

05/29/03

**South Bay Chinese School
Palos Verdes High School Campus
Emergency Response Instructions for Teachers and Staff**

EARTHQUAKE:

All teachers and personnel must take cover when an earthquake occurs.

Wait until ALL MOVEMENT has stopped and you feel safe to get up.

Calmly and verbally reassure students and give directions.

1. **Check** for injured students. Those who can be moved or can move should be taken to the field or at least the grass area away from overhangs. If a person or student is injured or dead and cannot be moved, attach any piece of paper to the victim indicating the **name of the** victim and the apparent injury, if it can be determined. Pull a table **over** the victim to protect him/her from falling objects caused by aftershocks.

2. **Mark the door by hanging cards on doorknob:**

Green Card Indicates All Clear

Red Card indicates an injured or dead **victim inside**. (If possible, use marker to note details.) If FIRE, leave the door **CLOSED**

If EARTHQUAKE, leave the door **OPEN**

2. **Evacuate the room: Walk** with your students straight out to the grassy areas. **Keep away from overhangs!** Take your class roll and personal bag.

4. **Convene in the grass area to form single lines** before walking to the field. Calm your students.

5. **Check on your Buddies.**

6. **Proceed in single lines** to the field (Common). No **talking**.

7. **Take class roll call and record on two student roll call sheets.**

8. **Send runner or room parent** to the Student Release Team with one of the student roll call sheets. Runner then returns to the teacher.

Note: Pre-assigned runners should report to runners' pool area after roll is taken.

9. **If assigned to a specific team:** Leave your class roll call sheet with the teacher or adult closest to you who can supervise your class. Tell your class which adult is taking your place. Report to your team assignment.

10. Students not in their classroom should go directly to the field. Report to the Command Post and then go to the teacher.

11. The principal and the designated public relations person will only handle communication with any media present during the entire drill and/or disaster period.

DISTURBANCES:

During disturbances, **Lockdown** or **Shelter-In-Place** is a process designed to protect students, teachers, and staff during outdoor events, such as chemical or biological releases, protestors, natural gas leaks, shooting, or other disturbances.

1. Stay inside the room or building you are in when a disturbance occurs.

2. Everyone should move into the center of the room or building or away from exterior doors and windows. Take cover under desk. Stay inside the classroom until told to leave by the authorities.

3. Collect your bags, medication, purses, and other essential personal items to take with you.

4. Do not trip fire alarms (unless there really is a fire).

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MEDICAL AID TEAM (TRIAGE)

The Medical Aid Team consists of the School teachers and staff. with first aid training.

LOCATION: The Common.

PROCEDURES:

1. Set up First Aid station on lawn area near the flagpole.
2. Put sign on stairs and Cloyden. (Directs parents to the student release)
3. Lay out supplies for easy access. Communicate by walkie-talkie to Command Post if needed.
4. Sort out Triage victims by injury.

Help those you can with your level of medical training and with the supplies available to you.

5. Report major and moderate injuries to the School Staff. Inform the School Staff of victims you are unable to handle so that requests for professional medical help can be made.
6. Log all injuries on first aid log and on triage tags. Make separate lists of "Injured", "Dead", or "Missing". Supervise morgue.
8. Send for runners from "Runners Pool" if needed. Remember to allow them to rest periodically.

MORGUE:

1. Will be adjacent to Triage Area.
2. Will be under supervision of Medical Team.
3. Must be guarded **against unauthorized entry.**
4. No one is allowed in area unless authorized by Medical Aid Team coordinator.
5. **NO ONE IS TO BE REMOVED FROM THIS AREA.**

Emergency Equipment Inventory

NECESSITIES: There are two large blue barrels in custodian's office.

There are four first aid duffel bags and two stretchers near the barrels.

The custodian or his assistant will try to move all these items to the Common.

Emergency backpacks in the OAR closets

Emergency Backpacks are to be used in the event of a disaster, such as an earthquake.

- Whistle, Small cutter/blade (to open sealed section of backpacks-only in an emergency)
- Local Emergency Phone Nos., Campus map and Earthquake Disaster Preparedness manual.
- Student list for student release and Parent contact list.
- Red and green cards to hand on the room's doorknob and marker to note details on red card
 - **Green card** indicates All Clear
 - **Red Card** indicates an injured or dead victim inside
- Sticky back nametags to identify those left behind and for "runners"
- Pen, Paper and Dry Erase Marker for sending messages via runner or to other teams on campus and to keep your own personal notes.
- 2 space blankets to cover those who are left behind or for those in immediate need.
- Pry Bar, to be used if the classroom exit is blocked.
- Leather palmed gloves, 2 pair
- Latex gloves to safely handle students who are bleeding.
- 2 small packets of tissues and flashlights.
- First Aid Kits and first Aid flip chart to give you information for treating injuries.
- A bottle of water for cleansing wounds and taking emergency medications.
- Duct tape and Large trash bag