

SAN PEDRO HIGH SCHOOL
Interoffice Memorandum

Wisdom

Integrity

Self Respect

San Pedro High School Emergency Operations Plan

April 3, 2008

To: Staff

From: A. Z. Naazir, AP

A. SCHOOL SAFETY COMMITTEE (as mandated by SB 198)

- Chairperson Aadil Naazir
- Committee Ann Mayeda, Sandy Alvarenga, Jan Murata, plus others

Responsibilities

Meets regularly as necessary throughout the school year to:

- Develop safety and emergency policies.
- Ensure that proper safety procedures are observed.
- Ensure that hazard mitigation strategies are implemented.
- Coordinates needs of all site users (Children's Center, Adult Schools, Continuations Schools, Youth Services, etc.)
- Conduct a community hazard assessment within one-half mile radius of the school.
For assistance, contact your local fire station. The identifiable hazards within a one-half mile radius are:

**No hazards within 1 mile.
No industry within 1 mile.**

- Develop an evacuation plan to another school or large park. It is advisable for the plan to include the evacuation site location and access routes. Parents should know where they can be reunited with their children. If possible, avoid bridge overpasses and underpasses on access routes. The evacuation plan is:

**Exit Main Building to football field using nearest stairwell closet to your classroom.
Parents will be able to pick up their children from the north-east reunion gate and the
South-east side Reunion Gate.**

Develop the School Information Map with the following information and locations:

- Student/staff assembly areas
- Emergency student/staff evacuation routes
- Incident command center
- Search and rescue routes
- Utility shut-off locations

- Fire hoses and extinguishers
- First aid kits and emergency supplies
- Temporary morgue
- Cafeteria or warming kitchen
- Hazardous materials storage areas
- Emergency toilet facilities

B. INCIDENT COMMAND CENTER TEAM

Report to: *Football Stadium home side, 50 yd. Line, sidelines/press box*

- **Team Leader** Principal – Robert Di Pietro
- **First Assistant** Assistant Principal – Aadil Naazir
- **Second Assistant** Assistant Principal – Ann Mayeda
- **Media Representative** Principal or Designee –Robert Di Pietro
- **Amateur Radio Operation** (if applicable)
- **Emergency Communication** Kim Gray, School Administration Assistant
- **Emergency Communication**
- **System Operator**

Responsibilities

- Implements and coordinates emergency response.
- Accounts for the presence of all students and staff.
- Controls internal site communications.
- Prepares reports, as needed, for Cluster Leader.
- Coordinates external communications with media.
- Keeps records for reimbursement purposes.

Supplies/Equipment

Personal emergency supplies, hand-held radios, portable PA, battery-operated AM radio, etc., and notebook containing the following:

- Staff Roster/Room Numbers
- Student Roster
- Emergency Assignments List
- Emergency Operations
- School Information Map
- Log forms

C. EMERGENCY FIRST AID TEAM *Report to: Football Stadium*

- **Leader** Sally Skraic
- **Staff** Sally Leonhart, Mary Burich, Wayne Rhea, Victoria De Simone, James Spray, plus others.

Responsibilities

- Ensure that first aid supplies and Student Emergency Information cards are at the first aid center.
- Coordinates medical efforts with Search and Rescue Teams.
- Determines need for medical assistance.
- Administers first aid, records types of injuries and first provided.
- Keeps records for reimbursement purposes.

Supplies/Equipment

Personal emergency supplies, triage tags, hand-held radios, stretchers blankets, wheelchairs, first aid supplies, etc., and notebook containing the following:

- First Aid roster
- Patient Record forms
- Emergency Operations Plan
- School Information Map
- Log Forms

D. SEARCH AND RESUCE TEAM *Report to: See SAR handout*

Team #1

Leader Maj. Steiglietter
Asst. Leader Mike Booth
Plus others

Team #2

Leader Phil Buono
Asst. Leader Carla Frasso
Plus others

Team #3

Leader Louis Toledo
Asst. Leader Yvonne Grigsby
Plus others

Team #4

Leader Daniel Barbara
Asst. Leader Pete Manghera
Plus others

Team #5

Leader Corey Miller
Asst. Leader Bob Schatz
Plus others

Responsibilities

- Conduct pre-established search and rescue patterns. Check each office, classroom, storage room, auditorium, etc.
- Follow established search and rescue procedures before and after locating victims.
- Mark door "X" if no victims remain in classroom.
- Keep records for reimbursement purposes.

