

MURWOOD ELEMENTARY SCHOOL



Emergency And Disaster Preparedness Plan

Revised 14/15

TABLE OF CONTENTS

School Emergency Organization Teams	3
Team Assignments	4
Command Team.....	5
Building Security/Utilities Team	6
Student Support Team	7
First Aid Team	8
Search and Rescue Team.....	9
Student Supervision Team	10
Student Release Team	11
Buddy Team	12
Post Earthquake Procedures.....	13
Teacher Responsibilities: Plan A – Building Intact	14
Plan B – In the event a Building Collapses or some Immediate Damage.....	15
Plan C – Lunch, Assembly, Passing Period, Before and After School	16
Student Responsibilities	17
Parent Responsibilities	18
Emergency Procedures: Presence of Threatening Individuals on Campus – “Lock Down”	19
Emergency Procedures: “Shelter in Place”	20
Staging: Emergency Drill Staging Procedures.....	20
Emergency Phones - Emergency Procedures for Specific Situations	21
Air Pollution/ Anthrax.....	21
Bomb Threats/Chemical Accidents	22
Child Abuse.....	23
The CPS Procedures/Death of Staff/Student	24
Drug Possession/Explosion.....	25
Electricity/Fire Alarm.....	26
Fire Extinguisher/Firearms and Weapons	27
Heavy Rains or Floods/Medication or Substance Overdose.....	28
Suicide or Attempted Suicide	28
Violent or Severely Disruptive Student or Adult	29
Emergency Procedures for Specific Situations – An Emergency with an Individual Student	30
Office Staff Emergency Bell Procedures	31
Checklists:	
Staff Checklist: Before an Emergency/Classroom checklist	32
Schoolwide Checklist: Before an Emergency.....	33
Checklist: Supplies and Equipment/Backpacks.....	34
Checklist: Emergency Shut Off Locations.....	35
Schoolwide Checklist: After an Emergency	36
Release of School Personnel Checklist	37
Disaster Education Unit	38-39
First Aid:	
Treatment Lockers	40
First Aid Treatment Record	41
Emergency Status Report: Teacher’s Report.....	42
Emergency Status Report: Command Center Report.....	43
Drill Schedule	44
Fire Drill Log Drill Schedule	45
Student Emergency Release Request	46
Student Release Form.....	47-48
References	49
Appendix A	50
Appendix B	51

SCHOOL EMERGENCY ORGANIZATION

COMMAND TEAM –

Search and Rescue Team

Student Supervision Team

Building Security

Student Release Team

First Aid Team

Support Team

Buddy Team

Crisis Team

Runners

EMERGENCY TEAM ASSIGNMENTS

COMMAND

Carol Nenni Margy Banfield (Teacher in Charge)

SEARCH & RESCUE

Marcia Eiler Michele Blank Alison Zilinek Kevin King

BUILDING SECURITY

Custodian (Vee/Anthony) Colleen Wolff

STUDENT RELEASE/COMMUNICATION

Back Gate: Diana O'Rourke

Front Gate: Lynnette Harada

STUDENT SUPERVISION

MelodyWine/Janet Kirkpatrick

FIRST AID

Stacy Walsh Tina Adams Lisa Dippo

BUDDY TEAM

Eiler/Banfield	Craik/Cerruti	Adams/Wolff
Staller/Blank	Wrightson/Rosenstrauch	Rathert/Zilinek
Pollak/Wikander	Hawthorne/Hesse/Ball	Wine/King

RUNNERS (collect & submit the Emergency Status Reports (ESR) to Command Post)

Jan Wikander - *Floaters as Assigned*

FLOATERS

All part time employees on campus at the time of the emergency report to Command Center for assignment.

INDIVIDUAL ASSIGNMENTS

Teacher Backpacks: Parent volunteers
Check contents (update, replace)
Clean outside of bag
Inventory by classroom
Stock new bags needed, tag
Deliver to classrooms

Teacher Handbooks: Carol Nenni, Principal, & Emergency Team
Update & replace parts as needed

Teacher class Rosters: Lynnette Harada
Update as new students enroll

Container: Volunteers and Custodian
Check condition of contents
Replace & add items

Nextel: Carol Nenni, Principal
Inventory & repair
Replacement

Drill schedule: Day custodian (Vee), Lynnette Harada & Carol Nenni

Fire extinguishers: District

Miscellaneous: Maps, Fire Dept. review, First Aide/CPR classes

COMMAND CENTER TEAM

RESPONSIBILITIES: (Location: Field)

Primary emergency control center to receive all information and direct all activities. Meet team leader at main office. All major decisions related to the general response are made here. All communications, announcements, and bulletins to staff and external community are made from this center. Communications between teams and Command Team liaisons will direct activities schoolwide.

