

**CHAPARRAL ELEMENTARY SCHOOL
2008-2009
EMERGENCY ORGANIZATION PLAN**

*** = Walkie Talkie**

* Pick up Walkie Talkies from EOC
BEFORE beginning your responsibilities

@= **Master Key**

TEAMS	PERSONNEL	LOCATION	RESPONSIBILITIES	EQUIPMENT/SUPPLIES
Emergency Operation Center	*@ 1. Lori Kerns *@ 2. Nancy Stamm *@ 3. Ken Knox (alt.)	Grassy Area directly east of room 22	1. Accounts for the presence of all students and staff 2. Implements and coordinates the emergency operations. 3. Controls internal and external communication 4. Prepares reports for Superintendent	Emergency Preparedness packet showing lists, maps, and duties of emergency teams. Two-way radio. Rolling white board
First Aid Team	1. District Nurse (if appl) *2. Healthy Aide 3. Loretta Wolfinbarger 4. Michele Andrade 5. Gina U./Christina O. 6. Maria Rivasplata	Grassy area, west of Rooms 23 & 7 or primary grassy area. (TBD upon initial assessment.)	Administers first aid and records information on extent of injuries and first aid administered. Determines need for medical assistance. Comforts students. Ensures that the following are at the First Aid Center: First Aid Supplies, Health Cards and Medication.	Student Medication (from Health Office), stretchers, blankets, wheelchairs and first aid supplies. Send one member to Disaster Bin to secure supplies..
Sweep & Rescue Team #1	East Team *1. Ken Knox 2. Sue Hohn 3. Jeff Olson 4. Michele Andrade	Meet at Disaster Bin. Sweeps Office Building, Cafeteria, Rooms 10-12, 19 – 22, 13 - 18, & Upper Restrooms	Initially will be sent where students/adults are known to be. Afterwards will proceed in orderly and pre-established sweep pattern, checking each assigned area vocally, visually and physically. Reports the location of all special circumstances or unique situations to Emergency Operation Center.	Master key, hard hat, fire extinguisher. Access to Disaster Bin.
Sweep & Rescue Team #2	West Team * @1. Erik Dahl 2. Sandy Hamill 3. Robs Muir 4. Judy Bellis	Meet at Disaster Bin. Sweeps Kindergarten, Primary Restrooms, Rooms 1-6, 23, 7-9 & 24 – 27	Initially will be sent where students/adults are known to be. Afterwards will proceed in orderly and pre-established sweep pattern, checking each assigned area vocally, visually and physically. Reports the location of all special circumstances or unique situations to Emergency Operation Center.	Master key, hard hat, fire extinguisher. Access to Disaster Bin.
Campus Security Team	* @1. Rod Bettis * @2. Ken Knox	After completion of duties, will report to Emergency Operation Center	Secures school by locking all external gates. Immediately opens Disaster Bin. Put up caution tape to main quad. Wheel out EOC Board, help set tables for Communication Team, Routes fire, rescue, ambulance and police to area of need.	Master key, two-way radio. Stay in contact with EOC.
Fire Team	1. @ Rod Bettis	Team will meet at	Confirms existence and location of fire, notifies	Fire extinguisher, gloves, 2-way

	2. @ Ken Knox 3. Sandy Hammil 4. Jeff Olson	Emergency Operation Center	Emergency Operation Center, rescues students using appropriate fire control equipment and secures area.	radio. Be familiar with where Fire Extinguishers are located at the school
Student Emergency Assembly Area, Students and Staff Accounting Team	All Classroom Teachers	Kindergarten grassy play field, blacktop area north of the classrooms, and grassy area east of the upper quad.	Evacuate students to Student Emergency Assembly Area using predetermined Routes at first possible safest time. Determine need for assistance. Connect with Buddy Partner. Take roll and report class status to EOC using Green, Red or Yellow Card and Student Status Sheet. Check in with supervising staff member before going to assigned emergency task area.	Emergency Backpacks. Necessary roll call materials, emergency cards, colored cards.
Cafeteria and Custodial Teams	1. @ Rod Bettis 2. Night Custodian 3. Sandra Ghiraldi 4. Oriela Correra	EOC	Check utilities and takes appropriate action to minimize damage to school site. Determines resources that are available for immediate school use: water, food, power, radio, telephone and sanitary conditions. Surveys and reports to EOC the extent of damage to school site.	Two-way radios, master keys, supplies from Disaster Bin.
Parental Communication Team	*@1. Cindy Eiland 2. Karen Corrette 3. Marilyn Chadwick 4. Jennifer Kilpatrick 5. Jean Merrill	Bike rack quad	Immediately begins the process of reuniting students with their parents or guardians by referring to the Disaster Cards. Dispatches Student Leadership runners to secure students, with authorized adult signature, and escort them to reunion gate (southeast gate.) Confirms that students recognize the requesting adults and feel secure in their custody. Requires that requesting individuals sign for the students. Ensures that all records are kept on students leaving campus.	Walkie-talkie. Student Emergency Cards, Master Student List, Release forms, Master Grade Level Student Release Spreadsheet.
Leadership Support Team	*1. Kathy Fulton 2. Anne Dieken Responsible Student Leaders (5 th & 6 th Grade),	Outside Rm 18 on grassy area and SE gate	Highly responsible students to possibly assist as runners/messengers in helping to bring students to reunion gate.	Master Student List, container to put student release papers, desk or table, pens, etc.
Student Assembly Supervision after Personnel has left to begin their other job responsibilities	Reed, Upshaw, Walters/ VanKouwenberg, Mellem, Gould, McCabe, Russell, Harrison, Cortese, Simpson, Prokop, Thomas, Collier, Roberts, Jackson, Shebesta, Mueller, all substitutes, instructional aides, any volunteers and auxiliary staff.	With the students around the west, north and east perimeter of the school	Maintain order, soothe and calm students. Release only upon a written verification.	Classroom Emergency Backpacks