

CHAMINADE COLLEGE PREPARATORY
HIGH SCHOOL



CRISIS RESPONSE PLAN
2017-2018

HIGH SCHOOL CAMPUS
GRADES 9 - 12

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A crisis is a traumatic event that is typically unpredicted and overwhelming for those who experience it. Moreover, a crisis state may result upon exposure to drastic and tragic changes in an individual's environment. Examples of crises that can potentially have a large scale effect on the students, faculty and administrators in a school include: an accident involving a student or faculty member, the death of a student or faculty member, severe violence, hostage taking, fire at school, or a natural disaster. Crisis response, in the school environment, is a proactive, organized and well thought out plan that responds to a potential or real crisis situation.

A proactive approach to crisis response planning ensures that plans are in place before an incident occurs, thus eliminating many of the layers of time-consuming "reactive" planning that occurs in organizations that are unprepared for crisis management. A reactive approach is spontaneous, and not fully thought out, planned, or practiced, and can result in the response that is less effective in meeting the immediate, and possibly the long-term needs of the students, faculty and administrators. In summary, a proactive approach to a crisis is one that is organized, planned and practiced and more likely results in a response that can have a dramatic effect on reducing the short and long-term consequences of the crisis on the individuals in a school district.

Emergency Procedures

If School Is In Session....

In the event of an earthquake or similar emergency, please consult the directions for specific events and the related procedures. However, the following general guidelines will apply in most serious emergencies:

1. Students will be detained until it is determined that the roads are safe for transportation. Students will remain on the field or another safe place until they are picked up.
2. Students who drive to school and their student passengers will be released according to the directions given by parents on the Emergency Information Form. The school does not accept responsibility for a student who willfully disobeys the directive of a staff member to remain on campus.
3. Cars will not be allowed on campus and those wishing to pick up students should park on Cohasset and identify themselves at the main gate. All other gates will be locked.
4. Students who need to be picked up from school by a parent/guardian or a pre-approved adult will remain on campus until that person arrives. For parents choosing this option, it is strongly recommend that they give written parental permission to another parent in their neighborhood so that students will leave in carpools rather than individually.
5. Students who walk home, ride bicycles, or take public transportation will be released when the school deems it safe in accordance with parent directions on Emergency Information Form.
6. If students have to remain on campus, the staff will make every effort to care for them in a safe manner until students are able to return home safely. Sufficient numbers of faculty members will remain on campus to supervise and care for the students.
7. Depending on the occurrence, all activities, athletic events, rehearsals or club meetings may be postponed, and school suspended.
8. The athletic leagues have addressed the issue of contests occurring during a period of natural or civil disaster. Coaches have been issued guidelines for their responsibility in such cases. Students will be released to their parent, if present, when playing a game at

another school. Otherwise, students will be transported back to Chaminade when our coach and the administrator of the host school consider it safe to travel.

If School Is Not In Session...

1. If a disaster (i.e. earthquake, flood, fire) or civil emergency (i.e. terrorist activity, civil unrest or other disturbances) occurs while school is not in session, school will not resume until such time as the city is deemed reasonably safe for commuting to school.
2. A decision whether or not to open school will be made at the earliest possible time in order to notify our students and faculty. We will always try to post information on our website which is always the best source for timely information. We will attempt to inform radio stations KFWB (AM 980) and KNX (AM 1070) and the major local TV stations. If a crisis situation develops, the school community should depend on these sources of information.
3. In the event that school officials are able to call parents, they will use the phone number that appears on the student's Emergency Information Form. If school is canceled for a day or a number of days, the same system will be used to contact parents with any news of school resuming.

Important Parent Information

1. If an earthquake occurs, DO NOT CALL THE SCHOOL. If phone lines are still operational, they will be needed for calls to emergency agencies.
2. Students will not be picked up or released to anyone whose name does not appear on their Emergency Information Form, unless so specified on that form by their parent.
3. Chaminade has enough food and water stored to supply all of the faculty, staff, and students for the recommended period of 72 hours.
4. Students will be detained in the safest place on campus until they can be released to the authorized person on their Emergency Information Form.
5. The school's emergency plan(s) will be modified as situations dictate.

Emergency Evacuation Plan

1. The Chaminade evacuation site is the stadium field, unless there are other specific directions.
2. The Utilities team opens and monitors all gates to the stadium until the evacuation is complete.
3. Teachers who evacuate their students from classrooms to the field should also take the classroom Emergency Backpacks to the field.
4. After the evacuation is complete, all gates will be closed and monitored by a member of Student Control team.
5. Students and staff convene on the stadium field according to the prearranged Grade Level plan.
6. Teachers stay with the students until the Student Control team takes custody of them.
7. All other staff not in a classroom report to their team leaders at a pre-determined location.
8. The Crisis Command Center Captain deploys each team where it is needed.
9. Attendance Office personnel delivers a list of the day's absentees to the Crisis Command Center.
10. The Utility team delivers copies of the Emergency Information Forms to the Crisis Command Center and the captains of the Student Control and Parent Control teams.
11. The Student Control team distributes Emergency Information Forms to the students. The captain of the Student Control team collects undistributed Emergency Information Forms and takes them to the Crisis Command Center where they will be cross referenced with the day's absence.