The principal will:

- Signal teachers and students as to what disaster response is needed: lock and stay, duck and cover, evacuate to field if ground is not too wet or blacktop if ground is too wet.
- Report school status of students and staff, school facilities and major problems to District Office.
- Assign at the Command Post members of the Alternate Jobs Team to areas where extra help is needed.

The principal's secretary will:

- Call 911, order ambulances, make a message for the answering machine indicating school status and student dismissal procedures. The phones will be turned off so that the machine may deliver that message. Employee cell phones will be used to make calls. The principal and principal's secretary will monitor school radios to keep abreast of conditions and events that may effect the school and local community.

Liaisons to specific teams:

Carol Nenni – District, Communication

Margy Banfield -Search & Rescue

Colleen Wolff - Building Security

Lynnette Harada/Stacy Walsh - Student Release/Communication

Lisa Dippo – First Aide

Jan Wikander- Runners

EQUIPMENT

LOCATION OF EQUIPMENT:

Roster of students and employees/master schedule	School office
Emergency assignment cards for alternate jobs	Backpacks/main office
Map of school	School office
Evacuation plan	School office
Clipboards/pens/paper	School office
Nextels	School office
Bullhorn	School office
Disaster designated walkie talkies	Teachers' backpacks
Cellular phones	Teachers/Support staff/Office Mgr/Principals personal phones
Teacher/Student Emergency phone numbers	Office emergency cards, All teacher backpacks

BUILDING SECURITY/UTILITIES TEAM

RESPONSIBILITIES: Take no action that might endanger you. Use appropriate safety procedures and safety gear.

Liaison with Command Center:

- Report gas leaks, or structural damage immediately upon discovery.
- Shut off utilities if needed. Put out small fires.
- If needed, close school entrances; set up road barricades, post signs directing parents to Command Center/Student Release areas. Post individuals, which may include parent volunteers, at entrances to direct and inform parents regarding status and location of students. Route emergency vehicles to appropriate areas.
- Assess damage to school structures: conditions of major all structures and utility capabilities (gas, electricity, water, sanitary facilities).
- Report status to Command Center and Search and Rescue Team as needed. If available, provide support for Search and Rescue.
- Initiate setup of portable toilet facilities and hand washing stations if necessary.

EQUIPMENT

LOCATION OF EQUIPMENT

Tools for shutoff of utilities
Flashlights
SAR tags/First aid tags/
Masking tape/safety pins/markers
Cones
Fire extinguishers
Nextel
Map of school
Signs to post/pens

Custodial closets/Utility areas
Custodial closets/backpacks
Classroom Backpacks/first aid supplies
Office backpack
PE storage/Disaster container
Hallways/Classrooms (map of locations)
Office/Custodian/Principal
Backpacks/main
Office backpack

STUDENT SUPPORT TEAM

RESPONSIBILITIES:

(Persons to be designated at the time food/water is needed – this may be one teacher per grade level)

Bring food containers/water to field for distribution (food/drinks are in containers on wheels)

EQUIPMENT

Food
Water
Key to container lock
Can openers
Flashlights
Paper goods
Dolly

LOCATION OF EQUIPMENT:

Emergency storage/storage container
“ “ “
Command Post
Storage containers, kitchen
Backpacks, storage containers
Containers, teacher's room, main office
Shed

FIRST AID TEAM

RESPONSIBILITIES:

Liaison with the Command Center

- Report to Command Center or School Office. Determine which individuals have most immediate need of first aid. Respond to and administer first aid to those individuals.
- Communicate with Campus Search and Rescue and Command Center to insure those most in need get immediate first aid.
- Injured individuals should have their name written on their arm in marker pen.
- Complete records must be kept and must include:
 1. Name and grade of students injured.
 2. Nature of injury and treatment given.
 3. Name of individual student released to, time and staff signature who authorized release. Record names of all students removed from campus for emergency medical treatment. The student's emergency card should accompany each child leaving school for medical aid. Write on the reverse side of the emergency card additional information regarding the extent of the injury, first aid administered, or other critical information regarding the student's health status. Write on the Emergency Release Slip, found in the plastic sleeve of the emergency card, the student destination, paramedic's name, vehicle number and the paramedic's phone number. The Emergency Release Slip is then turned in to the Command Center.

