILITIES/HEALTH CLINICS**

Santa Cruz County Health Services Agency

- 1080 Emeline Avenue, Santa Cruz..... 454-4100
- 9 Crestview Drive, Watsonville..... 763-8400

Doctors on Duty Medical Clinics

- 615 Ocean Street, Santa Cruz ..... 425-7991
- 1212 South Main, Salinas ..... 422-7777
- 40 Penny Lane, Watsonville ..... 722-1444
- 223 Mount Hermon Road, Scotts Valley..... 438-7555
- 1137 North Main, Salinas ..... 757-1110

|   |                   |
|---|-------------------|
| Santa Cruz Medical Clinics                        |                   |
| ▪ 2025 Soquel Avenue, Santa Cruz .....            | 423-4111/662-3205 |
| Urgent Care .....                                 | 458-5537          |
| ▪ 4615 Scotts Valley Drive, Scotts Valley.....    | 438-1711          |
| Urgent Care .....                                 | 438-2939          |
| ▪ Old Dominion Court, Aptos .....                 | 662-8500          |
| ▪ 1203 Mission Street, Santa Cruz .....           | 426-1994          |
| Urgent Care .....                                 | 426-7000          |
| Emergicare’s Medical Clinics.....                 | 662-3611          |
| 6800 Soquel Drive, Aptos                          |                   |
| Scotts Valley Medical Clinic.....                 | 438-1430          |
| 2980 El Rancho Drive, Santa Cruz                  |                   |
| Boulder Creek Medical Center.....                 | 338-6491          |
| 13350 Big Basin Way, Boulder Creek                |                   |
| Santa Cruz Westside Community Health Center ..... | 425-5028          |
| 1700 Mission Street, Santa Cruz                   |                   |
| Salud Para La Gente Health Clinic.....            | 728-0222          |
| 204 East Beach Street, Watsonville                |                   |
| (bilingual services)                              |                   |

**ACUTE CARE HOSPITALS**

|   |          |
|---|----------|
| Dominican Hospital of Santa Cruz (180 beds) | 462-7700 |
| 1555 Soquel Drive, Santa Cruz               | Helipad  |
| Watsonville Community Hospital (100 beds)   | 724-4741 |
| 75 Nielson Street, Watsonville              | Helipad  |

**MORTUARIES**

|                                   |          |
|-----------------------------------|----------|
| Smith & Arnold’s Mortuary .....   | 425-1902 |
| 1050 Cayuga Street, Santa Cruz    |          |
| Davis Memorial Chapel .....       | 724-4751 |
| 609 Main Street, Watsonville      |          |
| Mehl’s Colonial Chapel .....      | 724-6371 |
| 222 East Lake Avenue, Watsonville |          |
| Norman’s Family Chapel .....      | 476-6211 |
| 3620 Soquel Drive, Santa Cruz     |          |
| White’s Chapel.....               | 423-4800 |
| 138 Walnut Avenue, Santa Cruz     |          |

## SKILLED NURSING FACILITIES

|  |          |
|--|----------|
| Batterson Convalescent Hospital (34 beds).....               | 475-4065 |
| 2555 Mattison Lane, Santa Cruz                               |          |
| Brommer Manor of Santa Cruz (99 beds).....                   | 475-6900 |
| 1098 – 38 <sup>th</sup> Avenue, Santa Cruz                   |          |
| Cresthaven Nursing Home (20 beds) .....                      | 475-3812 |
| (Pschy. Disabilities)  |          |
| 740 – 17 <sup>th</sup> Avenue, Santa Cruz                    |          |
| Driftwood Convalescent Hospital (92 beds) .....              | 475-6323 |
| 675 – 24 <sup>th</sup> Avenue, Santa Cruz                    |          |
| Pacific Coast Manor (99 beds) .....                          | 476-0770 |
| 1935 Wharf Road, Capitola                                    |          |
| Golden Age Convalescent Hospital (40 beds) .....             | 475-0722 |
| 523 Burlingame Avenue, Capitola                              |          |
| Harbor Hills (Sub-Acute Psych.) (99 beds).....               | 476-1700 |
| 1171 – 17 <sup>th</sup> Avenue, Santa Cruz                   |          |
| Hillhaven Extended Care (149 beds) .....                     | 475-4055 |
| 1115 Capitola Road, Santa Cruz                               |          |
| Cypress Rehabilitation and Nursing (skilled) (109 beds)..... | 479-6950 |
| 2605 Paul Minnie Avenue, Santa Cruz (intermed.) (150 beds)   |          |
| Care West – Watsonville West (94 beds).....                  | 724-7505 |
| 425 Arthur Road, Watsonville                                 |          |
| Care West – Watsonville East (87 beds) .....                 | 724-0671 |
| 421 Arthur Road, Watsonville                                 |          |
| Dominican Community Restorative Care (16-30 beds).....       | 457-7160 |
| 610 Frederick Street, Santa Cruz                             |          |

