

## 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 “parent”, the teacher will note in the roll book the name of each student released for “parent”, 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 10.

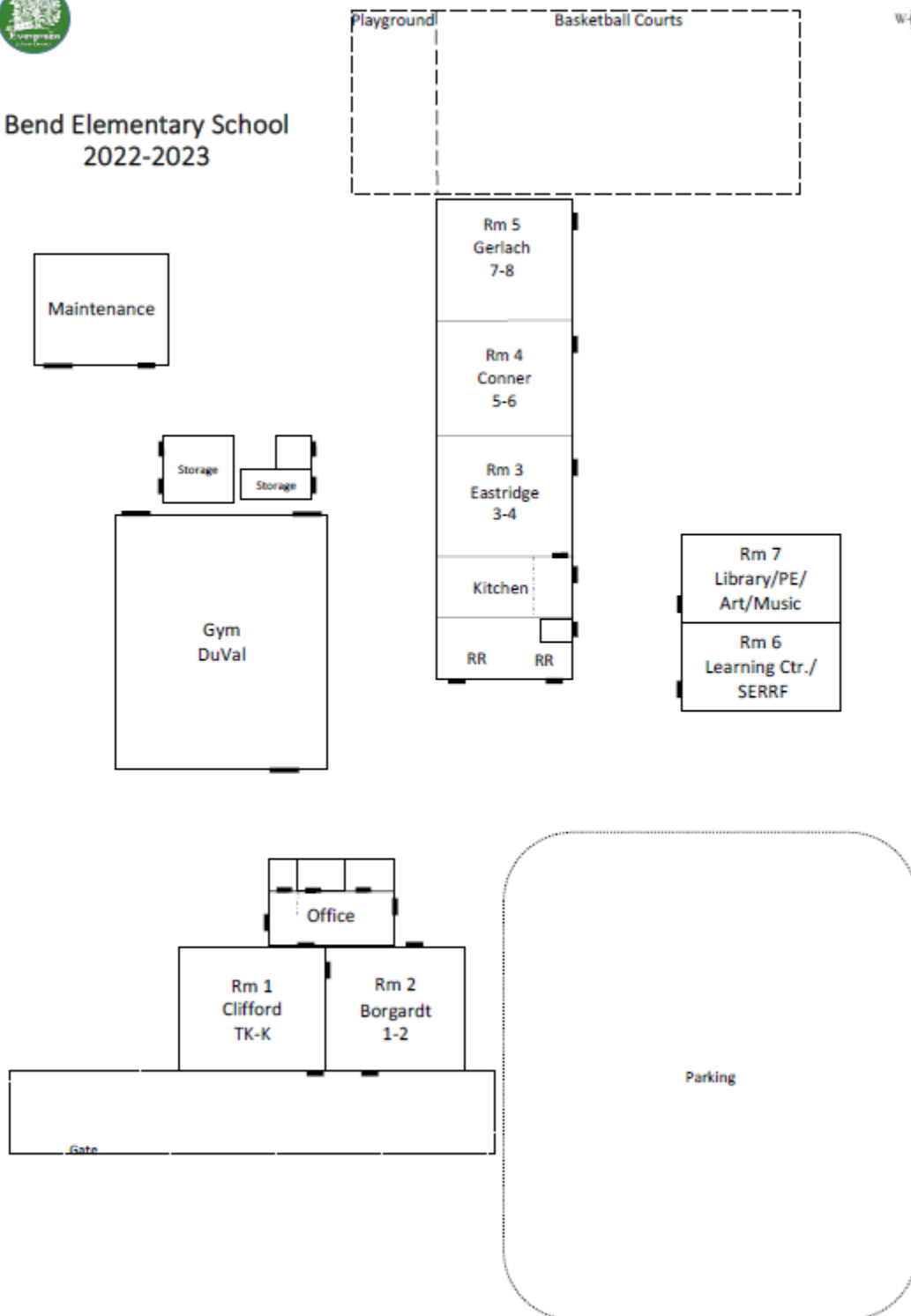
## **2.3 Emergency Procedures Manual**

See the Emergency Procedures Manual provided on page 11.

