

## 2.0 EMERGENCY PROCEDURES

### 2.1 Action Plan EMERGENCY ACTION PLAN

#### GENERAL

1. A well-prepared and tested plan for prompt and positive actions minimizes injuries and loss of life in a major disaster.
2. This Annex outlines actions, which the school staff may be called upon to execute in an emergency.
3. The school staff must be thoroughly familiar with the contents of this Annex.
4. In the absence of orders from the superintendent, the principal or administrator on duty is authorized and directed to implement plans as described herein; or take such other action as may, in his judgment, be necessary to save lives and mitigate the effects of disasters.
5. A principal or administrator on duty may implement one or more of these EMERGENCY ACTIONS in coping with a disaster.

#### EVACUATE BUILDINGS

##### Fire Alarm

###### ***Classes in session:***

1. Fire Alarm will signal an emergency evacuation.
2. Teacher will Implement Observe/Orient/Decide/Act
3. Teacher will lead their Class to the designated evacuation area.
4. Teacher will take roll upon arriving in designated area.
5. Teacher will signal by use of two-way radios.
6. Teacher will maintain order of their class until the clear signal is given.
7. The all-clear signal will be communicated by way of radio.

###### ***Classes not in session:***

1. Students will assemble in designated evacuation areas.
2. Teachers and/or staff on Yard Duty will organize and count students in their areas.
3. Teachers and or staff not on yard duty will report to evacuation area and assist in organizing and counting students.
4. Staff members on scene will initiate student sign in lists.

##### Lockdown (*Intruder type of alert, to be used for Intruders, Solicitors, Weapons/Assault/Hostage situations*)

1. Alarm activated. ***Teachers and Students please initiate lockdown procedures at this time.*** Below is a summary of the lockdown procedure. Staff should

refer to the complete protocol given out annually. Always implement the Observe/Orient/Decide/Act protocol.

2. Flashing lights visible from the parking lot will signal to the public that a lockdown is in place.
3. If Teacher/Staff member decides to lock down: Students must stay in class until further notice. Students should get on the floor and stay away from windows and make themselves as unseen as possible.
4. Teachers lock doors and pull the blinds.
5. Students not in classrooms report to the nearest classroom, office, or gymnasium.
6. Teachers take roll.
7. Teachers will answer phones/radios and identify themselves when answering.
8. Keep students until released by controlled evacuation or by the voice command: ***All Clear, All Clear!***
9. Communication will be done via two-way radios.

### **Shelter-in-Place**

1. Voice activated by Principal or Designee with the following command: ***Teachers and Students please initiate shelter-in-place procedures at this time.***
2. Follow Lockdown Procedures.
3. Close all windows.
4. Turn off Heat and/or Air Conditioning.
5. Place towels (wet if possible) to seal windows and doors.

### **Ordered Evacuation**

In the event the school or parts of the school require evacuation, the office will notify individual rooms/staff members. The instructions will include the destination and route to take for evacuation.

1. Take all students in your care.
2. Take and maintain roll upon arrival.
3. Maintain order of students at designated site.

### **Release of Students During a Disaster**

Students are to remain with the teacher until authorized by the office for release.

It is necessary for the teacher or person in charge of a group of students to log them out upon dismissal. For example, as a group of students is being released for "Bus A", the teacher will note in the roll book the name of each student released for "Bus A", and the time they were released. And so forth, to ensure there is a record of when the student was released and to whom (or who authorized) the student was released.

## **CONVERT SCHOOL**

*Notification:* Notification to the school staff to convert the school will be disseminated by the administrator on duty.

CONVERT SCHOOL consists of:

*During School Hours:*

- Dismissal of all classes
- Preparation of school for conversion into an Emergency Hospital\*, First Aid Station, or Congregate Care Center.

CONVERT SCHOOL will be implemented only upon request or direction of proper civil defense or American National Red Cross officials.