EQUIPMENT

LOCATION OF EQUIPMENT

Emergency cards	Attendance Office
AED	Attendance Office
First aid supplies	Offices/Containers/classroom backpacks
Evacuation plan	Classroom maps/ Teacher backpacks
Clipboards/paper/pens	Offices/first aid lockers (3 per)
Emergency phone numbers	Phone book/Teacher backpacks
Water	Storage containers
Ice - frozen peas	Cafeteria freezer/PE office
Walkie talkies	Copy Room
List of major health problems	Attendance office
Tables	Classrooms
First Aid handbooks	Teacher backpacks
First Aid station sign or flag	
Student release information	Storage containers, attendance office
Mouth shields for CPR	Storage containers

SEARCH AND RESCUE TEAM

RESPONSIBILITIES: Take no action that might endanger you or your teammates, use safety procedures and safety gear. Do not risk beyond your expertise. Do not enter severely damaged buildings.

Liaison with Command Center:

- Coordinate with Building Security and First Aide teams and Command Team.
- Search assigned area using the following procedures:
 - Sweep campus in a methodical and pre-established pattern carrying walkie talkies:
 - Primary Wing search Rooms 1-10 and portables 21, 22 and A
 - Upper Wing search Library, Rooms 12-18, restrooms, MPR, Portables 19 & 20
 - Upon entering an area, ***explore visually, vocally, and physically; look, call out for replies, and actively search through any rubble.*** *Any search and rescue person who finishes early will assist the other.
 - Look for marking on door or windows outside rooms which indicates someone is/may be trapped in area.
 - Identify what classes need help and where they are located with marking pen on window or door. Inform Command Center
 - Upon discovery of injured student, the Search Rescue member will use a walkie talkie to communicate need to First Aid and Command Center. Treat only serious bleeding and lack of breathing
 - Move injured only if they are in serious danger of further injury
 - Make frequent reports to Command Center

EQUIPMENT

School maps (laminated)
Master keys/bolt cutters
Flashlights
Spray paint or grease crayons
Hard hats/work gloves
Cones
Barrier tape
Fire extinguishers
Walkie talkies
Blankets

LOCATION OF EQUIPMENT

Team backpacks/classrooms/containers
School office for keys/bolt cutters
Custodial closets/backpacks
Backpacks/first aid supplies
Storage containers
Front hallway entrance to school
Custodian closets
Classrooms/Hallways (see security team map)
Backpacks
Storage containers

STUDENT SUPERVISION TEAM

RESPONSIBILITIES:

General directions to all teachers in staging area:

- Remain calm; speak in a firm, confident tone of voice.
- Take roll of your class and that of any teacher who must leave to assume other duties.
- Complete an Emergency Status Report and send it to the runner collecting these forms
- To the best of your ability attend to injuries at the supervision area; **do not** send students to the First Aid Station at this time.
- A runner dispatched from the Command Center should escort seriously injured students to the First Aid station. Write students' name on their arms.

Directions to Area Coordinators: Liaison with Command Center:

- Collect Emergency Status Reports and bring them on to Command Center
- Relay other pertinent information among teachers and students in your area.
- Assist teachers to maintain calm atmosphere,; supervise and assist with recreation and other services in your area.

EQUIPMENT

Backpacks
Walkie talkies
Yellow barrier tape
Keys for storage container
Walkie talkies, 2 channel
Real estate signs or plastic caution signs/placards
Clip boards/masking tape/pens

LOCATION OF EQUIPMENT

Supervising teachers in area
Backpacks
Storage containers/custodial closets
Main office/administrators/custodians
Main office/administrators/custodians
Storage containers/backpacks
Offices/Storage containers

STUDENT RELEASE TEAM

RESPONSIBILITIES: Assure the reuniting of students with parents or authorized adults. Do not spread rumors.

Liaison with Command Center:

- Release center locations: Front gate near trash containers and back gate near MW Drive. Coordinate activities with Command Team liaison and provide frequent status reports to Command Center.
- Before allowing any student to leave campus, have parent sign back of emergency card and hand card to release personnel
- Only school personnel are allowed in buildings

EQUIPMENT

LOCATION OF EQUIPMENT

Bullhorn	Main office supply room/PE office
Evacuation plan	Backpacks
First aid supplies	Storage containers
Walkie talkies	Office
Signs to post/writing supplies	Office & office backpack
Up-to-date class rosters/student class schedules	Main office/storage containers
Emergency cards	Attendance office
Tarps	Storage container
Flashlights	Storage containers
Barrier tape	Custodian closets/storage container

B U D D Y T E A M

RESPONSIBILITIES:

Emergency classroom coverage will be provided by teachers assigned as "buddy" teachers. **All teachers will lead their classes to the grass area of the field if accessible or staging areas on the blacktop.**

- Students will form a circle by class
- All teachers will account for students on their roll. Teachers with other assignments will give their class rosters to a buddy teacher before they leave to their assigned areas.
- Every teacher may not have a class (if it is their collaboration period) but **every teacher** should report to their classroom or staging area before moving to their second assignment.