Dismissal of Students

1. When people arrive to pick up students, they will not be allowed on campus. They will report to the area just east of the main gate on Cohasset where they will identify themselves to the Parent Control team.
2. Release station team member collects Student's Information Form and matches student to authorized person.
3. Team member directs the authorized person who is picking up student to complete Student Release Log, obtaining name, date/time signed out, signature, and destination.
4. Team member signs release log to verify release of student.
5. Captain releases student from campus.

Dismissal Procedure for Students who Drive to School

1. Students who drive to school and their student passengers will be released according to the directions given by parents on the Student Information Form. The school does not accept responsibility for a student who willfully disobeys the directive of a staff member to remain on campus.
2. Once the CCC has determined that the roads are safe for transportation, Student Control will communicate with the Parent Control Team the names of those students requesting to leave the campus.
3. Students will be sent to Parent Control with their Student Information Form where their ID will be verified.

4. Authorized students will complete the Student Release Log, with their name, the date and time they sign out, their signature and their destination.
5. Student Release team member signs log to verify release of student.
6. Captain releases student from campus.

Specific Crisis Situations

Lockdown

Upon first indication of a serious security threat on or adjacent to the campus, a verbal report should be made immediately to a school employee. If circumstances permit, the employee will make immediate contact with a school administrator; at which time the administrator will determine if a lockdown is warranted. In the absence of an administrator, the employee will make the decision on locking down the campus.

When a school lockdown is ordered, every person on the campus must adhere to the following procedures in their entirety.

1. Immediately go to the nearest unlocked room (including the Gym or the Bob Hope Center but not a bathroom).
2. Ensure that the door handle is in a locked position.
3. Remain as quiet as possible, realizing that some organization has to take place to get the room set up.
4. Allow as many people into the room as is feasible.
5. Secure the room by closing and locking the doors and windows and lowering the blinds.
6. Stay away from the windows.
7. Place the magnetic window cover over the door window.
8. Set up the portable toilet in the room.
9. Assess the resources in your room's emergency bin.
10. Once your room is secured, do not open the door for anyone until a school official or police officer unlocks the door from the outside with a school key.
11. School personnel will maintain communication as much as possible.

Fire

1. The person who first observes the fire will pull the fire alarm, call 911, and contact the front office to report the fire.
2. The front office will contact emergency services as needed.
3. The regular evacuation plan will be followed.

Earthquake

Regardless of location, everyone (faculty, staff, parents, students) should adhere to the following procedure in its entirety.

1. Drop down to knees with back to windows.
2. Duck and cover under desk, chair, or table if available. Hold furniture securely with both hands.
3. If furniture is not available, drop in-place and assume classic "Earthquake Position" with arms covering back of head to minimize the effect of falling objects.

4. Place the red magnet/laminated tag on the outside of the door to indicate a problem/injury for the light sweep team. Place the green magnet/laminated tag on your door to signal that all is clear.
5. Upon receiving the all clear signal, over the intercom or by messenger, the regular evacuation plan will be followed.

Brush Fire

This event could occur if a fire offsite, such as a woodland fire, threatens or is near the school building. Should any such event endanger the students or staff, the following steps will be taken:

1. The Principal or designee will contact the fire department or call 911 to determine local conditions and whether an evacuation is advisable.
2. The Principal, in consultation with the President, will determine if evacuation of the school is necessary.

Chemical Accident off Campus

Chemical accidents of a disaster magnitude could result from a transportation accident or an industrial accident. Should any such accidents endanger the students or staff, the following steps will be taken:

1. The Principal or designee will contact the fire department or call 911 to determine local conditions and to seek advice.
2. Over the school PA system, all students will be told to report to the nearest safe place (e.g., classrooms, the gymnasium).
3. Teachers and staff will close all doors and windows, shut off ventilation, and listen to the PA for further instructions.
4. Teachers will take roll and notify the attendance office of any missing student.
5. If necessary, teachers and staff should use tape, rags, clothing or any other available material to seal for air leaks.
6. Teacher will continue "Lock Down" until the "all clear" is given.
7. If a teacher believes that gas is entering the building, the teacher will direct the students to cover their mouth and nose with a wet cloth, towel, or paper towel. Short, quick shallow breaths are recommended.
8. If evacuation is necessary, the regular evacuation plan will be followed.

