

PALOS VERDES PENINSULA SUMMER SCHOOL (PVPSS) EMERGENCY PLAN

The Palos Verdes Peninsula Summer School (PVPSS) Emergency Plan provides faculty, staff, parent volunteers and students with site-specific emergency instructions during an emergency crisis or disaster. The Plan delineates responsibilities of all PVPSS employees and is organized according to the Standardized Emergency Management System (SEMS). PVPSS personnel designated to carry out specific emergency responsibilities are expected to understand the policies, procedures and system. Training and exercises are ongoing components of the Plan.

The Plan is reviewed and updated annually by the principal, staff and district personnel. Drills and exercises are conducted annually. Copies of the PLAN are distributed to PVPSS employees, the district office, and other entities as appropriate.

There is always the possibility that an emergency or disaster may occur when classes are not in session or when PVPSS is being used for extended before/after school activities. While the structure of the plan remains the same, the management system may expand or contract depending on the emergency and availability of personnel.

PVPSS employees understand that the school's primary role in an emergency is to care for the safety and welfare of children for the duration of the emergency. Staff recognizes that the school site may be on its own (without outside resources) for up to 72 hours. Should an emergency/disaster occur during school hours, PVPSS will shelter students who are not picked up by parents or authorized persons listed on the Emergency Information Form for up to 72 hours. This is district policy. PVPSS will keep students in the safest location on the school campus until they can be safely reunited with their families. The principal will relocate students to an alternate site when required by law enforcement or when it is unsafe to remain on campus.

The principal and faculty will inform students about emergency procedures. All employees will make every effort to use appropriate procedures while providing students with direction and guidance, which emphasize their physical and psychological well-being.

Palos Verdes Peninsula Summer Schools has planned extensively with the district, which has planned extensively with the Palos Verdes Estates Police Department, Lomita Sheriff and the Los Angeles County Fire Department to prepare each PVPSS campus for the event of a disaster. Students, parents and faculty have all had input into the PVPUSD preparation. PVPUSD made the school disaster plan available to all local agencies that would service or use the campus in the event of an emergency regardless of the occupants of the campus.

PVPSS is in compliance with all district, local, state and federal regulation in regards to disaster preparedness. PVPUSD has disaster supplies in each classroom and office as well as large storage bins on campus containing emergency supplies for up to 72 hours, if needed in the event of a disaster.

PVPSS participates in one disaster drill each summer. During these drills, students and staff alike are reminded of proper actions in the event of an emergency and evacuation procedures.

In the event of an emergency, PVPSS will utilize the emergency contact information provided at registration to call, text and email parents instructions for student pickup or actions to take.

The following documents are included: PVPSS disaster plan, entire campus evacuation plan and lockdown procedures.

BASIC INFORMATION FOR DISASTERS

All teachers, staff and students must take cover when an earthquake or other emergency occurs. Wait until all movement and/or sound has stopped before getting up.

1. **Check for injured students** as you verbally reassure and give directions to other students. If a student or staff member is injured, dead, or cannot be moved, use any paper available to indicate name and apparent injury or condition. Pull a table over the victim for protection from falling objects. Cover with space blanket from emergency supply backpack in classroom.
2. **Check on your buddy teachers** before evacuating to the designated evacuation location.
3. **Mark your door jamb** with placard:
 - a. **Red** means **Victim Inside**—dead or injured
 - b. **Green** means **All Clear**
4. **Evacuate buildings** trying to stay away from overhangs if possible. Exit routes should be well known, but flexible in case your path is blocked. **Always walk with your students, take your classroom emergency backpack.**
5. **Take roll** when you reach your assigned area on the football field. Encourage students to stay in line so you can complete roll taking. Report all injured, trapped, dead or missing persons to the Command Post using the **“All Accounted For”** form provided in your backpack. (This form is located in the red binder in your backpack. If you use it during a drill, please replace it with a new form from the office.)
6. **Send a runner** (in orange vest and name tag with student and teachers name) to Command Post with “All Accounted For” form. Runners will stay at the Command Post/Runners’ Pool to await further assignments such as helping on one of the teams. **Keep a record of the students sent to be runners.** Some students will be a permanent part of the teams. They have identification cards for release.
7. Do not allow students to leave evacuation area unless student release sends for them. In a real emergency, all emergency supplies and equipment will be deployed.
8. **If you are assigned to a specific team, leave your class roll sheet and backpack with your buddy teacher who will then assume responsibility for your class.** Report to your team.
9. If a disaster occurs during a passing period, lunch or immediately after school, students go to the designated field area of the LAST class they attended. If before school, go to their first period class designated area.
10. All students in offices, library, etc., are to be escorted to the football field to their regular class position for that period. Unassigned adults should report to the Command Post to get further instructions and to help where needed.