Supplies/Equipment

Equipment is stored in plant manager's office and contains; personal emergency supplies, master keys, hand-held radios, fire extinguishers, bolt cutters, shovels, ropes, gloves, goggles, flashlights, triage tags, first aid kits, etc., and notebook containing the following:

- Search and Rescue Team Status forms
- School Information Map
- Log Forms
- Emergency Operations Plan

E. SECURITY TEAM

- Staff Assistant Principal, Aadil Naazir
- Leader Officer De La Pena, Officer O'Neil
- Staff John Bobich, Paul Butterfield, all campus aides

Responsibilities

- Locks all external gates and doors, and secures school.
- Posts signs as needed.

- Directs first responders to area of need.
- Directs parents to Reunion Gate.
- Keeps records for reimbursement purposes.

Supplies/Equipment

Personal emergency supplies, master keys, direction and information signs, hand-held radios, etc., and notebook containing the following:

- Emergency Operations Plan
- School Information Map
- Log Forms

F. FIRE SUPPRESSION TEAMS

Team #1

Leader	Doug Martinez
Staff	Derek Moore, Chris Nagle, Jaime Di Leva, plus others

Responsibilities

- Ensure that fire suppression personnel know how to use fire extinguisher.
- Conduct sweep to determine location of fire(s).
- Follow appropriate fire suppression techniques.
- Keep records for reimbursement purposes.

Supplies

Personal emergency supplies, hand-held radios, CO2 fire extinguishers, water-type fire extinguishers, hoses, water bib, keys, gloves, blankets, etc., and notebook containing the following:

- Emergency Operations Plan
- School Information Map
- Log Forms

G. UTILITIES MANAGEMENT TEAM

• Leader	Plant Manager, Rudy Esparza
• Cafeteria Manager	Sharon Salinas
• Staff	All available maintenance personnel

Responsibilities

- Checks utilities and takes action to minimize damage to school site.
- Assesses damage to school site and reports findings to Incident Command Center.
- Distributes resources for immediate use (water, food, power, radios, telephones, and sanitary supplies).
- Establishes morgue area, if needed.
- Establishes restroom facilities, when requested.
- Keeps records for reimbursement purposes.

Supplies/Equipment

Personal emergency supplies, hand-held radios, utility shut-off tools, etc., and notebook containing the following:

- Supplies inventory
- Emergency Operations Plan
- School Information Map
- Log Forms

H. EMERGENCY ASSEMBLY AREA TEAM *Report to: Football Stadium*

See Map B

Leader Assistant Principal –Charmain Young

Staff Kim Gray, Linda Portillo, Noel Chaco, and all teachers on conference

Responsibilities

- Ensures that entrances to Emergency Assembly Area are clear and safe.
- Assists evacuation of classes to Emergency Assembly Area stations: keeps all doorways, hallways and stairwells clear and safe.
- Keeps records for reimbursement purposes.
- Evacuates classrooms/buildings using predetermined routes to Emergency Assembly Area stations.
- Takes roll and reports class/group status to Incident Command Center.
- Implements “buddy” system with neighboring teachers/staff.
- Supervises and reassures students throughout the duration of the emergency.
- Conducts recreational and educational activities to maintain order and keep students calm.
- Provides water to help calm students.