Chemical Accident on Campus

This incident could be the result of: spilled cleaning chemicals within the school building or in the school lab, a material a student brings to school, or a broken gas main. Should any such accidents endanger the students or staff, the following steps will be taken:

1. If the incident occurs in a classroom, the person-in-charge will evacuate the students to a safe place and inform teachers in adjoining rooms as well as an administrator of the situation.
2. The Principal or designee will contact 911 to inform emergency services of the condition.
3. Physical Plant personnel will be informed ASAP, and they will take necessary steps (e.g. shutting down gas lines). In cases of serious chemical spills, they should wait for emergency response personnel.
4. Persons who have come into direct contact with hazardous substances should have affected areas washed with soap and water and immediately remove contaminated

clothes. Contaminated clothing should be cut off the body rather than pulled over the head. Bleach or other disinfectants should not be used on potentially exposed skin. Individuals that have been contaminated “topically” by a liquid should be segregated from unaffected individuals (isolation does not apply to widespread airborne releases).

5. If deemed necessary by the Principal, the school will proceed with the usual evacuation procedure using primary or alternate routes, avoiding exposure to the chemical fumes.
6. Students, teachers and staff will not return to the building until emergency response personnel have determined it is safe.
7. If necessary, teachers and staff should use tape, rags, clothing or any other available material to seal for air leaks.

Death of a Faculty/Staff Member or Student

1. If a death happens on campus, the person(s) who first becomes aware should immediately call 911 and should then inform the administration and the school chaplain of the situation.
2. The Principal will consult the Principal’s Council and President to assess the situation.
3. The Principal will designate one administrator/staff member to personally contact the deceased’s family and offer support.
4. The administration will: designate room(s) for grief counseling, organize a prayer service, adjust scheduled activities as necessary, and provide regular updates on events and circumstances.
5. Any unrelated disciplinary or special notifications that may inadvertently be sent to the deceased’s family will be stopped immediately.
6. In the case of a student death, the following information/items will be gathered by an administrator:
 - o Student’s schedule and emergency contact card
 - o Names of student’s parents, siblings and close friends
 - o Names of witnesses
 - o Personal items of the deceased from lockers, desks, etc.

Explosion on Campus

If an explosion occurs in a school building, the following steps will be taken:

1. Teachers will instruct students to DUCK and COVER in anticipation of a second explosion.
2. The front office will call 911.
3. Immediately after the passage of the blast wave, when it is deemed safe, the usual evacuation plan will be followed.

Gun/Weapon on Campus

If someone on campus becomes aware of a gun or dangerous weapon on campus, the Deans and/or other administrators should be notified immediately without confronting the suspect. The Deans will determine next steps. If necessary, 911 will be called and a lockdown of the school will be ordered. Lockdowns are done according to the procedure outlined on Page 6 of this document.

If a student threatens a teacher with a weapon, the teacher should follow the suspects’ directions.

Violence on Campus

1. Type I: an event that involves an assault or threat by someone during the commission of a crime who has no relationship to the school or any of its students, faculty, staff or administrators.
2. Type II: an event that involves an assault or threat by someone who has a relationship with the school and commits a violent act while a service is being rendered.
3. Type III: an event that involves someone who does not usually have a relationship with the school but does have a personal relationship with a student, faculty member, staff member or administrator.
4. Type IV: an event that involves a current or former student, faculty member, staff member or administrator who attacks or threatens on campus another current or former student, faculty member, staff member or administrator. (Source: Preventing and Responding to Campus Violence Program: Cal State Fullerton)

Shooting on or Adjacent to Campus

Following the school shooting in Newtown, it seems wise to delineate a plan of action in the event that the school ever faces an incident of major school violence.

1. Incidents of targeted violence at school rarely were sudden, impulsive acts.
2. Prior to most incidents, other people knew about the attacker's idea and/or plan to attack.
3. Most attackers did not threaten their targets directly prior to advancing the attack.
4. There is no accurate or useful "profile" of students who engaged in targeted school violence.
5. Most attackers engaged in some behavior prior to the incident that caused others concern or indicated a need for help.
6. Most attackers had difficulty coping with significant losses or personal failures. Moreover, many had considered or attempted suicide.
7. Many attackers felt bullied, persecuted or injured by others prior to the attack.
8. Most attackers had access to and had used weapons prior to the attack.
9. In many cases, other students were involved in some capacity.
10. Despite prompt law enforcement responses, most shooting incidents were stopped by means other than law enforcement intervention. (Source: School Safety Initiative Report).

Response to Violent Incident

At the onset of a situation, the following series of actions need to happen as close together as possible. Responding personnel will have to use individual judgment as to what they can and should do first, keeping in mind that their primary role is taking care of children at risk.