**VETERINARY HOSPITALS**

|  |                   |
|--|-------------------|
| Adobe Animal Hospital .....                        | 475-6365/688-5220 |
| 1600 Soquel Drive, Santa Cruz                      |                   |
| All Pets Veterinary Clinic .....                   | 425-0945          |
| 1226-B Soquel Avenue, Santa Cruz                   |                   |
| Cat Clinic of Santa Cruz .....                     | 429-1655          |
| 501 Broadway, Santa Cruz                           |                   |
| Companion Animal Hospital.....                     | 425-1970          |
| 2301 Mission Street, Santa Cruz                    |                   |
| Ocean Animal Clinic.....                           | 429-5100          |
| 404 Ocean Street, Santa Cruz                       |                   |
| Animal Clinic of Santa Cruz .....                  | 427-3345          |
| 815 Mission Street, Santa Cruz                     |                   |
| Animal Hospital of Soquel, Inc. ....               | 475-0432          |
| 2505 South Main, Soquel                            |                   |
| Animal Hospital of Watsonville.....                | 728-1439          |
| 150 Pennsylvania Drive, Watsonville                |                   |
| Aptos Animal Hospital .....                        | 688-4242          |
| 10404 Soquel Drive, Aptos                          |                   |
| Ark Animal Hospital .....                          | 462-3399          |
| 2626 Mission Street, Santa Cruz                    |                   |
| Ben Lomond Veterinary Clinic .....                 | 338-7205          |
| 12870 Highway 9, Boulder Creek                     |                   |
| Canyon Veterinary Hospital .....                   | 663-2836          |
| Cornier Highway 101 and Berta Canyon Road, Salinas |                   |
| Chanticleer Veterinary Hospital .....              | 475-1479          |
| 2701 Chanticleer Avenue, Santa Cruz                |                   |
| Del Mar Pet Hospital.....                          | 688-2016          |
| 7525 Sunset Way, Aptos                             |                   |

|   |          |
|---|----------|
| East Lake Animal Clinic .....                           | 724-6391 |
| 740 East Lake Avenue, Watsonville                       |          |
| Equine Medical Hospital (large and small animals) ..... | 476-5050 |
| 3055 Stanley Avenue, Santa Cruz (mobile unit)           |          |
| Felton Veterinary Hospital .....                        | 335-3466 |
| 5980 Highway 9, Felton                                  |          |
| McConnell Veterinary Service .....                      | 438-0751 |
| 114 Baja Sol Drive, Scotts Valley                       |          |
| Mountain Animal Hospital (mobile) .....                 | 425-1220 |
| Mt. Hermon Veterinary Clinic .....                      | 438-0803 |
| 266 Mt. Hermon Road, Scotts Valley                      |          |
| Pajaro Valley Veterinary Clinic .....                   | 722-3364 |
| 131 Landis Avenue, Freedom                              |          |
| Santa Cruz Veterinary Hospital .....                    | 475-5400 |
| 2585 Soquel Drive, Santa Cruz                           |          |
| Scotts Valley Veterinary Clinic .....                   | 438-2600 |
| 4257 Scotts Valley Drive, Santa Cruz                    |          |
| Valley Oak Veterinary Clinic .....                      | 438-6546 |

**PERSONNEL – NURSES**

|   |                   |
|---|-------------------|
| Nurses Unlimited .....                                | 423-8322          |
| 815 River Street, Santa Cruz                          |                   |
| Beverly Home Care .....                               | 426-2302          |
| 1414 Soquel Avenue, Santa Cruz                        | 423-8892/688-6114 |
| Visiting Nurse Association of Santa Cruz County ..... | 475-1501          |
| 1041 – 41 <sup>st</sup> Avenue, Santa Cruz            |                   |

**SUPPLIES AND EQUIPMENT – BLOOD**

- Dominican Hospital of Santa Cruz..... 462-7641  
1555 Soquel Drive, Santa Cruz  
Contact: Linda Starn, Manager of Emergency Services  
175+ units stored in Transfusion Service Department
- Watsonville Community Hospital..... 724-4741  
75 Nielson Street, Watsonville  
Contact: Lisa Angel, Registered Nurse  
3 cases (48 units each) stored in Central Services Department
- American Red Cross, Santa Clara Valley Chapter\* ..... 577-1000  
333 McKendrie Street, San Jose
- American Red Cross, Santa Cruz Chapter ..... 462-2881  
2960 Soquel Avenue, Santa Cruz
- American Red Cross, Watsonville Chapter..... 722-3801  
351 East Lake Avenue, Watsonville

\*The Regional Blood Program maintains a separate stock of blood products at Dominican Hospital. Dominican Hospital is the principal local depository. Salinas Hospital is also a depository hospital.