\*The need for an Emergency Hospital or First Aid Station in a school would have priority over a Congregate Care Center. While school personnel perform Congregate Care Center tasks, they assist Medical personnel in the operation of an Emergency Hospital or First Aid Station.

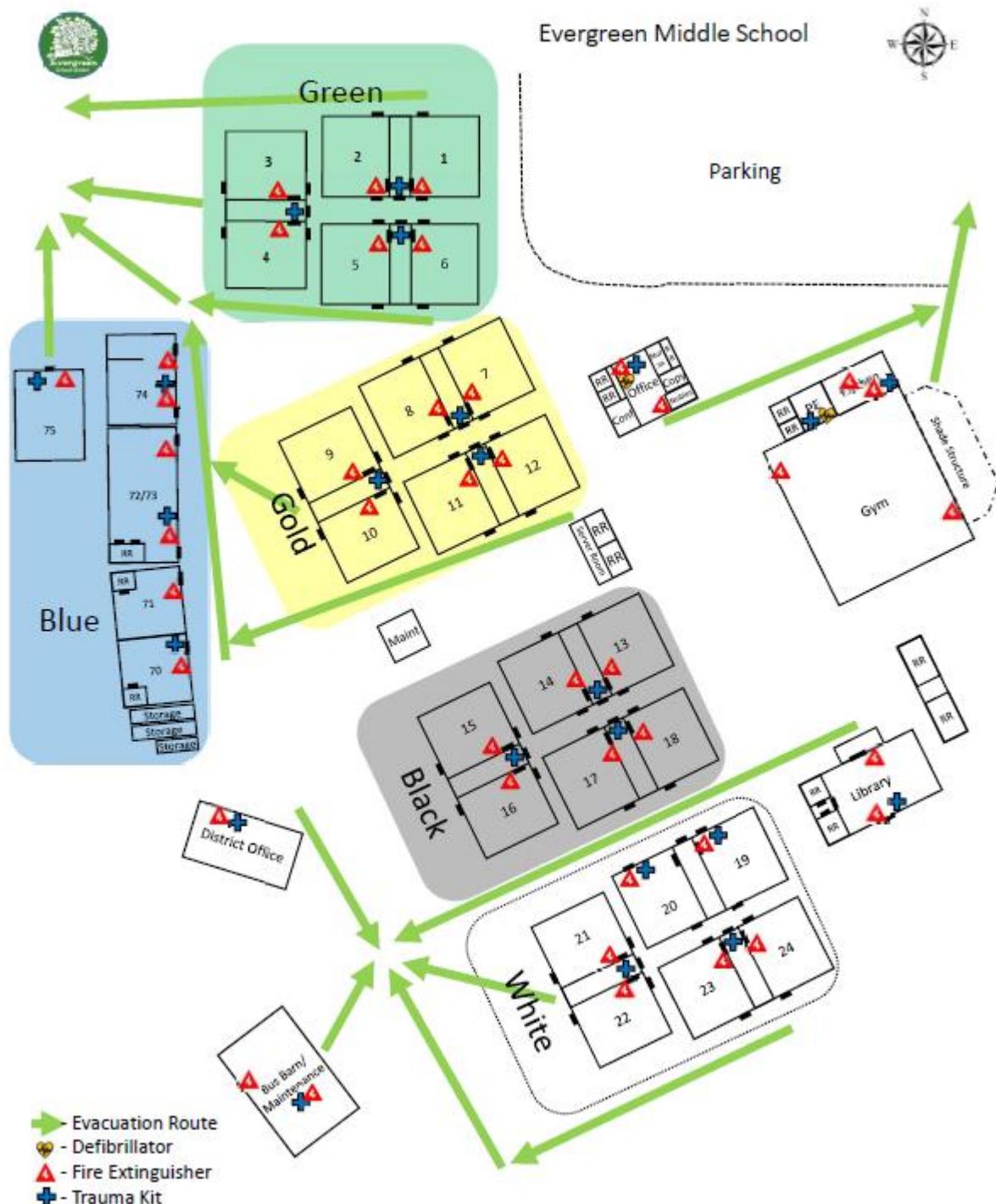
### **2.2 School Layout**

See the attached school layout provided on page 11.

