

**Important Contacts**

**Sunrise Middle School**

**1149 West Julian St.**

**San Jose CA 95116**

**Tel : 408-659-4785**

**Site Manager :Teresa Robinson**

**Assistant Site Manager: Jesus Meraz**

**Call 911 to report any emergency**

SJUSD - Police and Security

408-535-6080

SJUSD –Dir. Maint/Grounds

408-535-6200

County Health Department

408-299-5822

Red Cross

877-727-6771

Bomb Squad

408-277-4122

PG&E

1800-743-5000

Santa Clara Valley Water District

408-265-2600

San Jose Water Company

408-279-7900

## SUNRISE MIDDLE SCHOOL EMERGENCY NUMBERS

Teresa Robinson, Site Manager	408.206.4779
Yesenia Valencia	408.627.7400
Maria Luisa Macias	408-618-5218
Jesus Meraz	408-883-8143
SJUSD Alarm/ Security	408.278.6923
San Jose High School	408.535.6320
SJUSD Police & Security	408.535.6080
SJUSD Dir. Maint./Grounds	408.535.6200

Ambulance 911

Fire

Bomb

Materials

County

**in San**

Center

Ave.

Valley Medical	408.885-5000
751 S. Bascom	
Kaiser Permanente	408.972.3000
250 Hospital Parkway	

Police Department – San Jose	911
	311

Red Cross	877.727.6771
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Department  
 911  
 Squad  
 408.277.4122  
 Hazardous  
 Unit  
 408.277.4363  
 Health  
 Department  
 408.299.5822

**Hospitals (All Jose)**  
 Regional Medical  
 408.259.5000  
 225 N. Jackson

Santa Clara

Sheriff's Office	911
Mary Ann Dewan, Superintendent of Schools, Santa Clara County	408.453.6878
PG&E	800.743.5000
Santa Clara Valley Water District	408.265.2600
San Jose Water Company	408.279.7900
Or after hours	408.279.7811

## **SITE EMERGENCY PLAN OVERVIEW**

The Site Emergency Plan has been designed to be a practical document for use during a declared emergency of such magnitude, i.e., earthquake, that the school would be isolated from immediate outside assistance.

The Site Manager, with assistance from the School Site Council, will see to it that the information required by the plan is supplied and that this information is reviewed and updated annually.

The Site Manager or designee has the ultimate responsibility for all local decisions in a disaster situation. The Site Manager must be available to all emergency teams, the emergency radio equipment, police and fire personnel, parents and the news media.

Through the Site Emergency Teams the Site Manager will assess building damage, casualties, and facility status, and report same to the District Emergency Service Center.

### Annual Review

Site emergency plans shall be reviewed annually. Because of the need for clear understanding of policies and procedures to be followed during an emergency, each Site Manager shall appoint an Emergency Preparedness Committee to review the Site Emergency Plan for the purpose of:

1. Updating staff assignments
2. Verifying status and location of supplies and equipment
3. Modifying site procedures
4. Planning the staff in service activities
5. Reviewing emergency signals for evacuation, fire alarm, chemical alarm

The annual review will be completed by October 30 of each year.

### Staff Awareness

By October 30 each year the site shall devote one complete staff meeting to Emergency Preparedness planning including team assignments, evacuation procedures and basic school policies during emergencies. The Site Plan or appropriate pages of Plan is to be given to each staff member by this date.

## School Emergency Recall Plan

This Site Emergency Preparedness Plan deals primarily with emergency situations that occur during the school day. The possibility remains, however, that a severe earthquake could occur at night or on a weekend or holiday. If an earthquake were strong enough to cause structural damage to private homes the Red Cross would use public school buildings for mass care centers. The high schools and middle schools have the highest priority for such use, with elementary schools much lower.

All public employees, however, could be put into service by City or County offices of emergency services. In that case, the Site Manager would be directed to secure District employees to open and work at the designated mass care centers.