**MEDICAL SUPPLIES AND EQUIPMENT**

- Santa Cruz Health Services Agency..... 425-2551
- 1080 Emeline Avenue, Santa Cruz
  - 9 Crestview Drive, Watsonville

**PETROLEUM PRODUCTS**

- Devco Oil Company (24-hour cardlock system)..... 423-2121  
139 Encinal Street, Santa Cruz (Texaco)
- Selby Petroleum, Inc. (Chevron Products) ..... 722-0295  
126 Lee Road, Watsonville
- G.N. Renn, Inc. (Union Oil Company of California)..... 724-3592  
103 Lee Road, Watsonville
- Moreno Petroleum Company ..... 724-4183  
33 Associated Lane, Watsonville

**PHARMACEUTICAL SUPPLIES**

- Central Supply – Health Department ..... 299-6150  
976 Lenzen, San Jose
- Santa Cruz Health Services Agency..... 454-4090  
1080 Emeline Avenue, Santa Cruz

**WATER SUPPLIES**

- K & T Trucking, Aptos (2-4 tankers)..... 688-6505  
High pressure delivery with standard fire connections
- Alhambra Water Company..... 1 (800) 453-0292
- Arrowhead Drinking Water Company ..... 1 (800) 950-9393
- Crystal Springs Water Company..... 1 (800) 423-8956
- Pure Water Valley, Inc., Santa Cruz..... 426-5456
- Pure Water Valley, Inc., Scotts Valley..... 438-6400

**TRANSPORTATION**

- PAC MED Ambulance Service (7 BLS Vehicles)..... 911/423-7030  
Bob Zuckswert, Manager From Watsonville..... 911/724-2455  
116 Hubbard Street, Santa Cruz  
*(Note: PAC MED is the centralized ambulance service for Santa Cruz County, non-emergency transports can be called into Bob Zuckswert’s office)*
- Big Creek Fire Department (1 BLS Vehicle)..... 426-1664  
240 Swanton Road, Davenport
- Ben Lomond Fire Department (1 BLS Vehicle) ..... 336-5495  
9430 Highway 9, Ben Lomond
- Felton Fire Department (1 BLS Vehicle) ..... 335-4422  
131 Kirby, Felton
- Central Fire Department (1 BLS Vehicle)..... 475-6767  
(Live Oak, Soquel & Capitola)  
2425 Porter Street, Suite 20, Soquel

Aptos-LaSelva Fire Protection District (1 BLS Vehicle)..... 688-3263  
 7960 #D1 Soquel Drive, Aptos

California Department of Forestry (unincorporated areas) ..... 335-5353  
 6059 Highway 9, Ben Lomond  
 Emergencies..... 911/335-9113

**TRANSPORTATION – BUSES**

Santa Cruz Metropolitan Transit District ..... 425-8600  
 230 Walnut Street, Santa Cruz  
 Dispatch: ..... 425-5284  
 Frequency: (Base) 453.975 (Mobile) 458.975  
 (EOC is equipped for this)  
 Equipment: 100 buses (15% down factor)  
 Normal Hours: 0400 to 0130 hours, daily

**SCHOOL BUSES**

Santa Cruz City Schools  
 1125 River Street, Santa Cruz

Dispatch: ..... 429-3852  
 Frequency: (Tx) 468.775 (Rx) 463.775  
 (COE Net – EOC is equipped for this)  
 Equipment: 4 buses – 79 passenger (1 not on regular assignment)  
 5 buses – small (1 not on regular assignment)

Pajaro Valley Unified School District  
 196 Holohan Road, Watsonville (County Main Yard)  
 Dispatch: ..... 728-6324  
 Frequency: 467.650 (Repeater)  
 462.650 (Simplex)  
 Equipment: 77 units available (9 not on regular assignment)

San Lorenzo Valley Unified  
 Dispatch: ..... 336-2223  
 Frequency: 45.96  
 Equipment: 15 buses

Bonny Doon School  
 Dispatch ..... 427-2300  
 Frequency: 45.96  
 Equipment: 2 buses

Soquel Elementary School District

Dispatch: ..... 475-3911  
Frequency: 463.775/468.775  
Equipment: 7 buses (3 not on regular assignment)

Live Oak Elementary School District

Dispatch: ..... 475-2895  
Frequency: 155.265  
Equipment: 6 buses (3 not on regular assignment)

Santa Cruz County Office of Education

Dispatch: ..... 464-3967  
Frequency: 463.775/568.775 (bus to bus)  
Equipment: 18 buses (5 orthopedic – 13 passenger)

**SENIOR VANS**

Lift-Line (25 vans, 15 lifts) ..... 425-1558  
Dispatch: ..... 688-2056

Care-A-Van ..... 426-5520  
1009 Freedom Boulevard, Watsonville

**SHELTER SERVICE**

Arrangements for the shelter services will be arranged by the Emergency Services Coordinator on an annual basis:

- a. American Red Cross, Santa Cruz Chapter
- b. Santa Cruz Office of Emergency Services

# XI.

## ADMINISTRATIVE GUIDELINES AND POLICY

### Emergency Communication/Authority

The Pajaro Valley Unified School District Board of Education supports the preparation of procedures and administrative guideline that will lead to clear, timely, and factual communications in time of an emergency. The Superintendent shall have paramount authority and shall serve as the district's spokesperson in all major emergency situations. The Superintendent may designate lines of authority to act in his or her absence.

