

Evacuation check list for Office Worker's: Earthquake

Responsibilities:	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ensure safety of Morongo Student, Faculty and any Parents on campus. <input checked="" type="checkbox"/> Work with Parents, Education Committee, Tribal Council and other Tribal entities to ensure a constant state of readiness and preparation for a disaster.
Daily and Preparation Action:	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Know and understand all Emergency Operation Plans, emergency support functions and Annex's as related to the school. <input checked="" type="checkbox"/> Identify what students are in class on a daily basis. <input checked="" type="checkbox"/> Make sure you always know where the Medication bag and first aid kits are at all times and those kits are always up to date. <input checked="" type="checkbox"/> Have First Aid and CPR training regularly <input checked="" type="checkbox"/> Have regular Earthquake drills
Response Action:	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Stop working. Go under your desk and "Stop, Drop and Hold on," until the shaking stops. <input checked="" type="checkbox"/> If safe to do so, get the Medication bag and the first aid equipment and call 911 (from a land line if possible) <input checked="" type="checkbox"/> If safe to do so, collect the student sign in sheets. <input checked="" type="checkbox"/> If safe to do so, bring the emergency contact folder. <input checked="" type="checkbox"/> If safe to do so, bring the emergency phone and the Disaster Net Radio. <input checked="" type="checkbox"/> Help assess students that are in the office and that may need help or any students with injuries evacuate the building. <input checked="" type="checkbox"/> Check outside before leaving to make sure that it is safe to leave the building. <input checked="" type="checkbox"/> Go to one of the designated evacuation point.
Recovery Actions:	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Assist in taking roll and list any missing students. <input checked="" type="checkbox"/> Help assess any students with injuries and give first aid. <input checked="" type="checkbox"/> Assist the teachers in keeping the students calm. <input checked="" type="checkbox"/> Maintain constant communications with all parties and wait for all clear from an administrator.

Evacuation check list for Teacher's: Earthquake

Responsibilities:	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ensure safety of Morongo Student, Faculty and any Parents on campus. <input checked="" type="checkbox"/> Work with Parents, Education Committee, Tribal Council and other Tribal entity's to ensure a constant state of readiness and preparation for disaster.
Daily and Preparation Actions:	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Know and understand all Emergency Operation Plans, emergency support functions and Annex's as related to the school. <input checked="" type="checkbox"/> Identify what students are in class on a daily basis. <input checked="" type="checkbox"/> Make sure you always know where the Medication bag and first aid kits are at all times and those kits are always up to date. <input checked="" type="checkbox"/> Have First Aid and CPR training regularly. <input checked="" type="checkbox"/> Have regular Earthquake drills.
Response Actions:	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Instruct the students to Drop "Drop, Cover and Hold on" until the shaking stops. <input checked="" type="checkbox"/> Once the shaking has stopped give the command line up at the door. <input checked="" type="checkbox"/> If safe to do so Have the student's line up at the door and assist any student that may need assistance. <input checked="" type="checkbox"/> Make a quick assessment to make sure no student has been left behind. <input checked="" type="checkbox"/> Help assess students that may need help or any students with injuries evacuate the building. <input checked="" type="checkbox"/> Check outside before leaving to make sure that it is safe to leave the building. <input checked="" type="checkbox"/> Lead your students to one of the designated evacuation point. <input checked="" type="checkbox"/> Teacher in front and teacher in back.
Recovery Actions:	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Take roll and notify the campus administrator of any missing students. <input checked="" type="checkbox"/> Help asses any student injuries and give first aid. <input checked="" type="checkbox"/> Assist the Office workers in keeping the students calm. <input checked="" type="checkbox"/> Maintain constant communications with all parties and wait for all clear from an administrator.

Evacuation from Classroom check list for Office Worker's: Fire

Responsibilities:	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ensure safety of Morongo Student, Faculty and any Parents on campus. <input checked="" type="checkbox"/> Work with Parents, Education Committee, Tribal Council and other Tribal entities to ensure a constant state of readiness and preparation for a disaster.
Daily and Preparation Actions:	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Know and understand all Emergency Operation Plans, emergency support functions and Annex's as related to the school. <input checked="" type="checkbox"/> Identify what students are in class on a daily basis. <input checked="" type="checkbox"/> Make sure you always know where the Medication bag and first aid kits are at all times and those kits are always up to date. <input checked="" type="checkbox"/> Have First Aid and CPR training regularly. <input checked="" type="checkbox"/> Have regular Fire drills.
Response Actions:	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Stop working. <input checked="" type="checkbox"/> Assist any students or parent(s) that may in the office to the evacuation point. <input checked="" type="checkbox"/> If safe to do so, collect the student sign in sheets and emergency contact folder. <input checked="" type="checkbox"/> If safe to do so, get the emergency phone and Disaster Net Radio. <input checked="" type="checkbox"/> If safe to do so, collect the Medication bag and first aid equipment. <input checked="" type="checkbox"/> Go to one of the designated evacuation points. <input checked="" type="checkbox"/> Help assess students that may need help or any students with injuries evacuate the building.
Recovery Actions:	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Assist the teachers in keeping the students calm. <input checked="" type="checkbox"/> Help asses any student with injury's and administer first aid. <input checked="" type="checkbox"/> Maintain constant communications with all parties and wait for all clear from an administrator.