## BEND ELEMENTARY SCHOOL LAYOUT



Bend Elementary School  
2022-2023



## EMERGENCY PROCEDURES MANUAL BEND ELEMENTARY SCHOOL

### Introduction

Bend Elementary 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 Bend Elementary 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 Bend Elementary 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 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 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.

### 2.4 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.

#### 2.4.1 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
Staff Telephone Tree	Following this section

**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

***Please know that if a person does not have a home phone number, then the cell number is used in both locations.***



9/6/22

**EVERGREEN UNION SCHOOL DISTRICT  
DISTRICT OFFICE  
Emergency School Closure Phone Tree  
Brad Mendenhall 530/200-2620 (cell) & 530/347-5938 (home)**

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

*Please know if a person does not have a home phone number, then the cell number is copied into both locations.*

**Brad Mendenhall** to call Staff Members Home Nos. Cell Nos. Staff Member to:

>	Kristy Nobles	530/227-7583	530/227-7583	to implement EMS emergency phone tree
>	Kevin Gallagher	530/526-6567	530/526-6567	to implement EES emergency phone tree for TK-4 grade Teachers
>	Aleta Frampton	530/524-7693	530/524-7693	to implement EES emergency phone tree for Aides, Resource Center and Library
>	Crystal Rulon	530/347-9212	530/227-21272	to implement EES emergency phone tree for Preschool and SERRF
>	Leila Dumore	530/604-9066	530/604-9066	to implement EIE phone tree
>	Nancy Veatch	530/347-5422	530/737-3508	to implement BES phone tree
>	Debra Swank	714/588-0616	714/588-0616	to call specific staff & radio stations
>	Dan Bennett	530/365-1899	530/941-8839	to call Bryan and Kaysha and set up All Call & Website
>	Adam Johnson	530/209-7186		to call maintenance staff
>	Kim Stoneham	530/347-6617	530/941-4838	to call transportation staff

**Debra Swank** to call

>	Sonia Freitas	530/941-4057	530/941-4057	to call DO staff
>	Camden Holub	530/945-9987	530/945-9987	to call Cafeteria Staff
>	Radio Stations	530/244-9736		to broadcast for District
>	KRCR Channel 7	530/243-7777		to broadcast for District

**Dan Bennett** to call

>	Brian Wiggley	530/736-0261	530/736-0261	to set up All Call/Website
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**Adam Johnson** to call

>	Robert DeFonte	530/528-8367	530/200-0563	530/737-3859
>	Greg Walker	530/347-5151	530/339-8502	
>	David Hewitt	530/410-4856	530/410-4856	
>	Robert Baldree	530/528-0768	530/515-7655	
>	David Robinett	530/605-7044	530/605-7044	
>	Brennan Tinsley	530/215-8357	530/215-8357	

9/6/22

**EVERGREEN UNION SCHOOL DISTRICT  
DISTRICT OFFICE  
Emergency School Closure Phone Tree  
Brad Mendenhall 530/200-2620 (cell) & 530/347-5938 (home)**

**Kim Stoneham to call**

>	Marcy Bertolucci	530/347-0118	530/605-5588
>	Larry Bowman	530/529-1879	760/887-4911
>	Mindy Duchj	530/347-1649	530/526-5071
>	Kim Horner	530/949-5139	530/949-5139
>	Abbie Burton	530/347-5985	530/941-8164

**Sonia Freitas to call**

>	Debbie Peterman	530/348-2338	541/408-0444 to call subs
>	Angie Harding	530/356-7150	530/356-7150
>	May Lor	530/591-0368	530/591-0368
>	Solange Duarte	530/347-6317	530/526-4166