#### 1. Line of Authority

The Superintendent is the chief district decision-maker in the event of an emergency and has paramount authority to direct emergency activities. He/she shall be in charge of the emergency command center in the event of a major disaster. In the event of the Superintendent's absence, the following line of authority is established to direct emergency procedures:

- a. Associate Superintendent, Business Services
- b. Assistant Superintendent, Personnel

#### 2. Site Administrator

The administrator responsible for the site shall, as effectively as possible, keep appropriate law enforcement and district officials aware of the status of the emergency at the site.

- a. When emergency notification is received, the site administrator shall notify the appropriate assistant superintendent of the nature of the emergency and the action to be taken.
- b. The site administrator shall first notify the emergency 911 system. If the assistant superintendent is not immediately available, the site administrator shall still proceed with emergency notification. In *all* instances where an emergency situation involves an unlawful act, threat to property, or student safety, the 911 emergency system *must* be *notified*.
- c. **It is imperative that a log exist showing that appropriate notification was made by school site personnel.**
- d. It is the responsibility of the site administrator to keep all students in school until they can be safely released to the appropriate parent or guardian.
- e. In the event of an earthquake with affects the entire district, site administrators are to notify the district superintendent by telephone (728-6200, Extension 503), radio (buses with radio equipment will be dispatched to each site in the event of major disaster), or runner. In a major earthquake, sheriff and city officials are not to be contacted directly.

### **3. Personnel Answering Telephones**

- a. When notification of an emergency situation is received by a person answering telephones, (e.g., bomb threats, police action, power failure), the operator shall secure as much specific information from the caller as possible.
- b. In the case of a bomb threat or police action, the general guidelines of the bomb threat checklist in the emergency preparedness plan shall be followed:
  1. The person receiving the call shall first notify the administrator or designee of the school directly involved with all specific information received. The administrator or designee will notify the Sheriff's Office/Watsonville Police Department.
  2. The site administrator/designee shall then notify the Superintendent's Office
- c. In the case of a power failure or other such facility problems at a school, the principal/designee shall notify the Superintendent's Office and the Maintenance and Operations Department.
- d. In event of smog alert or chemical leak, the Superintendent's Office shall notify the appropriate sites.

### **4. Cabinet-Level Administrator**

The Cabinet-level administrator shall keep the Superintendent's Office and the public information officer informed on emergency situations requiring police action or responses from other emergency agencies, or in all instances where an emergency is of a magnitude to draw public attention or require specific action by the school district.

### **5. Superintendent's Office**

Should the Superintendent be unavailable, the Superintendent's Office shall notify the administrator in authority at the time. The Superintendent's Office will keep the sites and public information officer informed on information pertinent to public inquiry regarding the situation.

### **6. Public Information Officer (PIO)**

- a. The Emergency Coordinator shall serve as the Public Information Officer. As required, the public information officer shall facilitate necessary emergency communications between the school site, district office, and maintenance.
- b. The public information officer shall prepare a brief message for the public via a telephone recording when deemed appropriate. This message shall be cleared with the Superintendent, before its recording.

- c. In the absence of the public information officer or the cabinet-level administrator, the site administrator may authorize the public information office's secretary to place on a telephone recording a message assuring callers that the Pajaro Valley Unified School District is aware of the emergency situation and all precautions are being taken to ensure student's safety.

"This is the Pajaro Valley Unified School District information line. The school district is aware that there is an emergency situation affecting \_\_\_\_\_ School. Every precaution is being taken to ensure pupil safety. Appropriate public safety agencies have been consulted. It is the policy of the school district to retain students at the school in certain instances to provide for their safety. Please be assured that every precaution is being taken to ensure the student's safety. This is \_\_\_\_\_, thanking you for calling.

## **XII. STAFF ROLES AND RESPONSIBILITIES: A SUMMARY**

### **1. The Superintendent shall:**

- a. Appoint a second-in-command and a public information officer.
- b. Appoint a chairperson (Safety and Loss Prevention Manager) for the disaster preparedness committee.
- c. See that supplies needed to implement that plan are provided.
- d. Carry out responsibilities as designated in Section III.
- e. Schedule a workshop for staff covering emergency preparedness each fall.
- f. Ensure that drills are conducted in accordance with the Education Code.
- g. Conduct workshops for staff regarding proper radio and other communication procedures. (Turn off Public Loudspeaker, etc.)

### **2. The Principal shall:**

- a. Appoint a second-in-command and back up.
- b. Carry out responsibilities as designated in Section II.
- c. See that earthquake preparedness training is provided for all new staff, instructional aides, and substitute teachers.
- d. Be sure that accurate evacuation maps are posted in each classroom.
- e. Receive from each teacher a hazard survey report on classroom conditions; take necessary action to remove or correct hazards as practicable.
- f. See that first aid equipment and supplies are checked at each location.
- g. See that disaster equipment is properly located and in working order and that maps locating such equipment are up to date.
- h. Conduct an earthquake preparedness review with staff, including reminders of earthquake drills to be conducted during the year and curriculum for students.

