

# **SUNNY HILLS HIGH SCHOOL**



# **EMERGENCY PREPAREDNESS INFORMATION**

**2018 – 2019**

## **SCHOOL EMPLOYEE RESPONSIBILITIES**

As a school employee, you are a designated disaster service worker.

### **PUBLIC EMPLOYEES AS DISASTER WORKERS GOVERNMENT CODE, DIVISION 4, CHAPTER 8**

#### **SECTION 3100. Declaration public employees as disaster service workers**

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.

#### **SECTION 3131. Definitions**

For the purpose of this chapter the term "disaster service worker" includes all public employees and all volunteers in any disaster council or emergency organization accredited by the California Emergency Council. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency, or public district, excluding aliens legally employed.

## **FJUHSD EMPLOYEE RESPONSIBILITIES**

1. Should disaster strike during school hours, no employee will leave his/her assignment under any circumstances unless officially released by the Superintendent or his designee.
2. Should a disaster occur after school hours making it necessary to close schools, employees will be notified by means of local radio stations KWIZ (1480), KEZY (1190) and KOCM (103.1). If notification is not given, employees will be expected to report to their normal work assignments.
3. All administrators, custodial, and maintenance employees will report to their normal work assignment even though schools may have been closed. Food service employees, transportation employees and bus drivers will report as directed by their supervisors.

## **EMERGENCY TELEPHONE NUMBERS**

<b><u>DISTRICT PERSONNEL</u></b>	<b><u>INTRA-DISTRICT PHONE</u></b>
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District Superintendent, Scott Scambray	714-870-2801
District Safety/Security Coordinator, Carl Erickson	714-870-2907
District Facilities/Maintenance Coordinator, Todd Butcher	714-680-5603
Principal, Allen Whitten	714-626-4201
Assistant Principal, Instruction & Operations, Craig Weinreich	714-626-4205
Assistant Principal, Pupil Services, Hilda Arredondo	714-626-4203
Assistant Principal, Student Activities, Mason Morris	714-626-4207
Assistant Principal, Student Services, Sarah Murrietta	714-626-4229
Principal's Secretary, Patty Johnson	714-626-4300

<b><u>COMMUNITY AGENCIES</u></b>	<b><u>EMERGENCY SERVICES</u></b>
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Fullerton Fire Department Business	911 (714) 738-6502
Fullerton Police Department Business	911 (714) 738-6800
Fullerton City Hall	(714) 738-6300
Fullerton City Water Department	(714) 738-6890
Southern California Gas Company	(800) 427-2000 (800) 427-2200
Southern California Edison Company	(626) 302-1212
US Weather Bureau	(714) 675-0503

**SUNNY HILLS HIGH SCHOOL**  
**Disaster Preparedness**  
**On-Site Authority / Chain of Command**

<b><u>NAME</u></b>	<b><u>PHONE</u></b>	<b><u>EMERGENCY ASSIGNMENT</u></b>
Allen Whitten, Principal	x4201	Department Operations Center Director
Mason Morris, APSA	x4207	Campus Emergency Plan Coordinator Support Team Lead
Hilda Arredondo, APPS	x4203	Student Release Team Lead
Craig Weinreich, APIO	x4205	Operations Team Lead
Sarah Murrietta, APSS	x4229	Student Supervision Team Lead
Robert Zamorano, Custodial Grounds Supervisor	x4242	Damage Assessment Team Lead
Jon Caffrey, Athletic Director	x4273	First Aid / Triage Team Lead
Newton Thompson, Campus Supervisor	x4264	Site Security Team Lead

**EMERGENCY SIGNALS / COMMUNICATION**

Take Cover	Civil Defense “Warning Siren” or alternating long and short bells.
Earthquake/Emergency Drop	“Drop and cover” command by staff members.
Fire	Continuing long, sliding tones with direction over the PA system on where to evacuate.
Disaster Evacuation Signal	Announcement given by Principal/designee over the PA system. If the PA system is not operable, announcement will be made in person.
All Clear	One long bell and/or verbal command by the Principal/designee.
Remind App	All faculty will be able to receive messages via the Remind app to facilitate communication when needed.

# **+ SHHS Emergency Procedures +**

## **1. Fire Evacuation**

*For use when conditions outside are safer than inside.*



When the announcement is made or alarm sounded:

- Provide immediate first aid as needed.
- **Take your Emergency Clipboard.**
- Secure **GREEN (All Clear Sign)** OR **RED (Need Assistance Sign)** onto classroom / office door.
- Take closest or safest way out **as posted** (use alternate route if primary route blocked or hazardous).
- Escort students to **Emergency Assembly Area** (Basketball/Tennis Courts) & hold up your clipboard to display your last name.
- Take attendance for your Period 2 class using the Accountability Report (on clipboard) OR give the clipboard to your supervision support partner to complete the report and report to your assigned Support Team.
- Wait for further instructions.