**Camden Holub to call**

>	Beth Pulfer	530/347-2384	530/355-0770 to call Cafeteria Leads
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**Beth Pulfer to call**

>	Amy Woods	530/613-7251	530/347-9352 to call EES Cafeteria Staff
>	Tiffany Woolley	530/356-5466	530/356-5466 to call EMS Cafeteria Staff

**Robert DeFonte to call**

>	Debbie Coriell	530/347-3149	530/410-1796
>	George Medeiros	530/474-3657	530/949-5882
>	Cheryl Mitchell	530/529-5586	530/526-5587
>	Bisha Riggins	530/347-9225	530/440-9677
>	Tina Rulon	530/710-7858	530/710-7858
>	Angela Hart	530/737-3797	530/737-3797
>	Shaun Sanford	530/604-2442	530/604-2442

**All emergency school closing phone trees for each campus will follow this section.**

## EVERGREEN ELEMENTARY SCHOOL

**PROTOCOL:** After being notified by Kevin Gallagher or Aleta Frampton, people marked with an asterisk are to call co-workers listed in their group. Teachers will notify their classroom aides noted with an →.

Kevin Gallagher		526-6567		Aleta Frampton		524-7693		Crystal Rulon		227-2127	
TK/ Kindergarten			TK/K Classroom Aides			Preschool					
*Erin Iwen	917-0088	→	Amber Lacey	870-7236		*Christina Lynde	348-2558				
Andrea Rubio	355-3110	→	Kylee Rhodes	917-8724		Grace Zarour	605-504-7167				
Michaeli Abbadessa	707-322-7118	→	Taylor Woods	646-5281		Kendra Thao	840-0383				
Aimee James	524-1518	→	Cassie Moser	604-2515		Wendy Dunham	529-5433				
Samantha Lighthill	635-2439	→	Leesa Ross	945-2727		*Amy Mead	917-5955				
Crystal Rulon	227-2127	→	Tera Brown	925-305-6647		Chloe Hess	567-1314				
1st Grade			1st Classroom Aides			Afton Latham	840-1291				
*Leslie Wilcox	200-0252	→	Lisa Rossi	262-8925		Daycare					
Kassidy Stover	356-3615	→	Stacey Casey	949-5289		*Sarah Leslie	526-1941				
Morgan Wing	941-9650	→	Sandy Miller	527-1993		Christy Tatro	925-354-4543				
Maggie Russo	990-2628	→	Marinda Hauger	338-6956		Janice Perry	831-428-4638				
2nd Grade			2nd Classroom Aides		<td>Mitchell Haugher</td> <td>215-4187</td> <td></td> <td></td> <td></td> <td></td>	Mitchell Haugher	215-4187				
*Sara Campbell	215-6263	→									
Carla Thomas	774-4916	→									
Alisa Bentley	613-8531	→	Julie Bentley	305-2999		*Stephanie Zimmerman	329-4174				
Ashley Warfield	360-520-9561	→									
Abby Bunnell	410-4324	→									
3rd Grade			SDC Classroom		<td></td> <td></td> <td></td> <td></td> <td></td> <td></td>						
*Susan Sjoberg	514-3515		*Megan Geyer	722-8221							
Sarah McCutcheon	524-2978		Kim Horner	949-5139							
Jody Smith	921-9280		Camryn Peters								
Zach Soinila	893-4347		Jessica Maples	776-8719							
Carly Gonczerek	526-0383		Stephanie Johnson	850-602-7681							
4th Grade											
*Theresa Galyean	355-6256		RESOURCE/LC AIDES								
John Lighthill	356-9957		*Katie Adkins	524-9344							
Sara Mattos	921-6914		Tina Robinett	605-7044							
Olga VanSlyke	222-8862		Courtney Hauger	347-5344							
Office		<td>Mindy Duchi</td> <td>526-5071</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	Mindy Duchi	526-5071							
*Sarah Harp	945-9512		Charl Constant	339-0659							
→Ester Corderon	228-3596										
Asucena Cuellar	410-3104		Library								
*Whitney Kofford	605-6051		*Lucia Capraro	776-8345							
*Hanna Ulm	744-5333		Sue Ewing	515-7989							
*Michelle Ackley	736-6435		PE								
→Myers Lor	591-9367		*Troy White	262-1412							
Music		<td>Dane Turner</td> <td>635-4884</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	Dane Turner	635-4884							
*Abbie Ehorn	515-6202		Lauren Duckett	524-7767							