Buddy List

Eiler/Banfield

Adams/Wolff

Staller/Blank

Pollak/Wikander

Hawthorne/Hesse/Ball

Wrightson/Rosenstrauch

Rathert/Zilinek

Wine/King

Craik/Cerruti

Classroom teachers need to check on the safety of their instructional aide. Teacher must also check on the safety of specialist if their students are with one of the specialists.

POST EARTHQUAKE PROCEDURES

Teacher assignment – post earthquake

Number one responsibility is the evacuation to the SAFE SITE AND TAKING OF THE ROLL. After this has been completed and the report made of those children unaccounted for, the teachers with responsibility for first aid and back-up for the Principal may start their long-term responsibilities.

Room	Teacher	Long Term Responsibility
1	Eiler	Supervise students in Room 1 & 2
8	Craik	Supervise students in Room 8
2	Banfield	Search and Rescue
3	Cerruti	Supervise Room 3
6	Rathert	Supervise students in Room 6 & 7
12	Staller	Supervise Room 12
14	Wolff	Building Security
5	Zilinek	Supervise students in Room 4 & 5
17	Adams	First Aide
7	Pitney	Search and Rescue
10	Rosenstrauch	Supervise students in Room 10 & 14
4	Blank	Search & Rescue
20	Wikander	Runner
9	Wrightson	Supervise Students in Rooms 9 & 17
15	Pollak	Supervise students in Room 15 & 20
16	Hesse/Ball	Teacher in Charge/Runner
19	Wine	Supervise Students in 20 & 22
18	Hawthorne	Supervise students in Room 18 & 16
21	Lisa Dippo	First Aide
21	O'Rourke	Student Release (Back Gate)
21	Kirkpatrick	Student Supervision/Command Center
22	King	Search and Rescue
	Custodian	Turn off electricity, gas, water as needed (building security)
	Lynnette Harada	Student Release (Front Gate)
	Carol Nenni	Command Post
	Stacy Walsh	First Aide
	All Others	Report to Command Post

Staff members with First Aid: All staff trained

Staff members with CPR: All staff trained

EMERGENCY PREPAREDNESS - TEACHER RESPONSIBILITIES

Reference the appropriate plan according to the damage and time:

Plan A to be in effect if an emergency occurs during class time and building evacuation is ordered.

Plan B to be in effect if an emergency occurs during class time and buildings collapse or are damaged.

Plan C to be in effect if an emergency occurs at a time when classes are not in session, but students and staff are on campus.

EVACUATION Plan A: BUILDINGS INTACT

DURING AN EMERGENCY: *Plan A* to be in effect if an emergency occurs during class time and building evacuation is ordered by predetermined signal.

GENERAL GUIDELINES:

After duck and cover or other appropriate action, follow fire drill evacuation route and proceed to designated areas on field or black top for accounting of students.

TO EVACUATE THE BUILDING:

1. Line students up as for fire drill and report to area assigned to your classroom. If possible exit with buddy teacher with one neighbor in front and one at rear of group. Take classroom emergency backpack and roll book. Check room for students before closing classroom door.
2. Once outside, take attendance. Complete Emergency Status Report and hand to faculty runner. Indicate to appropriate personnel if medical assistance is needed or if students are missing.
3. Check in with your buddy teacher.
4. Teachers on special assignment should leave class under the supervision of buddy teacher and report to designated area for other duty.
5. To the best of your ability, attend to injuries at your primary evacuation site; do not send students to the First Aid Station(s). Wait for an adult dispatched from the Command Center to assist you.
6. You may be directed to evacuate students to another outside assembly area depending on the type of emergency conditions. Be patient and flexible.
7. Teachers may release students to parents or authorized person listed on the Emergency Card when on Field. Parent or authorized person is requested to sign back of Emergency Card and teacher's classroom roster before leaving field. Then the teacher will direct the adult to either the Oak Tree or Murwood Drive Student Release Team.
8. Do not re-enter the building without clearance.

EVACUATION Plan B: IN EVENT BUILDING COLLAPSES OR SOME INTERMEDIATE DAMAGE

DURING AN EMERGENCY: Plan B to be in effect if an emergency occurs during class time and buildings collapse or are damaged.

GENERAL GUIDELINES:

1. Remain calm; speak in a firm, confident tone of voice; reassure students.
2. While students are in drop position (if appropriate), orally review evacuation route and procedures.
3. Assess injury to self; ascertain injury to others.
4. Write students' names on their arms (if injured).
5. Administer first aid as necessary or as you are able to.
6. Having ascertained the extent of injuries, determine ability to evacuate.

