

**CHAMINADE  
COLLEGE PREPARATORY  
HIGH SCHOOL**

**CRISIS RESPONSE PLAN  
2009- 2010**



**HIGH SCHOOL CAMPUS  
GRADES 9 - 12**

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## **CHAMINADE COLLEGE PREPARATORY CRISIS RESPONSE PLAN**

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. Allow as many people into the room as is feasible.
4. Secure the room by closing the doors and windows and lowering the blinds.
5. Stay away from the windows and place paper or cardboard in the door window.
6. Once your room is secured, do not open the door to anyone until such time as there is an "all-clear" indication from a school official.
7. 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 sign from the emergency backpack on the door to indicate a problem/injury for the light sweep team. Place the green sign 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 the 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 apprise 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:
  - Student's schedule and emergency contact card
  - Names of student's parents, siblings and close friends
  - Names of witnesses
  - 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.

If a student threatens a teacher with a weapon, the teacher should follow the suspect's directions.

### **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 First Aid 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. The Front Office 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 Front Office 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)

Bro. Tom Fahy  
Greg Klee  
Jenny Long

Rob DiMuro  
Jill Stewart  
Jennifer Poole

Cathy Santana  
Jim Adams

**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:** Stadium area closest to the Emergency Storage.

1. Team reports to the Front Office area for the initial assessment of the crisis and then proceeds to the CCC which will be established in the area of the stadium closest to the Emergency Storage area.
2. Team members report for roll-call to the team co-captain.
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.
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  
Bernard Chin  
Jim Crossley  
Bob DiConti

Kelli DiMuro  
Mike Gamble  
Aron Gideon  
Todd Wolfson  
Ed Krug

Lance Kruse  
Frank Mutz  
Chris Niemiec  
Maureen Sauter  
Tarrylee Silke  
Chad Smith

**Primary Location:** Antonio's Shop.

**Secondary Location:** In front of the Bob Hope Center.

**Tertiary Location:** Condon Center Parking Lot

1. Team captain reports to the CCC and picks up P-1 items for the team.

2. Captain of the Light Sweep team opens the door to the Training Room which is the primary location for the hospital.
3. Team members report for roll-call to the team co-captain at Antonio's Shop at the East end of the stadium. If the Shop is not accessible, proceed to the secondary location.
4. 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.
5. Determine the number of missing staff/students and try to identify where each was last seen. This information should be obtained from the CCC by a team member. Until this information is available, the Light Sweep Team should split into groups (5) three and should begin sweeping the damaged areas. Each team of three should bring a backboard and first aid kit.
6. The team captain should keep in constant contact with the CCC.
7. 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
8. Coordinate with Utilities and First Aid teams to transport the injured to the Hospital Center. Upon completion of each area, a large green "X" (in green adhesive tape) should be placed if the room is empty. A red "X" should be placed on the entry of each room if there is a person in the room.
9. The captain should request permission from the CCC to transport injured persons from injury site to 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 CCC Captain.

### **TEAM 3: FIRST AID TEAM**

#### **Team Members:**

Bryan Cantwell, Captain      Nancy McIntyre, Co-Captain      Ed Crosen

Primary Location: Under Scoreboard on the Field

Secondary Location: Same spot on other side of Field

1. Team captain reports to the CCC and picks up a 2-way radio and other P-1 items for the team.
2. Team members report for roll-call to the co-captain under the scoreboard on the field. If this location is unavailable, report to the second location.
3. If the team co-captain is not accounted for, Anthony will report it to captain.
4. Team will set up a canopy and prepare to treat the injured that were able to come to the evacuation site – this is the First Aid Station. Major injuries will be sent to the Hospital.
5. Students who are trained in CPR and FIRST AID will be solicited to assist with aid at the First Aid Station. These are Student Trainers, Boy Scouts, and Girl Scouts.
6. Keep a log of the students that we see with times and treatment information.

7. After treating injured, send them back to the field if they are well enough.

#### **TEAM 4: HOSPITAL CENTER**

Karen Valentine (Captain)  
Eric Dick (Co-Captain)  
Andy Williamson

Brian Durham  
Eric Esby  
Jan Garcia

Paula LaBrot  
Toni Middleton  
Kevin Davy

**Primary Location:** Outside of the Training Room – If the building is safe to use and there is no predictable danger to using the building during this emergency, the gym and training room will set up and used as the main hospital foundation.

**Secondary Location:** Baseball field – If the building is not safe or the integrity of the structure is compromised, the baseball field will be used as the main operation space for the hospital.

1. Faculty 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 primary location 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. Request Emergency Information Form from the CCC for all persons being treated.
6. HT-3, HT-5, HT-7, and HT-9 will assist the Utilities crew in setting up the "hospital" equipment. Then they will assist in the transporting of injured into "hospital" and assist in the care of those people after the "hospital" is prepped and ready for use.
7. HT-2 will assess the injured as they come in and determine if they should be placed in the "main hospital" (gym or baseball field) unit or remain in "critical care" (training room).
8. HT-1, HT-2, HT-4, HT-6, and HT-8 will stay in training room to assist with injured as they come in or need care.
9. As patients are brought in HT-4 and HT-6 will 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. HT-8 will take this information to begin filling out Injury Reports and compiling the names into a master list. This list should be given to HT-1 periodically so that she can pass it on to the CCC and the Parent Control Team.
10. 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.
11. 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





## TEAM 5: UTILITY

Scott Grable, Captain  
Rudy Garcia, Co-Captain  
Isaac Ahmed  
Mike Buck  
Sheldon Lefkowitz

Sid Lopez  
James Milkovich  
Phillip Nguy  
Lorenzo Oliden  
Chris Perkins

Antonio Jauregui  
Martin Mendoza  
Salvador Perez  
Augustin Avelar  
Brother Leroy

### Primary Location: Mundy's

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 "P2" 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.
  - 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 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 -- Moving and Securing of Servers. Group #4 is the MIS Dept.
  - a) The MIS Dept. will proceed to the Servers to secure and make safe. They will then proceed to the football field.
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.