### **3. The Teachers shall:**

- a. Conduct a hazard survey of their classrooms and report to principal.
- c. Carry out responsibilities as designated in Section III.

### **4. The Nurse shall:**

- a. Check first aid supplies in stations, recirculating and replacing when necessary.
- b. Update any special medical information when necessary.

### **5. The Clerical Staff shall:**

- a. Carry out responsibilities as designated in Section II.

### **6. The Custodial Staff shall:**

- a. Carry out responsibilities as designated in Section II.

**7. The Bus Drivers shall:**

- a. Carry out responsibilities as designated in Section II.

**8. The Chairperson of the disaster preparedness committee shall:**

- a. Be responsible for the annual review of the preparedness plan according to the guidelines set forth.
  1. See that the school's representative conducts a site check on:
    - a. Presence and condition of all items in emergency kits including replacing and chlorinating water in quart bottles (three drops of liquid household bleach per quart) and exchanging pens and band-aids with main school supplies to ensure freshness.
    - b. Water (be sure there are adequate supplies at each site – replace as needed)
    - c. Drinking water at first aid supply stations; replace and chlorinate yearly (ten drops of liquid household bleach per gallon).
    - d. Check and update general information sheets at all first aid supply stations and in main office.
  2. Check with the principal to be sure that earthquake training is provided for all new staff, instructional aides, and substitute teachers and offer committee assistance where appropriate.
  3. Check with the principal to be sure that earthquake education is taught to all students, in accordance with the Education Code, and offer committee assistance.
  4. Update information leaflet when necessary.
  5. Check with the principal to be sure that appropriate drills (fire, earthquake, etc.) are conducted in accordance with Education Code requirements.
- b. With committee, evaluate the plan and its effectiveness and report recommendations to the Superintendent, principals, and School Site Councils.

**9. Public Information Officer**

The Public Information Officer (PIO) shall be responsible for all external communications. All information, such as school closures, pupil release, damage assessment, etc., shall be forwarded to the PIO.

The PIO will notify the appropriate media, Office of Emergency Services, Superintendent, etc., of the status of the situation. Site personnel and other staff must be individually authorized by the Superintendent prior to making any external statement or providing any information or data to anyone other than the PIO or appropriate higher level administrator. Site personnel may, of course, provide any necessary information to appropriate emergency response personnel.

The PIO will assess the situation, including road closures, flooding, hazardous materials, etc., and make appropriate recommendations to the Superintendent.

**XIII. PRE-EMERGENCY GUIDELINES  
SAMPLE FORMS**

## **COMMAND AND CONTROL**

- Determine immediate need for emergency assistance.
- Determine appropriate actions for students
  - ✓ Evacuate school building.
  - ✓ Evacuate school site.
  - ✓ Return to class.
  - ✓ Release.
- Assign disaster functions as appropriate.
- Get status report of all students and staff from field.
- Get status report of facilities from site administrators.
- Determine if utilities should be turned off.
- Report status to Office of Emergency Services.
- Request outside assistance as necessary.
- Re-evaluate situation periodically.

### **SITE LEVEL COMMUNICATIONS**

- ❑ Check with Principal on any immediate notifications to be made.
- ❑ Complete status reports to Principal.
- ❑ Make notifications and contacts as directed.
- ❑ If school site is evacuated, leave a note on the office door as to destination.

## **SEARCH AND RESCUE**

- ❑ Receive assignment and direction from site administrator.
- ❑ Search each building and room with a partner for trapped or injured.

***Rescue should not be attempted if hazardous conditions exist – report to Superintendent’s Office.***

- ❑ Survey buildings and grounds for damage or hazards.
- ❑ Turn off utilities if indicated.
- ❑ Report status to Superintendent’s Office.

## **MEDICAL CARE**

- Assess injuries and provide first aid as indicated.
- Determine need for skilled medical assistance and request from Red Cross or Office of Emergency Services (911)
- Tag each of the injured with name, address, injury and any treatment rendered.
- Reassess and reassure injured periodically.

## **SAFETY AND SECURITY**

- ❑ Fight small incident fires.
- ❑ Secure emergency vehicle access to school grounds.
- ❑ Get students status report from each teacher and report to site administrator.
- ❑ Ensure that students and staff are kept a safe distance from any hazards.
- ❑ Seal off and post any hazardous areas.
- ❑ Direct safe street crossings if the school site must be evacuated.

## **STUDENT RELEASE**

- ❑ Check student emergency card for name of person(s) authorized to pick up the student.
- ❑ Release students only to an authorized person with permission of the Principal/Designee.
- ❑ If in doubt, ask for identification.
- ❑ Maintain a record of which students were released to whom.

