

# **SITE EMERGENCY PLAN**

**Morse High School  
6905 Skyline Drive  
San Diego, CA 92114**

# **QUICK GLANCE REFERENCE**

## **SITE NOTIFICATION SYSTEM**

**FIRE Notification Method** Successive set of continuous bells.

**EARTHQUAKE Notification Method** No Bell. Begin evacuation procedures used for standard fire drills and report to designated evacuation assembly area.

**LOCKDOWN and SHELTER IN PLACE Notification Method** is ONE 15-second bell...close and lock ALL windows and doors.

**ALL-CLEAR Notification Method** is ONE 5 second continuous bell

*(NOTIFICATION SYSTEMS VARY AT EACH SITE. MINIMUM REQUIREMENTS COVER FIRE, EARTHQUAKE, LOCKDOWN AND ALL-CLEAR TO RETURN)*

## **SITE INCIDENT COMMAND TEAM PERSONNEL – MAJOR ASSIGNMENTS ONLY**

<b>Primary (Insert Names)</b>	<b>Position</b>	<b>Alternate (Insert Names)</b>
Dr. Cynthia Larkin	<b>Site Incident Commander</b>	Tara McGuigan
Michelle Shin--VP	<b>Operations Chief</b>	Warren Wegener--Counselor
Carla Rodman--Admin Asst	<b>Planning &amp; Intelligence Chief</b>	Rudy Riva--Site Tech
Flavio Perez--POS	<b>Logistics Chief</b>	M. Gosek /V Cruz Cust AM Crew Leader PM
Sonia Valdez--Finance	<b>Finance &amp; Administration Chief</b>	Joseph Duffy—ASB Advisor

*(SUBORDINATE ASSIGNMENTS CAN BE FOUND ON PAGE 27)*

**SECTION TWO**  
**Site Facility Information and Street Map**

**Location**

Site Name: Samuel F.B. Morse High School  
Site Address: 6905 Skyline Drive, San Diego, CA 92114  
Site Public Phone Number: 619-262-0763  
Site Direct Phone Number: 619-262-0763  
Site Fax Number: 619-262-6835  
Thomas Brothers Page/Coordinate: 1290-E4

**Emergency Disaster Kit**

This site maintains 3 kits. The kit(s) are located: In the school police container located on the softball field next to the basketball and handball courts.

**Crisis Response Boxes**

This site maintains 1 Crisis Response Box.

The Crisis Response Box is located: Room 4--Main Office

## **Evacuation Locations**

### **ON-SITE EVACUATION**

When an evacuation is ordered, all staff/students will proceed to the softball field next to the basketball and handball courts according to the site evacuation map.

### **OFF-SITE EVACUATION**

In the event that the situation requires a further distance be placed between individuals and the facility, the Site Incident Commander will direct individuals to proceed to:

Fulton Elementary School  
7055 Skyline Dr.  
San Diego, CA 92114  
(619) 262-0777  
**Principal:** Emmitt Dodd

Alternate Location:

Skyview Recreation Park next to San Diego Police Station located at:  
7222 Skyline Drive  
San Diego, CA 92114-5933

(619) 527-3500

**SITE INCIDENT COMMAND TEAM ASSIGNMENTS**  
*(This assignment list identifies the names of individuals assigned to positions)*

Primary	Position	Second Shift
Dr. Cynthia Larkin	<b>*Site Incident Commander</b>	Tara McGuigan
Chris Johnson	*Safety Officer	Kristin Flint
Tara McGuigan--VP	*Public Information Officer (PIO)	Michelle Shin--VP
Diana De La Cruz	* Liaison Officer	Joyce Orona
Michelle Shin--VP	<b>Operations Chief</b>	Warren Wegener--Counselor
Flavio Perez--POS	Site Facility Check/Security	Beverly Ward-H Counselor
M. Gosek--Cust/V Cruz--Cust	Search & Rescue Team Leader	Andrew Wirkus--Teacher
Lupe Hernandez/Kristin Flint	Search & Rescue Buddy Team 1	Chris Johnson /Heidi Selman
Jaime Chavez/Gaby Sosa	Search & Rescue Buddy Team 2	Timothy Rush/Tamara Calcaterra
Kathy Tscherch--School Nurse	First Aid & Medical Team Leader	Kathy Talmadge--Registrar
Tofloko Gargonnu/Stacey Graber	First Aid & Medical Buddy Team 1	Matthew Cleek/Lana Garner
Scott Reed/Marissa Braun	First Aid & Medical Buddy Team 2	Eric Fuller/John Sabo
Beverly Ward-H Counselor	Evacuation Area	Tracy McNair-A Director
Mahina Mullaney--Counselor	Request Gate	Joseph Duffy-ASB
Tracy McNair—A Director	Release Gate	Andrew Wirkus--Teacher
Carla Rodman—Admin Asst	<b>**Planning Chief</b>	Rudy Rivo—Site Tech
Carla Rodman—Admin Asst	**Documentation	Rudy Rivo—Site Tech
Carla Rodman—Admin Asst	**Situation Analysis	Rudy Rivo—Site Tech
Flavio Perez--POS	<b>***Logistics Chief</b>	M. Gosek--Cust/Victor Cruz--Cust
Flavio Perez--POS	***Supplies/Facilities/Staffing	M. Gosek--Cust/Victor Cruz--Cust
Sonia Valdez —Finance Clerk	<b>Finance &amp; Administration Chief</b>	Joseph Duffy—ASB Advisor

\* Site Incident Commander, Safety Officer, PIO, and Liaison Officer can be performed by the same person.

**\*\* Planning Chief, Documentation, and Situation Analysis** can be performed by the same person.

**\*\*\* Logistics Chief, Supplies/Facilities/Staffing** can be performed by the same person.