### **2.3 Emergency Procedures Manual**

See the Emergency Procedures Manual provided on page 12.

## EVERGREEN MIDDLE SCHOOL LAYOUT



## EMERGENCY PROCEDURES MANUAL EVERGREEN MIDDLE SCHOOL

### Introduction

Evergreen Middle School staff and students must be prepared for a variety of emergencies. A well-proposed plan for prompt and efficient action will minimize injuries and loss of life during a disaster. In every case, staff should implement the following protocol - Otherwise known as the "OODA" loop.

**OBSERVE:** Observe the environment and identify any dangers as well opportunities to increase safety.

**ORIENT:** What's my role? Who and what am I responsible for?

**DECIDE:** What actions am I going to take? Run, Hide, Fight

**ACT:** Choose an action and commit to it. Always reassessing your situation to increase your safety.

Keep implementing the "OODA" loop.

The Evergreen Union Elementary School District in accordance with guidelines from the California State Department of Education and in order to comply with Title 5, Section 560 of the California State Education Code, has prepared the following "Emergency and Disaster Plan" for Evergreen Middle School.

### EMERGENCY PLAN

#### Purpose

A well-prepared and tested plan for prompt and positive action minimizes injuries and loss of life during a disaster. It is the purpose of this plan to:

- Provide for effective action to minimize injuries and/or loss of life of students and school personnel in case of disaster during school hours.
- Provide for the maximum utilization of school personnel and facilities to care for disaster victims.
- Protect school property.

#### Activation of Emergency Plan

1. This plan shall become operational:
  - Automatically, by the existence of a STATE OF WAR EMERGENCY, as defined by the California Emergency Services Act;
  - When the City of Cottonwood or nearby counties declares a LOCAL EMERGENCY that affects the Evergreen Union School District;

- On the order of the District Superintendent of Schools due to an emergency situation within the district; and,
- On the order of the Evergreen Middle School Principal when a threat to life or property occurs. Concurrence in the emergency will be from the District Superintendent at the earliest possible time.

#### Authorities and References

California Administrative Code, Title 5 Education, Section 560

California Emergency Services Act, Chapter 7, Division 1, Title 2 of the Government Code

#### Planning Factors

Basic requirement - The California Education Code (Section 560) states: The School District shall have an emergency plan. This plan is consistent and compatible with the State Education Code.

### 2. The Emergency Response System

Emergencies may occur at any time. There are a wide variety of emergencies, both natural and man made, which can strike during school hours. It should also be noted that some emergencies might affect the local school district, while others may affect the entire community. For some emergencies, there will be warning; other emergencies, there may be none -- totally unexpected. Natural disasters, such as earthquakes, floods, severe windstorms, volcanic eruptions, and man-made disasters, which can result from hazardous material spills, aircraft accidents, insurrections, fires and explosions, are potential threats. In addition, there is the possibility of an attack on the United States by a foreign power.

**SCHOOL DISTRICT PERSONNEL ARE RESPONSIBLE FOR THE PROTECTION OF LIFE AND PROPERTY ON THE SCHOOL FACILITIES UNTIL RELIEVED OF THAT RESPONSIBILITY BY PROPER CIVIL AUTHORITY.**

### 3. Disaster Support

Schools may also be called upon to support the community in disaster response and recovery by providing congregate care facilities for feeding and shelter of disaster victims.

#### *Assumptions:*

- The responsibility for emergency preparedness rests with the school district.
- Available warning time, used effectively, will decrease potential life and property loss.
- Adequate pre-emergency testing of facilities, equipment, and personnel will ensure reliable response.

- The nature and extent of an emergency will govern which elements of the emergency organization will mobilize and respond.

## Objectives

- Save lives and protect property.
- Repair and restore essential systems and services.
- Provide a basis for direction and control of emergency operations.
- Provide for the protection, use, and distribution of remaining resources.
- Provide for continuity of administration.
- Coordinate operations with the emergency services organizations of the local government.