## SHELTER OPERATIONS

**\*Normally the Red Cross will provide shelter manager, staff, supplies and equipment.**

- ❑ Receive assignment and directions from site administrator.
- ❑ Survey shelter site for restroom and cooking facilities.
- ❑ Estimate number of persons requiring shelter and for what period of time.
- ❑ Assess adequacy of available water, food, blankets and other supplies.
- ❑ Establish a list of all persons in shelter and determine any special needs.
- ❑ Report additional equipment and supply needs to Safety and Loss Prevention Manager.
- ❑ Maintain a record of persons leaving shelter, with whom and destination.

## **XIV. EMERGENCY FIRST AID SUPPLIES**

### **Suggested List of Emergency Supplies and Equipment for School Sites**

- |   |  |
|---|--|
| _____ Ax  | _____ Plastic sheeting, black 4-ft. wide |
| _____ Blankets                                    | _____ x 100 ft. long, agricultural       |
| _____ Bullhorn, battery-operated, extra batteries | _____ quality for privacy screen         |
| _____ Can opener, manual                          | _____ for sanitary facilities            |
| _____ Propane or butane lantern and fuel          | _____ Plastic water containers, four     |
| _____ Propane or butane stove and fuel for        | _____ 55 gallon                          |
| _____ first aid needs                             | _____ Pot to boil water for emergency    |
| _____ Crowbars                                    | _____ first aid                          |
| _____ Cups, paper or plastic                      | _____ Rope, nylon                        |
| _____ Fire extinguishers                          | _____ Saws, hand                         |
| _____ Flashlights with extra batteries            | _____ Hacksaw with extra blades          |
| _____ Gloves                                      | _____ Screwdrivers                       |
| _____ Hammers                                     | _____ Shovels                            |
| _____ Hoses for fire-fighting and siphoning       | _____ Stretcher                          |
| _____ Hard hats                                   | _____ String                             |
| _____ Knives, heavy duty                          | _____ Identification tags (stringed)     |
| _____ Light sticks                                | _____ Tarps, drop cloths                 |
| _____ Dust filtering masks                        | _____ Toilet paper                       |
| _____ Masking tape                                | _____ Transistor radio, AM-FM,           |
| _____ Matches with wax-protected tips             | _____ battery-operated; extra            |
| _____ Pails                                       | _____ batteries                          |
| _____ Picks                                       | _____ Wastebaskets and plastic liners    |
| _____ Plastic garbage bags, 1 per child,          | _____ Window poles for stretchers and    |
| _____ rain protection                             | _____ sanitary facility screen           |
|   | _____ holders                            |
|   | _____ Wire cutters, bolt cutters         |
|   | _____ Wrenches                           |

### **Suggested Supplies for Classroom Emergency Kits**

- |  |                                     |
|--|-------------------------------------|
| _____ Cotton balls                         | _____ Red flag – immediate          |
| _____ Antiseptic solution                  | _____ emergency signal              |
| _____ Band-aids                            | _____ Yellow flag – indicates a     |
| _____ Class roster – updated each semester | _____ problem                       |
| _____ and as needed                        | _____ Green flag – everything is OK |
| _____ Flashlight                           | _____ Space blankets                |
| _____ Disaster manual                      | _____ Water                         |
|  | _____ Permanent ink pen marker      |

**Suggested List of First Aid Supplies for Emergency Preparation to be stored at**

| <b>Quantity</b> | <b>First Aid Supplies</b>             | <b>Quantity</b> | <b>First Aid Supplies</b>                        |
|-----------------|---------------------------------------|-----------------|--|
| 5               | Splints, wood, 18-inch                | 2 bottles       | Green soap, 16-oz                                |
| 10              | Instant cold pack                     | 4 bottles       | Antiseptic, 8-oz                                 |
| 1 pint          | Alcohol, 70%, 8-oz bottle             | 1               | First aid flip chart                             |
| 4               | Cotton balls, zip-lock bags,<br>large | 1 box           | Sanitary napkins                                 |
|                 |                                       | 35              | Paper cups, 3-oz size                            |
| 30              | Q-tips, 6-inch                        | 30              | Paper pads, pencils, and<br>marking pens         |
| 30              | Q-tips, 3-inch                        |                 |  |
| 1 box           | Ammonia inhalants                     | 1               | Battery-operated radio                           |
| 5               | Triangular bandages                   | 1               | Flashlight                                       |
| 1 box           | Band-aids, butterfly                  | Stack           | Magazines for splints                            |
|                 | Several plastic straws                | 2 boxes         | Kleenex  |
| 10              | Ace wraps, 3-inch                     | 1 box           | Baking soda                                      |
| 100             | Gauze pads, 4x4                       | 1 box           | Baggies  |
| 300             | Gauze pads, 3x3                       |                 | Sheets, for bandages                             |
| 1 box           | Eye pads                              |                 | Triangular and stabilizing<br>strips             |
| 16              | Band-aids, large                      |                 |  |
| 1 box           | Band-aids, regular (1x3)              |                 | Assorted safety pins                             |
| 1 box           | Band-aids, snip (small)               | 1 bottle        | Mouth wash, small                                |
| 1 box           | Telfa pads                            | 1               | Petroleum jelly, large                           |
| 18              | Bandages, stretch                     | 1 bottle        | Calamine lotion, 8-oz                            |
| 6               | Gauze bandages, 2-inch                | 1 bottle        | Tylenol  |
| 5               | Gauze bandages, 1-inch                |                 | Eye irrigation solution                          |
| 1               | Bandage scissors                      |                 | Sugar  |
| 8 yards         | Adhesive tape, 1-inch<br>(5 yards)    | 50              | Tongue blades                                    |
|                 |                                       | 2               | Forceps  |
| 8 yards         | Adhesive tape, inch<br>(5 yards)      |                 | Medication for students with<br>special problems |

