

Gerber School
Safety
Handbook
2017-2018



Gerber Elementary Crisis Response Team (CRT)

Superintendent/Principal	Jenny Marr
Assistant Principal	Megan Neely
Chief Business Officer (CBO)	Bree Brown
Maintenance Supervisor	Jesse Johnson
Bilingual Liaisons	Maria Tadeo Maria Llamas-Zavalza

On Call

Transportation	Jesse Johnson
Teacher	Cort Mitchel
Intervention/Behaviorist	Claudia Trout Al Gomes
Nurse	Jenny Raschein
Psychologist/Counselor	Dale Cheathum Cori Dinner

CRISIS RESPONSE TEAM MEMBERS DUTIES

The SUPERINTENDENT/PRINCIPAL will be in charge at the site. Should the **Superintendent/Principal** be away from the school site, the **Assistant Principal** will assume all responsibilities until the **Superintendent/Principal** returns. The **Superintendent/Principal** will be responsible for rumor control and the dispensing of accurate information.

The SUPERINTENDENT/PRINCIPAL and ASSISTANT PRINCIPAL (Administration) will be the coordinators of disaster services and will be at the crisis site in radio contact with the office. The administration will coordinate staff members.

The OFFICE STAFF will be the filter to the **Administration**. The office staff will be in charge of contacting parents, the dispersal of supplies, and the coordination of **staff members** as assigned by the administration.

MAINTENANCE will coordinate any stoppage of electricity or gas to portions or all of the site buildings. They will also help with evacuation of the school site if needed.

The BILINGUAL LIAISONS will be used to communicate with our Hispanic families who have no or limited understanding of the English language.

The TRANSPORTATION LEAD BUS DRIVER will work with the bus drivers in arranging bus transportation for all students who are not picked up by parents.

The TEACHERS will help the **Administration and Office Staff** as needed. If the crisis occurs during the school day, teachers are to remain with their students until danger has passed, or all of their students left the campus.

The NURSE will be responsible for treating any individuals who may need medical care. She/he will also work with the **Administration** in coordinating disaster services if she is not treating individuals.

The COUNSELOR/PSYCHOLOGIST/Behaviorist will act as a coordinator. Their duties include coordinating team members and other local, county and state agencies. The **Psychologist, Behaviorist and the Counselor** will also act at the Superintendent's request and be responsible for a debriefing plan.

FIRE/BOMB THREAT PROCEDURE

An actual fire/bomb threat emergency or drill will be signaled by the FIRE ALARM. In the event of a fire/bomb threat, please initiate the following procedures:

1. Using evacuation routes, take your class to your designated area, and line up single file in front of your number.

2. Bring CLASS ROSTER and RED/GREEN card with you to your designated area.

3. Close doors and turn off the lights. LOCK DOORS.

4. In the event that students are not with their homeroom teacher at the time of the drill, they need to walk to the designated area of their homeroom class and line up.

5. Take roll and use your GREEN/RED card to indicate if you have all of your students.

6. The end of the drill or emergency will be signaled by an ALL CLEAR message. Once the ALL CLEAR is given you may proceed back to your room and resume normal activities.

7. In the event that the ALL CLEAR is NOT given, wait in the designated area for further instructions.

CODE RED

Implement ALICE (Alert, Lockdown, Inform, Counter, Evacuate)

**ALICE is not designed to be sequential*

Alert

Superintendent or designee: Announce over the loudspeaker: "Attention all students, staff and visitors. This is a **CODE RED**, This is a **CODE RED**. **Give a description of the intruder and their location on campus**". Notify authorities and send school messenger notice to parents regarding the situation and instructing them to stay away from campus until all clear has been given.

Lockdown or Shelter in place

Lockdown and barricade entry points (making yourself a hard target) lights off, stay still and quiet. Keep yourself out of view from intruder. Email codered@gerberschool.org with your **teacher name in the subject line and inside the email list names of missing/absent/ and additional students/adults in your room.**

Inform

Superintendent or designee will give real-time updates over the PA system. Updates during a violent intruder incident allow you to make sound decisions about how to react and what steps, if any, to take next. They can also act as good distracters for the intruder. **If law enforcement gives commands follow them immediately**

Counter

Counter the attacker as a last resort. In the event that evacuation is not an option because the intruder is too close in proximity, the area cannot be secured, and/or the barricade has been breached, countering the intruder is essential. Use any objects available, spread out, yell, and be ready to use confusion to make yourself a difficult target.