## Organizational Structure

The structure of the emergency organization is the same as that of the day-to-day operations in the school and shall emphasize the following:

- Compatibility with day-to-day operations of local government and private organizations;
- Clear lines of authority and channels of communication;
- Simplification of functional structure;
- Incorporation into the emergency organization of all available manpower and resources for emergency response in the district;
- Re-assignment of duties to those personnel having non-emergency function on a day-to-day basis;
- The nominal staffing and manpower requirements for the emergency organization are given in annexes to this plan; and,
- Changes in the emergency organization structures may be required to satisfy the specific situation requirements.

## Emergency Communications

The first line of communications will be carried out using Aeries Communications (emergency notification) which will send an email, text message and phone call simultaneously. This will be initiated by district office personnel. A manual phone tree will be used as a secondary option if Aeries is nonoperational.

## Emergency Phone Numbers

ORGANIZATION	Phone Number
Sheriff's Department	<b>911</b> ; 529-7900; 529-7905
Fire Department	<b>911</b> ; 527-2635 (Baker); 528-5199 (TC); 527-1126 (RB)
Ambulance	<b>911</b>
Hospital (St. Elizabeth's)	529-8000
Regent Broadcast Radio Station	221-1400, before 8 am; 226-9500, after 8 am

**Should the Phone Tree be activated the following protocol is in place:**

The Principal's Secretary or the Principal should initially receive the message.

The telephone tree message should include the following:

- Type of emergency
- Action to be taken

The message should be read back for confirmation and accuracy.

The message should be given to the next person on the list and the last person on the list should notify the school Principal.

An annual telephone tree will be created by District Office Personnel and given to staff members at the start of each school year.

**2.4.2 District Crisis Response Telephone Tree**

Three medias will be used in school closure notifications: ALL CALL, WEBSITE AND RADIO STATIONS: 97.3, 94.7, 96.1, 103.1, 107.1 & CHANNEL 7

**2.5****Assignment of Duties**

**Principal** - The principal or designee shall assume overall direction of disaster procedures.

**THE PRINCIPAL SHALL:**

- Direct evacuation of buildings, using fire signals and procedures as required for fire, threatened explosion, or following cessation of earthquake tremors, and using manual signals in case of power failure.
- Arrange for transfer of students when their safety is threatened by floods, snow, or approaching fires.
- Issue orders to teachers if students are to assemble in pre-selected safer areas within the school.
- Schedule periodic fire drills and keep appropriate records.
- Use discretionary judgment in emergencies, which do not permit execution of prearranged plans.
- Inform the superintendent or designee of all emergency actions taken as soon as possible.
- Post directions for fire drills and emergency procedure drills in classrooms and other student room areas.

**Teachers** - Teachers shall be responsible for supervision of students in their charge.

**TEACHERS SHALL:**

- Direct evacuation of students in their charge to inside or outside assembly areas in accordance with signals, written notification, or radio orders.
- Give DROP command during an earthquake or in a surprise attack.
- Take roll when the class is relocated in an outside or inside assembly area or at another location.
- Report missing students to the principal or designee.
- Send students in need of first aid to the school nurse or person trained in first aid.

**Maintenance** - Custodians are responsible for the use of emergency equipment, the handling of supplies, and the use of available utilities.

**MAINTENANCE SHALL:**

- Survey and report damage to the principal.
- Direct rescue operations as required.
- Direct firefighting efforts until regular firefighting personnel take over.
- Control main shutoff valves for gas, water, and electricity and ascertain that no hazard has resulted from broken gas lines, water mains or fallen electrical lines.

- Disburse supplies and equipment as needed.
- Conserve usable water supplies.

**THE SCHOOL SECRETARY SHALL:**

- Report a fire or disaster to the appropriate authorities.
- Assist the principal as needed.
- Provide for the safety of essential school records and documents.