Supplies/Equipment

Personal emergency supplies, hand-held radios, keys to Emergency Assembly Area, portable PA., etc., and notebook containing the following:

- Evacuation routes diagram
- Emergency Operations Plan
- Teacher/staff Emergency Assembly Area location information
- School Information Map
- Log Forms

I. PARENT-STUDENT REUNION GATE TEAM

Report to Visitor’s Gate, Football Stadium

See Map B

Leader Ann Mayeda

Staff Esela Almeida, Patricia Isles, Amy Kawabata

Responsibilities

- Main Gate Staff (or posted signs) directs parents/guardians/designees to Reunion Gate.
- Reunion Gate staff refers to Student Emergency Information cards for rooms and Emergency Assembly Area locations when given students’ names.
- Dispatches student messenger(s) to Emergency Assembly Area to escort students to Reunion Gate.
- Reunites minor students with parents/guardians/designees.
-Confirms that minor students recognize authorized adults.

Requires the adults' signatures, dates, and times of release.

- Keeps records for reimbursement purposes.

Supplies/Equipment

All forms for Parent/Student Gate located at the EQ Command Ctr.)

Personal emergency supplies, hand-held radios, Student Emergency Information Cards, class roster computer printouts, record-keeping material, etc., and notebook containing the following:

- Emergency Assembly Area station map (teacher/student locations)
- Faculty/Staff Roster
- School Information Map
- Emergency Operations Plan
- Log Forms

J. MINOR-STUDENT ACCOUNTING TEAM
Student Accounting Team (Adult School only)

Responsibilities

- Identifies minor students remaining on campus.
- Refers uninjured minors to Emergency Assembly Area for registration.
- Reunites minor students with parents/guardians/designees.
 - Confirms that minor students recognize authorized adults.
 - Requires the adults' signatures, dates, and times of release.
- Cares for all remaining minor students until released or instructions are received from the District.
- Keeps records for reimbursement purposes.

Supplies/Equipment

Personal emergency supplies, roll call material and records, hand-held radio(s), classroom emergency kits, games, books, Emergency Operations Plan.

K. PSYCHOLOGICAL FIRST AID TEAM

Leader Psychologist Amir Mirkiani
Staff Sue Henkels, Yvonne Campbell and all counselors, as available

Responsibilities

- Mitigates emotional trauma.
- Establishes a "buddy" system for staff and students that will encourage positive interaction.

Supplies/Equipment

Personal emergency supplies, and notebook containing the following:

- Emergency Operation Plan
- Psychological First Aid Team Forms
- School Information Map
- Log Forms