## **EMERGENCY RESPONSE PLANS**

### FIRE RESONSE PLAN

1. Entire class exits with teacher through classroom doors.
2. Class exits through door to location posted in room by door.
3. Teachers need to grab class lists and emergency kits and close door upon exiting.
4. The fire alarm will announce a fire or a fire drill. If the alarm does not work, we will use the bullhorn, which Site Manager will have with her.
5. Site Manager and Assistant Site Manager will have list of all students with emergency contact numbers.

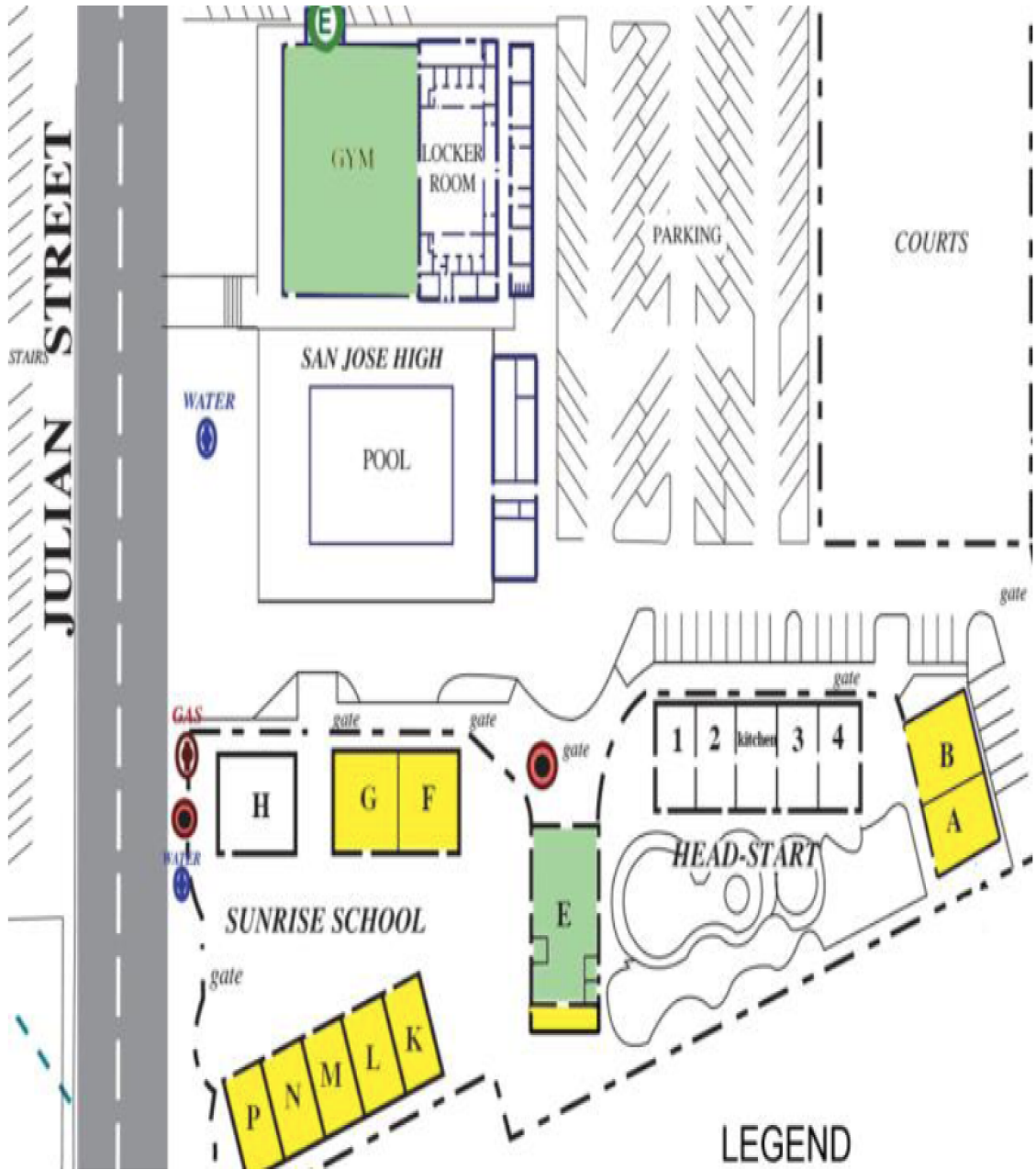
### EARTHQUAKE OR BOMB THREAT

1. At the first indication of an earthquake, all persons should “duck and cover” at the “drop” command of the teacher or adult in charge. When the shaking stops an earthquake evacuation to the Assembly Area shall automatically be carried out, with or without any bullhorn or other announcement.
2. If the same type of evacuation is needed because of a bomb threat, the announcement will be made over the bullhorn and school radios to do an earthquake evacuation to the Assembly Area.

### CHEMICAL SPILL

1. An announcement will be made to evacuate the building and gather in the Assembly Area.
2. The announcement will be made over the bullhorn and radio system. If for some reason this fails, the classes will be alerted by messenger.

## **Sunrise Middle School Assembly Area Map**



**PLOT PLANS**

Site manager should assess the site to determine where the emergency areas listed might best be housed. Actual situations may require these areas to be changed but preplanning should prove valuable.

#### PLOT PLAN NO. 1

1. One plan showing areas designated and persons assigned for:

Command Post – radio, office 1	Teresa Robinson/Jesus Meraz
Triage and First Aid – 6	Mr. Waldon/Yesenia /Mr. Laxman
Morgue - 5	ONeal/Ms. Michelle
Sanitation – office 3	Maria Luisa Macias/Arlene Zarou-C.
Evacuation Assembly - 4	Mrs. Racinez/ Ms. Imelda/
Student Release Area – Cafeteria 2	Mr. Campos/Mrs. Alvarez