**THE SECRETARIAL STAFF SHALL:**

- Man telephones, monitor radio emergency broadcasts, assist the health clerk as needed, and act as messengers and carriers when so directed.

**THE SCHOOL NURSE/CNA SHALL:**

- Administer first aid.
- Supervise the administration of first aid.
- Organize first aid and medical supplies.

**THE CAFETERIA MANAGER SHALL:**

- Direct the use and preparation of cafeteria stock and water supply whenever the feeding of students becomes necessary during a disaster.

**THE BUS DRIVER(S) SHALL:**

- Supervise students if a disaster occurs while they are in the bus.
- Issue the DROP command if an earthquake or surprise attack occurs while students are on the bus.
- Transfer students to a new location when directed by the principal.
- Assist the custodian in damage control.

**2.6 Incident Command Post Responsibilities**

See the Crisis Response Incident Command Post chart provided on page 19.

**2.7 Contacts and Logistics**

See the Contacts and Logistics list provided on page 20.

**2.8 District School Phone List**

See the District School Phone List provided on page 22.

**2.9 Emergency School Closing Phone Chain for all Schools**

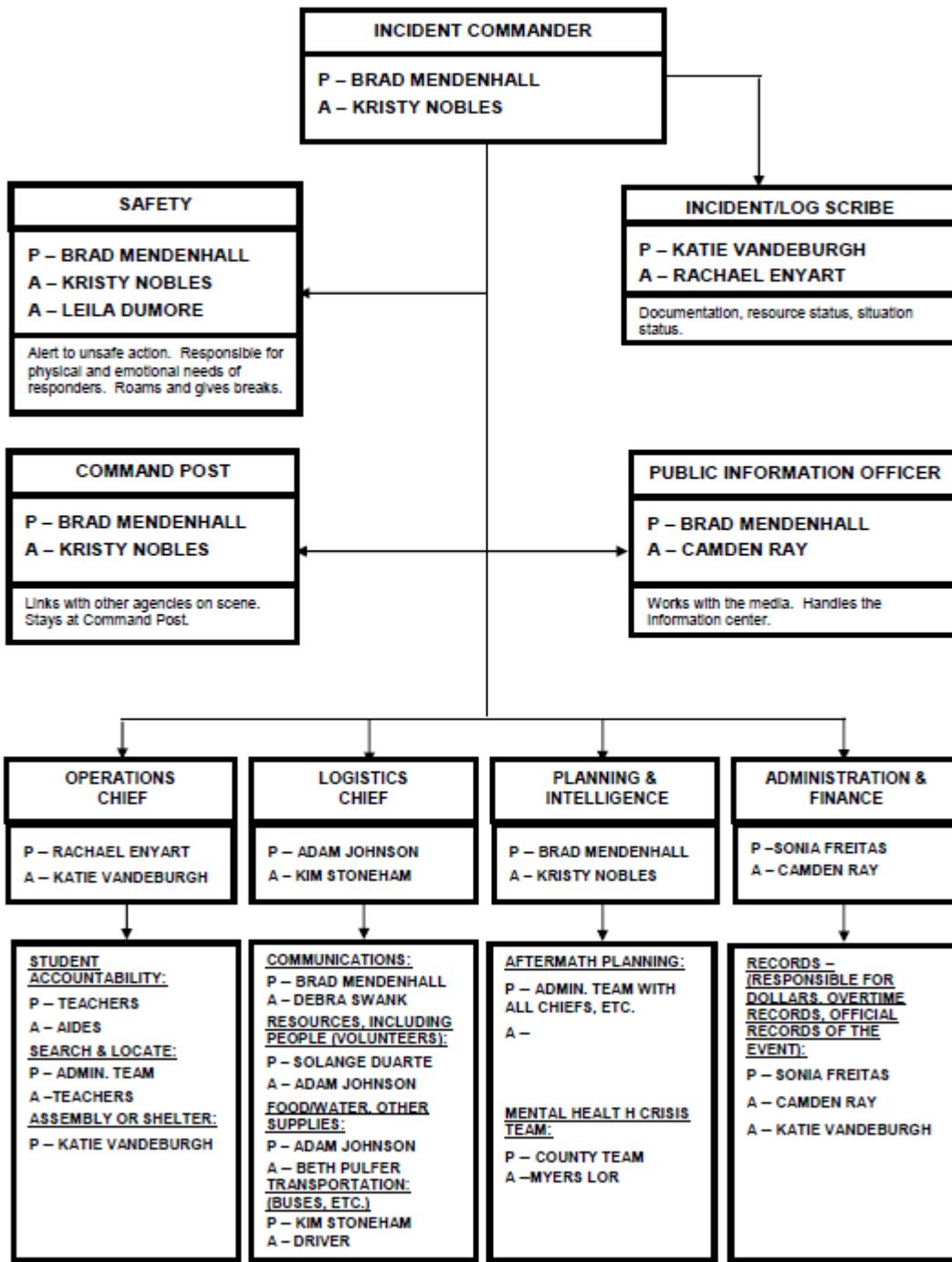
See the Emergency School Closing Phone Chains beginning on page 16.