PALOS VERDES PENINSULA SUMMER SCHOOL (PVPSS)

STAFF RESPONSIBILITIES DURING A DISASTER

Administrative, Certificated and Classified Personnel Duties

All teachers and staff will:

1. Know the location of the nearest fire/chemical extinguisher for the rooms they occupy.
2. Know where the room emergency backpack (with instruction manual inside) is stored.
3. Know their assignment and responsibilities during a disaster.

PRINCIPAL – Will initiate drill. Will oversee Command Post and Communications. Will direct and coordinate to insure safety of all individuals.

HEAD CUSTODIAN – Will oversee assessments of damage to school. Responsible for moving emergency supplies to all assigned areas, checking utility shutoffs, and reporting damage to Damage Assessment/Search and Rescue Team.

TEACHERS WITH CLASSES – Will check neighboring teachers (buddy teacher) before evacuating to field and then remain on field supervising students and directing parents to Student Release Center.

Individual teachers that are assigned other duties will report to their assignments after having turned their class roster, emergency backpack to another teacher.

TEACHERS AND AIDES NOT ASSIGNED STUDENTS – If assigned a post, report immediately. If not assigned, report to Command Post and be ready to help where needed.

SECRETARIAL STAFF – If not assigned a post, report to Command Center and be ready to be of assistance where needed.

NURSE – Will setup and supervise Triage. Will evaluate and prioritize needs and treatment and communicate with Command Post. Will also manage morgue.

GROUNDSMEN – Help with the search and rescue teams.

ALL PERSONNEL, STUDENTS, AND VOLUNTEERS NOT ON A REGULAR ATTENDANCE LIST – Report to the Command Center.

EARTHQUAKE PREPAREDNESS

Administrative, Certificated, Classified and Volunteers

Because of structural requirements maintained by the state, school buildings may well be the safest structures of all and are planned as disaster shelters in city and county planning. Under its "Emergency and Disaster Preparedness Plan" (Administrative Regulation 5541), the district has assigned each principal the responsibility of organizing the school and staff for emergencies occurring during school hours. Please review and do the following:

PRECAUTIONS TO TAKE IN ADVANCE:

1. Remove heavy objects from high shelves and cabinets. Review your classroom and place equipment and containers in the best possible place for safety.
2. If there is a utility shutoff device in your room or just outside, assume that you will have to know how to shut it off and be prepared to do so. Please advise the office if you need someone to assist you.
3. See that students are taught the safety precautions that need to be taken during an earthquake, especially if an adult is not present.
4. Provide for your safety and needs. A personal backpack can hold items like a jacket, warm ups, Tylenol/aspirin, medications for up to three days, glasses (extra pair) and sunglasses, sunscreen, hat or visor, usable shoes, and personal hygiene needs.

DURING AN EARTHQUAKE:

1. If indoors, stay indoors. Take "DROP" action by covering under desks, table or any protective cover. If none exists, stay close to the center of the building and stay low. Hold onto a table or desk that you have taken cover under.
2. Stay away from windows or other glass.
3. Do not light candles, matches, or other sparking devices.
4. If outside, stay in open areas away from buildings, overhangs, utility poles or wires, or other situations where there is danger of falling objects or debris.
5. If in a moving vehicle, stop the vehicle but stay inside. Avoid stopping on bridges or under overpasses.

AFTER AN EARTHQUAKE AT SCHOOL:

1. Utilizing adult supervision, evacuate students from the building to the designated outdoor area and then to your assigned area on the field. Stay away from overhangs!
2. Assemble students, take roll, administer first aid, if needed, and call for assistance by sending your student runner (with an orange vest on) to the Command Post.
3. Maintain maximum supervision of students.
4. Go to your assigned team after turning your roll sheet and your emergency backpack over to the nearest teacher/adult who will then be in charge of your students.