## EVERGREEN MIDDLE SCHOOL

## EVERGREEN EMERGENCY SCHOOL CLOSING PHONE CHAIN

2022-2023

#1 <u>Kristy Nobles</u> , Principal will call:		<u>Kristy Connelly</u> 377-4852 <u>Rachael Enyart</u> 327-8061 <u>Katie Vandeburgh</u> 707-292-9715 <u>Whitney Kofford</u> 605-6051 <u>Leila Dumore</u> 604-9066 <u>Susie Silveira</u> 528-0294
#2 <u>Susie Silveira</u>	Lisa Barone Jordan Brown Amber Verska	949-8150 or 529-0487 355-8113 520-2961
#3 <u>Lisa Barone</u>	Holly Voorhees Sam Wing Breanna Houchins Joy Dwyer	246-3612  527-4089 604-2162
#4 <u>Holly Voorhees</u>	Brittany Parsons Beth Johnson Amber Brouillette Brandon Sebastien	737-3682 406-241-7919 917-5050 574-5635
#5 <u>Brittany Parsons</u>	Stephen Burke Michael Orlicky Kayla Nichol Albert Estrada Kaitlin Mazzei	209-2741 953-8882 604-5351 680-7660 933-8239
#6 <u>Stephen Burke</u>	Troy White Roxane Akers Lauren Duckett Dane Turner Music Teacher TBD	262-1412 941-2101 524-7767 635-4884 TBD
#7 <u>Troy White</u>	Hanna Clark Cheyenne Skudlarek Jake Capraro	917-6448 953-9583 (909) 973-9342
#8 <u>Cheyenne Skudlarek</u>	Julie Fesler Room 9& 10 LC Aides	347-6689
#9 <u>Hanna Clark</u>	Myers Lor Hanna Ulm Room 14 Aides Kim Knott	591-9367 744-5333  949-0480

08/01/2022 RE

**EVERGREEN MIDDLE SCHOOL****#10 Jake Capraro**

Tiffany Woolley

356-5466

**#11 Tiffany Woolley**

Teri Bear

347-4644

Rebecca Parson

604-5714

Amy

**#12 Kristy Connelly**

All Yard Staff

**#13 Adam Johnson**

209-7186

All Maintenance and Custodians

**#14 Maleah Knight**

All Middle School SERRF

\*Please note – If your person cannot be reached, make the appropriate calls so that the chain will not be broken. For example, if #5 cannot be reached, #4 should proceed to call #11 and #12.

**BEND ELEMENTARY SCHOOL**

**Bend School  
Emergency School Closing Phone Chain  
2022/2023**

Nancy Veatch, Principal will call: 737-3508	Brad Mendenhall – 200-2620 Bailey Gipson – 526-5026 Adam Johnson – 209-7186 Debra Swank - (714) 588-0616
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Nancy Veatch	
Suzannah Gerlach	(347) 365-0316
Heather Eastridge	(707) 696-1262
Lauren Conner	736-9197
Taryn Borgardt	339-6218
Nina Clifford	727-7167
Jared DuVal	321-2146

Bailey Gipson	
Michelle Stone	737-9079
Adria Ewald	605-9215
Angela Rohlfs	366-1292
Megan Stewart	514-8187
Tammy Evans	228-1352 (T, W, Th)
Bonny Blackwell	526-9345
Carlee Ledbetter	646-9649