## INCIDENT COMMAND POST

7/18/23

Evergreen Middle School &  
Evergreen Institute of Excellence  
Crisis Response 2023/2024

Legend  
P – Primary  
A – Alternate



## CONTACTS AND LOGISTICS

Description	Contact
PRINCIPAL	<b>Troy White</b>
	Work: 347-3411, X7534
	Home:
	Cell: 530-262-1412
SCHOOL SECRETARY	<b>RACHAEL ENYART</b>
	Work: 347-3411, X7530
	HOME: 348-2415
	Cell: 327-8061
HEALTH AIDE	<b>MADISON GRAY</b>
	WORK: 347-3411, X7531
	HOME: N/A
	CELL: 618-780-4941
SUPERINTENDENT	<b>BRAD MENDENHALL</b>
	Work: 347-3411, X7536
	Home: 200-2620
	Cell: 200-2620
TOTAL NUMBER OF STUDENTS	410
TOTAL NUMBER OF STUDENTS BY GRADE	
TOTAL NUMBER OF STUDENTS BY GRADE	Fifth: 114
	Sixth: 105
	Seventh: 95
	Eighth: 96
	Total 410
NUMBER OF SPECIAL NEEDS STUDENTS LOCATION OF	78 (60 IEP / 18 504)

SCHOOL VIDEO CAMERAS (17) Cameras	1. Gym Sky Cam 2. Bus Drop Off 3. Library 4. Swings 5. Staff Parking 6. Gym Rear 7. Back Shop 8. Basketball 9. EIE 10. 8 <sup>th</sup> Quad 11. Library 12. Library 13. Gym Front 14. Learning Way 15. Library Back Lot 16. Office Entry	17. Shop Gate
		None

