



Baypoint Preparatory Academy

EMERGENCY PREPAREDNESS HANDBOOK

2015-2016

**26089 Girard Street
Hemet, Ca 92544**

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SHELTER-IN-PLACE/LOCKDOWN

For the safety of Baypoint Preparatory Academy students and staff:

1. A **SHELTER-IN-PLACE** will be initiated by the administration for various reasons including but not limited to: severe weather, environmental hazard, unrest at area schools, request of local law enforcement or when administration becomes aware of a potential volatile situation near the school.
2. A **LOCKDOWN** will be initiated by the administration at the request of local law enforcement or when there is an imminent danger to students.

A. Shelter-in-Place Procedures:

1. Announcements will be made via classroom phone systems, megaphone, and/or two-way radios (monitored by Instructional Coaches).
 - “We are now initiating a Shelter-in-Place”
2. All students who are outdoors will be sent to classrooms.
3. If necessary, teachers may communicate with the office by telephone or cell phone.
3. Teachers will lock all classroom exterior doors and close blinds.
4. Teachers will move students away from the windows and doors.
5. Teachers will take roll and note absent students and the locations of students missing from their room (restroom, office, etc.).
6. Teachers will report any students “missing” from their classroom to the office.
7. Students and staff should remain calm and quiet.
8. Students and staff should remain indoors until the “all clear” is issued or unless other instructions are given by the administration.
9. If necessary, school dismissal will be delayed until the administration determines it is safe to release students.
10. When administration has determined the campus is safe, an **ALL CLEAR** will be announced. All students will then return to their studies or activities they were participating in prior to the Shelter-in-Place announcement.

B. Lockdown Procedures

1. Announcements will be made via classroom phone systems, megaphone, and/or two-way radios (monitored by Instructional Coaches).
 - “We are now initiating a Lockdown”
2. All students who are outdoors will be sent to classroom.
3. Students in the gymnasium will be sent to the locker rooms.
4. Students in Cafeteria will be taken to the back storage area.
5. If necessary, teachers may communicate with the office by telephone or cell phone.
6. Teachers will lock all classroom exterior doors and close blinds.
7. Teachers will place a color coded placard in the window or doorjamb:
 - **Green: Green paper indicates to law enforcement that students are all OK in your class and no injuries.**
 - **Yellow: Yellow paper will indicate to law enforcement that someone inside the room is injured or requires assistance.**
 - **Red: Red paper indicates to law enforcement that an intruder is in the room.**
 - **Blue: Need food, water, or someone needs to use the restroom.**

8. Teachers will move students away from the windows and doors, to the most secure area of the room.
9. Teachers will take roll and note absent students and the locations of students missing from their room (restroom, office, etc.).
10. Teachers will report any students “missing” from their classroom to the office.
11. Students and staff should remain calm and quiet.
12. Students and staff should remain indoors until the “all clear” is issued or unless other instructions are given by the administration.
13. If necessary, school dismissal will be delayed until the administration determines it is safe to release students.

FIRE DRILL

- A. When the fire bell rings, all students are to exit classrooms in an orderly manner.
- B. Students are to line up quietly in designated areas. There is to be **absolutely no talking**.
- C. Teachers are to bring their red binder so that all students may be accounted for.
- D. All doors and windows must be closed.
- E. An announcement will be given at the end of the drill.

EMERGENCY PERSONNEL ON CAMPUS

- A. Administrator or designee will oversee, give directions, unlock appropriate gate for entrance to campus.
- B. One office personnel will assist ailing person.
- C. One office personnel will wait for emergency vehicle at Girard St. entrance.
- D. One office personnel will remain in office.
- E. All personnel will communicate via radio (tuned to channel 1)
- F. Students will remain in classrooms until notified.