Evacuate

Evacuate, or get out! Goal is to put as much time and distance as possible between you and the attacker. Don't use the same rally point as with a fire or earthquake drill, you will want to move much further away from this danger zone. a) orchard b) slu c) safe house near by school d) use best personal judgment for evacuation point. Try to make sure you have your phone with you so that you can communicate with the school and have Aeries access for student information.

CODE Yellow Procedure

Superintendent or designee: Announce over the loudspeaker “Attention all students and staff this is a Code Yellow please follow Code Yellow procedures.”

Hold and Secure-

A code yellow is a situation in which students need to stay in their rooms with their teachers. Normal classroom activity continues. Students and staff remain in a code yellow until an “all clear” or additional instructions are given.

EMERGENCY CODE YELLOW PROCEDURES

- Ø Lock doors but admit students assigned to that class.
- Ø Students in the bathroom or hallway need to return to class.
- Ø Do not leave the classroom or allow students to leave. Continue instruction.*** If a student or adult has an urgent bathroom need, please call the main office at 1552 or 1554. If the situation is safe, someone will come to escort the person to the bathroom.
- Ø If outside, gather students and head to your classroom or library.
- Ø Learning Center/ELD/RSP students stay where they are until “all clear” is given and they can return to their home classroom.
- Ø Close blinds to keep unnecessary distractions away while instruction continues.
- Ø Email office a list of students codered@gerberschool.org with your teacher name in the subject line and list names of missing students, absent students. If in LC/ELD/RSP please note this.
- Ø Keep your walkie talkie clear so the crisis team can communicate with one another.
- Ø Call front office only in the case of an emergency.
- Ø DO NOT MAKE ANY PHONE CALLS. (This includes both school phones and cellular phones.)
- Ø When the “all clear” is given please resume your regular schedule.

EMERGENCY ACTION ALL CLEAR

ALL CLEAR is used to conclude other immediate actions taken upon an emergency to notify staff and students that normal school operations can resume. **ALL CLEAR** signifies that the emergency is over. This is the final ACTION used to conclude an emergency.

ANNOUNCEMENT:

1. Make the following announcement in person directly or over the public address system: **“Your attention please. (Pause) ALL CLEAR. (Pause) ALL CLEAR. (Pause) ALL CLEAR. (Pause). It is now OK to resume normal school activities. Thank you all for your cooperation.”**
2. Use Parent Telephone Notification System, if appropriate.

SITE ADMINISTRATOR ACTIONS:

1. Determine that the emergency is over and it is safe to resume classes. It may be necessary to talk to first responders to make this determination.
2. Make the **ALL CLEAR** announcement.
3. Depending on the severity of the emergency, use Parent Notification System or send a brief written note home with a description of the emergency, how it was handled and, if appropriate, what steps are being taken in its aftermath.

STAFF ACTIONS:

As soon as the **ALL CLEAR** announcement has been made, return to the classroom or to desks and chairs, unlock doors and windows, and immediately begin discussions and activities in classrooms to assist students in addressing fear, anxiety and other concerns.

Gerber Elementary School Emergency Preparedness Plan 2017-18

There are many emergency situations that have the potential to bring harm to students and staff at our school. Though we all hope that we never need to use emergency procedures, we also know that prompt, well organized responses can minimize injury or loss of life.

We have established an Emergency Preparedness Plan that outlines our procedures in emergency situations.

STAFF RESPONSIBILITIES

Staff: Per California Government Code §3100, during a disaster, public employees become “Disaster Service Workers”. As Disaster Service Workers, school staff may be required to remain at school to assist in an emergency situation.

Staff members may be assigned as teams to assist in the event of a disaster.

Assigned teams shall receive training appropriate to their CRT role and shall participate in emergency readiness drills and activities before an actual disaster occurs. Any school employee, as a disaster services worker, may be asked to assist an CRT team whenever necessary.

In the event of a serious emergency response situation all staff members are to remain on campus until permission to leave is given by the superintendent or designee. Staff members will supervise students and operations in the following manner:

TEACHERS will stay with their classes until the danger has passed or until all students have left the campus. They will have their student roster; pencil and paper; and red/green cards with them through-out the emergency. Teachers will be responsible for written records of the whereabouts of each child that is not with the group including those that are absent or have been taken by parents or relatives before the rest of the class has been evacuated. Teachers should apply first aid as necessary and notify the office if serious injury indicates removal to an emergency aid center in the multi-purpose room or other designated area.