Adam Johnson	
David Hewitt	410-4856
Camden Ray	945-9987

Debra Swank	
Dan Bennett	941-8839
Whitney Kofford	605-6051
Aleta Frampton	524-7693 (M)
Michelle Ackley	736-6435 (F)
Kelley Lemma	526-3923

Rev 8/152022 BG

**EVERGREEN INSTITUTE OF EXCELLENCE****EVERGREEN INSTITUTE OF EXCELLENCE****EMERGENCY CONTACT LIST**

The Charter Director will notify all teachers and staff of school emergency and closures that pertain to them. This will be done via cell text, phone call and/or email depending on the given situation.



Staff Member	Title	Phone
Leila Dumore	Charter Director	530/604-9066
Dena Webb	Executive Asst to Director	530/351-8350
Michelle Ackley	EIE Counsellor	530/736-6435
Savannah Bueb	EIE Staff Member	530/276-5373
Shelley Combs	EIE Teacher	530/356-5919
Jennifer Coxey	EIE Teacher	530/276-5581
Vanessa Greve	EIE Teacher	530/227-6196
Cara House	EIE Teacher	530/526-6534
Joanna Johnson	EIE Teacher	530/953-5767
Tobi Lam	EIE Teacher	530/474-5668
Barbara Mehr	EIE Teacher	530/410-8434
Angie Olsen	EIE Teacher	530/209-6878
Sandy Papesch	EIE Staff Member	530/722-5137
Asa Robinson	EIE Teacher	530/200-9871
Wendy Wendt	EIE Teacher	530/941-3017

**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 fire fighting efforts until regular fire fighting 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 24.

**2.7 Contacts and Logistics**

See the Contacts and Logistics list provided on page 25.

**2.8 District School Phone List**

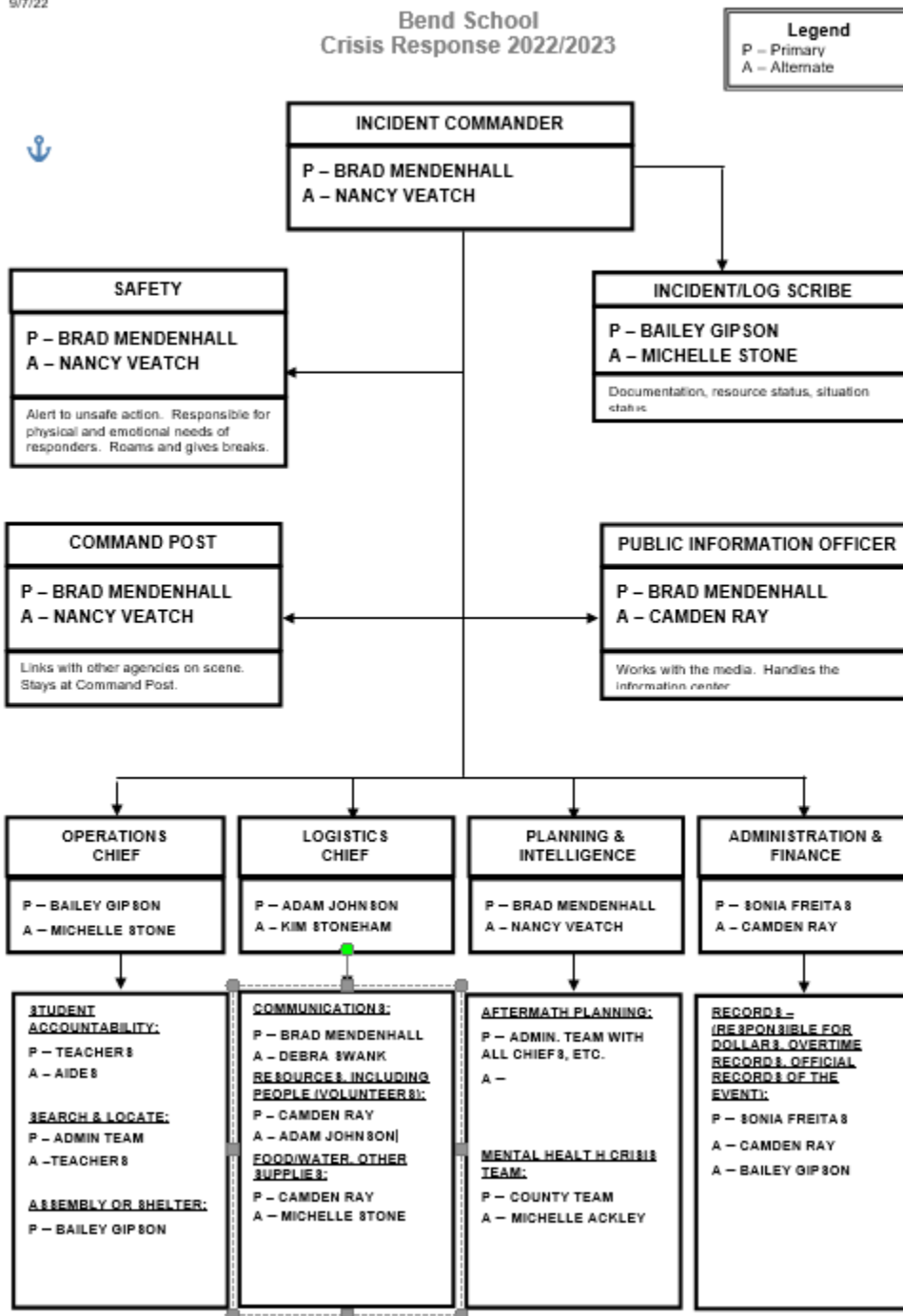
See the District School Phone List provided on page 26.

