



School Emergency Operations Plan

2008 – 2009

5435 Vesper Avenue
Sherman Oaks, California 91411
(818) 267-5900 Fax (818) 909-7274

SCHOOL SAFETY COMMITTEE

Chairperson..... Clemmensen, Jim
Committee Members..... **See page 8 for the current list**

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.
- Coordinate needs of all campus stakeholders.
- Maintain appropriate emergency supplies and equipment.
- Conduct an annual review of emergency procedures.

INCIDENT COMMAND CENTER

LOCATION: Front of Emergency Shed

- | | |
|------------------------------------|------------------|
| • Command Leader..... | Clemmensen, Jim |
| • Communications Coordinator | Rosales, Rick |
| • Public Information Officer..... | Lundbergh, Kandy |
| • Documentation..... | Hayes, Rosario |
| • First Assistant / Security | Crowe, Marty |

RESPONSIBILITIES:

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

Note: Search and Rescue Teams will report to the Communications Coordinator for check-in and assignment of auxiliary personnel before deployment.

SUPPLIES / EQUIPMENT:

- Staff Roster / Room Numbers
- Emergency Plan
- School Information Map
- Log Forms
- Walkie-Talkies
- Master Key

SEARCH AND RESCUE TEAMS

Team #1 Administration Building

Leader: Krueger, Kurt
Members: Gadwood, Lori
 Kinsely, Ken
 Rodriguez, Miguel

Team #3 Bungalows B50-B67

Leader: Banke, Ed
Members: Arreola, Rogelio
 Mikels, Jason
 Foster, Bruce

Team #2 Science Building

Leader: Wagner, Gary
Members: Wells, Preston
 Teixeira, Brian
 Chatley, Robert

**Team #4 P.E. Bldg., Industrial Arts Bldg.
Cafeteria, B40, Auditorium**

Leader: Hayes, Mark
Members: Hyatt, Ken
 Dougherty, Shawn
 Shapiro, Matt

RESPONSIBILITIES:

- Conducts pre-established sweep pattern.
- Follows established search and rescue procedures before and after locating victims.
- Keeps records for reimbursement purpose.

SUPPLIES / EQUIPMENT:

Personal emergency supplies, master keys, hand-held radios, fire extinguishers, bolt cutters, shovels, rope, gloves, goggles, flashlights, triage tags, first aid kits, etc.

EMERGENCY FIRST AID TEAM

LOCATION: Eating area between Industrial Arts Building and Cafeteria

Leader: Duran, Melinda
Members: Romeo, Maria Ponza, Veronica Nancy Avaney
 DuBois, Joy Koppel, Keli

RESPONSIBILITIES:

- Administers first aid.
- Records types of injuries and first aid provided.
- Coordinates medical efforts with Search and Rescue Teams.
- Determines need for medical assistance.
- Keeps records for reimbursement purposes.
- Ensures that first aid supplies & Student Emergency Information Cards are at the First Aid Center.

SUPPLIES / EQUIPMENT:

Personal emergency supplies, triage tags, hand-held radios, stretchers, blankets, wheelchairs, first aid supplies.

SUPPLIES / EQUIPMENT:

Personal emergency supplies, master keys, direction and information signs, etc.

UTILITY MANAGEMENT TEAM (Same members as above)
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UTILITIES 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, radios, sanitary supplies, etc.)
- 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.

EMERGENCY ASSEMBLY AREA TEAM

Leader: Williamson, Neil
Alternate: Barner, Anita
Members: Garcha, Simer
Crowe, Marty
Antonio, Ofelia

RESPONSIBILITIES:

- Ensures that entrances to the Emergency Assembly Area are clear and safe.
- Assists in the evacuation of classes to Emergency Assembly Area stations.
- Takes attendance sheets from teachers 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.
- Keeps records for reimbursement purposes.

SUPPLIES / EQUIPMENT:

Personal emergency supplies, hand-held radios, bullhorn, etc.

REQUEST GATE

LOCATION: Gate on Albers Street (North)

Leader: Uribe, Maria
Alternate: Hagihara, Yas
Members: Hernandez, Maricela
Del Valle, Yasmin
Krkeyan, Haykuhi
Beberyan, Anait

RESPONSIBILITIES:

- Ensures that entrances to the Emergency Assembly Area are clear and safe.
- Assists evacuation of classes 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.
- Keeps records for reimbursement purposes

SUPPLIES / EQUIPMENT:

Personal emergency supplies, hand-held radios, bull-horn, etc.

REUNION GATE

LOCATION: Gate on Cedros Avenue (West)

Leader: Pisterman, Beatrice
Alternate: Robert, Jason
Members: Castillo, Ana
Meneshian, Harry

RESPONSIBILITIES:

Reunion Staff confirms that student recognizes adult.
Keeps accurate records of students requested by parent.
Keeps records for reimbursement purposes

SUPPLIES / EQUIPMENT:

Personal emergency supplies, hand-held radios, record-keeping materials, etc.

GENERAL INSTRUCTIONS TO TEACHERS

1. All teachers should keep a copy of this plan in their roll book.
2. Teachers without an assignment should be familiar with all aspects of the Emergency Plan in case they are needed for backup.
3. Teachers are reminded that Leadership Students are to assemble in their assigned area during a drill or real emergency.
4. **Stay Calm!** The most important thing is to remain calm. If you panic, so will your students.
- * 5. If possible, turn off all water, gas, and electricity in your room.
6. If an injured student is obviously mobile, he/she should be escorted by a student to the Emergency Medical Area.
- * 7. Students may need to be left in the room to be handled by Search and Rescue. Upon reaching your Assembly Area location (P.E. Field), send needed rescue information to the Incident Command Center.
8. **You are** the last one to leave your room. Bring your roll book with you.
9. If you encounter any “loose” students, direct them to the Athletic Field.
- * 10. Teachers will submit a list of students who are missing.
11. Teachers with assigned duties will turn over their roll sheet to a neighboring teacher or to a member of the Emergency Assembly Area Team.
12. After taking attendance on the field, report to the Command Center if you have an assignment.

** Only if drill is “real” or you are notified before the drill.*

Safe-School Committee

2008-2009

1. Banke Ed – Physical Education Teacher
2. Carrillo, Gina - PSA
3. Clemmensen, Jim - Chairperson
4. Crowe, Marty - Advisor
5. Duran, Melinda – School Nurse
6. Foster, Bruce - Teacher
7. Grisante, Giovanni – Cafeteria Manager
8. Hayes, Mark - Dean
9. Lundbergh, Kandy - APSCS
10. Meneshian, Harry - Classified
11. Morales, Maria – Parent Center Director
12. Olivares, Josue – Plant Manager
13. Phillips, Joshua – Teacher/Leadership
14. Recinos, Adela – Assistant Plant Manager
15. Rosales, Rick – AP
16. Skarin, Susan Dr. – School Psychologist
17. Ward, Mike – LAUSD School Police

Responsibilities

Meets on a quarterly basis throughout the school year to:

- Develop safety and emergency policies.
- Ensure that proper safety procedures are observed.
- Ensure that hazard mitigation strategies are implemented.
- Coordinate needs of all campus stakeholders.
- Maintain appropriate emergency supplies and equipment.
- Conduct an annual review of emergency procedures.