Search and Rescue	Mrs. Sun /Ms. Mireles /Mr.Reynoso
Student Staff Accounting	Mrs. Kara/Mrs. Pappu
Campus Site Security	Ms. Mike/Mr. Avila /

#### PLOT PLAN NO. 2

1. One plan showing

Utility shutoffs – District will handle water, gas, electric

If needed, tools to shut utilities off are in closet in far back of school office.

Fire Extinguishers: Office, classrooms

No chemicals stored

## **SCHOOL RESPONSIBILITY FOR STUDENTS**

If the Site Manager / Principal declares a school wide emergency during the school day, the school has a clear statement of policy governing its actions:

SUNRISE MIDDLE SCHOOL POLICY IS AS FOLLOWS:

IN CASE OF A DECLARED EMERGENCY BY THE SITE MANAGER / PRINCIPAL DURING SCHOOL HOURS, ALL STUDENTS WILL BE REQUIRED TO REMAIN AT SCHOOL OR AN ALTERNATE, SAFE SITE UNDER THE SUPERVISION OF SCHOOL PERSONNEL.

1. Until regular dismissal time and then released only if it is considered safe, OR
2. Until released to an adult authorized by the parent or legal guardian whose name appears on school records.
  - a. If students are on their way to school they should proceed to school.
  - b. If students are on their way home from school they are to continue home.
3. To provide this supervision and care, Sunrise Middle personnel will be utilized. All school employees are designated disaster service workers when an emergency is declared. The Site Manager or designee has the legal authority to declare an emergency in this school. The authority also extends to the City of San Jose and to Santa Clara County to declare an emergency and impress public employees into service as disaster service workers.
4. Sunrise encourages the utilization of a buddy system at the school wherein staff responsibilities for specific emergency functions are assigned to pairs of employees who could, with the approval of the Site Manager, carry on legally required supervision and care requirements while allowing emergency home visits to assure welfare of their own families.