***NO EXITS BLOCKED:**

Evacuate building according to fire drill route and procedures.

***JAMMED DOORS:**

Break window with chair (protect self), remove glass with chair, evacuate. Evacuate building according to fire drill route and proceed through window and go to marked area for your classroom.

***FIRE (NOT BLOCKING EXIT) or FIRE (BLOCKING EXIT):**

Use fire extinguisher to put out fire. If no fire extinguisher is available or you do not know how to use a fire extinguisher, break a window with chair, remove glass with chair, and evacuate through window.

***IF THERE IS NO WAY TO EXIT CLASSROOM:**

7. Use whistles in classroom emergency backpack and signal for help by blowing whistle repeatedly or use intercom if working
8. Ascertain, if possible, the necessity to assist evacuation of students from buddy teacher's classroom.
9. As you evacuate room, mark door with masking tape. Include the below information.
 - no one inside
 - help needed for injured or trapped victim(s)
 - possible victim(s) inside

**EVACUATION Plan C: LUNCH, ASSEMBLY, PASSING PERIOD,
BEFORE OR AFTER SCHOOL**

DURING AN EMERGENCY: Plan C to be in effect if an emergency occurs at a time when classes are not in session, but students and staff are on campus.

GENERAL GUIDELINES:

Students in the multi-use room at *LUNCH* or *DURING AN ASSEMBLY* will duck and cover if appropriate. When it appears to be safe to move, adults in charge will evacuate students through nearest door and proceed to the field. If an emergency occurs during lunch, students will be re-grouped for attendance according to classroom when the Command Center deems it safe to move. Teachers and students should avoid covered areas and areas around buildings and move to staging area using caution.

If an emergency occurs during *PASSING PERIOD*, duck and cover if appropriate. When it appears to be safe to move, students proceed to the field. Students will be grouped for attendance according to classroom when the Command Center deems it safe to move. Teachers: take classroom emergency backpacks and evacuate if possible to regularly assigned staging area.

FIRST HOUR AFTER AN EMERGENCY PRIORITIES

1. Take roll. Stay together as a class.
2. Report missing students and injured on Emergency Status Report. Faculty "runners" are reminded they must stay clear of buildings and covered areas as they move between class areas and Command Center.
3. Give minor first aid to students who do not need to be sent to First Aid center. Be sure to account for those students leaving your area.
4. Calm frightened students. Consider asking other students to help by hugging and talking quietly to those who are frightened.
5. Recheck students for injuries/shock. Supervise, provide recreation, and reassure children.
6. Keep class together. If you leave for any reason, coordinate with buddy teacher.

PROCEDURE FOR PROLONGED STUDENT SUPERVISION:

1. Continue to supervise students or help special teams as directed.
2. If you assist the Student Release make sure that students are released to a parent or authorized person listed on Emergency Card. No child may be released otherwise.
3. Grade level teachers will schedule the distribution and serving of a snack as the situation allows.

CAMPUS EVACUATION:

1. Superintendent and principal will evaluate situation and determine whether to evacuate campus.
2. Depending on the type of emergency and/or evacuation, Command Center personnel will provide a taped message of the campus status and student release/pick up plans. Parents should develop phone trees by car pool riders or neighborhood.
3. Students will be escorted by assigned adults to pick up areas and released to a person authorized on the Emergency Card.

EMERGENCY PREPAREDNESS - STUDENT RESPONSIBILITIES

Students should be aware of the evacuation route for each classroom they are in during the school day. Teachers will review this with students. A series of repeated sounds indicate there is a drill or emergency release. *Students are to leave the classroom in an orderly fashion, walking silently and in single file to their staging area.* The teacher should be the last to leave the room, closing the door. Students should line up in assigned areas and roll will be taken. An “all-clear” bell will ring to indicate that students and teachers should return to their classrooms.

INDOORS:

1. If you are INDOORS and you feel the ground moving or you hear an adult shout, "DROP!" you should:
 - a) DROP to the floor.
 - b) Remain quiet – do not yell, scream, or talk.
 - c) Move under a table, desk or chair.
 - d) Kneel or crouch with your back turned away from any windows and your head tucked.
 - e) If there is a jacket on the floor near you and you can reach it without moving out from under your table, desk or chair, grab the jacket and use it to cover your head.
 - f) Grab hold of the legs of the table, desk or chair you are under to keep it from moving away from you.
 - g) Stay in the DROP position until your teacher or an adult near you tells you to move.