BAYPOINT PREPARATORY ACADEMY PRIMARY EVACUATION ROUTES



BAYPOINT PREPARATORY ACADEMY

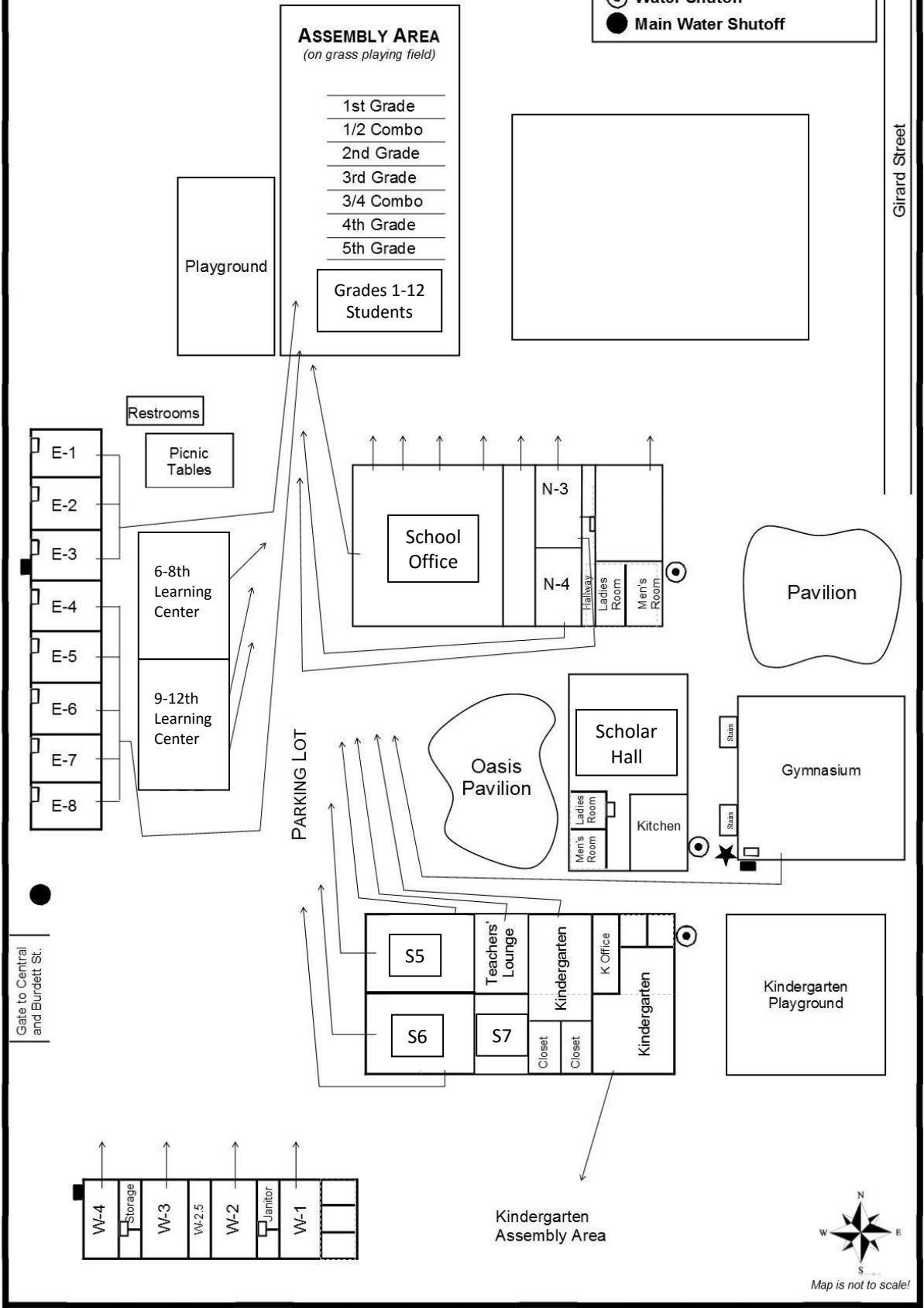
26089 Girard St, Hemet, CA 92544
Phone: 951.658.3203

Acacia Avenue

Girard Street

Key:

- ★ Gas Shutoff
- Circuit Breaker
- Main Electrical Circuit Breaker
- ⊙ Water Shutoff
- Main Water Shutoff



EARTHQUAKES

A. What to Expect During an Earthquake

The first indication of a damaging earthquake may be a gentle shaking. You may notice the swaying of light fixtures or hear objects wobbling on shelves. Or, you may be jarred first by a violent jolt. Or, you may hear a low (and perhaps very loud) rumbling noise. A second or two later, you'll really feel the shaking; and by this time, you'll find it very difficult to move from one place to another.