1. Get students out of harm's way. When possible, get in touch with the appropriate school authority or CCC member to determine whether evacuation or lockdown is the appropriate response.
2. School personnel make decisions about lockdown or evacuation on their own only in life threatening situations, as specified in the school's Crisis Response Plan.
3. Lock the doors from the inside in cases where possible where lockdown is the safest option. In an active shooter situation, only evacuate if the location of the shooter is known and an exit is easily accessible to students, such as a window that can be opened or broken.
4. Assess whether anyone is injured and the severity of injuries. Take appropriate measures. Call 911 or have someone call 911. Then alert school authorities or the CCC.
5. Remain with students until told by appropriate personnel what actions to take. Teachers and staff who are not with children should be ready to serve in designated roles as needed and take assigned action.
6. Depending on the nature of the emergency, either law enforcement or the fire department will be in charge of the incident.
7. Secure all areas for student and staff safety until the police arrive.
8. Be aware that the site may be a potential crime scene. Avoid unnecessarily tampering with or disturbing evidence. To the extent possible, leave all objects exactly as they are to protect evidence for law enforcement investigations. Discourage others from disturbing potential evidence.
9. Tell emergency responders where the CCC is located.
10. Direct arriving families to the designated place where they can receive information.
11. Do not dismiss students to unknown care, instead following our established process.
12. Never speculate. Be sure to understand the circumstances surrounding the situation before saying anything about it and before taking action. Follow all rules about repeating or giving out information.
13. As appropriate, keep students informed about what is happening. Ensure that the same information is communicated to all students. If at all possible, update students in individual classrooms, not in a large group setting.
14. To the extent possible, shield students from disturbing scenes.
15. Do not disturb crime scene evidence.

The Role of Students in Case of Violence

1. Understand and follow all plans applicable to the given crisis situation.
2. Try to avoid panic.
3. In the absence of adult direction, decide where it is safest to be and remain there.
4. If a violent situation occurs, notify the first available adult.
5. Share all relevant information with law enforcement, teachers, and school staff.

6. During and after the crisis, to the extent that it is safe, keep with you what is on your person, do not pick anything up, and do not go back for anything until after receiving permission.
7. Help teachers and staff quickly assess who is accounted for and who is not.
8. If able, help injured persons.
9. Calm and reassure fellow students.
10. Follow school, law enforcement, or other emergency response personnel directions about where to go or remain.
11. Do not speculate or perpetuate rumors.
12. Do not retaliate or take unnecessary chances.
13. Engage in active resistance only as a last resort. (Active resistance is fighting back with any objects of opportunity, such as chairs, desk, and books and should only be used if potential victims are trapped in a room with an active shooter, there are already victims, and all other personal survival recommendations are no longer an option.)

National Event/Catastrophe

1. The Principal, in consultation with the President, will decide if the school is to be dismissed early. If school remains in session, rooms will be designated for grief counseling.
2. The Principal's Council will convene to determine how the activities schedule will be adjusted and to consider alternative scheduling.
3. School personnel will be updated on events and circumstances.

Nuclear/Hazardous Incident

In the event of a nuclear incident, the following steps will be taken:

1. The Principal will initiate a lockdown to provide shelter for students.
2. When sheltering, teachers and staff should try to establish adequate barriers or shielding (e.g. concrete walls, metal doors) between themselves and the source of the blast or explosion, and should avoid sheltering near exterior windows.
3. The Utilities team will turn off the school's main gas supply valve.
4. If evacuation is not possible, teachers will: close doors and windows, shut down the room's air HVAC, seal gaps under doors and windows with wet towels, clothing, or duct tape, and seal vents with plastic wrap.
5. The Principal and front office will monitor radio or television announcements and initiate further actions as appropriate.
6. At the Principal's discretion, and only if safe to do so, designated personnel will attempt to distribute emergency supplies including food and water.
7. The school will remain in lockdown mode until the Los Angeles County HazMat or appropriate agency provides clearance and the Principal issues further instructions.

Plane Crash

This procedure addresses situations involving an airplane crash on or in proximity to school property.

1. The front office will call 911 and will provide the exact location (e.g., building or area) and nature of emergency.
2. The Principal will initiate the appropriate response actions, which may include duck and cover, lockdown, or evacuation of a building or the entire school.
3. If on school property, the Utilities Team will secure the crash area to prevent unauthorized access. If the crash results in a fuel or chemical spill on school property, the Principal will order the procedures for a “Chemical Spill Onsite” to go into effect.
4. The Hospital Team will check injuries to provide appropriate first aid.
5. Any affected areas will not be reopened until the Los Angeles County HazMat or appropriate agency provides clearance and the Principal issues authorization to do so.
6. The Counselors will convene onsite to offer counseling as necessary.
7. If it is unsafe to remain on campus, the Principal will initiate a school evacuation.

Traffic Accident On/Near Campus

This procedure addresses situations involving a Motor Vehicle Crash on or immediately adjacent to school property.

1. Whoever is at the scene of the accident will call 911.
2. Students will be kept away from the site of the crash.
3. Security guards will cordon off area.
4. Adult and student witnesses will be taken to a room to await the arrival of the police.
5. If an injury to a Chaminade student occurs, the parents will be notified by the school and asked to come to school.

Crisis Response Teams

Each member of the Chaminade faculty and staff are part of a pre-determined team in the event of a crisis, such as an earthquake. It is imperative that all faculty and staff know what team they are on, who else is part of that team, and what to do in case of an emergency.