OUTDOORS:

2. If you are OUTDOORS and you feel the ground moving or you hear an adult shout, "DROP!" you should:
 - a) Lie flat on the ground with your face buried in the crook of your elbow.
 - b) Cover the back of your head with your free arm.
 - c) Remain quiet – do not yell, scream or talk.
 - d) Stay in the DROP position until your teacher or an adult near you tells you to move.

MULTIUSE ROOM:

3. If you are in the MULTI-USE ROOM at LUNCH or DURING AN ASSEMBLY:
 - a) Duck and cover if appropriate.
 - b) When it appears to be safe to move, adults in charge will evacuate students through nearest door and proceed to the front of the school, blacktop, field whichever is safest
 - c) Students will be grouped for attendance according to classroom when the command team has deemed it safe to move.

DURING PASSING:

4. If an emergency occurs DURING PASSING TIME:
 - a) Duck and cover or follow instructions of adults.
 - b) Move to the blacktop, field or front of the school when instructed to do so by adults on the campus.
 - c) Students will be grouped by classroom for attendance when safe.

IF AN EMERGENCY OCCURS BEFORE SCHOOL

If an emergency occurs BEFORE SCHOOL, duck and cover if appropriate. When it appears to be safe to move, teachers and students on campus should evacuate to the front of the school, blacktop, or field whichever is closest and wait for instructions from the Command Center.

Students who are WALKING or RIDING a BIKE should duck and cover if appropriate, moving away from power lines and other hazards. When it appears to be safe to move, continue to school and go to the front of the school, blacktop or field whichever is closest and wait for instructions from an adult.

Staff and students who are ON CAMPUS should duck and cover if appropriate; when it appears to be safe to move, go to the front of the school, blacktop or field whichever is closest, and wait for instructions from the Command Center. Staff who is on campus should be prepared to assist, as the situation requires.

IF AN EMERGENCY OCCURS AFTER SCHOOL

Students who are WALKING or RIDING a BIKE should duck and cover if that is appropriate, moving away from power lines and other hazards. When it appears to be safe to move, students should continue home. If a student is

closer to school or would feel safer at school, return to the front of the school, blacktop or field whichever is closest, and wait for instructions from an adult.

Students IN A CAR after school should follow the driver's directives. The driver should stop as quickly as possible, away from buildings, overpasses, power lines and trees. Stay in the car and wait for instructions from an adult.

EMERGENCY PREPAREDNESS - PARENT RESPONSIBILITIES

- Please do not call the school. We must have the lines open for emergency calls.
- Following an earthquake or other emergency, do not immediately drive to the school.
- The school access route and street entrance areas must remain clear for emergency vehicles.
- Your child should be instructed to remain at school until you or a person designated on the Emergency Card Form comes for them.
- No student will be dismissed from school unless a parent or individual designated on the Emergency Card Form comes for her/him.
- All parents, or emergency guardians, who come for students must have them signed out through the Student Release Center
- We are prepared to care for your child in times of critical situations. If you are not able to reach the school, we will care for your child. We have a number of people with first-aid certificates and have arranged for communication with various local emergency services.
- If an evacuation of the school site is necessary, a notice will be posted on the main office door stating where the school has relocated and the route taken. The Walnut Creek Police Department will also be informed of this information.
- Do turn your radio to KKIS-990 KWUN-1480, KCBS-740, or KGO-810 on the AM dial. Information and directions will be given over the radio.
- Renew your arrangements with emergency guardians on your child's Emergency Card. If any information on the Emergency Card changes, please submit the new information immediately to the school office.
- If an earthquake occurs while your child is walking to school, the child should continue to school. If your child is walking home from school, your child should continue home.

<p style="text-align: center;">EMERGENCY PROCEDURES PRESENCE OF THREATENING INDIVIDUALS ON CAMPUS - “Lock Down”</p>

An incident may occur when a belligerent or armed person appears at the school. Our primary response is for the safety of students and staff. Should such an individual threaten our safety, the following procedures should be followed.