**Common Classroom Supplies to Use for First Aid Emergencies**  
***(Necessity is the mother of invention.):***

|  |  |
|--|--|
| <b>Pencils:</b>  | Finger splints   |
| <b>Pillows:</b>  | Elevation; press wound to stop bleeding  |
| <b>Doors:</b>  | Stretchers   |
| <b>Boxes:</b>  | Elevation of wounded appendages  |
| <b>Yarn/String</b>   | Tie splints on   |
| <b>Book shelves</b>  | Splints, backboards  |
| <b>Scissors:</b>   | Cut bandages, string, or clothing off cuts or burns  |
| <b>Yardstick, rulers:</b>                                    | Splints for arms, legs   |
| <b>Magazines, books:</b>                                     | Makeshift splints; piled to provide elevation for appendages; magazines can be rolled around arm or leg to keep stiff and immobile |
| <b>Quilt, blankets:</b>                                      | Cover for shock; provide elevation for bleeding appendages; apply pressure to bleeding   |
| <b>Sweaters, coats, shirts and T-shirts, spare clothing:</b> | Covering; elevation; compresses; press on wound to stop bleeding; slings, tie around splints                                       |
| <b>Belts:</b>  | Tie around splints; slings, tie bandage on severe cuts or excess bleeding  |
| <b>Necklaces, bracelets:</b>                                 | Hold on small bandages   |
| <b>Tape, staples safety pins, paper clips:</b>               | Hold bandages, keep clothing back from wound   |
| <b>Table tops, cubby tops:</b>                               | To hold wounded children, sitting or lying down, to keep out of pathway, debris  |
| <b>Roll-down map:</b>  | Roll out to create makeshift stretcher for short distances (smaller children)  |

## **XV. FIRST AID AND FATALITIES**

### **Keeping Records on Treatment of the ill and injured**

- A. The name of the injured person who left.
- B. Why the injured person left.
- C. Where the person was taken (e.g., hospital, doctor's office)?
- D. Pin or string an identification tag on injured person stating:
  1. The condition when the person was found.
  2. The first aid treatment given.
  3. The condition of the person when taken.

### **Triage (Sorting of the injured)**

#### **A. Immediate**

Critically injured, life threatened, but savable patients get priority medical care and transportation to an advanced care facility. They may die within one hour or less without further treatment and require immediate field intervention to survive.

1. After assignment to the immediate classification, the patients are then further divided into two subgroups. The two subgroups are: (1) the immediately life-threatening and (2) the potentially life-threatening.
2. Injury patterns seen in this group include:
  - Head injuries with decreasing level of consciousness
  - Airway or chest injuries with associated cardio respiratory or respiratory compromise
  - Shock associated with hemorrhage
  - Blunt or penetrating abdominal trauma
  - Life-threatening fractures such as femur, pelvis, etc.
  - Third-degree burns over 25 percent of body surface area, but under 50 percent of body surface area, excluding facial involvement
3. Medical problems assigned to the immediate classification include:
  - Chest pain not associated with blunt trauma
  - Suspected hypo/hyperglycemia
  - Unconscious without associated trauma (possible OD)
  - Obstetrical problems

- Seizures with or without trauma
- Hysterics requiring isolation from others
- Hypo- or hyperthermia

## **B. Delayed**

Anyone in this classification is considered to be a lower priority victim. Since this is a two-tiered system, the “delayed” group is a catch-all for any victims other than those who are life-threatening or with salvable injuries. Therefore, the injuries seen in this classification include:

1. Serious injuries, non-life-threatening, including:
  - Fractures with distal pulse
  - Serious lacerations requiring repair
  - Third-degree burns less than 25% body surface area
  - Second-degree burns of any percentage
  - Injuries to the eye
  - Spinal cord injuries
2. Minor injuries requiring first aid treatment only and the non-injured. This group can be transported to an ambulatory holding or evacuation center. They do not need to tie up hospital facilities.
3. The dead at scene. These are sent to a common morgue area.
4. Critically injured, seriously life-threatening, non-salvable patients.