During a major or moderate earthquake, the greatest immediate hazard to people in or near a building is the danger of being hit by falling objects. During the ground shaking, the school population is safest finding immediate shelter under desks, tables, or counters. Take action at the first indication that the ground is shaking.

It's important to take "quake-safe" action at the first indication of ground shaking. Don't wait until you are certain an earthquake is occurring. As the ground shaking grows stronger, danger increases. For example:

- Free-standing cabinets and bookshelves are likely to topple. Wall-mounted objects (such as clocks and artwork) may shake loose and fly across the room.
- Suspended ceiling components may pop out, bringing light fixtures, mechanical diffusers, sprinkler heads, and other components down with them.
- Door frames may be bent by moving walls and may jam the doors shut. Moving walls may bend window frames, causing glass to shatter and sending dangerous shards into the room.

The noise that accompanies an earthquake cannot cause physical harm. However, it may cause considerable emotional stress—especially if you're not prepared to expect the noisy clamor of moving and falling objects, shattering glass, wailing fire alarms, banging doors, and creaking walls. The noise will be frightening, but a little less so if it is anticipated.

B. Earthquake Procedures:

During an earthquake drill or at the first sign of ground shaking, students demonstrate their ability to react immediately and appropriately.

1. Before the drill:
 - a. Announcements will be made via classroom phone systems, megaphone, and/or two-way radios (monitored by Instructional Coaches)
 - b. If Indoors: Teacher will announce to Drop, Cover, and Hold
 - c. Move away from windows, shelves, and heavy objects and furniture that may fall and cover under a table or desk, or in a strong doorway.
 - d. In laboratories and kitchens, all burners should be extinguished (if possible) before taking cover. Stay clear of hazardous chemicals that may spill.

- e. Although doorways have traditionally been regarded as safe locations, it's important to anticipate that doors may slam shut during an earthquake.
 - f. In halls, stairways, or other areas where no cover is available, move to an interior wall.
 - g. Turn away from windows, kneel alongside wall, bend head close to knees, cover sides of head with elbows, and clasp hands firmly behind neck.
2. If Outdoors:
 - a. Move to an open space, away from buildings and overhead power lines.
 - b. Lie down or crouch low to the ground (legs will not be steady). Keep looking around to be aware of dangers that may demand movement.
 3. If on a School Bus:
 - a. The bus will stop away from power lines, bridges, overpasses, and buildings.
 - b. Students should remain in their seats and hold on.
 4. After the earthquake drill:
 - a. Evacuate the building (after the announcement to evaluate is heard) using fire drill procedure.
 - b. Students are to remain in line until further instructions are given.

C. Major Earthquake Response Plan

- A. Everyone:
 1. Duck, cover and hold.
 2. Evacuate buildings when the tremor stops.
- B. Teachers:
 1. Evacuate students to the fire drill area.
 2. Have students sit down.
 3. Take roll.
 4. Provide minor medical treatment.
 5. Report seriously injured and/or missing students to the Incident Command Post (ICP). Use an Emergency Status Report form which will be delivered to you by a runner.
 6. Stay with your students unless otherwise instructed.
 7. Student Release
 - a. Student runners will request student.
 - b. All students who are released need to be processed through Office Post which will be located by the gate outside of the office.
- C. Instructional Coaches:
 1. Assist students as they evacuate.
 2. Report to Incident Command Post (ICP).
 3. Deploy to classes to gather injury and damage reports.
 4. Report back to ICP.
 5. An assignment will be given for you to serve as needed.
- D. Custodian:
 1. Shut down appropriate utilities.
 2. Check for fires, fallen power lines, gas leaks.

3. Report to ICP.
 4. Provide campus security.
- E. Office Staff:
1. Operate the Office Post.
 2. Serve as the communication center to all parents, police, fire departments, etc.
 3. Administer first-aid to the injured.
 4. Document action taken (injured, missing persons, damage, etc.)
 5. Supervise and document the release of all students and staff.
- F. Administration:
1. Operate the Incident Command Post.
 2. Set up and coordinate personnel assignments for:
 - a. Accounting of staff and students
 - b. Communications
 - c. Campus security
 - d. Documentation
 - e. Medical team leader
 - f. Search and rescue
 - g. Distribution of supplies
 - h. Student runners
 - i. Morgue