- Staff and students will be alerted to a potentially dangerous situation with repeated voice commands, (“Code Blue”) **“LOCK DOWN,”** repeated over the speaker system. An immediate prolonged sounding of pulsating bells in a **“Military March,”** i.e., the sound is repeated several times in the rhythm of a “military march” will follow. In the event that individuals do not hear the voice command, the bell signal should alert all individuals on the school campus to immediately respond to a dangerous situation.
- **Students who are outside** of the classrooms or multiuse room **should return immediately to the nearest school building or classroom.** If the door is locked a student should knock on the door. If there is no response a student should seek out a hiding place such as nearby bushes or lie down and cover his/her head, remaining immobile in the event of a shooting or explosion.
- Students should be instructed to **DROP, DUCK, AND COVER.**
- Once all students are inside of a building or classroom, each staff member should **LOCK THE DOORS** to the room to secure the facility. If there is a knock on the door, a teacher determines if the knock is from a student. If there is a student present quickly unlock the door and allow the student to enter. Relock the door immediately.
- The principal will notify the police (911) followed by notifying the district office.
- **Classroom blinds should be CLOSED AND LOWERED to the bottom of the window** by a staff member before assuming the same “drop, duck, and cover” position as students. **Lights should be turned off**
- Staff should keep students calm. If a partially lowered blind or uncovered window in the classroom door gives an outsider a visual sighting of a student, that student should be relocated to an area located outside of the “line of sight.”
- Staff should remain with students until the **“ALL CLEAR: 1) a prolonged ringing of a bell”** is sounded and 2) **a voice “All Clear” will be announced through the speaker system.** It is then safe for students and teachers to resume activities.
- After the “All Clear” bell, **roll should be taken by staff.** Any missing students should be **reported to the Office.**

Additional information:

- Phones may be used for communication with the office or 911 if necessary.
- Shatterproof window glass will allow bullets to penetrate the glass. However, the bullet path will be altered.
- Check your individual room and determine the areas which are problematic. Consider containment (hiding where you cannot be seen) vs. concealment (hiding behind an impenetrable barrier).
- Practice opening, closing, and lowering your blinds. Make a work order for any repair needs.
- Trust your judgment in making decisions.

EMERGENCY PROCEDURES - “Shelter in Place”

An incident may occur when the outside areas become hazardous to our health. Our primary response is for the safety of students and staff. Should such an occurrence threaten our safety, the following procedures should be followed.

- Staff and students will be alerted to a potentially dangerous situation with the announcement, “SHELTER IN PLACE,” repeated over the speaker system. This will be immediately followed by a long 30-second bell. In the event that individuals do not hear the voice command, the bell signal should alert all individuals on the school campus to immediately respond.
- Students who are outside of the classrooms or multiuse room should return immediately to the nearest school building or classroom. If the door to a classroom is locked a student should knock on the door. If there is no response a student should try another room or seek out a hiding place indoors, such as the restroom, crouch down and cover his/her face.
- Students and teachers who are in portables should evacuate immediately to the main school structure. (see map)
- Once all students are in side of the classroom, they should be instructed to DROP, DUCK, AND COVER.
- Once all students are inside of a building or classroom, each staff member should make sure all doors and windows are closed and TURN OFF VENTILATION and LOCK THE DOORS to the room to secure the facility. If there is a knock on the door, a teacher determines if the knock is from a student. If there is a student present unlock the door and allow the student to enter as quickly as possible. Relock the door immediately.
- Staff should keep students calm.
- Staff should remain with students until the “ALL CLEAR: 1) a prolonged ringing of a bell” is sounded and 2) a voice “All Clear” will be announced through the speaker system. It is then safe for students and teachers to resume activities.
- After the “All Clear” bell, roll should be taken by staff. Any missing students should be reported to the Office.

EMERGENCY DRILL STAGING PROCEDURES

Emergency drills will be held once a month. Teachers should remind students what the evacuation route is for their particular room. A series of repeated sounds indicate there is a drill or emergency release.

- **Students are to leave the classroom in an orderly fashion, walking silently and in single file to their staging area.**
- **The teacher should be the last to leave the room, closing the door.** The teacher’s **backpack should be taken** on each drill.
- **Students should line up in assigned areas and teacher should take roll.**
- Report status of any missing student(s) to the Command Center.
- Remain in staging area until the Fire Department determines it will be safe to reenter buildings.
- An “all-clear” bell will ring to indicate that students should return to their classrooms.

*****Staging Map is the very last page of this document!*****

<p style="text-align: center;">EMERGENCY PHONE NUMBERS PROCEDURES FOR SPECIFIC SITUATIONS</p>

EMERGENCY PHONE NUMBERS:

Emergency: Using intercom phone system press 10 for office first, if not available, 98-911

Police non-emergency: feature ?

Fire department: 930-5500

School district office: feature D.O. or 944-6850

Bay alarm: 1-800-470-1000

Local Emergency: 933-1313

98-911:

- Dial 98-911.
- Speak calmly, clearly.
- Give your name and the school address.
- Listen to questions and directions from operator.
- Answer questions calmly, clearly.
- Remain on phone until dispatcher states you can hang up.

AIR POLLUTION:

- Strenuous physical activities for all students should be carefully evaluated.
- Students who have health information on file regarding respiratory difficulties should be allowed to remain indoors or inactive.
- The office manager will maintain a current roster of students who have respiratory difficulties. These names should be provided to teachers and p.e. specialist.