INSTRUCTIONAL AIDES will stay with their classroom teachers and students. Aides may help calm students, apply first aid if needed, help teachers keep track of students, and act as messengers if it is safe to do so.

BUS DRIVERS will be called by Bree Brown or Maria Llamas-Zavalza to get to the school if there is going to be an evacuation of students. Bus drivers will await instruction from Mrs. Marr, Ms.

Neely, or Jesse Johnson. If an evacuation is indicated, students will go home on the bus they came to school on as we do for minimum days. If a delay occurs before bus loading, drivers will help as needed and will be assigned by **Administration or Supervisor of Maintenance**; duties may include but are not limited to: surveying damage assessment, turning off utilities, traffic control, or first aid.

BILINGUAL RESOURCE PERSONNEL will be available to communicate with our Hispanic families who have no or limited understanding of the English language.

MRS. LATIMER and other Support Staff will report to Bree Brown in the office as soon as it is safe to do so. Duties will be assigned as needed and may include: telephone communications, handling the counter, or helping to save important records.

COOKS will be available, if necessary, to help set up a first aid center in the multipurpose room, and assist as needed. If the emergency becomes extended, the cooks will be responsible for providing meals or beverages.

SUPERVISOR OF MAINTENANCE AND OPERATIONS will report to the office, get a walkie talkie, and remain in direct radio contact with the office. He will work with the bus drivers in arranging bus transportation for all students who are not picked up by parents if an evacuation is indicated. He will also call parents if necessary or perform other duties as needed.

A Crisis Response Team (CRT) has been created. The team will meet periodically and after any emergencies have occurred. The CRT members and primary responsibilities are:

SUPERINTENDENT will be responsible for all decisions that need to be made as an emergency unfolds. She will make the decision to call for emergency assistance; police, fire, or ambulance. She will confer with emergency officials. **Superintendent** will be responsible for media relations which includes notifying the media of evacuation plans and for releasing information to the media. No other school personnel will talk to the media unless instructed to do so by **Superintendent**.

ASSISTANT PRINCIPAL will oversee operations that take place on campus. In conjunction with **Superintendent**, he/she will direct teachers and classes to remain where they are, where to move to, and how to prepare for an evacuation. He will oversee evacuation of students and staff if it becomes necessary. **Assistant Principal** will schedule and chair CRT meetings and be responsible for the annual revision of the Emergency Preparedness Plan.

BREE BROWN, MARIA LLAMAS-ZAVALZA and JUDY GRANA will set the office up as the disaster communication center and be responsible for all incoming and outgoing calls. They will inform

teachers if students leave with their parents or if students leave for any other reason. **Bree, Maria, and Judy** will handle all telephone inquiries under **Superintendent** direction. They will endeavor to provide for the preservation of essential school records. **Bree Brown** will work in conjunction with **Superintendent** to release accurate information only to those people or organizations which need the information to do their job.

SCHOOL NURSE (if available) will set up a first aid center in the **multi-purpose room** if it is safe to do so. She will oversee all first aid treatment administered there and, if necessary, will help emergency response personnel get the most seriously injured to the hospital.

SUPERVISOR OF MAINTENANCE will turn off all water, electricity and propane that may pose a threat to safety. **Supervisor of Maintenance** will then conduct a thorough assessment of damages. He will determine if it is safe to return to classrooms or other parts of the campus. If evacuation is called for, he will oversee the process as soon as he has completed his assessment of damages.

CORT MITCHELL will remain with his class until the danger has passed, or until all of his students have left the campus. He will then report to the Administration and assist in operations as needed.

EMERGENCY PROCEDURES

Outlined below is a general overview of how to respond in certain emergency situations. A more detailed emergency procedure has been created for certain circumstances, and can be found in the pages following this Plan.

FIRE

When the fire alarm sounds, evacuate the building following the emergency routes that are posted in each room. Teachers should close all doors and windows and be sure to have their student rosters and red/green cards with them. Teachers and supervisors who do not have a regular class (ELD, RSP, library, etc.) are responsible for the students they have at the time of the emergency and should remain with those students until it is safe for students to join their regular class. Emergency personnel will extinguish the fire. Nobody will be allowed to re-enter the buildings until the all clear signal comes from the office.