EMERGENCY TELEPHONE NUMBERS

County Health Department	800 South Sanderson Avenue, Hemet, CA 92545	(951) 766-2824
Riverside County Fire	25954 Stanford, Hemet Business Calls - 658-5200	911
Riverside County Sheriff	43950 Acacia Ave., Suite B, Hemet Non-Emergency – (951) 766-1099 Non-Emergency – (800) 950-2444 Hemet Station – (951) 791-3400	911
Hemet Police Department	450 E. Latham, Hemet Non-Emergency– (951) 765-2400	911
Hemet Fire Department	510 E Florida Ave, Hemet Non-Emergency – (951) 765-2450	911
California Highway Patrol	195 Highland Springs Ave., Beaumont	(951) 769-2000

Hospitals		
Hemet Valley Medical Center	1117 E. Devonshire Ave., Hemet	(951) 652-2811
Kaiser Medical Center, Riverside	10800 Magnolia Ave., Riverside	(951) 353-2000
Kaiser Medical Center, Moreno Valley	27300 Iris Ave., Moreno Valley	(951) 243-0811
Loma Linda Univ. Med Center	28062 Baxter Rd., Murrieta	(951) 290-4000
Rancho Springs Medical Center	25500 Medical Center Dr., Murrieta	(951) 696-6000
Riverside Community	4445 Magnolia Ave., Riverside	(951) 788-3000
Riverside County Regional	26520 Cactus Ave., Moreno Valley	(951) 486-4397
Southwest Healthcare System	36485 Inland Valley Dr., Wildomar	(909) 677-1111

Utilities	
Southern California Gas Co.	(800) 427-2200
Southern California Edison Co.	(800) 655-4555
EMWD or Lake Hemet Municipal Water	(951) 928-3777 (951) 658-3241
Phone: PJU Telecom	(951) 925-9007 Emergency: (951) 634-1135
Pacific Alarm	(800) 804-9060 or (951) 845-1666



Emergency Status Report

Time Report Filed: _____

IMMEDIATE ASSISTANCE REQUIRED

- None Medical Fire Search and Rescue Support personnel

CONDITION OF STUDENTS

- All accounted for No injuries No immediate help required

_____ Number Missing - List names below

_____ Number Trapped in Building - List names below

_____ Number Injured	_____ Number requiring immediate medical attention
Type of Injury	Name
_____	_____
_____	_____

CONDITION OF STAFF

- All accounted for No injuries No immediate help required

_____ Number Missing - List names below

_____ Number Trapped in Building - List names below

_____ Number Injured	_____ Number requiring immediate medical attention
Type of Injury	Name
_____	_____
_____	_____

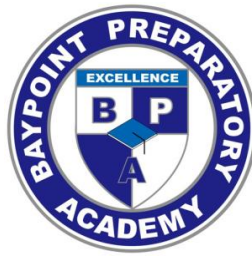


Baypoint Preparatory Academy

CUSTODIAN SITE STATUS REPORT

Structural Damage [check damage/problem and indicate location(s)]

	Damage/Problem	Location(s)
	Gas Leak	
	Water	
	Fire	
	Electrical	
	Communications	
	Heating/Cooling	
	Other:	
	Other:	
	Other:	
	Other:	



Baypoint Preparatory Academy

Emergency Time / Situation / Response Report

Time	Situation	Response	Initial



Baypoint Preparatory Academy

Student Sign-out Log _____ Grade

Time	Student Name	Printed Name of Person Taking Student	Signature of Person Taking Student
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			



Baypoint Prep - Runner Form

Student Name _____

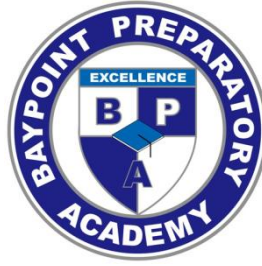
Room # _____ Grade _____

Requested By _____

Absent _____

First Aid _____

Missing _____



Baypoint Preparatory Academy

Disaster Preparedness Student Accounting

Room No. _____ Date _____
 Enrolled per Register _____ Reported By _____
 Not in School Today _____ Received By _____
 Present Now _____

1. Students or classroom volunteers elsewhere (off campus, left in room, other location, etc.)		
Name	Location	Problem

2. Students on playground needing more first aid than you can handle.		
Name	Location	Problem

Additional comments: (report fire, gas/water leaks, blocked exits, structural damage, etc.)