Evacuation from Classroom check list for Teacher's: Fire

Responsibilities:	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ensure safety of Morongo Student, Faculty and any Parents on campus. <input checked="" type="checkbox"/> Work with Parents, Education Committee, Tribal Council and other Tribal entities to ensure a constant state of readiness and preparation for a disaster.
Daily and Preparation Actions:	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Know and understand all Emergency Operation Plans, emergency support functions and Annex's as related to the school. <input checked="" type="checkbox"/> Identify what students are in class on a daily basis. <input checked="" type="checkbox"/> Make sure you always know where the Medication bag and first aid kits are at all times and those kits are always up to date. <input checked="" type="checkbox"/> Have First Aid and CPR training regularly. <input checked="" type="checkbox"/> Have regular Fire drills.
Response Actions:	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Stop the learning lesson. <input checked="" type="checkbox"/> If safe to do so have the children line up at the door and assist any student that may need assistance. <input checked="" type="checkbox"/> Make a quick assessment of the classroom to make sure no student(s) have been left behind. <input checked="" type="checkbox"/> If safe to do so, collect the emergency kit. <input checked="" type="checkbox"/> Lead your students to one of the designated evacuation point. <input checked="" type="checkbox"/> Teacher in front and teacher in the back. <input checked="" type="checkbox"/> Take roll and report to the campus administrator all present or of any missing students.
Recovery Actions	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Help asses any students with injury's and administer first aid <input checked="" type="checkbox"/> Assist the office workers in keeping the students calm. <input checked="" type="checkbox"/> Maintain constant communications with all parties and wait for all clear from an administrator.

Annex A-Lock Down Alert check list for Office Worker's:

Responsibilities:	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ensure safety of Morongo Student, Faculty and any Parents on campus. <input checked="" type="checkbox"/> Work with Parents, Education Committee, Tribal Council and other Tribal entities to ensure a constant state of readiness and preparation for a disaster
Daily and Preparation Actions:	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Know and understand all Emergency Operation Plans, emergency support functions and Annex's as related to the school. <input checked="" type="checkbox"/> Identify what students are in class on a daily basis. <input checked="" type="checkbox"/> Make sure you always know where the Medication bag and first aid kits are at all times and those kits are always up to date. <input checked="" type="checkbox"/> Have First Aid and CPR training regularly. <input checked="" type="checkbox"/> Have regular Lock Down Alert training and Drills.
Response Actions:	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Stop working <input checked="" type="checkbox"/> Lock all doors and close all blind. <input checked="" type="checkbox"/> Assist any student(s) or parent(s) that may be in the office to a safe place hide until you can evaluate the situation. Remember always be ready to "Run, Hide or Fight" <input checked="" type="checkbox"/> If safe to do so, Call 911. <input checked="" type="checkbox"/> If safe to do so, Use the paging system to notify everyone the School is on lock down. <input checked="" type="checkbox"/> If safe to do so, use the Disaster Net Radios to notify everyone the School is on lock down. <input checked="" type="checkbox"/> Once you have evaluated the situation and you know the safest direction to evacuate the build, leave, taking everyone you can with you and direct everyone you encounter of the situation and direct them to a safe evacuation route and find a safe place to hide until law enforcement arrives and gives direction on what to do and where to go.
Recovery Actions:	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Help asses any student with injury's and administer first aid <input checked="" type="checkbox"/> Assist the teachers in keeping the students calm <input checked="" type="checkbox"/> Maintain constant communications with all parties and wait for all clear from the administrator or Law Enforcement.

Annex A-Lock Down Alert check list for: Teachers:

Responsibilities:	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ensure safety of Morongo Student, Faculty and any Parents on campus. <input checked="" type="checkbox"/> Work with Parents, Education Committee, Tribal Council and other Tribal entities to ensure a constant state of readiness and preparation for a disaster
Daily and Preparation Actions:	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Know and understand all Emergency Operation Plans, emergency support functions and Annex's as related to the school. <input checked="" type="checkbox"/> Identify what students are in class on a daily basis. <input checked="" type="checkbox"/> Make sure you always know where the Medication bag and first aid kits are at all times and those kits are always up to date. <input checked="" type="checkbox"/> Have First Aid and CPR training regularly. <input checked="" type="checkbox"/> Have regular Lock Down Alert training and Drills.
Response Actions:	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Stop working <input checked="" type="checkbox"/> Lock all doors and close all blind. <input checked="" type="checkbox"/> Assist any students or parent(s) that may in the office to a safe place hide until you can evaluate the situation. Remember always be ready to "Run, Hide or Fight" <input checked="" type="checkbox"/> If safe to do so, Call 911. <input checked="" type="checkbox"/> If safe to do so, Use the paging system to notify everyone the School is on lock down. <input checked="" type="checkbox"/> If safe to do so, use the Disaster Net Radios to notify everyone the School is on lock down. <input checked="" type="checkbox"/> Once you have evaluated the situation and you know the safest direction to evacuate the build, leave, taking everyone you can with you and direct everyone you encounter of the situation and direct them to a safe evacuation route and find a safe place to hide until law enforcement arrives and gives direction on what to do and where to go.
Recovery Actions:	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Help asses any student with injury's and administer first aid <input checked="" type="checkbox"/> Assist the office workers in keeping the students calm. <input checked="" type="checkbox"/> Maintain constant communications with all parties and wait for all clear from the administrator or Law Enforcement.