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

See the Emergency School Closing Phone Chains beginning on page 15.

## INCIDENT COMMAND POST

9/7/22



**CONTACTS AND LOGISTICS**

Description	Contact
PRINCIPAL	<b>Nancy Veatch</b>
	Work: 347-3411, X7541 & X7537
	Home: 737-3508
	Cell:
SCHOOL SECRETARY	<b>Bailey Gipson</b>
	Work: 347-3411, X7540 & 527-4648
	Home: 526-5026
	Cell: 526-5026
SUPERINTENDENT	<b>Brad Mendenhall</b>
	Work: 347-3411, X7536
	Home: 200-2620
	Cell: 200-2620
TOTAL NUMBER OF STUDENTS	98 as of 9/7/2022
TOTAL NUMBER OF STUDENTS BY GRADE	Preschool: 0
	Kindergarten + TK 7+8
	First: 8
	Second: 12
	Third: 12
	Fourth: 15
	Fifth: 14
	Sixth: 10
	Seventh: 5
	Eighth: 7
	Total <b>98</b>
NUMBER OF SPECIAL NEEDS STUDENTS	11 (8 IEP/ 3 504)
LOCATION OF SCHOOL VIDEO CAMERAS	B1. Parking Lot B2. Playground B3. Gate
LOCATION SCHOOL AUDIO/INTERCOM	None