Jesse will assess the damage and Mrs. Marr, or designee, will decide to evacuate or not. If Mrs. Marr orders evacuation, procedures outlined in the 'Staff Responsibility' and 'Crisis Response Team' sections of this plan will be initiated.

A Crisis Response Team (CRT) meeting will convene as soon as possible to review the effectiveness of the emergency response.

BOMB THREAT

If a bomb threat is received, the employee receiving the call will try to keep the caller on the phone as long as possible; trying to note gender, age, speech patterns, who planted the bomb, why it is planted, where it is located and when will it explode. Try to identify any background sounds that are audible behind the caller. Immediately call 911.

If, in Mrs. Marr's judgment, the threat warrants response, the fire alarm will sound and the buildings evacuated.

Only trained "bomb squad" personnel will be allowed to enter the building to search for the explosive device. If Mrs. Marr decides to order an evacuation, the procedures outlined in the 'Staff Responsibility' and 'Crisis Response Team' sections of this plan will be initiated and the Bomb Threat Procedure should be followed.

A CRT meeting will convene as soon as possible to review the effectiveness of the emergency response.

EARTHQUAKE

In the event of an earthquake teachers will direct students to "Duck and Cover" until the shaking has stopped. If, in the **Superintendent's** judgment, the earthquake has been strong enough to cause structural damage, the fire alarm will sound to clear the buildings. If the electricity is out, the **Assistant Principal** will inform each classroom to evacuate.

Supervisor of Maintenance will assess the damages and **Superintendent** will order either evacuation of the school grounds or re-entry into the buildings. If **Superintendent** orders evacuation, the procedures outlined in the 'Staff Responsibilities' and 'Crisis Response Team' sections of this plan will be initiated.

A CRT meeting will convene as soon as possible to review the effectiveness of the emergency response.

SEVERE WINDSTORM/TORNADO

In the event of severe winds that have the potential to tear materials from the buildings, an all call message will be announced for students and staff to return to class.

If damage begins to occur, such as windows breaking or materials flying against walls or windows, teachers should order students to "Duck and Cover", facing away from walls that have the most windows. When winds have subsided, **Superintendent** will assess the damages and **Superintendent** will decide to either resume class or evacuate. If **Superintendent** orders

evacuation, the procedures outlined in the 'Staff Responsibilities' and 'Crisis Response Team' sections of this plan will be initiated.

A CRT meeting will convene as soon as possible to review the effectiveness of the emergency response.

CHEMICAL SPILL

In the event of a potentially dangerous toxic chemical spill, the local emergency response officials will tell the **Superintendent** how to respond. If it is important to act quickly to avoid airborne toxins, an all call message will be announced for students and staff to return to class. All windows and doors need to be closed and air conditioner/heating units need be turned off. Teachers are to remain in classrooms while awaiting further instructions from the office.

If the **Superintendent** orders an evacuation, the procedures outlined in the 'Staff Responsibilities' and 'Crisis Response Team' sections of this plan will be initiated.

A CRT meeting will convene as soon as possible to review the effectiveness of the emergency response.

CIVIL DISTURBANCE ON CAMPUS

If a disturbance occurs on campus that has the potential to cause harm to students or staff, an all call message stating "Code Red" will be announced over the loudspeaker. The Code Red Procedure should be followed, and immediate dispersal of those causing the disturbance will be ordered by Administration. If the dispersal does not take place immediately, either more staff will be asked to respond or law enforcement will be summoned. Once the disturbance has been quelled, an all call message will be announced with instructions to follow or directions will come to the teachers from the office.

If law enforcement is called, they will take control of the situation and make the decisions as to how to proceed. Students who do not disperse when told to do so will be punished with suspension or possible expulsion depending on the severity of the disturbance and their past behavior record.

If the situation is so serious that law enforcement or Mrs. Marr orders evacuation of the site, the procedures outlined in the 'Staff Responsibilities' and 'Crisis Response Team' sections of this plan will be initiated.

A CRT meeting will convene as soon as possible to review the effectiveness of the emergency response.

THREAT OF VIOLENCE OR ACTUAL VIOLENCE BY AN AGGRESSIVE OR ARMED INDIVIDUAL

If an overly aggressive or armed individual poses a threat to students or staff, law enforcement will be called immediately. An all call message stating "Code Red" will be announced over the loudspeaker and the Code Red Procedure will be followed. At that time law enforcement is in charge and dictates actions from then on. The office will inform teachers when danger has passed. If Ms. Marr orders evacuation, the procedures outlined in the 'Staff Responsibilities' and 'Crisis Response Team' sections of this plan will be initiated.