## **SITE ORGANIZATION DURING A DECLARED EMERGENCY**

### **Command Post**

The Site Manager or designee is the final authority at the school. She must be available for all decisions, information and authority during the time the school is isolated.

Therefore, the Site Manager and Command Post should be housed in a central area, i.e., the front of the school office, where the manager is available to radio, telephone, emergency equipment or personnel and parents.

The Command Post will begin to operate immediately after a disaster.



This is where the record keeping, communication, and major decision-making will take place. The Site Manager or designee will be there.

In addition, a separate Student Release Area will be established to coordinate the release of students to authorized adults.

Emergency Release Information Forms are needed at the Release area to document the release of all students.

While the Command Post is functioning, the First Aid and Search/Assessment team will carry out the functions and provide information to the Site Manager about the:

1. Condition of students
2. Condition of staff
3. Condition of facilities

This information is to be placed on the emergency status report and update forms.

## COMMAND POST DUTIES AND PERSONNEL

If notified of a declared emergency, OR if the site suffers a severe disaster, the Site Manager shall immediately implement the plans and procedures in the Site Emergency Plan.

The Site Manager shall:

- A. Activate alarm – notify staff
- B. Activate Command Post and radios
- C. Activate emergency team
- D. Assess total school situation
- E. Make initial site assessment report
- F. Check to see that site emergency teams are operating
- G. Assign messengers to needed areas
- H. Request help from 911 as needed
- I. Secure information from emergency team, update status reports
- J. Reassign team members to other duties as required when they finish initial assignments
- K. Personally check these items:
  - a. Is the campus secure
  - b. Are utilities off or secure?
  - c. Are signs directing adults to release area up?
  - d. Are traffic controllers needed?
  - e. Is first aide center functioning?
  - f. Have buildings been searched for victims?
  - g. Is student release program set up and operating?

The Assistant Site Manager shall:

- A. Report immediately to the Command Center with:
  - a. Master keys
  - b. Current roster of students and staff
  - c. Emergency forms and documents
  - d. Office supplies to assist Site Manager
  
- B. Check the condition of the utilities and connecting pipes if District personnel do not, and turn them off if necessary.
- C. Call Revolution Foods and make appropriate changes in distribution of food.
- D. Utilize available adult volunteers.

The Site Custodian shall:

- A. Check the site completely for:
  - a. Fire hazards
  - b. Chemical hazards
  - c. Electrical hazards

- d. Other hazards
- B. Notify the Site Manager of hazards and services needed
- C. Barricade hazardous areas using whatever materials handy
- D. When site is secure, report to the Command Post for direction
- E. Provide emergency sanitation areas if toilets are unavailable

The First Aide Director shall:

- A. Report immediately to the identified First Aid station with:
  - a. Health / emergency information cards for all students
  - b. Emergency first aid supplies and equipment
- B. Assist the injured, along with other CPR/First Aid certified staff

## **ORGANIZATION OF INSTRUCTIONAL STAFF DURING A DECLARED EMERGENCY**

Teachers and Teacher Aides shall:

- A. Respond immediately to emergency signals requiring specific actions
- B. If signal is to leave building, know if signal is for:
  - a. Fire evacuation
  - b. Disaster evacuation
  - c. Chemical spill evacuation
 Evacuate accordingly!
- C. When leaving building:
  - a. Take roll book or current roster and emergency kit
  - b. Require students to be silent in order to hear instructions
  - c. Close doors to classroom
  - d. Go directly to pre assigned location
- D. Check with nearby classrooms when evacuating. If there are seriously injured persons who cannot be moved, assign one teacher to remain and the other to evacuate the rest of your students.
- E. Teachers shall provide First Aid to the best of their ability to students under their supervision until the emergency First Aid station is activated. Students with major injuries are to remain in the classroom supervised by a teacher or aid. Students with minor injuries are to be cared for after evacuation.
- F. Upon reaching evacuation destination, teachers shall:
  - a. Take roll
  - b. Make list of missing or absent students
  - c. Give list to assembly area team members
  - d. Calm students. Remind them of school policy to remain at school.
  - e. Monitor warmth and protection of students and move if necessary.
- G. If assigned to a Site Emergency Team, transfer your students to buddy teacher to supervise, report immediately to command post for supplies and begin implementation of team responsibilities.