Team 1: Crisis Command Center (CCC)

Brother Tom Fahy
Greg Klee
Lisa Magorien
Jenn Poole

Bryan Cantwell
Luis Guerra
Bro. Adam Becerra
Chris Landon

Robert Webb
Kaiulani Welch

Function: The CCC houses the command team and serves as the nerve center for operations and a collection point for critical information.

Primary Location: The Front Office

Secondary Location: Lower Parking Lot next to Green Emergency Storage bin.

1. Team reports to the Front Office area for the initial assessment of the crisis.
2. Team members report for roll-call.
3. Co-captain takes roll of all team captains as they report for duty.
4. Assess overall condition of the school plant.
5. Organize and activate crisis response teams.
6. Manage the crisis response teams throughout the incident including communicating with the Light Sweep Team which students/faculty are missing.
7. Interface with emergency agencies as they arrive on campus. (Show map of school, indicate any injuries, and point out any hazards).
8. Approve all public statements to the press and disseminate information to the school community.

Team 2: Light Sweep

Todd Borowski, Captain
Paul Sauter, Co-Captain
Scott Borchart
Beth Cantwell
Ryan Casey
Jim Crossley

Kelli DiMuro
Isaiah Donley
Mike Gamble
Aron Gideon
Ed Krug
Alex McKay

Joe Melendrez
Frank Mutz
Troy Nakamura
Yesmin Wall
Kyle Wilkerson
Andy Williamson

Primary Location: Physical Plant Office

Secondary Location: In front of the Bob Hope Center.

1. Team captain reports to the CCC and picks up P-1 items for the team.
2. Team members report for roll-call to the team co-captain at the Physical Plant Office at the East end of the stadium. If that area is not accessible, proceed to the secondary location.
3. If the team co-captain is not accounted for, the first person arriving at the location takes roll. A designee of the captain reports the team's attendance to the CCC.
4. The Light Sweep Team will split into groups of three and should begin sweeping the damaged areas. Each team of three should bring a backboard and first aid kit.
5. The team captain should keep in constant contact with the CCC.
6. At the direction of the captain of the CCC: a. Search for missing and trapped personnel.
b. Avoid going back into the building unless deemed possible and necessary by the captain
7. The captain should request permission from the CCC to obtain Hospital members to transport injured persons from injury site to Hospital Center.*
8. Once teams have completed sweeping their respective areas, they are to report to the Hospital for additional assignments.

* The decision to move injured victims from structures to the Hospital Center may be a difficult one. A severely injured person normally is not moved. However, in the event of a major earthquake, a second moderate to major aftershock may occur, thereby causing more damage to the structure at the injury site. This decision is rendered by the CCC Captain.

Team 3: Hospital Center

Pamela Licalde, Captain
Mike Davis, Co-Captain
Amanda Batch
Kaylee Bryden
Ed Croson
Kevin Davy

Brian Durham
Eric Esby
Jeffrey Fuller
Monica Halverson
Danny Hamm
Luciana Lang

Fr. Ted Ley
Kristen Mussack
Bill Wilson
Amanda Wolff

Primary Location: Tutor Center Amphitheater – If the building is safe to use and there is no predictable danger to using the building during this emergency, then the Tutor Center Amphitheater will be set up.

Secondary location: In the event that the building is unsafe to use, the faculty parking lot will be used as the Hospital.

1. Team members who are teaching at the time of the emergency will *first* take their classes to the crisis evacuation side which is planned to be the athletic field.
2. Team captain will report to the CCC for instructions and will pick up a walkie-talkie to facilitate communications between the hospital, CCC, and the other crisis response teams.
3. Team members will report for roll call to the co-captain at the Tutor Amphitheater and then assess their own needs first (members present, any injured members, job responsibilities if members are missing, etc.) A designee of the captain reports the team's attendance to the CCC.
4. Once the building has been deemed safe for entrance and at the direction of the CCC, begin preparation for intake of injured and/or casualties.
5. The captain or co-captain will direct the Utilities crew in setting up the Hospital equipment as needed. Then they will assist in the transporting of injured to the Hospital and assist in the care of those people after the Hospital is prepped and ready for use.
6. All other team members will stay at the Hospital to assist with the injured as they come in or need care.
7. As patients are brought in two team members will be assigned by the captain or co-captain to write down patient information (name, age, grade level, and parents' names) on two strips of masking tape and place them around the student's right ankle AND left wrist. One of these team members will take this information to begin filling out Injury Reports and compiling the names into a master list. This list should be given to the captain or co-captain periodically so that it can be passed on to the CCC and the Parent Control Team.
8. Members of the team may be reassigned to assist with information collection if there are a large number of injured. Team members who finish their initial job responsibilities should filter through the Hospital area and continue with care of the injured.
9. Students who are trained in CPR and First Aid will be solicited to assist with aid at the Hospital. These are Student Trainers, Boy Scouts, and Girl Scouts.