A CRT meeting will convene as soon as possible to review the effectiveness of the emergency response.

AFTER THE DISASTER

In any disaster situation or a situation where life is lost, including accidental death away from school or suicide, there will be grieving. To respond to that grief, be it an individual or many people, the CRT will meet as soon as possible to plan for providing grief support. Once the CRT has devised a plan, it will be shared in a meeting with all involved staff members. The goals of these meetings are to provide staff with methods to help the students with their grief and to determine the scope of the counseling that will be made available to those who want it. A team of counselors from other districts and County Mental Health is available upon request. Counseling will be provided on site for as long as it is feasible. If recommended by school counselors, individuals will be referred for further counseling to private or public providers.

EVACUATION PLAN FOR PARENT PICK UP ON CAMPUS AND OFF CAMPUS

ON CAMPUS--- Parents will be directed by school personnel to use the school parking lot to pass through when picking up their child. A school staff member will direct traffic and radio staff members to release students from their locations to the front of the school to be picked up by their parent/guardian. Parent or Guardian must present a photo ID.

STUDENTS USING THE BUS--- Students who use the bus to be transported home, will be directed to the bus barn where they will be loaded on the bus and transported home.

OFF CAMPUS--- If Gerber students have to be evacuated from school to one of our designated off campus evacuation sites, they will be kept in one area. As their parents arrive to pick them up, parents will ask a school staff member for their child. The parent must show identification to the staff member before a child is released. The staff member will retrieve their child from the secure area and release the child to the parent. A list will be kept of children being released.

EMERGENCY RESPONSE WEAPON

The brandishing of any weapons poses an immediate threat to students and staff. Response is the same whether the weapon is used, seen or suspected but not in use. Safety must always be

the foremost consideration. A person wielding a weapon will usually respond best to calm, reasonable talk. In addition to calming the individual, talking allows time for law enforcement officials and other professionals to arrive.

STAFF ACTIONS:

- Remain calm. Take immediate action to prevent casualties. Isolate the suspect and/or area. Move others to a safe area to protect them from danger.
- Alert administration.
- Make no effort to intervene. Allow a law enforcement officer to take possession of the weapon.
- If possible provide first aid for victims, if needed.
- Account for all students.
- Assist police officers – provide identity, location and description of individual and weapons.

SITE ADMINISTRATOR ACTIONS:

- Remain calm. Depending on how the situation unfolds, initiate **LOCKDOWN** or **EVACUATION**, as needed. Do not confront the suspect.
- Call 911. Provide essential details of the situation, i.e., suspect, location, weapons, number of persons involved, motive, actions taken by the school (e.g. **LOCKDOWN**).
- Identify command post for police to respond. Assist police to enter the school. Provide officers with critical information. Accompany the police officer to the student suspected of having a weapon.
- If suspect has left, secure all exterior doors to prevent re-entry.
- Isolate and separate witnesses. Instruct them to write a statement of events while waiting for police to arrive.
- Gather information about the incident for the police:
 - Name of student with weapon.
 - Location of witness when weapon was seen.
 - What did the student do with the weapon after it was displayed?
 - What is the current location of the student with the weapon?
- Reserve a private area for the student to be taken and questioned. Allow police

officer to thoroughly search student with another adult witness present. Police officer should take possession of and secure any weapon located.

Assign an administrator to remove all of the suspected student's belongings

(book bag, clothing, etc.) from the classroom. Do not allow the student to pickup or carry his own belongings.

EMERGENCY RESPONSE FIRE (onsite)

Should any fire endanger the students or staff, it is important to act quickly and decisively to prevent injuries and contain the spread of the fire. All doors leading to the fire should be closed and lights turned off. Do not re-enter the area for belongings. If the area is full of smoke, students and employees should be instructed to crawl along the floor, close to walls, which will make breathing easier and provide direction. Before opening any door, place a hand an inch from the door near the top to see if it is hot. Be prepared to close the door quickly at the first sign of fire. All fires, regardless of their size, which are extinguished by school personnel, require a call to the Fire Department to indicate that the "fire is out".

Within School Buildings

SITE ADMINISTRATOR ACTIONS:

Sound the fire alarm to implement **EVACUATION** of the building.

Immediately **EVACUATE** the school using the fire routes.

Notify the Fire Department (call 911).