**XVI. EMERGENCY FORMS**

## USE OF EMERGENCY RELEASE CARDS

### **Call Gate:**

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1. Do not release students until the principal has accounted for all students and personnel and has given the direction to begin.
2. Have the adult collecting the student(s) complete the emergency release card.
3. Give the card to a “runner” (an older pre-trained student) who will go to the teacher supervising that student’s room at the assembly area, and give him or her the card. He or she will locate the child, and mark the name off the register. The “runner” will take the card (and the child if appropriate) to the pick-up gate.
4. If the child is not with his or her assigned class, the “runner” will go to the first aid area. The team member will determine the location of the child (e.g., in the first aid area, at a hospital) and write the information on the card. The “runner” will take the card (and the child if appropriate) to the pick-up gate.

### **Pick-up Gate:**

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1. The team member takes the card and the child from the “runner” and checks to be certain that the adult picking up the child is listed on the emergency card.
2. The adult and the team member sign the card.
3. The card is filed alphabetically in the “out” box and the child is released.
4. If the child is at the First Aid Center and is unable to leave because of injuries, or has been taken to a hospital, that information (which was written on the card by a first aid team member) is told to the adult picking up the child. The card is filed in the “out” box alphabetically.

### **First Aid Area:**

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1. An emergency release card is completed for children taken to the hospital or for injured children in the first aid area. One copy is safety-pinned to the child and the other copies are filed alphabetically in a file box.



**EMERGENCY PREPAREDNESS**

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**PARENT AND STAFF VOLUNTEER QUESTIONNAIRE**

If you have an interest in participating on our school disaster preparedness team, please check the area in which you qualify to assist as a volunteer.

- A. \_\_\_\_\_ Hold a valid Red Cross First Aid Certificate  
(if checked, give expiration date) \_\_\_\_\_
- B. \_\_\_\_\_ Hold a valid Red Cross CPR Certificate  
(if checked, give expiration date) \_\_\_\_\_
- C. \_\_\_\_\_ Search and rescue experience or training
- D. \_\_\_\_\_ Law enforcement experience or training
- E. \_\_\_\_\_ Survival training
- F. \_\_\_\_\_ Teacher or student assistance
- G. \_\_\_\_\_ Clerical skills
- H. \_\_\_\_\_ Specialty skills (Please list)  
\_\_\_\_\_  
\_\_\_\_\_
- I. \_\_\_\_\_ Foreign languages (Please list)  
\_\_\_\_\_  
\_\_\_\_\_
- J. \_\_\_\_\_ Other experiences in or training for emergency situation  
\_\_\_\_\_  
\_\_\_\_\_
- K. \_\_\_\_\_ Any other area in which you feel the school could use your assistance  
(no specialty needed)
- L. \_\_\_\_\_ Remarks – Please indicate any information that may be helpful to the  
school in determining how best to use your services:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- M. \_\_\_\_\_ Volunteer information:  
Status of individual volunteering:  
 father  
 mother  
 other \_\_\_\_\_  
Name, address, telephone number:  
\_\_\_\_\_  
\_\_\_\_\_

Please return this questionnaire to the school principal so your services can be matched with the school's needs.

**Remember:** The child your voluntary services help may be your own.

**EMERGENCY DRILL REPORT**

Month: \_\_\_\_\_

School: \_\_\_\_\_

**Note: Fire evacuation drills are to be conducted once each month by elementary, middle and junior high schools and not less than twice a year by high schools.**

**Earthquake drills are to be held twice each year by elementary, junior high school and high schools.**

Our emergency drill for this month was held on \_\_\_\_\_

Please check one:

\_\_\_\_\_ Fire evacuation drill

\_\_\_\_\_ Earthquake drill

\_\_\_\_\_  
Principal's signature

## EARTHQUAKE DRILL EVALUATION

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

- \_\_\_ Are all students and staff familiar with the “drop and cover” procedure?
- \_\_\_ Have all students demonstrated their ability to take immediate and correct actions?
- \_\_\_ Do teachers take cover with students during drills?
- \_\_\_ Is there sufficient shelter space under tables, desks, and counters for all students?
- \_\_\_ Do all students know how to protect themselves if no shelter is available?
- \_\_\_ Are teachers and students prepared to remain in quake-safe positions for up to 60 seconds?
- \_\_\_ Are students encouraged to be silent during drills?
- \_\_\_ Are teachers prepared to maintain relatively calm and reassure their students?
- \_\_\_ Are students evacuated from classrooms to a safe outdoor area following a simulated earthquake?
- \_\_\_ Does your post-earthquake building evacuation procedure consider the very real possibility that strong aftershocks may occur within minutes after the main event?
- \_\_\_ Did teachers remember to take class roster and response checklists to outdoor assembly area during earthquake drills?
- \_\_\_ Have maintenance staff and all others assigned earthquake response duties practiced their roles during your earthquake drills?
- \_\_\_ Have students been given ample opportunity to discuss their fears and concerns about earthquakes?
- \_\_\_ Are earthquake drills viewed as an opportunity to discuss earthquake preparedness in the home?
- \_\_\_ Have parents been informed about your earthquake safety procedures?
- \_\_\_ Have teachers and other staff members been encouraged to prepare their families to cope effectively during and after an earthquake?