



EMERGENCY PREPAREDNESS PLAN **(RESPONSE & EVACUATION)**

HOW TO USE THIS PLAN

This Plan is designed as a reference to assist school in providing a safe learning environment.

PREPAREDNESS:

Focuses on the steps that can be taken to plan for various emergency scenarios. Preparedness involves the coordination of efforts between the school and the community at large. Good planning will facilitate a rapid, coordinated, effective response when a crisis actually occurs.

- DETERMINE what crisis plans exist in the school and community.
- IDENTIFY all stakeholders involved in crisis planning.
- DEVELOP procedures for communicating with staff, students, families, and the media.
- ESTABLISH procedures to account for students during a crisis.
- GATHER information about the school facility, such as maps and the location of utility shutoffs.
- ASSEMBLE the necessary equipment needed to assist staff in a crisis.

SCHOOL EMERGENCY TEAMS

Site-based teams of individuals with specific duties to perform in order to prepare for and respond to emergencies. The School Emergency Teams develop the plan to meet individual school needs and implement the plan in the event of an emergency.

Team Leader: Christy Magles

Members:

1. Raffy Tolentino
2. George Dayrit
3. Adel Blanco
4. Hector Correa
5. Marco Correa
6. Juan Correa

INSTRUCTORS: Teachers shall be responsible for the supervision of students and shall remain with students unless directed otherwise. They shall:

- Supervise students under their charge.
- Take steps to ensure the safety of students, staff, and other individuals in the implementation of emergency protocols.
- Direct students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification according to established emergency procedures.
- Give appropriate action command during an emergency.
- Take attendance when class relocates to an outside or inside assembly area or evacuates to another location.
- Report missing students
- Send students in need of medical attention
- Render first aid, if necessary.

**(School staff should be trained and certified in First Aid and CPR)
STAFF**

- Survey and report building damages.
- Control main shut-off valves for gas, water, and electricity and assure that no hazard results from broken or downed lines.
- Provide damage control as needed.
- Assist in the conservation, use, and disbursement of supplies and equipment.
- Keep the Team and Management informed of condition of school

◆ **Training:** Training is important on at least three levels:

- General awareness training for all staff;
- First Aid, CPR and School Emergency Response Training
- Team training to address specific emergency response or recovery activities, such as Student Release, Search and Rescue, Shelter Management.

◆ **Practice:** Practicing the plan consists of drills, tabletop and functional exercises, orientation for staff, etc. It is generally recommended that schools start with basic orientation and tabletop exercises prior to \ engaging in full-scale simulations or drills.

◆ **Personal Emergency Plans:** Staff members should develop personal and family emergency response plans. Each family should anticipate that a staff member may be required to remain at school following catastrophic event. Knowing that the family is prepared and can handle the situation will enable school staff to do their job more effectively

OPERATIONS SEARCH AND RESCUE

Objectives:

Sweep quickly through the school buildings to identify location of trapped or injured students and staff. Rescue those who are trapped and injured. Coordinate with local authorities for treatment of the injured

Safety Rules:

Buddy system: 2-3 persons per team; team leader identified. Take no action that might endanger you. Do not work beyond expertise. Use appropriate safety gear. Size up the situation first. Follow all operational and standard safety procedures.

Operational Duties

- Before entering a building, walk around and inspect complete exterior of building. Report structural damage to team leader. Use yellow caution tape to barricade hazardous areas. Do not enter severely damaged buildings.
- If building is safe to enter, search assigned area using orderly pattern. Check rooms first that are marked for injured person left behind (e.g., red ribbon on door handle). Systematically check all rooms.