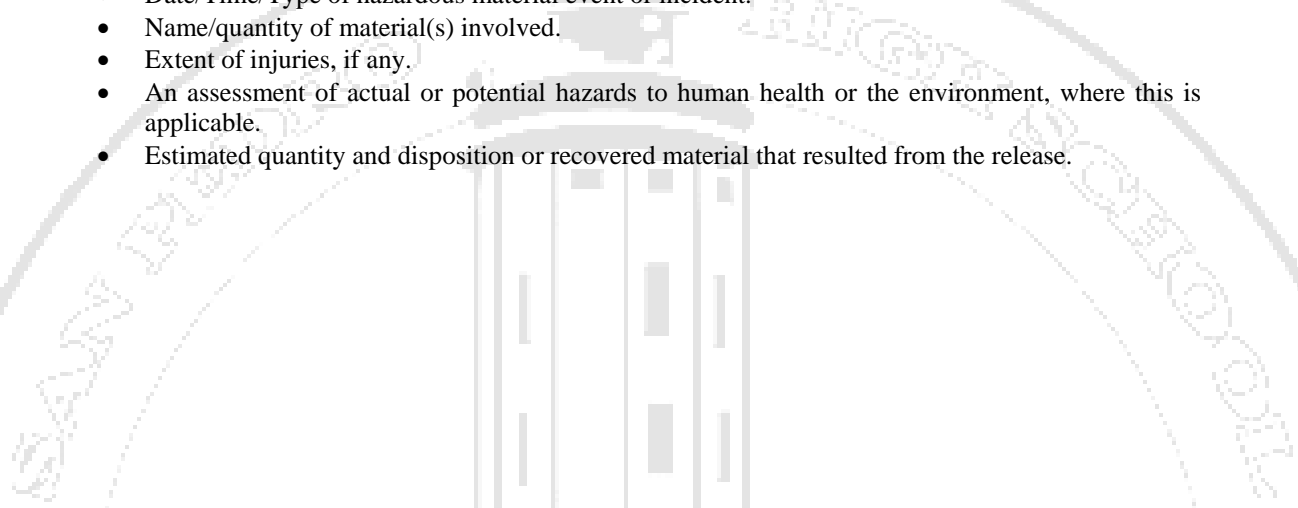
L. HAZARDOUS MATERIALS ASSESSMENT TEAM

(Secondary schools staff only)

Leader	Amy Dean
Staff	Domenic Costa, Elisa Nelson-Nagle, plus others all available maintenance personnel

1. Whenever there is an on-site or nearby spill release, a fire or an explosion involving a hazardous material, the team leader shall immediately identify the character, source and amount of any released materials. The team leader may do this by observation or review of site records or manifests and, if necessary, by chemical analysis.
2. Whenever there is an imminent or actual emergency situation, the team leader shall immediately: Activate internal facility alarms or communications systems, where applicable, to notify all occupants. Notify appropriate state, local and/or District representatives if help is needed.
3. Concurrently, the team leader shall assess possible hazards to human health or the environment that may result from the hazardous materials release. This assessment should consider both direct and indirect effects of the release (e.g., the effects of any surface water runoff from water or chemical agents used to control or contain the release).
4. If the team leader determines that the facility has had a spill or release which could threaten human health or the environment beyond the site boundaries, the team leader shall report the findings as follows:
 - If the assessment indicates that evaluation of local area(s) may be advisable, immediate notification of appropriate local authorities shall be given.
 - The team leader shall be available to help officials decide whether local area should evacuate.
 - The team leader shall, in every situation, immediately notify the State Office of Emergency services (213) 241-2180. The report shall include:
 - *Name/Telephone number of reporter.
 - *Name/Address of the facility.
 - *Time/Type of hazardous event or incident.
 - *Name/Quantity of material(s) involved and to the extent known.
 - *Extent of injuries, if any.
 - *Possible hazards to human health or the environment beyond the site boundaries.
 - The team leader will notify school police and the Environmental Health and Safety Branch, Room 215, BSC (213) 241-2180.
5. During an emergency, the team leader shall take reasonable measures necessary to ensure that a release does not recur or spread other hazardous waste or materials at the site. These measures shall include, where applicable, stopping processes and operations, collecting and containing release waste and removing or isolating containers.
6. If the facility stops operations in response to a releaser threatened release, the team leader shall monitor for leaks, pressure build-up, as generation or ruptures in valves, pipes or other equipment, wherever this is appropriate.
7. Immediately after an emergency, the team leader shall provide for treating, storing or disposing of recovered waste, contaminated soil or surface water or any other material that results from hazardous material release.
8. The team leader shall ensure that, in the affected area(s) of the site: NO waster that may be incompatible with the released materials, is treated, stored or disposed of until cleanup procedures are completed. All emergency equipment listed in the contingency plan is cleaned and fit for its intended use before operations are resumed.
9. The site administrator shall notify the Department of Health Services and appropriate state, local and districts authorities that the facility is in compliance with number 8 above before operations are resumed in the affected areas of the site.
10. The site administrator shall note the time, date and details of any incident that requires implementing the Emergency Operations Contingency Plan.
 - Name/Address/Telephone number of the site administrator.

- Name/Address/Telephone number of the site.
- Date/Time/Type of hazardous material event or incident.
- Name/quantity of material(s) involved.
- Extent of injuries, if any.
- An assessment of actual or potential hazards to human health or the environment, where this is applicable.
- Estimated quantity and disposition or recovered material that resulted from the release.



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