- H. Teachers supervising students shall:
  - a. Keep track of all students under their care. Note on the roster any who leave, giving reasons, time, and destination.
  - b. Remain with students until given authorization to release a student to messenger from the Release Area. No student is to be released without this form. If student chooses to leave without permission, warn him/her of policy and note time, destination and any accompanying students.
- I. If student is released to anyone but parent or authorized adult, such as the First Aid center, write student's name on the student with a felt pen. This will provide positive identification in the event of shock or unconsciousness.
- J. Enlist the help of any adults who volunteer but make them aware of your responsibility and the limits of theirs.
- K. Encourage students to talk about their experiences and feelings. Talking is the best way for a fearful child to give expression to his/her concerns. Talking it out is absolutely essential in psychological adjustment to disaster.
- L. As the time period extends, reassure students that they are in perhaps the safest place possible under disaster conditions. Fill in the time with games, songs, stories, exercise and rest periods.
- M. Report to the Command Post when all students have been released.
- N. Report to Site Manager for permission to be released.

## **ASSEMBLY AREA ASSIGNMENTS WHEN SCHOOL IS EVACUATED**

All teachers evacuate with class. Mr. Waldon/ Ms.Merek/Mr.Laxman sets up First Aid station in Room F.

After school directors report to Student Release Area.

## **RESPONSES TO SPECIFIC EMERGENCIES**

These emergencies cover a wide range of possible situations that may occur.

### EARTHQUAKE

Earthquakes

- A. Warning – little or none

Earthquakes usually strike without warning. The following actions, as time permits, shall be accomplished.

- B. Inside school building

1. The teacher or other person in authority implements action DROP. Face away from windows.
2. Try to avoid glass and falling objects. Move away from under suspended light fixtures.
3. After earthquake stops, implement action LEAVE BUILDING.
  - a. Do not return to buildings for any reason until they have been declared safe by school authorities.
  - b. Adult guards should be posted at a safe distance from all building entrances to see that no one re-enters the buildings.
4. All site personnel should assemble in pre planned assembly area.
5. Teachers take roll and make list of missing students.
6. Do not light any fires after the earthquake. Turn off main gas valve if district has not done so.
7. Keep safe distance from electrical wires, which may have fallen. Turn off main electrical switch if district has not.
8. Render first aid if necessary.
9. Call 911 for fire or medical help.
10. Notify San Jose High Principal.
11. Use bullhorn and radio system for in-school contact.
12. Request assistance as needed, from Site Manager.
13. The Site Manager/ Principal will try to procure the advice of district authorities about the safety of the building and whether students and staff may return.

C. On School Grounds:

1. The teacher or other person in authority implements action DROP.
2. The safest place is in the open. Stay there.
3. Do not run !
4. After the earthquake, if on way to school, continue to school.
5. After the earthquake, if on way from school, continue home.

FIRE

A. Warning

1. Fire within the school – Fire Alarm
2. Fire near the school – Visual sighting, messenger, telephone

B. Fire within school building

In the event a fire is detected within a school building, the following will be accomplished:

1. Sound the school fire alarm if hasn't already sounded. This will automatically implement action LEAVE BUILDING. Become familiar with the pull box locations.
2. Students remain under direct control of teachers until released.
3. Render first aid as necessary.
4. Notify San Jose Fire at 911.
5. Fight incipient fires without endangering life.
6. Keep access roads open for emergency vehicles
7. Take roll.
8. Notify San Jose High.
9. The Site Manager /Principal will determine what emergency action should be implemented.
10. Students and staff should not return to the buildings until the Fire Department declares the area safe.