## DISTRICT SCHOOL PHONE LIST

<i>Main Campus 347-3411</i>		<b>Evergreen USD Phone Directory</b>		<i>Bend Campus 527-4648</i>	
Abbadessa, Michaeli	7213	Hames, Noemi	7522	Rulon, Crystal	7228
Ackley, Michelle	7254	Harding, Angela	7502	Russo, Maggie	7223
Adkins, Katie	7257	Harp, Sarah	7520	Sebastien, Brandon	7315
Akers, Roxane	7305	Houchins, Breanna	7308	SERRF - Elem	7230
Barone, Lisa	7302	House, Cara	7373	SERRF - Middle	7372
Bennett, Dan	7508	Iwen, Erin	7212	SERRF - Bend	7406
Bentley, Alisa	7220	James, Aimee	7210	Silveira, Susan	7303
Borgardt, Taryn	7402	Johnson, Elizabeth	7317	Sjoberg, Susan	7215
Brouillette, Amber	7316	Johnson, Joanna	7373	Skudlarek, Cheyenne	7309
Brown, Jordan	7304	Knott, Kim	7354	Smith, Jody	7203
Bunnell, Abby	7224	Kofford, Whitney	7532	Soinila, Zach	7204
Burke, Steve	7321	Lam, Tobi	7373	Staff Lounge - Elem	7235
Café - Bend	7450	Latham, Afton	7231	Staff Lounge - Middle	7319
Café - Elem	7250	Leaming Center - Elem	7217/18	Staff Resource - Bend	7458
Café - Middle	7350	Lemma, Kelly	7355	Stoneham, Kim	7506
Calderon, Ester	7521	Library - Bend	7407	Stover, Kassidy	7225
Campbell, Sara	7226	Library - EIE	7370	Swank, Debra	7501
Capraro, Jake	7371	Library - Elem	7251	Thomas, Carla	7222
Capraro, Lucia	7251	Library - Middle	7351	Tumer, Dane	7252
Clark, Hannah	7314	Lighthill, John	7207	Ulm, Hanna	7255
Clifford, Nina	7401	Lighthill, Samantha	7208	Vandeburgh, Katie	7531
Combs, Shelley	7373	Lor, May	7505	VanSlyke, Olga	7201
Conf Rm - Elem	7256	Lor, Myers	7253	Veatch, Nancy - Bend	7541
Conf Rm - Middle	7356	Lynde, Tina	7229	Veatch, Nancy - DO	7537
Connor, Lauren	7404	Maint Director	7510	Verska, Amber	7301
Coxey, Jennifer	7373	Maint Lead	7513	Voorhees, Holly	7312
DeFonte, Robert	7513	Mattos, Sara	7202	Warfield, Ashley	7271
Duarte, Solange	7507	Mazzei, Kaitlin	7323	Webb, Dena	7550
Duckett, Lauren	7519	McCutcheon, Sarah	7216	Wendt, Wendy	7373
Dumore, Leila	7373	Mead, Amy	7231	White, Troy	7352
DuVal, Jared	7407	Mehr, Barbara	7373	Wiggley, Bryan	7508
Dwyer, Joy	7307	Mendenhall, Brad	7536	Wilcox, Leslie	7221
Eastridge, Heather	7403	Nichol, Kayla	7322	Wing, Morgan	7219
Ehom, Abbie	7227	Nobles, Kristy	7534	Wing, Sam	7311
Enyart, Rachael	7530	Novo, Cari	7523	Zimmerman, Stephanie	7270
Estrada, Albert	7305	Olsen, Angie	7373		
Fesler, Julie	7351	Orlicky, Michael	7324		
Frampton, Aleta	7524	Parsons, Brittany	7318	<b>Departments</b>	
Freitas, Sonia	7504	PE Office - Elem	7252	Mechanic	(Robert) 7509
Gallagher, Kevin	7526	PE Office - Middle	7352	Maint. Director	(TBD) 7510
Galyean, Theresa	7206	Peterman, Debbie	7503	Technology	(Dan/Bryan) 7508
Gerlach, Suzannah	7405	Petersen, Lori	7209	Transportation	(Kim) 7506
Geyer, Megan	7214	Pulfer, Beth	7533		
Gipson, Bailey	7540	Ray, Camden	7528	<b>Fax</b>	
Gonczeruk, Carly	7205	Robinson, Asa	7373	Bend	527-4670
Greve, Vanessa	7373	Rubio, Andrea	7211	District Office	347-7954
				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 kneeling position with hands around head.
- When the ground movement ends, teachers must ascertain possible injuries and determine the ability of 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 gases 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:**