**DISTRICT SCHOOL PHONE LIST***Main Campus 347-3411***Evergreen USD  
Phone Directory***Bend Campus 527-4648*

Abbadessa, Michaeli	7213	Harding, Angela	7502	SERRF - Elem	7230
Ackley, Michelle	7254	Harp, Sarah	7520	SERRF - Middle	7372
Adkins, Katie	7257	Houchins, Breanna	7311	SERRF - Bend	7406
Attendance, Elementary	7521	House, Cara	7373	Silveira, Susan	7303
Barone, Lisa	7302	Iwen, Erin	7212	Sjoberg, Susan	7215
Bennett, Dan	7508	James, Aimee	7210	Skudlarek, Cheyenne	7309
Bentley, Alisa	7220	Johnson, Adam	7510	Smith, Jody	7203
Bluford, Kylanna	7305	Johnson, Elizabeth	7317	Soinila, Zach	7204
Borgardt, Taryn	7402	Johnson, Joanna	7373	Staff Lounge - Elem	7235
Brouillette, Amber	7316	Knott, Kim	7354	Staff Lounge - Middle	7319
Brown, Jordan	7304	Lam, Tobi	7373	Staff Resource - Bend	7458
Burke, Steve	7321	Latham, Afton	7231	Stoneham, Kim	7506
Café - Bend	7450	Learning Center - Elem	7217/18	Stover, Cassidy	7225
Café - Elem	7250	Library - Bend	7407	Swank, Debra	7501
Café - Middle	7350	Library - EIE	7370	Taylor, Claire	7404
Capraro, Jake	7315	Library - Elem	7251	Sebastien, Brandon	7271
Carroll, Aubree	7406	Library - Middle	7351	Turner, Dane	7352
Carter, Abby	7224	Lighthill, John	7207	Turner, Kayla	7301
Clark, Hannah	7314	Lighthill, Samantha	7527	Ulm, Hanna	7255
Clifford, Nina	7401	List, Vanessa	7373	Vandeburgh, Katie	7531
Combs, Shelley	7373	Lor, May	7505	Van Lent, Kathy	7211
Conf Rm - Elem	7256	Lor, Myers	7253	VanSlyke, Olga	7201
Conf Rm - Middle	7356	Lynde, Tina	7229	Voorhees, Holly	7312
Conner, Lauren	7405	Martin-Bondon, Katelyn	7209	Warfield, Ashley	7222
Coxey, Jennifer	7373	Mattox, Sara	7202	Wendt, Wendy	7373
DeFonte, Robert	7513	Mazzei, Kaitlin	7373	White, Troy	7535
Delevati, Stephanie	7403	McCutcheon, Sarah	7218	Wiggley, Bryan	7508
Duarte, Solange	7507	Mead, Amy	7231	Wigno, Peter	7323
Duckett, Lauren	7352	Mehr, Barbara	7373	Wilcox, Leslie	7221
Dumore, Leila	7373	Mendenhall, Brad	7536	Wing, Morgan	7205
DuVal, Jared	7407	Miller, Brett	7352	Wing, Sam	7322
Enyart, Rachael	7530	Nobles, Kristy	7534	Wygal, Ginger	7370
Estrada, Albert	7205	Novo, Cari	7523	Zimmerman, Stephanie	7270
Ewald, Adria	7540	Oliver, Melissa	7532		
Fesler, Julie	7351	Olsen, Angie	7373		
Fetke, Cynthia	7308	Olson, Jocelyn	7227	<b>Departments</b>	
Frampton, Aleta	7524	Orlicky, Michael	7324	Mechanic (Robert)	7509
Freitas, Sonia	7504	Parsons, Brittany	7318	Maint. Director (Adam)	7510
Gallagher, Kevin	7526	PE Office - Elem	7252	Nurse (Melissa)	7532
Galyean, Theresa	7206	PE Office - Middle	7352	Technology (Dan)	7508
Gantenbein, Jessica	7541	Pulfer, Beth	7533	Transportation (Kim)	7506
Geyer, Megan	7214	Ray, Camden	7528		
Giacomelli, Bryce	7307	Robinson, Asa	7373	<b>Fax</b>	
Gonceruk, Carly	7219	Rubio, Andrea	7226	Bend 527-4670	
Nurse, Elementary	7522	Rulon, Crystal	7208	District Office 347-7954	
Hagan, Dena	7550	Russo, Maggie	7223	Elementary 347-4639	
				Middle 347-7953	

## SPECIFIC EMERGENCY RESPONSES

In all cases below, special care needs to be given to students with disabilities; especially, but not limited to, those with vision, hearing or physical mobility disabilities. Staff members shall assist those students during emergency responses and/or when appropriate, pair those students with non-disabled peers to ensure their safety.

### AIR QUALITY:

#### **Air pollution caused by wildfires:**

Air pollution caused by wildfires is always a concern for everyone, especially when a person is asthmatic or has other health issues. In this situation, air quality must be monitored hourly.