Direct search and rescue team to be sure all students and personnel have left the building.

Ensure that access roads are kept open for emergency vehicles.

Notify appropriate utility company of suspected breaks in utility lines or pipes.

If needed, notify bus dispatch for **OFF-SITE EVACUATION** by **DIRECTED**

TRANSPORTATION.

Do not allow staff and students to return to the building until the Fire Department declares that it is safe to do so.

STAFF ACTIONS:

- EVACUATE** students from the building using fire routes
- Take attendance and green/red card. Report missing students to the Principal/designee and/or emergency response personnel.
- Maintain supervision of students until the Fire Department determines it is safe to return to the school building.

If it's only a drill, an all clear message will be announced and you may proceed back to your rooms. If it were a real fire, you will remain in your line and wait for instructions as where to proceed.

EMERGENCY RESPONSE EARTHQUAKE

Earthquakes strike without warning. Fire alarms or sprinkler systems may be activated by the shaking. The effect of an earthquake from one building to another will vary. The major shock is usually followed by numerous aftershocks, which may last for weeks.

The major threat of injury during an earthquake is from falling objects, glass shards and debris. Many injuries are sustained while entering or leaving buildings. Therefore, it is important to quickly move away from windows, free-standing partitions and shelves and take the best available cover under a sturdy desk or table, in a doorway or against an inside wall. All other actions must wait until the shaking stops.

Inside Building

SITE ADMINISTRATOR ACTIONS:

- Direct inspection and assessment of school buildings. Report building damage and suspected breaks in utility lines or pipes to fire department responders.
- Notify TCDE of school and personnel status. Determine who will inform public information media as appropriate.
- Do NOT re-enter building until it is determined to be safe by appropriate facilities inspector.
- Determine whether to close school. If school must be closed, notify staff members, students and parents.

STAFF ACTIONS:

- Give **DROP, COVER and HOLD ON** command. Instruct students to move away from windows, bookshelves and heavy suspended light fixtures. Get under table or other sturdy furniture with back to windows.
- Check for injuries. Render First Aid, if necessary.

- After shaking stops, listen for **EVACUATE** procedures. Do not return to the building. Bring attendance roster (green/red card).
- Check attendance at the assembly area. Report any missing students to site administrator.
- Warn students to avoid touching electrical wires and keep a safe distance from any downed power lines.
- Stay alert for aftershocks
- Do NOT re-enter building until it is determined to be safe.

Outside Building

STAFF ACTIONS:

- Move students to designated area.
- After shaking stops, check for injuries, and render first aid.
- Check attendance. Report any missing students to principal/site administrator.
- Stay alert for aftershocks.
- Do NOT re-enter building until it is determined to be safe.
- Follow instructions of site administrator.

EMERGENCY RESPONSE BOMB THREAT

In the event that the school receives a Bomb Threat by telephone, keep the caller on the telephone as long as possible and listen carefully to all information the caller provides. Make a note of any voice characteristics, accents, or background noises and complete your Bomb Threat notes as soon as possible.

PERSON RECEIVING THREAT BY TELEPHONE:

- Listen. Do not interrupt caller.
- Keep the caller on the line with statements such as *"I am sorry, I did not understand you. What did you say?"*
- Alert someone else by prearranged signal to notify the telephone company to trace the call while the caller is on the line.
- Notify site administrator immediately after completing the call.
- Complete your Bomb Threat notes.

PRINCIPAL/SITE ADMINISTRATOR ACTIONS:

- Call 911.
- If the caller is still on the phone, contact the phone company to trace the call. Tell the telephone operator the name of school, name of caller, phone number on which the bomb threat came in. This must be done quickly since the call cannot be traced once the caller has hung up.
- Instruct staff and students to turn off any pagers, cellular phones or two-way radios. Do not use those devices during this threat since explosive devices can be triggered by radio frequencies.
- Determine whether to evacuate the threatened building and adjoining buildings. If the suspected bomb is in a corridor, modify evacuation routes to bypass the corridor.

- Use the intercom, personal notification by designated persons, or the PA system to evacuate the threatened rooms.
- If it is necessary to evacuate the entire school, use the fire alarm.
- Notify the Superintendent/Principal of the situation.
- Do not return to the school building until it has been inspected and determined safe by proper authorities.
- Avoid publicizing the threat any more than necessary.