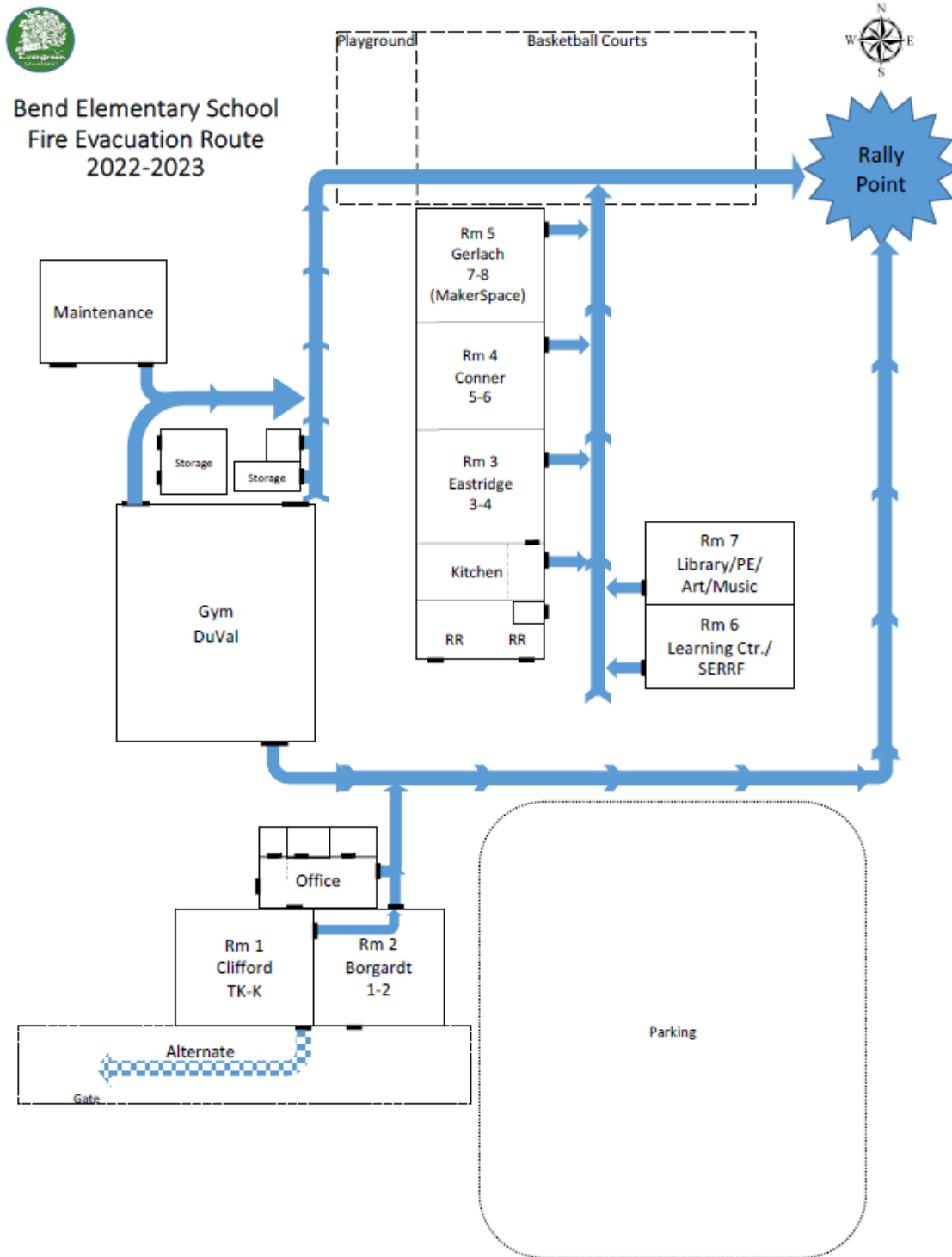
### **Flooding**

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.





## **2.11 Tactical Site Survey**

See the attached survey following this section.