Baypoint Preparatory Academy

Disaster Public Information Release Worksheet

Date: _____ Time: _____

[Check off, fill in, and cross off as appropriate.]

Note: If this is used as a script, read only those items checked. Make no other comments.

Baypoint Preparatory Academy has just experienced a(n) _____
(Incident)

- The (students/employees) [(are being) or (have been)] accounted for.
- No further information is available at this time.
- The Red Cross [(is here) or (are on the way) or (are not available to us)].
- Emergency medical services [(are here) or (are on the way) or (are not available to us)].
- Police [(are here) or (are on the way) or (are not available to us)].
- Firemen/paramedics [(are here) or (are on the way) or (are not available to us)].
- _____ [(are here) or (are on the way) or (are not available to us)].
- Communication center(s) for parents (is/are) being set up at the following location to answer questions about individual students: _____
- Communication center(s) for parents (is/are) being set up at the following location to answer questions about individual employees: _____
- Injuries have been reported at Baypoint Preparatory Academy and are being treated at the site by (staff/professional medical responders).
- (#) _____ reported injured.
- Students have been taken to _____, a safe area, and are with [(classroom teachers/staff) or (Red Cross)].
- Students have been taken to the local emergency room for treatment of serious injury. Parents should go to the emergency room at _____.
- Confirmed deaths have been reported. Names cannot be released until families have been notified.
- Structural damage has been reported.
- Facilities have been declared [(safe) or (not safe)] for occupancy
- Schools [(will be open) or (will not be open)] tomorrow.

Release restrictions: No Yes If yes, explain: _____

Released to the public as Public Information Release # _____ Date/Time: _____



Baypoint Preparatory Academy

Notice of First Aid Care

Date: _____

Dear Parent:

During the emergency today, your child _____ (name) was injured at school and was given first aid by a disaster first aid team staff member. He/She was:

_____ Released to His/Her Classroom Teacher

_____ Taken by Paramedics to:

Hemet Valley Medical Center
1117 E. Devonshire Ave., Hemet

Kaiser Permanente Medical Center
10800 Magnolia Ave., Riverside

Other: _____

If you feel further care is necessary, please consult your family physician.

Remarks: _____

Please sign and return white copy to school. Retain yellow copy for your records.

(Parent's Signature)

(School Representative's Signature)



Baypoint Preparatory Academy

Medical Treatment Victim Log

Date: _____

Name	Triage Tag #	Triage Category
1.		D I DEAD
2.		D I DEAD
3.		D I DEAD
4.		D I DEAD
5.		D I DEAD
6.		D I DEAD
7.		D I DEAD
8.		D I DEAD
9.		D I DEAD
10.		D I DEAD
11.		D I DEAD
12.		D I DEAD
13.		D I DEAD
14.		D I DEAD
15.		D I DEAD
16.		D I DEAD

Totals: _____ D (Delayed) _____ I (Immediate) _____ DEAD

Completed by: _____ Time _____

Delivered to: _____ at Command Post



Baypoint Preparatory Academy

Mortality Management Guidelines

Personnel: To be assigned

Responsibilities: After pronouncement or determination of death:

- Do not remove any personal effects from the body. Personal effect must remain with the body at all times.
- Attach tag to body with the following information:
 - Date and time found.
 - Exact location where found.
 - Name of decedent if known.
 - If identified – how, when, by whom.
 - Name of person filling out tag.
- Place body in plastic bag(s) and tape securely to prevent unwrapping. Securely attach a second tag with the same information as above to the outside of the bag.
- Place any additional personal belongings found in a separate container and label as above. Do not attach to the body, but store separately.
- Move the properly tagged body with its personal effects to the designated morgue area.
- Consider:
 - Tile, concrete, or other cool floor surface
 - Accessibility for vehicles
 - Remote from assembly area

Location: _____

- As soon as possible, notify the police of the location and, if known, the identity of the body. They will notify the coroner.
- Keep accurate records and make available to police/coroner when requested.
- Keep unauthorized persons out of morgue.

Equipment/Supplies:

Tags
Pens/Pencils
Plastic trash bags

Duct tape
Plastic tarps
Stapler

2” cloth tape