

LANCASTER HIGH SCHOOL



EMERGENCY PREPAREDNESS PLAN

Lancaster High School
44701 32nd Street West
Lancaster, CA 93536

Last revised: August 18, 2009

**EMERGENCY RESPONSE PLAN
LANCASTER HIGH SCHOOL**

www.lnhs.org

Site Name: Lancaster High School (Public School- Grades 9-12)

Location: 44701 32nd Street West, Lancaster Phone: (661)726-7649
Between Avenue J and Lancaster Blvd. FAX: (661)726-7694
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Point of Contact:

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Kristen Tepper, Asst. Principal
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Will Laird, Vice Principal
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Alex Arcega, Vice Principal
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Mario Chavez, Director of Security
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Site Description:

- Student population during school hours: 2915
- Number of faculty and staff during school hours: Approximately 250
- School hours are from 7:30 to 2:30

Site has two gyms, one cafeteria, football stadium, no pool. Buildings are two story concrete buildings.

Command Post Sites:

- # 1 Central Christian Church- South parking lot
3131 West Avenue J, Lancaster
- # 2 Clear Channel Stadium parking lot
2400 West Avenue I, Lancaster

Staging area: Parking lot of Central Christian Church

Landing zone: Grass field north-west of the football field (3131 West Avenue J)

Communication System: Every classroom has a telephone capable of receiving and making phone calls to outside numbers. All security staff and administrators carry hand held radios. Security Director and key Administrative Staff also have cellular phones.

On-site Hazards: See hazardous materials on schools notebook.

Local Impact: There is a possibility of evacuating surrounding residential areas. Severe traffic congestion could occur if there is an extended closure of Lancaster Blvd. Possible evacuation of Central Christian Church, 44444 32nd Street West, (661) 723-0665.

Local Emergency Response:

- Normal Emergency Response is Los Angeles County Fire Dept. (Engine Company # 130, 44558 40th Street West, **(661) 948-8466**, and Lancaster Sheriff's Station.
- Nearest Hospital:
Antelope Valley Hospital/ Medical Center
1600 West Avenue J, Lancaster
(661) 949-5000
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- There is a resident Deputy Sheriff along with seven unarmed security personnel.

Local School/ Site Emergency Plan: Attached

Plan:

Responding units will contain area by blocking off traffic at the following intersections:

- Northbound 32nd Street West and Avenue J
- Northbound 35th Street West and Avenue J
- Westbound Lancaster Blvd. And 30th Street West
- Students will respond to classrooms and teachers will secure doors.
- Instructors will take roll and determine names of any other students in classroom.
- This information will be forwarded to switchboard for entry.
- Security cameras will be monitored by school personnel at switchboard who will be in radio contact with School Deputy and School Personnel. All security personnel and administrative personnel carry hand held radios. School Radio Frequency: 154.600

Additional Notifications:

- CHP (661) 948-8541
- Caltrans (800) 427-7623
- So. Calif. Edison (800) 655-4555
- So. Calif. Gas Co. (800) 427-2200

**LANCASTER HIGH SCHOOL
CRISIS INTERVENTION TEAM 2009-2010**

Action Plan Questions:

1. Who will call the team together? **Cheri Kreitz, Principal**
2. Where will the team assemble? **Career Center**
3. Who are the team leaders? **Will Laird, Vice Principal, Team 1
Jef Anderson, Head Counselor, Team 2**

See attached chart. All administrators and counselors are assumed to be members of the crisis team. Some administrators and counselors are assigned to their regular duties during a crisis.

- Students in need of attention, outside of the classroom setting, should be sent to the Career Center. A triage will be conducted; Barbara Frazier and Fran Beckerman will see the most critically affected students in the library conference room.
- Susan Hickman and Vickie Anderson will assist other affected students in the Career Center.

4. Entire classes directly involved will be visited by Michelle Ballard or Part-time, Psychologist, and Jef Anderson, or by other available guidance team members. Who is responsible for disseminating information about the event to staff members?
....To the student body? **Cheri Kreitz, Principal
Kristen Tepper, Assistant Principal**

5. What systems will be used to share information? **Memos, P.A. system, or staff meeting will be used to disseminate information.**

6. Who will meet with members of the media? **Kristen Tepper will meet with members of the media in the Principal's Conference room.**

7. Who will provide food and refreshments? **Georgia Preasmyer, Food Services Manager, will provide refreshments in the Principal's Conference room and the Career Center as requested by the team through Will Laird.**

8. Who will staff the Health Office? **Theresa Rodriguez will staff the Health Office, as usual.**

COUNSELING/PSYCHOLOGICAL SERVICES

1. Who will provide the screening to determine students at risk? **Team members will provide the screening.**
2. Who will make referrals to Support Services in the community? **Referrals are only made through Antelope Valley Youth Services, 949-1069, or through the Asst. Superintendent of Pupil Personnel Services, A.V.U.H.S.D., (661) 729-2321.**
3. Which school staff members are qualified to provide *crisis*-counseling services? **Only the District nurse, psychologists, and school site counselors are qualified to provide crisis counseling.**
4. What community advisory groups are available to assist? **Only those requested directly by Mrs. Kreitz or a Cabinet member. Other groups are not allowed to counsel or otherwise assist.**
5. How will you provide relief and rest breaks to Crisis Team members? **Jef Anderson and Will Laird will monitor the condition of team members and will advise breaks where necessary. Alternates will be available to provide respite.**
6. How will you debrief after dealing with a crisis to evaluate the effectiveness of actions? **The team will convene first thing in the morning and last thing in the afternoon in the career center.**
7. How will you determine counseling needs of staff during the weeks following the crisis (known as Post-Traumatic Stress Syndrome)? **Jef Anderson, Head Counselor, Fenella Bishwas, Psychologist, and administrators will monitor the staff's counseling needs.**
8. How will you inform staff members about the school's ACTION PLAN? **We will inform the staff through faculty meeting, handouts, memos, and updates.**
9. How will new team members be selected and trained? **New team members will be selected and trained through expressed interest, by training and experience, or via selection by the principal and team leader. New team members will receive in-service session(s) as appropriate; returning team members will receive refresher training.**