## **2. Earthquake (Drop, Cover, Hold)**

*For use in earthquake or other imminent danger to buildings or immediate surroundings.*

When earthquake occurs, instruct students to:

- **DROP** to the floor, take cover under a desk or table, and face away from the windows.
- **COVER** eyes with their arms.
- **HOLD** on to the table or desk legs, and maintain present location/position.
- Provide assistance to individuals as needed.
- Wait for further instructions.
- When directed, evacuate to the **Emergency Assembly Area (Basketball/Tennis Courts)** by the route designated for your classroom (use alternate route if primary route blocked or hazardous).
- **Take your Emergency Clipboard.**
- Secure **GREEN (All Clear Sign)** OR **RED (Need Assistance Sign)** onto classroom / office door
- Take attendance for your Period 2 class using the Accountability Report (on clipboard) OR give the clipboard to your supervision support partner to complete the report and report to your assigned Support Team.

## **3. Lockdown**

*For use to protect building occupants from potential dangers on or near campus.*



When the announcement is made:

- Students are to be cleared from the halls and brought into the nearest classroom.
- Provide assistance to individuals as needed.
- **Close and lock all doors and windows. Do not allow anyone to leave, or open/unlock doors/windows for any reason. Stay away from all doors and windows. Move to the interior walls and remain out of sight. Shut off the lights and instruct students to be quiet.**
- Relay pertinent information to the Main Office as needed (x4300).
- Wait for the "All Clear" signal or further instructions.
- Take attendance and email ([kmarzolf@fjuhsd.org](mailto:kmarzolf@fjuhsd.org) or [edeleon@fjuhsd.org](mailto:edeleon@fjuhsd.org)) any **missing and/or additional students resulting in a CHANGE to your previously submitted attendance.**
- Also be sure to include the names of injured students and if necessary, call x4212 for additional assistance.

## **4. Active Threat in Vicinity**

*For use as a last resort and only when your life or another's is in imminent danger.*

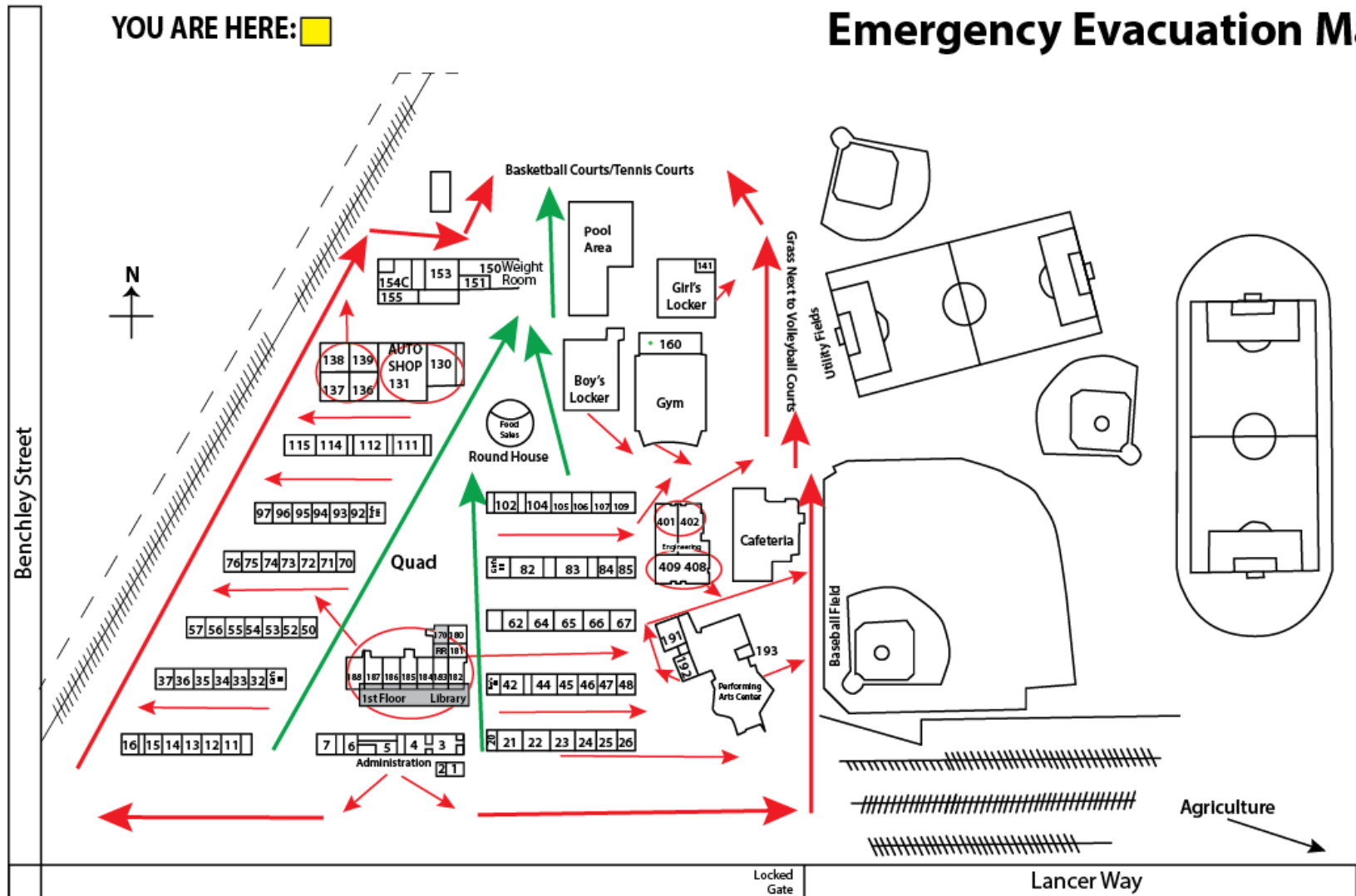
Use most available and prudent option:

- **LOCKDOWN** – Close and lock all doors, block entry to your area (your room or office).
- **EVACUATE** – Leave personal belongings behind, keep hands visible, use planned escape route.
- **HIDE OUT** – Hide in an area out of the threat's view. Silence your cell phone ringer; call 911 when safe to do so, remain in place until "all clear" is given.
- **TAKE ACTION** – As a last resort, attempt to incapacitate the threat. Use physical aggression and action to overpower the threat. Call for assistance to others in the area. Call or request for someone to call 911 when it is safe to do so.

**In the event of ANY emergency, the school is required to supervise students until they are released to parents. DO NOT dismiss students to go home. If a student leaves without authorization, make note of the student who left, indicating the time of departure.**

YOU ARE HERE:

# Emergency Evacuation Map



## Sunny Hills High School

Primary Evacuation Route ➔  
Alternative Evacuation Route ➔

**EMERGENCY EVACUATION ASSEMBLY AREA (EEA)  
2017-2018**

1	2	3	4	5	6	7	8	9	10	
Wolf	Enrico	Phillips	Spanish Rm 75	Goulding	Morris	Peoples	Hua	Bevill	Wooldridge	
S. Gordon	Broady	Byun	Spanish Rm73	Li	S. Tan	Ghareebo	Gartner	Valenzuela	Zanone	
Oudega	J. Gordon	Karavedas	Bordy	Wall	K. Kim	Volen	Schade	Peterson	Kooker	
Griswold*	Kwon*	Paris*	Fenstermaker*	Debacker*	Klein*	Shia*	Colomac*	D.Kim*	Knutson*	
[GATE]	GROUP F			[GATE]	GROUP H		[GATE]	GROUP J		[GATE]
1	2	3	4	5	6	7	8	9	10	
Wild*	Nighswonger*	Wilde*	Bradburn*		Marvin/Deister	Safe*	Schuelke	Zubko*	Gieser*	
Brown	Weigman	Delcrognale	Villafana	Admin Office	Teachers or Staff w/ conf or No Students	Caffrey	Papageorge	Bailey	Morales	
Wellen	Rosenkranz /J. Kim	Ok	POOL			Ma	Allen	Marquez/Ting	Welker	
Promongseton Agriculture/ Free Period/ Lyceum Students						Bueno	Larsen/Deutsch	Kearney	Mathen	
GROUP A		GROUP B		GROUP C		GROUP D		GROUP E		

Tennis Courts

Basketball Courts

Ag evacuate to N. end of Ag Farm

**Teachers:** Take roll, & then send a responsible student with your completed Accountability Report to your group leader as quickly as possible. \*Group Leader- Group Leaders should return the completed forms to the Admin Area.