C. Fire Near School:

The Principal shall:

1. Determine the need to execute action LEAVE BUILDING if nearby fire poses an immediate threat to the students of the building.
2. Notify San Jose Fire at 911.
3. Determine whether the students and staff should leave the school grounds and, if the situation warrants, leave the area.

EXPLOSION OR THREAT OF EXPLOSION

- A. Warning: When the condition is detected or the explosion occurs.
- B. In the event of an explosion at school, or the threat of an explosion – such as those caused by leaking gas or a faulty boiler within a school building, the following will be accomplished:
  1. Explosion:
    - a. Command DROP is given.
    - b. If the explosion occurred within the building, or threatened the building, the teachers should immediately implement action LEAVE BUILDING.
    - c. Sound the fire alarm.
    - d. Move to an area of safety, and maintain control of students.
    - e. Render first aid as necessary.
    - f. Notify the San Jose Fire Department at 911.
    - g. Fight incipient fires with out endangering life.
    - h. Take roll.
    - i. Notify San Jose High
    - j. Notify utility companies of a break or suspected break.
    - k. The Principal will direct further action as required.

2. Threat of Explosion
  - a. Sound the school fire alarm. This will automatically implement action LEAVE BUILDING.
  - b. Follow procedures d, f, I, j and k under Explosion section above.

### BOMB THREAT

- A. Planning for bomb threat incidents cannot be overemphasized even though experience shows that over 95 percent of such threats are hoaxes. However the chance remains that the threat may be authentic and appropriate action should be taken in each case to provide for the safety of personnel and property, and to locate the device so that it can be neutralized.
- B. If an anonymous telephone call or written threat is received by the school personnel regarding placement of bombs or explosives in a building or on campus, certain procedures shall be followed immediately.
  1. If the message is a telephone call, collect as much information as possible about the device and the person calling. Upon hanging up, notify Site Manager immediately.
  2. If the message is in the form of a letter, the manner in which it arrived, who found it, and where it was found should be noted. Immediately place the message in a cellophane envelope, if possible, so that fingerprints can be detected.
- C. The Site Manager shall take appropriate action which shall include:
  1. Determination whether or not to evacuate the site. A minimum of 300 feet away from the building is considered safe.
  2. Notify the San Jose High and City Police Department
  3. Assist Police units with site search as needed.
  4. Write report after incident is over.
- D. If a suspected explosive device is found:
  - a. Do not touch it!!
  - b. Report it to police.
  - c. Evacuate all personnel to safe distance.
  - d. Open windows and doors to reduce potential damage if device should explode.

### CAMPUS UNREST

- A. Campus unrest may result in challenge of authority, vandalism, gang activity, etc., to the point where the Principal determines that the safety of students and staff is jeopardized.
- B. Responsibilities

#### Principal

1. Initiate action SECURE BUILDING

2. Notify San Jose High and San Jose City police.
3. Inform students who refuse to report to class that they are subject to suspension, expulsion and possible arrest.
4. Utilize non-teaching staff to move students into classrooms or off campus.
5. Instruct staff members to take names of students who fail to cooperate.
6. If time permits, call parents of uncooperative students.
7. Under extreme circumstances, Principals will make decision whether to close the school.

#### Staff

1. Teachers will maintain classes at the direction of the principal.

### DRIVE-BY SHOOTINGS

In the event that a drive-by shooting occurs on or adjacent to Sunrise Middle, these procedures should be followed:

#### Responsibilities

##### Principal

1. Initiate Action SECURE BUILDING or Action DUCK, COVER AND HOLD.
2. Immediately call 911
3. Work in coordination with law enforcement officials

##### Staff

1. In classrooms, maintain Action SECURE BUILDING or Action DUCK, COVER AND HOLD until the all clear signal sounds.
2. In open areas, move students to safer areas, i.e., classrooms, as quickly as possible. Initiate Action DROP only if it is not possible to safely reach an enclosed area.