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. Retrieve and assist Hospital Center in setting up cots, tents, tarps, etc...in preparation for the injured.
2. Designate and prepare a sanitation area for men and women.
3. Inspect the utility shutoffs of the residential homes that are contiguous to the athletic field to ensure general safety.
4. Coordinate with First Aid and Light Sweep teams to transport the injured to the Hospital Center.
5. Set up the Easy-Up tents as needed
6. The captain should request permission from the CCC to Transport injured persons from injury site to 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 CCC Captain.

#### **TEAM 6: STUDENT CONTROL**

Barbara Tweedy (Captain)	Derreatha Juarez	April Risteff
Margaret Dietel (Co-Cap)	Barsoum Kasparian	Amy Ross
Cristina Budd	Julie LaBelle	Chris Redondo
Andrea Burman	Elda Leonetti	Nancy Saul-Larson
Yvette Bishop	Candace Looper	Carole Salak
Marcie Chin	Shannon McAnany	Kevin Sun
Maureen Denny	Joe Melendrez	Janet Svolos
Amanda Dunn	Mishan Montgomery	Nela Steric
Brandy Elizondo	Rachel Morgan	Barbara Strieck
Kaylee Firestone	Fr. Jim Mueller	Carolyn Twomey
Kristin Firestone	Troy Nakamura	Michelle Warren
Juliana Gallant	Cathy Narvaez	Laura Willnerd
Susan Garcia	Michael O'Palko	Marcela Yerena
Gail Grand	Kristina Ortega	All Substitutes

1. Team Captain reports to the CCC to get instructions and P-1 items.

2. One of the Deans brings bull-horn located in Deans' Office to co-captain or captain (if captain of team is a dean, then that dean brings the bull-horn to co-captain).
3. Team captain and co-captain meet at the football field gate closest to 207.
4. Team members report for roll-call with team 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 co-captain. A designee of the captain reports the team's attendance to the CCC
5. Designated team members then report to assigned area on football field to group their students according the field grid (see list for assignments).
6. Co-captain remains on the track in front of stadium in case a team member needs to contact her/him.
7. Attendance Officer brings day's absence slips, early out sheet, and absence sheet to Team co-captain.
8. Once the evacuation is complete, a designated team member closes all gates.
9. Designated team member gets forms, rosters, and alphabet signs from co-captain and brings them to each grade level captains. Grade level captains give alphabet signs to each team member in charge of student lines.
10. Team members distribute to their students the Emergency Information Forms to facilitate the release of students.
11. Team members give team captain undistributed Emergency Information Forms who then checks forms with early out and absence sheets. Team captain will write "absent" on those forms of students who have been called in absent. Team captain takes the forms to the CCC.
12. 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 first aid station accompanied by either a team member or student team leader.
13. When a student is to be released, team co-captain gives name to appropriate grade level captain who locates the student, collects Student Information Form from the student, and has the student escorted to Parent Control. Grade level member crosses name off of alphabetical list.
14. After attendance has been taken and all forms distributed, team members position themselves at every corner of the field to contain students—or contain/stay with their assigned students.
15. Team members provide continual emotional support to the students.
16. Team members dispense water and escort students to the sanitation area as needed.
17. 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/first aid station or parent control center.

## TEAM 7: PARENT CONTROL

### Team Members:

Esther Bonino Bennett, Captain	Liliana Haro-Fausto	Rebekah Schaller
Wendy Cowgill, Co-Captain	Michael Huff	Shawna Sedik
Natalie Ardagna	Paulette Mann	Carrin Torres
Kerry Burns	Marielos Olson	Fran Van Leeuwen
Bob Fine	Jetta Rodal	Laura Vaughan
Jackie Ford	Marianne Rosen	Yvette Williamson

**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 and collect.
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 alphabetically at 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.

### **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><b>Student Request Station (8) *bilingual members</b></p> <p>Co-Captain – Wendy Cowgill</p> <ol style="list-style-type: none"><li>1. Marielos Olson *</li><li>2. Natalie Ardagna *</li><li>3. Kerry Burns</li><li>4. Bob Fine</li><li>5. Fran Van Leeuwen</li><li>6. Rebekah Schaller</li><li>7. Carrin Torres</li><li>8. Yvette Williamson</li></ol>	<p><b>Student Release Station (7) *bilingual members</b></p> <p>Captain – Esther Bonino Bennett *</p> <ol style="list-style-type: none"><li>1. Jackie Ford</li><li>2. Liliana Haro-Fausto*</li><li>3. Paulette Mann</li><li>4. Jetta Rodal *</li><li>5. Marianne Rosen</li><li>6. Laura Vaughan</li><li>7. Shawna Sedik</li></ol>
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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:**  
\_\_\_\_\_

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*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 8: MEDIA**

Team Members: Nancy Leone, Catalina Lara, Louinn Lota, Michael Ochs

**Primary Location** Behind Home bleachers/press box

**Secondary Location:** In front of Uribe Center

**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. Pick Up Supplies -- Catalina Lara
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 faculty teams 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.