## **Emergency Team Overview 2017-2018**

### **Emergency Assembly Area (EAA): REPORT TO APSA**

Members: Principal, APSA, Principal Secretary, APIO Secretary, APSA Secretary, Data Processor, Attendance Staff

Location: Basketball Court #5

Responsibilities:

- Accounting of students
  - Supervision of Students
  - Emergency Cards/Hard Copy of Students Schedules, and ER contact
- 

### **First Aide Center / Triage Team: REPORT TO AD AFTER TURNING OVER CLASS SUPERVISION**

Members: John Caffrey (Lead), Lauren Welker (Lead), Larry Allen, Jae Byun, Greg DelCrognale, Jeff Gordon, Scott Enrico, Sonya Joyce, Peter Karavedas, Arlie Kearney, Nicole Knutson, Amanda Morris, Keith Nighswonger, Joe Ok, Lori Peterson, Mike Schade, Amanda Sims, Whitney Ting, Leiana Volen, David Wilde, John Wooldridge

Location: Utility Field (Canopy)

Responsibilities:

- Take your students to courts.
  - Fill out "Accountability Report" then give report to the teacher assigned to supervise your class.
  - Report immediately AD located near trainer's room.
  - Provide first aid care.
  - Assess triage needs.
  - Care/Calm
- 

### **Search & Rescue Team: REPORT TO APIO AFTER TURNING OVER CLASS SUPERVISION**

Members: APIO, Greg Abbott (Lead), Brian Wall (Lead), Jack Adams, Rich Bailey, Chris Ghareebo, Greg Brown, Andrew Colomac, Andrew Gartner, Amanda Gieser, Scott Griswold, Alex Hua, David Kim, John Marvin, Randy Oudega, Scott Rosenkranz, Craig Schwartz, Santiago Villafana, Randy Wellen, David Wolf, Christina Zubko

Location: In front of Basketball Court #1 near Weight Room

Responsibilities:

- Take your students to courts
  - Fill out "Accountability Report" then give report to the teacher assigned to supervise your class.
  - Report immediately APIO located near weight room on the court.
  - APIO provides directions for search—check for Red & Green signs placed in front of each door
  - Maintain Log of Injuries
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### **Facility Assessment Team: REPORT TO APIO VIA RADIO**

Members: Robert Zamorano (Damage Assessment Lead), Fernando Serna, Freddy Morales, Gene Bordy, Patrick DeBacker, Chris Peoples, Daniel Zanone, Any other Custodial Staff on campus at time

Location: TBD via radio

Responsibilities:

- Water
  - Gas
  - Hazardous Materials
  - Major Structure of Facility
- 

### **School Support/Security Team: CAMPUS SECURITY REPORT TO APSA VIA RADIO**

Members: SRO, Campus Supervisors, Rick Schuelke (East Entrance), Jimmy Valenzuela (West Entrance)

Location: TBD via radio

Responsibilities:

- Secure access road and keep clear for Emergency Vehicles
  - Patrol lots and navigate traffic
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### **Emergency Supplies Team: REPORT TO APSA**

Members: APSA, Robert Zamorano (Lead), Fernando Serna, Freddie Morales, Susan Alder, Sherri Bennett, Guadalupe Sanchez, Aurelia Carranza



Location: Remove Supplies from designated areas

Responsibility: Deliver supplies to Triage Center on the Utility Field with the help of the closest students from the EEA (currently Weigman, Brown, and Wellen's students).

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**Student Release Center: REPORT TO APPS**

Members: APPS, Guidance Counselors, Guidance Office Staff

Location: NW corner of Parking Lot near basketball courts

Responsibility: Release of students in coordination with EAA

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In the event of ANY emergency, the school is required to supervise students until they are released to parents. DO NOT dismiss students to go home. If a student leaves without authorization, make a note of the student, indicating the time of departure.

**Teachers & Staff Without Students: REPORT TO THE ADMIN OFFICE ASSEMBLY AREA**

Location: Basketball Court #5

Responsibilities: As assigned by Admin Team.

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**Accountability Reports Team: REPORT TO APSS**

Members: APSS and Group Leaders

Location: Front of Basketball Court #5

Responsibility: Assist APSS with attendance and accountability of students.

# ACCOUNTABILITY REPORT

Teacher / Supervisor Name: \_\_\_\_\_

Room #: \_\_\_\_\_

**Student / Staff Accountability**

EVERYBODY PRESENT – all students / personnel accounted for in my assigned EAA.

KNOWN ABSENTEES FOR TODAY:

ID #	NAME

**Problems As Follows**

THERE ARE WOUNDED IN MY EVACUATION ASSEMBLY AREA.

THE INJURED STUDENTS / PERSONNEL THAT WERE LEFT IN MY CLASSROOM ARE:

ID #	VICTIM'S NAME	EXACT LOCATION

STUDENTS / PERSONNEL MISSING FROM THIS EVACUATION ASSEMBLY AREA:

ID #	ABSENTEE'S NAME	LAST KNOWN LOCATION

***Please complete as QUICKLY & ACCURATELY as possible and give it to your GROUP LEADER.***