Note: Staff members who witness the incident should attempt, without putting themselves in danger, to get the license number and as precise a description of the vehicle as possible.

### HOSTAGE SITUATIONS

If an intruder enters a classroom or enclosed area with a weapon and threatens to shoot or injure a person, these guidelines should be followed:

#### Responsibilities

##### Principal



1. Immediately notify San Jose Police and other appropriate law enforcement agencies.
2. Initiate Action SECURE BUILDING
3. Monitor the hostage situation as best as possible without doing anything to exacerbate it.
4. Follow instructions of law enforcement officials who will take over when they arrive on campus.

#### Staff

1. Remain calm. Talk with the individual in a low key, non-threatening manner. Do not argue with or antagonize the individual in any way.
2. Keep your distance. Give the intruder ample space.
3. Do not attempt to deceive or threaten the intruder.
4. Do not “but into” the delusions of the intruder.
5. Suggest marching the students quietly out a backdoor if there is one. Back off if this approach angers the intruder.
6. Be constantly alert and prepared for violence. Initiate action DUCK AND COVER if the intruder opens fire.

#### Tips for handling hostage takers:

Note: If the school becomes involved in a hostage situation the primary concern must be the safety of the students and staff. Individuals who take hostage are frequently emotionally disturbed, and the key to dealing with them is to make every attempt to avoid antagonizing them. Communication must be handled in a non-threatening, non-joking manner, always remember that it may take very little to cause such persons to become violent.

If an individual begins firing a weapon on campus, the following actions will be taken:

#### Principal

1. Inform staff supervising students in classrooms to initiate action DUCK, COVER AND HOLD.
2. Immediately notify San Jose High and San Jose Police
3. Work in coordination with law enforcement until situation is resolved.
4. Initiate pupil release procedures and/or evacuation procedures if it becomes necessary to do so.

#### Staff

1. In classrooms, maintain action DUCK, COVER AND HOLD until the situation is resolved.

2. In open areas, move students to safer areas as quickly as possible. Only in extreme cases should it become necessary to initiate Action DROP; this should be done only when there is no chance for students to reach safer areas.

## **LOCATION OF EMERGENCY SUPPLIES AND EQUIPMENT**

First Aid Supplies: Office and classrooms

Emergency Water: Office

Emergency Food: Cafeteria/Classrooms

Bullhorn: Principal's Office

Radios: Front Office/Classrooms

Tools: Front Office

## **ADDITIONAL HEALTH AND SAFETY CONCERNS**

*(Per CDE directive Feb. 24, 2016)*

### **STUDENT MENTAL HEALTH**

Sunrise works with several contracted counselors and the Alum Rock Counseling Center to bring group and individual counseling to its students. About 20 percent of the student population is receiving counseling services. The school principal is a licensed school counselor and handles emergency situations in conjunction with the ARCC emergency response team. The school principal/lead counselor, in conjunction with teachers and other staff, makes the referrals for counseling.

### **BULLYING AND CYBER BULLYING**

Sunrise Middle takes a strong stance against any type of bullying or cyber bullying. Students are made to feel comfortable reporting these incidents to the principal, office staff and teachers. These incidents are treated as seriously as any other school issue, such as graffiti, theft, defiance, sexual harassment, violence, etc. Sunrise recognizes that bullying and cyber bullying can be as harmful and damaging as use of physical force, and therefore, such incidents may result in suspension or in-house suspension. The student involved may not return to the classroom until the issue has been fully resolved through peer conflict resolution and/or restorative justice practices.

## **SCHOOL CLIMATE**

Sunrise maintains a positive “second home” atmosphere at the school so that students may feel safe and ready to learn. This atmosphere is achieved through the small class size, daily meditation, first period advisories, conflict resolution, counseling, restorative justice measures, friendly and caring staff, etc.

The students’ families are included in this positive and friendly school climate. We have an open door policy. Parents are urged to help out at the school and to visit often. We have monthly school-wide parent meetings and biannual individual parent meetings.