SEARCH TEAM ACTIONS:

- Use a systematic, rapid and thorough approach to search the building and surrounding areas.
- Check classrooms and work areas, public areas (offices, bathrooms and), unlocked closets, exterior areas (shrubbery, trash cans, debris boxes) and power sources (computer rooms, gas valves, electric panels, telephone panels).
- If suspicious item is found, make no attempt to investigate or examine object.

STAFF ACTIONS:

- Evacuate students as quickly as possible, using primary routes.
- Upon arrival at the designated safe site, take attendance. Notify the site administrator of any missing students.
- Do not return to the building until emergency response officials determine it is safe.

EMERGENCY RESPONSE CHEMICAL ACCIDENT (offsite)

Chemical accidents may result from a transportation accident or an industrial spill, involving large quantities of toxic material.

SITE ADMINISTRATOR ACTIONS:

- Notify TCDE, the Fire Department and the Department of Public Health. Provide the following information:
 - School name and address, including nearest cross street(s)
 - Location of the spill and/or materials released
 - Characteristics of spill (color, smell, visible gases)
 - Name of substance, if known
 - Injuries, if any
- Notify Maintenance Supervisor.
- Determine whether to implement **SHELTER IN PLACE, EVACUATION** and/or student release.
- Post a notice on the school office door stating location of alternate school site.

STAFF ACTIONS:

- If **SHELTER-IN-PLACE**, close all doors and windows, and monitor the walkie talkies.
- If you believe that gas is entering the building, protect everyone with a wet cloth or towel over the mouth and nose. Have everyone breathe in short, quick shallow breaths.
- If **EVACUATION** is implemented, direct all students to designated area.
- Upon arrival at safe site, take attendance (green/red card) to be sure all students have been evacuated and accounted for.

GERBER SCHOOL STAFF ROSTER 2016 - 2017

Classroom Teachers

Melanie Nolan	Transitional Kindergarten	Room 19	Extension 1519
Carly Jasielum	Kindergarten	Room 20	Extension 1520
Jenna Farrell	Kindergarten	Room 21	Extension 1521
Todd Bateman	First Grade	Room 15	Extension 1515
Donna Wabbel	First Grade	Room 17	Extension 1517
Courtney Smith	Second Grade	Room 18	Extension 1518
DeLana Button	Second Grade	Room 23	Extension 1523
Keri Spengler	Third Grade	Room 22	Extension 1522
Julie Hablitzel	Third Grade	Room 8	Extension 1508
Marci Spencer	Fourth Grade	Room 24	Extension 1524
Christy Ulloa	Fourth Grade	Room 25	Extension 1525
Mollie Zuehlke	Fifth Grade	Room 26	Extension 1526
Trysha Kehoe	Fifth Grade	Room 27	Extension 1527
Lori Dye	Sixth Grade	Room 29	Extension 1529
Deanna Davis	Sixth Grade	Room 35	Extension 1535
Annie Darst	Seventh Grade	Room 30	Extension 1530
Wendy McBroom	Seventh/Eighth Grade	Room 36	Extension 1536
Cort Mitchell	Eighth Grade	Room 31	Extension 1531
Science Room	Science Lab	Room 33	Extension 1533

Specialized Staff Support

Al Gomes	Behavior Coordinator	Room 7	Extension 1507
Claudia Trout	Intervention Coordinator	Room 37	Extension 1545
Renee Fletcher	RTI Teacher	Room 37	Extension 1537
Megan Weiss	Resource Specialist	Room 16	Extension 1516
Maria Tadeo	ELD Teacher	Room 14	Extension 1514
Aaron Cherry	Computer Teacher/Lab	Room 28	Extension 1528
Corena Latimer	Media Resource Aide	Media Res.	Extension 1542
Dale Cheatham	Psychologist	Room 34	Extension 1534
Cori Dittner	School/Resource Counselor	Room 38	Extension 1538
Jenny Raschein	Nurse (W)	Room 32	Extension 1555

Office Staff

Jenny Marr	Superintendent/Principal	Office	Extension 1551
Megan Neely	Asst. Principal/Title I	Office	Extension 1550
Bree Brown	CBO/HR/Cafeteria	Office	Extension 1553
Maria Zavalza	Account Clerk	Office	Extension 1554
Judy Grana	School Secretary	Office	Extension 1552
Jesse Johnson	Supervisor of Maintenance, Operations, Transportation	Shop	Extension 1556