LOCKDOWN

ALL STAFF

If outside:

1. If the announcement is during passing period or lunch, students will be directed to go to the cafeteria or the closest open classroom, unless the principal announces other instructions.
2. If the announcement is made before or after school, students will be directed to go into the closest open classroom, unless the principal announces other instructions.
3. Physical education classes will proceed into the gym or nearest room.

Once inside:

1. When the announcement has been given, all classes will remain in their classrooms.
2. Lock all windows, exterior doors, and any other openings to the outside.
3. Move students to the most protected areas of the room (e.g. away from windows and the possibility of broken glass).
4. Instruct students to lie down on the floor.
5. If possible, cover windows by lowering blinds, drawing curtains, or pulling shades. Turn off lights.
6. Do not release students or staff for restrooms. Use lockdown supplies to make a makeshift restroom.
7. Check on buddy only by connecting door, phone, or radio.
8. Write down the names of everyone in the room. Report the attendance to the office, by phone, email, or radio. If the drill scenario includes injuries, report these to the First Aid/Medical Team.
9. Use SOS cards from lockdown supplies to indicate if immediate medical attention is needed by placing card in window or under door if safe to do so.
10. Wait for "All Clear" signal before allowing children or staff out of the room or resuming classroom instructions.

Principal or designee:

1. Give the order to lockdown the school. Remind staff to lock doors and let them know if they need to take shelter under the desk, etc., or if they can carry on teaching.
2. Call 911 if there is indication of danger.
3. Advise the Deputy Superintendent of Business Services or Superintendent.
4. Keep telephone lines open for emergency use.
5. Provide maps of building and grounds to police.
6. Notify parents by emergency telephone contact system and keep them informed.
7. When emergency response agencies arrive, they will form a Unified Command with the PVPSS school program. The Unified Command will make all decisions, and you will be part of the Unified Command as the Incident Commander at your school.

OFF CAMPUS EVACUATION

ALL STAFF

If inside:

1. Incident Commander will make an announcement to evacuate the campus and will announce the designation.
2. Retrieve the emergency backpack, which should include attendance list.
3. Evacuate the room, being the last one to leave.
4. Leave the door open unless there is a fire. Place the **GREEN** side of the placard up if everyone has evacuated or the **RED** side up if someone is left behind. (Record the number of adults/children and their location in the room.)
5. If safe to do so, do the same for Buddy's class.
6. Use the preplanned evacuation route unless it is unsafe. Avoid all hazards.

If outside:

1. Go to the announced assembly area, by the safest route, if safe to do so and line up according to classroom number. If during recess, lunch, or passing period, line up according to the last period class.
2. Instruct students to do the same.

All Staff once out of classrooms:

1. If the evacuation is by bus, proceed to the loading point. Immediately count the number of students on the bus and report to Command Center.
2. If the evacuation is by foot, follow the directions for evacuation. Have students walk in pairs. Double up with another class to have one teacher in front and one behind to assist with road cross, if necessary.
3. At the assembly area, line up according to class room number. If during recess, lunch, or passing period, line up according to the last period class. Staff may need to make up a sign with room number.
4. Take roll and give the Student Staff Accounting form to the Command Center.
5. Teachers are now available to activate the Buddy system and either remain in Assembly Area for student care or report to the Command Center for assignment.
6. Determine the first aid needs of your class. Prepare to have injured students transported to the First Aid area, when activated.

Principal or designee: Off Campus Relocation Site:

1. Give the order to evacuate the school. Advise the staff by bus or foot and remind them to take their emergency backpacks with the attendance information.
2. If the evacuation is by bus order logistics to arrange buses.
3. Call 911.
4. Advise the Deputy Superintendent of Business Services or Superintendent.
5. Ensure that the disabled are assisted in the evacuation.
6. Make sure the Crisis Response Box is taken.
7. Once at the assembly area, establish a command post and initiate damage assessment and report to the District Office. You are now the Incident Commander.
8. Activate the Search and Rescue Team to check all buildings for trapped or injured staff and students.
9. Possible initial Incident Command System Activation: Operations Section (Search and Rescue Team, Student/Staff Accounting Team, Facilities/Security Team, First Aid/Medical Team) and Logistics Section (Communications, Transportation).
10. When emergency response agencies arrive, they will form a Unified Command with the PVPSS program. The Unified Command will make all decisions, and you will be part of the Unified Command as the Incident Commander at your school.