

Emergency Teams

Team	Team Members	Role	Timing
Incident Commander	Principal (Superintendent back up)	<ul style="list-style-type: none"> ▪ Oversees entire operation ▪ Communicates with district office / outside agencies and requests resources as needed ▪ Makes final decisions on major conflicts and problems as they arise 	Entire emergency
Operations Chief	Assistant Principal (Principal or Teacher back up)	<ul style="list-style-type: none"> ▪ Directs operations ▪ Sets operational priorities for team members ▪ Resolves conflicts on operational priorities and resources ▪ Communicates with Incident Commander on status of campus 	Entire emergency
Communications	Office Staff – 2 (Teacher back up)	<ul style="list-style-type: none"> ▪ Sets up command center ▪ Documents all information ▪ Facilitates communication with outside parties ▪ Liaison with parents 	Entire emergency
Security	Teachers/Staff – 2	<ul style="list-style-type: none"> ▪ Hazard and damage assessment ▪ Extinguishes small fires, as necessary ▪ Shuts off utilities (if necessary) 	Initial hours and after shocks
Gate	Teachers – 5	<ul style="list-style-type: none"> ▪ Controls access into and out of campus utilizing authorized gate(s) ▪ Secures the campus; close gates, block parking lots ▪ Ensures that students leave only with authorized adults 	Entire emergency (needs decrease)
Search and Rescue	Teachers – 6 (2 team of 3 each)	<ul style="list-style-type: none"> ▪ Locates and triages all missing and injured persons ▪ Team members need CERT training (16 hours, completed during school hours) 	Initial hours
First Aid	Teachers – 4	<ul style="list-style-type: none"> ▪ Sets up medical station ▪ Attends to injured students and adults ▪ Team members need CERT training (16 hours, completed during school hours) 	Entire emergency
Shelter, Food and Sanitation	Teachers – 4	<ul style="list-style-type: none"> ▪ Ensures available toilet facilities ▪ In partnership with Student Supervision, distributes food, water, blankets and clothing as needed ▪ Coordinates shelter based on availability of buildings 	Entire emergency (needs decrease)
Student Release	Teachers – 7 (1 per binder + 3 floaters)	<ul style="list-style-type: none"> ▪ Checks ID and emergency card to ensure students are released to appropriate adults 	Entire emergency (needs decrease)

		<ul style="list-style-type: none"> ▪ Assists parents/care providers with locating their children 	decrease)
Student Supervision	Teachers – 13 + aides, substitutes, parents, etc.	<ul style="list-style-type: none"> ▪ Supervise and direct students ▪ Provide minor medical care 	Entire emergency (needs decr)

2008-2009 Kent Staff Emergency Teams

Command and Control—Incident

Commander

Skip Kniesche
Mary Jo Pettegrew - Back-up Leader

Operations Chief

Jenny Walsh
Skip Kniesche – Back-up Leader
Teacher back up, Mary Beth Karlin

Communications

Linda Novello
Lisa Sandberg
Susan Merrill

Student Release

Louise Osterman
Melissa Aubert
Sharon Fawcett
Peter Gavin
Rose Roubinian
Ryan Palmer
Sandy Hendsch

Search and Rescue

Team 1

Ron Pembleton
Reed Maltzman
Maria Brundige

Team 2

Jill Klima
Peter Goetz
Matt Gillespie

First Aid

Matthew Kelly – Team Leader
Cindi Sparks
Val Fox
Emily Henning
Becky Gayman (if on campus)

Safety and Security

Eric Watterud – Team Leader
Jose Quintanilla – Team Leader
Maintenance staff as back-up

Shelter, Food, and Sanitation

Cassie Hettleman – Team Leader
Brad Widelock
Rebecca Hagan
Heidi Longo/Sherri Patterson

Traffic and Gate

Alison Griffin—Team Leader
Hilary Kasbergen
Bonnie Peterson
Beth Brittonsmith
Penny Susko

Student Supervision

Myra Anderson
Dawn Bailey
Leslie Canin
Diana Darcy
Tricia Beales
Michael Martinez
Jeff DeBoi – Team Leader
Lisa Moretti/Jeanne Harvey
Michele Montgomery
Ron Muprhy
Shelly Thelen -- Team Leader
Jesika Whitehouse
Margot Ward

*5th Grade Classroom Assistants if on campus

Important Phone Numbers

**Emergency (life-threatening emergencies only)
Cell phone 911**

**911
479-2311**

Marin County <u>E</u> mergency <u>O</u> perations <u>C</u> enter	499-5617
	FAX 499-7829
Marin County Office of Emergency Services	499-6584
Kentfield School District Office	458-5130
Kent Middle School	458-5970
Bacich Elementary School	925-2220
Marin County Office of Education	472-4110
Sheriff Department (non-emergency)	479-2311
	499-7233 or 499-7234
Fire Department (non-emergency)	499-6717
College of Marin Police	485-9455
Grant Grover School (MCOE)	454-3994
Marin Humane Society	833-4621
California Highway Patrol	924-1100
PG&E	800-743-5000
PG&E Service Interruption Information	800-743-5002
Marin Municipal Water District	945-1500
Marin General Hospital	925-7000
Pre-assigned Pharmacies:	
Long's Drugs	330 Bon Air Center, Greenbrae 461-9363
Ross Valley Pharmacy	2 Bon Air Rd., Larkspur 924-2454
PSI (alarm company)	1-800-444-3541

RADIO NEWS STATION	KCBS (740AM)	765-4112
	KGO (810AM)	954-8100
TV STATIONS	CHANNEL 7-TV	954-7777
	CHANNEL 5-TV	765-8610
	CHANNEL 4-TV	561-8000
RED CROSS (INCLUDING SHELTER AID):		721-2365

RED CROSS MASS CARE SHELTER LOCATIONS:

Kent Middle School	800 College Ave., Kentfield	458-5970
Bacich Elementary School	25 McAllister Ave., Kentfield	925-2220
Marin Catholic		464-3839
Marin Enrichment		461-4671
Ross Valley nursery School		461-5150

KENTFIELD SCHOOL DISTRICT
EMERGENCY PROCEDURES

KENT MIDDLE SCHOOL BACICH ELEMENTARY SCHOOL
(415) 458-5970 (415) 925-2220
www.kentfieldschools.org

IN THE EVENT OF **STORM / NO POWER / FLOODING:**

(If there is no power at either school site at 7 AM, school will be canceled.)

YOU SHOULD:

- Listen to the radio: KCBS (740AM), KNBR(680AM) or;
- Check Email and/or contact school Web site (see above) or;
- Call school: Phone recording will announce present conditions/situation and cancellation of school.
- A sign will be placed at the entrance of both schools if school is canceled.

IN THE EVENT OF **DISASTER CONDITIONS :**

Students will remain at school until released to an authorized adult.

Only parents or individuals listed on the Emergency Contact Card will be allowed to take students from school.

School officials will use their best judgment in releasing students to family friends if an authorized adult is not available.

YOU SHOULD:

- Listen to KCBS (740AM) or KNBR (680AM).

TO PICK UP STUDENTS

- Park OFF campus