

# *La Mesa Junior High School*

## EMERGENCY REFERENCE GUIDE

### INFORMATION FOR PARENTS

1. **Does La Mesa have a disaster plan?** Yes, it is the Standardized Incident Management System (SIMS) and the National Emergency Management System (NIMS), which is an emergency response process required by Homeland Security Presidential Directive. This directive ensures a consistent nationwide approach for all governmental agencies to work together with a common, recognizable plan that is standardized for all. Copies of these plans are available at each school upon request.
  
2. **What immediate actions are taken by the school when an earthquake occurs?**  
The following procedures will be in effect:
  - A. **Teacher will:**
    1. Implement DROP, COVER, HOLD
    2. Follow the emergency Action Plan, by taking the roll book, Emergency Backpack and escort the class, (when safe), to a pre-designated evacuation route Emergency Assembly area posted at the classroom door.
    3. Take roll, and send an accountability report with a runner to the command post.
  
  - B. **The Emergency Response Team will:**
    1. Set up a Command Post and First Aid Station
    2. Deploy the Search and Rescue Team
    3. Establish a Student Reunion/Release Gate
  
3. **How will students be cared for in your absence?** Each school has disaster bins that are stocked with food, water, first aid supplies and emergency response equipment. In addition, depending on the severity of the event, many of our sites will be designated as Red Cross Centers, with all of their support and professional services.

4. **How will parents be reunited with their child?** Students will be released to their parents or an authorized adult, listed on the student's Emergency Card, at the school's Student Release Station. Parents or their designated representative will be asked to present identification before the student is released to him/ her.
5. **How will parents get an update status report on the condition of their child's school?** Parents will receive a telephone "Connect Message" with updated conditions and school plans. Local radio station KHTS AM 1220 will have updated information on our local schools, as well as other vital conditions throughout the Santa Clarita Valley. When possible our website will report pertinent information.

## **INSTRUCTIONS FOR TEACHERS**

### **WHEN AN EARTHQUAKE OCCURS:**

1. The teacher or other person in authority implements **DROP, COVER, HOLD**.
2. If necessary, **MOVE THE CLASS OUTSIDE** to an open area and when safe, take the class to the **DISASTER ASSEMBLY AREA** as indicated on the map in your classroom. Take roll book and emergency backpack.
3. Take roll and complete Emergency Accountability Form, **IMPORTANT**-Be sure that when you have completed the accountability form it is sent with a student runner to the Command Post.
4. Report to designated emergency team.

### **IN CASE OF FIRE:**

1. When the fire alarm sounds, instruct your students to quietly exit the room. Take your roll book and emergency back pack.
2. Instruct your students to follow the evacuation routes and gather in the **DISASTER ASSEMBLY AREA**.
3. Meet your students in the assigned area and verify your attendance.
4. Complete **CLASS STATUS REPORT** and send to Command Post via student runner.
5. When the all-clear signal is given, return to your room with your students.

## **POWER OUTAGE:**

1. Remain in your classroom with students until contacted by the office with instructions.

## **HAZMAT (Hazardous Materials):**

1. Immediately after HAZMAT condition has been reported to an administrator, the administrator will call either the fire department or the sheriff's station and insist that one of their personnel report to the school ASAP to confirm the call. If the school deputy is available they may confirm the call.
2. After a proper authority has confirmed the call, the principal will conduct a meeting with selected members of the Crisis Team. The purpose of the meeting will be to define the situation, discuss possible solutions and or actions, define the plan of action and execute the plan.
3. The principal will contact the district superintendent and apprise him/her of the situation.
4. If the administration is instructed to evacuate the school premises, the plan of action must include the manner of dismissal (i.e. all at once, by building etc.) the route (s) that will be used, and the designated assembly areas.

## **HUMAN THREAT (BOMB, SHOOTER, ETC):**

1. Take necessary precautions to ensure safety of self and students. (Evacuate, lock door, etc.)
2. Follow instructions given from the office via phones or all-call.
3. Contact AN ADMINISTRATOR with CLASS STATUS REPORT.

## **FIRE DRILLS:**

1. Each month, our school holds a fire drill. Students and staff evacuate their classrooms and students are escorted out to the field.
2. All staff and students are accounted for prior to returning to class.

## **DISASTER SUPPLIES:**

With the generous donations from parents to our disaster fund, we were able to provide safety supplies for each classroom. In addition, we have first aid/trauma supplies, water, search and rescue supplies and portable toilet set-ups. With district support, we have been able to purchase a generator. We continue to update and increase our emergency supplies and training. If you would like to contribute to our disaster fund, please contact Mrs. Carla Tuttle at: [ctuttl@hartdistrict.org](mailto:ctuttl@hartdistrict.org).

10/28/08