- The Superintendent or his designee will monitor the air quality during the school day using the “Purpleair” website. He or his designee will make the call via email to staff when air pollutants reach a certain hazardous level whether outdoor sports and activities should be kept inside or not.
- Depending on the severity of the air quality, the Superintendent will make the call to close school regarding this.

### POWER FAILURE / BLACKOUT:

#### *Before School is in Session*

- The Superintendent will make the determination to close school when a power outage/black out occurs before the start of a school day. This will trigger the Emergency School Closure Communication for all personnel with respective responsibilities.

#### *When School is in Session*

- Should a power outage/blackout occur while school is in session, all schools will remain in session until the close of day as long as all backup systems are working (e.g., generators, working wells for toilets, etc.) Should this not be the case, the Superintendent will make the call whether or not to close school.

### FIRE:

#### **Fire Within School Building:**

- Sound the school fire alarm. This automatically implements **Evacuate Building**.
- Maintain control of students at a safe distance from the fire and fire-fighting equipment.
- Render first aid, as necessary.
- Fight incipient fires without endangering life.
- Keep access roads open for emergency vehicles.

**Fire Near School:**

In the event of a fire near the school, the Principal shall determine the need to execute an **Evacuation, Shelter-in-Place, or Lockdown** as the situation requires.

**EARTHQUAKE:****Earthquake Emergency Procedures**

The school's earthquake emergency policy is based on the fact that our students are safest in the event of an earthquake during the school day, if they remain at school. Such an occurrence puts a heavy burden upon the school administrators and staff. Nevertheless, the safety of the students during such an emergency is the responsibility of the staff and administrators. Earthquakes usually strike without warning.

**Staff Responsibilities**

Ensure the Safety of your Students.

The Principal may change one or all of the **Evacuate, Shelter-in-Place, or Lockdown** procedures on a room-by-room basis. The Principal has the authority to assign staff to perform required duties at assigned stations during an emergency.

**Earthquake Procedure in Classroom**

- Students should seek protective cover under desks, tables or chairs in a kneeling position with hands around their head.
- When the ground movement ends, teachers must ascertain possible injuries and determine the ability of the class to evacuate.
- Evacuate building if structural failure is observed, smell or hear leaking gas.
- Do not light any fires after the earthquake.
- Avoid touching electrical wires that may have fallen.
- Render first aid, if necessary.
- Try to avoid glass and falling objects.
- Move away from windows where there are large panes of glass and out from under heavy suspended light.

**Earthquake Procedure during passing periods, P.E., lunch**

Use the same procedure as Emergency Evacuation *Classes Not in Session*.

The safest place is in the open.

Stay there until the earthquake is over.

Move away from buildings, trees, and exposed wires.

**DO NOT RUN!**

**BOMB THREATS:****Bomb Threats**

In the case of a bomb threat by telephone, the following procedures must be followed:

- Alert all site administrators that a threat is being received and site administrators will decide what action to take.
- Notify police and fire department by dialing 911.
- Notify local Maintenance and Operations.
- If the location of the bomb is revealed, administrators/law enforcement will conduct a search.
- Evacuate Building.
- Secure building or area to prevent reentry. Do not allow anyone to enter the danger zone.

**INTRUDERS / WEAPONS / ASSAULT / HOSTAGE:****Intruders on Campus Procedure**

Notification will come on the intercom system, using the Lockdown procedure.

**CHEMICAL ACCIDENT / EXPLOSION:****Chemical Accident, Toxic Spill and/or Explosion**

Chemical accidents would include tank truck accidents involving large quantities of toxic gasses or fumes, which could cause an explosion. Should such an accident endanger the students or staff, the following will be accomplished:

- The Principal will implement Shelter-in-Place procedures.

**FLOODING:****Flooding**

In the event of a flood near the school, the Principal shall determine the need to execute an **Evacuation, Shelter-in-Place, or Lockdown** as the situation requires.

## SCHOOL SITE PLAN/EVACUATION ROUTES

Below is the evacuation routes to be used.

A copy of the evacuation route is posted by the main door in each room/building.