10. Team members are responsible for maintaining the injury report on any injured person they check up on. The information should include:
 - a. Time the person was checked
 - b. Status of individual at that time
 - c. Any changes in the person's status compared to the last check
 - d. Any changes in treatment of the injured person
11. Patient transport: If an injured person is unable to walk to the Hospital Center, members of the Hospital Team may be required to transport the person. In this case, at least four (4) Hospital Team members who are knowledgeable in triage/emergency procedures will go to the injured person. Once with the patient, those four members will determine the best course of action.

Team 4: Utility

Scott Grable, Captain	Antonio Jauregui	Philip Nguy
Mike Buck, Co-Captain	Julie La Belle	Brother Tom Oles
Isaac Ahmed	Sheldon Lefkowitz	Lorenzo Oliden
Augustin Avelar	Sid Lopez	Salvador Perez
Zach Boren	James Milkovich	Cruz Torres
Michael Goodman	Dave Nezlo	Candelario Yanez

Primary Location: Emergency Bins in Lower Lot

1. Team captain reports to the CCC.
2. A designee of the captain reports the team's attendance to the CCC.
3. A designee will retrieve Parent Control items from storage bin located by Cohasset Gate and set up the tables/chairs at stations in front of Cohasset Gate.
4. Team breaks into 5 groups each with specified objectives.
5. Radios contact will enable contact among all members of the team.
6. Group #1 -- Utilities shut off and building safety assessment. Group #1 has 6 members.
 - UM 1-6 (Utilities Member)
 - a) UM-1 and UM-2 will take the Student Center and Marian Hall. Working from the gas valves at Marian Hall they will continue through Marian Hall and then the Student Center, assessing building safety and shutting off Electrical panels. After the Student Center they will proceed to the Condon Center and end up at the football field. Sid Lopez will ensure that kitchen utilities are turned off and all pilot lights are extinguished. He or Anna Hernandez (Cafeteria Manager) will report roll call of kitchen staff to the CCC.
 - b) UM-3 and UM-4 will start at the Administration level shutting off electrical mains and assessing building safety. They will proceed down to the 300 and 200 levels and end at the football field.
 - c) UM-5 and UM-6 will start at the FA building shutting power and assessing building safety. Next to the Gym locker rooms for safety assessment and gas shut off if necessary. Then to Campus Ministry for safety assessment. Um-5 or UM-6 will end up at the stadium field. UM-5 or UM-6 (if time allows) will go to the
 - d) Brothers house and help the Brothers with evacuation of house.
7. Group #2 -- Emergency Shed Equipment Dispersal. Group #2 has 4 members.
 - a) UM-1 will open all gates to the stadium and UM-2 will close the Cohasset, Chaminade, and Keswick gates.
 - b) They will then proceed to the Emergency Equipment storage shed where they will be joined by UM-3 and UM-4. They will commence dispensing equipment and materials to the appropriate locations beginning with bins marked "P-1" which will be delivered to the CCC for pick up by the various team captains. (If any of the Utility team members have classes they will turn their students over to the Student Control and then report to the shed). UM-1 should not be a teacher.
8. Group #3 -- Grounds Safety Clean-up. Group #3 is the Grounds Dept.
 - a) The Grounds Crew will proceed to the Emergency Storage Shed.

- b) Collect their equipment for safety clean-up on traffic areas that will be used by disaster teams and students. Areas to be made safe are walkways around football field, Football field, Hospital area (to be determined after assessment of the gym). They will then be directed to the next area for Safety clean up.
9. Group #4 -- Move and Secure Servers. Group #4 is the MIS Dept.
 - a) The MIS Dept. will proceed to the Servers to secure and make safe. They will then report to the captain for further instructions.
10. Group #5 – Escort occupants of the Brothers House to the evacuation area
 - a) The Brothers will be in charge of knowing who is at the house and getting themselves to the football field safely. Then the team will report to the captain for further instructions.
11. Group #6 – Hospital Center. This group will set up Easy Up tents for Hospital Centers located in the Tutor Center Amphitheater.

On completion of the above tasks, the members will convene by Mundy's and, under the direction of the captain, address the following activities:

1. Inspect the utility shutoffs of the residential homes that are behind the stadium scoreboard to the athletic field to ensure general safety.
2. Coordinate with Hospital and Light Sweep teams to transport the injured to the Hospital Center. The captain should request permission from the Hospital (if available) or the CCC captain to transport injured persons from injury site to the Hospital Center.*

* The decision to move injured victims from structures to the Hospital Center may be a difficult one. A severely injured person normally is not moved. However, in the event of a major earthquake, a second moderate to major aftershock may occur, thereby causing more damage to the structure at the injury site. This decision is rendered by the hospital if available or the CCC Captain.