Instructional &/or Student Support

Beth Young	Learning Center/Café	Room 37	Extension 1537
Brenda Nace	Learning Center	Room 37	Extension 1537
Cindy Santos	Supervision Café/YD		
Michelle Williams	Kindergarten/YD/Bus	Room 21	Extension 1521
Mary Johnson	Kindergarten/Café	Room 20	Extension 1520
Ronda Dimitriadis	Learning Center/Café/Bus	Room 37	Extension 1537

Cafeteria/Maintenance/Transportation

Jeannie Fite	Cook	Cafeteria	Extension 1544
Melissa Fite	Cook Assistant	Cafeteria	Extension 1544
Rhoda Helkey	Cafe Cust./Bus Driver	Shop	Extension 1556
Tootie Rhoads	Custodian	Shop	Extension 1556
Albert Hale	Custodian	Shop	Extension 1556
Will Roehrich	Maint/Transportation	Shop	Extension 1556

County Program Staff

Tricia Eve	Speech	Room 39	Extension 1539
Ellie Ogsbury	Psychologist	Room 39	Extension 1539
Cathy Wilson	Special Ed - DHH	Room 39	Extension 1539

Lauren Wilson	Special Needs Pre-School	Room 1	Extension 1501
Angelika Deno	Special Ed Supervisor	Room 2	385-1170
Carolina Ledeboer	Countywide Class	Room 3	385-2048
Sara Wetselaar	Special Needs	Room 4	385-1542
Donna Comer	Health Assistant	Room 5	385-1542
Tamara Manning	Special Needs	Room 6	385-1542
<u>Afterschool & Preschool Staff</u>			
Sean Acevedo	SERRF	Room 12	Extension 1512
SERRF	SERRF	Room 13	Extension 1513
Bonnie Gilliland	State Preschool	Preschool	385-1537

THE GERBER SCHOOL CAMPUS 2017-2018

Rm 6 Tamra Manning	Rm 5 Nurse Donna Comer (Rm 3 & 4)	Rm 4 Sarah Wetselaar	Rm 3 Caroline Ledeboer	Rm 2 Sup. Sp. Ed. Angelika Deno	Rm 1 Lauren Wilson Sp. Needs Pre-school
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Rm 39 Speech Tricia/Eve Psychologist Ellie Oggsbury DHH Cathy Wilson	Rm 8 3 rd Grade Julie Hablitzel	Rm 7 Behavior Intervention Coordinator Al Gomes	Rm 13 SERRF	Rm 12 SERRF Sean	Rm 11 DHH April Bennett
Rm 38 School Resource/Counselor Cori Dittner					

Rm. 40 Preschool Bonnie Gilliland

BR	Rm. 18 2 nd Grade Courtney Smith	Rm 17 1 st Grade Donna Wabbel	Rm 16 RSP Megan Weiss	Rm 15 1 st Grade Todd Bateman	Rm 14 ELD Maria Tadeo
BR					

Rm. 19 TK Melanie Nolan

BR	Rm 23 2 nd Grade Delana Button	Rm 22 3 rd Grade Keri Spengler	Rm 21 Kinder Jenna Farrell	Rm 20 Kinder Carly Jasielum
BR				

Rm. 37 Learning Center Claudia Trout Renee Fletcher
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BR	Rm 27 5 th Grade Trysha Kehoe	Rm 26 5 th Grade Mollie Zuehlke	Rm 25 4 th Grade Christy Ulloa	Rm 24 4 th Grade Marc Spencer
BR				

Staff BR
Copy Room

Media Center Corena Latimer
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Rm 31 8 th Grade Cort Mitchell	Rm 30 7 th Grade Annie Darst	Rm 29 6 th Grade Lori Dye	Rm 28 Computer Tech/Lab Aaron Cherry	BR BR
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Staff Lounge
BR
<u>Office Staff</u> Bree Brown Judy Grana Maria Zavalza <u>Assistant Principal</u> Megan Neely

Supt./Principal Jenny Montoya

Rm 36 7 th /8 th Grade Wendy McBroome	Rm 35 6 th Grade Deanna Davis	Rm 34 Psychologist Dale Cheatham Textbooks	Rm. 33 Science Room	Rm. 32 Nurse Jenny R Counselor Jessica S Alli
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Tech Room:	Multi-Purpose Room
Stage	<u>Kitchen</u> Jeannie Fite/Melissa Fite <u>Maintenance</u> Jesse Johnson Albert, Will, & Tootie

8/18/17