SCHOOL EMERGENCY PLANNING

Effective emergency preparedness involves “institutionalizing” the planning, i.e., engaging in certain activities year after year. These annual activities include:

- assessing site hazards
- scheduling fire drills
- arranging for staff training
- updating/replacing emergency supplies

The development of an Annual Emergency Planning assures that all the routine tasks are not overlooked. This includes:

1. School Facilities Hazard Assessment Walk-through (buildings, grounds, evacuation routes, shut-off valves)

2. Review School Emergency Management Plan
3. Update School Emergency Team Assignments
4. Staff Skills Survey for new teachers
5. New assignments as needed
6. Staff orientation of School Emergency Management Plan
7. Plan annual training schedule
8. Update resource agreements and contacts
9. Fire Drill
10. Staff meeting: Review winter storm and flooding preparedness
11. Earthquake Drill
12. CPR/ First Aid training w/ Fire Department
13. Conduct facility hazard assessment
14. Check fire extinguishers, batteries
15. Review equipment needs

The final step in the emergency management planning process is to communicate and practice the plan. Orient new personnel as they arrive on campus and review all changes with local public safety agencies.

Keep multiple copies of the plan in accessible locations. Ensure that the Team has a copy of the plan. The school needs to determine when is the best to conduct the training and implementation process.

WHAT TO DO BEFORE, DURING, AND AFTER AN EMERGENCY

The information below is intended to assist individuals: students, faculty, and staff

BEFORE AN EMERGENCY

Become familiar with the campus Emergency Preparedness information and resources including:

- Emergency Phone Numbers
- Emergency Procedures
- Evacuation Assembly Points
- Emergency Communications and Notification
- Emergency Operations Plan
- Become familiar with your building floor plans, building exits, and doors.
- Become familiar with your building safety coordinators.
- Maintain department phone trees.
- Maintain individual preparedness supplies
- Complete an Emergency Action Plan
- Cooperate during campus emergency drills.
- Share this information with students at the beginning of each Term

DURING AN EMERGENCY

- Remain calm.
- Dial 9-1-1 for emergencies.
- Alert emergency responders (police, fire, medical) to situations requiring their attention.
- If you are evacuating a building, move to the designated Assembly Point by the safest route available.
- Assist individuals with disabilities.
- Walk; do not run.
- Use stairs; do not use elevators.
- Follow instructions from emergency personnel or your building safety coordinator.
- If you are sheltering in place, stay inside the building or find a safe place.
- If you are in a room with a door, make sure the door is closed.
- If applicable and time permits, lock doors. Due to the varying age of campus buildings, doors may lock manually, remotely, or not at all.
- If you are in a room with a window, make sure the window is closed.
- Remain where you are until further direction from emergency personnel or building safety coordinators.

AFTER AN EMERGENCY

- Follow instructions from emergency personnel or building safety coordinators.
- Follow campus updates which may be communicated through a variety of sources.
- Refer to your Emergency Action Plan
- Essential services for campus response and recovery activities will be identified and communicated through division vice presidents or auxiliary organization directors.
- Normal campus operations will resume as soon as possible following an emergency.

The following is a suggested list of items for your Emergency Preparedness Kit:

1. Water - store one gallon of water per person per day – keep
2. Food - store a three-day supply of non-perishable food. Rotate your stored foods every six months.
3. Select foods that require no refrigeration or preparation.
4. Ready to eat canned meats, fruits and vegetables.
5. Select food items that are familiar to your children.
6. Comfort/stress foods - cookies, hard candy, etc.
7. High energy foods - peanut butter, crackers, granola bars
8. Manual can opener
9. First aid and medicines kit
10. Flashlights and extra batteries
11. Matches and a lighter
12. Chemical light sticks

13. Small radio and extra batteries
14. Fire extinguisher
15. Clothing and bedding – blankets and sleeping bags
16. Sealable plastic bags
17. Walking shoes and socks
18. Jacket, clothes and gloves
19. Toiletries and personal hygiene items
20. Sanitation supplies
21. Small tool kit
22. Entertainment pack - family photos, books, games
23. Mirror or Whistle for signaling help
24. Prescription medications
25. Tools
26. Local maps
27. Coins and cash
28. Copies of vital personal documents and information
29. Recent photos for identification purposes