Team 5: Student Control

Juliana Gallant, Captain	Bro. Jack Dempsey	Monica Mirras
Kelly Benning, Co-Capt	Maureen Denny	Christina Nalbandian
Candis Looper, Co-Capt	Danielle Duckett	Jenni Porter
Alissa Acheatel	Brandy Elizondo	April Risteff
Linda Althoff	Macy Genenbacher	Maureen Sauter
Miharu Altmire	Allison Hardesty	Tarrylee Silke
Kristi Balleweg	Charlene Hattier	Nela Steric
Ingrid Baum	Maggie Jacoby	Jill Stewart
Brittany Beisswanger	Derreatha Juarez	Kelley Stone
Nicole Bell	Barsoum Kasparian	Mike Suppan
Yvette Bishop	Hovhannes Keutelian	Janet Svolos
Andrea Burman	Inga Kutasevich	Karen Thumm
Jamie Chang	Maria Linares	Amy Velasco
Cecil Chee	Ivana Lyon	Lisa Zabaglo
Teresa Collier	Ginger McGrath	All Substitutes
Jason Delfing	Noelle Melendrez	

1. Team Captain reports to the CCC to get instructions and items.
2. Team captain and co-captain meet at the football field gate closest to Physical Plant.
3. Team members report for roll-call with team captain and co-captain on track in front of stadium. All team members who are in classrooms bring first aid bag to field and place them by the captain and co-captain. A designee of the captain reports the team's attendance to the CCC.
4. Designated line leaders then report to assigned area on football field to group their students according the field grid (see list for assignments). Please have students line up in alphabetical order.
5. Co-captain remains on the track in front of stadium in case a team member needs to contact her/him.
6. Attendance Officer brings day's absence slips, early out sheet, and absence sheet.
7. Once the evacuation is complete, a designated team member closes all gates.
8. Line Captains get forms and rosters from co-captain and brings them to each line leader.
9. Line leaders distribute to their students the Emergency Information Forms to facilitate the release of students.
10. Line Captains collect undistributed Emergency Information Forms and gives them to Team Captain who then joins Attendance Officer to check forms with early out and absence sheets. Team captain will write "absent" on those forms of students who have been called in absent and place them in the binder. Team captain takes the absent binder to the CCC.
11. Team members identify those students who are injured. Team members will administer first aid to those students who have superficial cuts. The more seriously injured students will be sent to the Hospital accompanied by a team member.
12. After attendance has been taken and all forms distributed, extra team members position themselves at every corner of the field to contain students. Line leaders remain with your line.

13. Team members provide continual emotional support to the students.
14. Team members dispense water and escort students to the sanitation area as needed.
15. Those team members who are not assigned yard lines, will be “roamers” who will walk around the football field helping contain students, provide emotional support to students, and take students to either the Hospital or Parent Control center.
16. When a student is to be released, team co-captain gives name to appropriate grade level line captain who locates the student, collects Student Information Form from the student, and has the student escorted to Parent Control. Line leader crosses name off of alphabetical list.
17. Some team members may be asked to assist Parent Control with Student Release.

Team 6: Parent Control

Esther Bonino Bennett, Captain	Micheal Huff Cami Hurlbut	Shawna Sedik Allie Scheflo
Wendy Cowgill, Co-Capt	Yesenia Macias	Yolanda Uramoto
Laura Cuneo	Marielos Olson	Yvette Williamson
Kristi Fritschner	Mary Perez-Korinko	
Liliana Haro-Fausto	Cathy Santana	

Team Function: To manage parents who come to the campus and account for the release of students from the campus to parents, guardians, or other authorized persons in the event of an emergency.

Primary Location: Cohasset Gate

Secondary Location: Outside Baseball Field on Cohasset

Team Emergency Equipment Location: Storage Bin located by Cohasset Gate.

1. Parent Control Captain reports to CCC to obtain a briefing on the situation.
2. Team members report to Parent Control Center at Cohasset Gate after having accompanied their students to the field and having Student Control take custody of them. Team members are to then check in with Co-Captain who will take roll.
3. Co-Captain sends a team member to the CCC to report absentees.
4. Team will be briefed on the situation by Team Captain.
5. Team members will review position responsibilities and clarify duties.
6. Captain will re-assign duties for absent team members.
7. Utility Team will retrieve emergency equipment from storage bin located by Cohasset Gate.
8. Team members will don identification vests.
9. Set-up stations:
 - a. Student Request Station (2 tables) in front of exit gate of Cohasset Gate driveway.
 - b. Student Release Station (2 tables) in front of pedestrian gate on Cohasset. This will be the only gate through which students will be released
10. Post signs to indicate locations of request and release stations.
11. Post alphabetical signs (A – F, G – L, M – R, and S – Z) on the tables at Student Request Station.
12. Maintain all records of releases.
13. Provide status report to the CCC as needed or requested.

Student Request Procedures

1. Parents are to line up at the appropriate Student Request Station tables to request the release of a student, and present ID to be verified.
2. Team member at request station locates Student Emergency Form, and verifies requestor's ID. *Students may be released ONLY to those persons whose names are*

listed on the student emergency release form. Team members should direct persons whose names are not on the form to the Team Captain.

3. Team member removes emergency form from the binder and places it in a box marked "Student Request".
4. Team member calls Student Control to request student.
5. Parent (or requestor) completes a Student Release Form on NCR paper for each student requested, with the student name, parent (or requestor) name and signature, and their destination.
6. Team member will give requestor the yellow copy of the form(s) and ask them to proceed to Release station to wait for the student(s).
7. A team member will take the white copies of the Release Forms to the Student Release station.
8. CCC will communicate to the Team Captain the names of any missing or injured students. The Captain will remove the emergency forms for these students from the binder and replace them with a pink sheet with the student's name. The request team should NOT disclose to parents the status of these students. If requests for these students are made, they should be referred immediately to the Captain who will have a team member escort them to Campus Ministry or an alternate location, and will request support from the school psychologist and counselors.

Student Release Procedures

1. Release team receives the white copies of the Release form, organizes them in a file box alphabetically, and monitors arrival of students at Parent control.
2. When student arrives at Release Station, a team member will collect the yellow copy of the Release form from the requestor.
3. Release team member will initial the yellow form and note time of release.
4. Team member will file yellow release forms alphabetically in the file box along with the original white copy.
5. Captain releases student to the custody of parent or authorized person. Team members from Student Control will assist with student release.

Procedure for Students who drive to school:

1. Students who drive to school and their student passengers will be released according to the directions given by parents on the Student Information Form. The school does not accept responsibility for a student who willfully disobeys the directive of a staff member to remain on campus.
2. Once the CCC has determined that the roads are safe for transportation, Student Control will communicate to Parent Control Team the names of those students requesting to leave the campus.
3. Student Control will collect Student Information Forms from students requesting to leave and will have them escorted to Parent Control Request station.
4. At Request station, parent control will locate Student Emergency Form, verify student's ID, and pull emergency form from binder and place in "Student Request" box.

5. Students will complete a Student Release Form, with their name, signature and destination.
6. Student Request team member will collect both copies, initial the release form and note time of release.
7. Captain releases student driver from campus or releases student to the custody of authorized student driver.

Team assignments:

Captain:

1. Obtain a briefing on the situation at CCC and collect P1 items.
2. Review position responsibilities.
3. Re-assign duties for absent team members.
4. Assign team members to retrieve P2 items from storage area.
5. Coordinate release of students to authorized person(s) and completion of Release forms.
6. Communicate with and troubleshoot any problems with CCC.
7. Work with Co-Captain to maintain an orderly procedure for requesting and releasing students.

Co-Captain

1. Report to Parent Control location, take roll and send a team member to CCC to report roll and assist in retrieving P1 items.
2. Obtain a briefing on the situation from Captain.
3. Review position responsibilities.
4. Re-assign duties for absent team members if Captain is absent.
5. Assume Captain's duties if Captain is absent.
6. Communicate with and troubleshoot any problems with CCC.
7. Work with Captain to maintain an orderly procedure for requesting and releasing students.

<p>Student Request Station (7) *bilingual members</p> <p>Co-Captain – Wendy Cowgill</p> <ol style="list-style-type: none"> 1. Marielos Olson * 2. Mike Huff 3. Mary Perez-Korinko* 4. Yvette Williamson 5. Cami Hurlbut 6. Cathy Santana 	<p>Student Release Station (8) *bilingual members</p> <p>Captain – Esther Bonino Bennett *</p> <ol style="list-style-type: none"> 1. Laura Cuneo 2. Liliana Haro-Fausto* 3. Shawna Sedik 4. Yolanda Uramoto* 5. Kristi Fritschner 6. Yesenia Macias* 7. Allie Scheflo
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CCC will reassign team members to Parent Control to assist with staffing needs of that team as they become available.

Chaminade College Preparatory
Release From Campus Form

Student Name: _____

Parent / Requestor Name

Parent / Requestor Signature

Destination:

For Emergency Team Use Only

ID verified _____

Time out: _____ : _____ AM / PM

Release team member initials : _____

White – Parent Control Team

Yellow – Parent (*to be collected upon release of student*)

Team 7: Media

Team Members: Nancy Leone (Captain), June Hunter (Co-Capt), Louinn Lota, Michael Ochs

Primary Location In front of Uribe Center

Secondary Location: Mundy's

Tertiary Location: Guard booth at Cohasset Street entrance

1. Team captain reports to the CCC.
2. A designee of the captain reports the team's attendance to the CCC.
3. Co-captain picks up supplies
4. Team members report for roll-call to the team co-captain at the pre-designated location.
5. Disseminate pertinent information at the request of the CCC captain.
6. Provide details to other CCC as to how to respond to public (parents, students etc)
7. Prevent the media from coming on campus because of Chaminade's legal responsibility to protect the identity of minors in its care.