ANTHRAX:

Recommendations for individuals handling significant amounts of mail:

- Wash hands with soap and water before and after handling mail.
- Do not eat, drink, or smoke around mail.
- If you have open cuts or skin lesions on your hands, disposable gloves may be appropriate.
- Surgical masks, eye protection are not necessary.

If a letter is received that contains powder or contains a written threat:

- Do not touch, smell, taste, or try to analyze the substance.
- Do not shake or empty the envelope, if holding on to it, simply set it down.
- Isolate the specific area of the workplace so that no one disturbs the item.
- Evacuation of the entire workplace is not necessary unless the contents of the envelope gets into the ventilation system.
- Turn off any circulating fans.
- Report to incident to office manager.
- Call 98-911 and tell them what you received. Inform the dispatcher what you have done with the envelope/package. Indicate whether the envelope contains any visible powder or if the powder was released.
- Wash your hands with warm water and soap for at least one minute.
- Do not allow anyone to leave the office/classroom/school who may have touched the envelope or package.
- When emergency responders arrive, they will provide further instructions.

BOMB THREATS:

A threat of this type should not be dismissed. The threat may be real or be an attempt to use fear to cause disruption in the orderly operation of the school. Most likely, the call will be telephoned into the main office of the school.

- The staff member receiving the call should remain calm and gather as much information as possible. Note the call ID number, if any. When the call ends, immediately notify the administrator in charge.

The principal will:

- Phone 98-911 and notify the Contra Costa Sheriff's Office and WCPD of the threat.
- Immediately following notify the superintendent.
- Notify all staff of the potential threat by using the voice mail and PA system:
 - Leave voice mail indicating situation, actions to take, and timing of events.
 - Make an "all call" to classrooms advising staff to immediately check voice mail.
 - Notify physical education due to potential noise that would prevent hearing announcement.

The Command Team will:

- Meet and assess the immediacy of the threat.
- If the caller identified a specific area of your school or a staff member as the intended target, the administrator should send a law enforcement search team to that location to begin a search for any unusual or suspicious packages.
- The search team should consist of: an administrator, Contra Costa Sheriff, WCPD, custodian on duty.

The search team will:

- Be instructed to look for any suspicious objects or packages but not to touch any that might be found.
- All designated areas should be searched, inside and out.
- If a suspicious package or item is located, no one should attempt to touch, move, examine or otherwise disturb the item.
- The team member(s) should notify the office immediately of the location and general description of any suspicious item.

Custodian(s) will:

- Search all rest rooms and open work areas for any items that do not belong in that area or appear to be suspicious.
- If any items are found, do not attempt to move or touch them.
- Remain available to assist responding units from the Contra Costa Sheriff, WCPD and city emergency units to allow them access to locked rooms, storage areas, and locations of power and gas valves.

Faculty and staff will:

- Remain calm and not alarm students and begin "Check, Prep, and Go" procedures:
- **CHECK**-Check classroom or work area for item that appears unusual or suspicious. If an item is found, immediately make contact with the main office, advising them the location and description of the item. Remember: DO NOT ATTEMPT TO TOUCH OR MOVE ANY SUSPICIOUS ITEM.
- **PREP**-Prepare to evacuate. Remember to take emergency backpack.
- **GO**-Upon bell signal orderly and quietly evacuate the classroom to predetermined staging area.
- When announced, the use of cellular telephones and hand-held radios must stop immediately. ***Beware of student use of cellular phones as a potential problem in keeping students calm and on campus. Encourage students to put phones away and follow directions.
- Contra Costa Sheriff and/or WCPD on the scene will give the "all clear" to the administrator in charge only after agreement from all other public safety agencies on the scene.

CHEMICAL ACCIDENT:

Staff will:

- Close all windows, doors, blinds.
- Shut off heater/air conditioner.
- Listen to speaker system for instructions.
- If requested, use tape, rags, clothing, or any other available materials to seal off air ducts or leaks.
- If there are any questions regarding the safety of the room in which a person is located, that person(s) should be protected with a wet rag over the mouth and take short breaths.
- If evacuation is requested, proceed with procedures of release and staging as directed in fire drill plan.

CHILD ABUSE, MOLESTATION or NEGLECT:

Due to the sensitive nature of such allegation, these matters must be treated with the utmost confidentiality. Great care must be exercised to protect the reputations of staff members, students, and their families.

DEFINITIONS:

Reason to believe:

This is when there is evidence that would cause prudent individuals of similar background and training to believe that a child is being abused or neglected.

Evidence:

Do family members base the facts on observation, information from the child, information from reliable third parties, or admissions?

Abuse or Neglect:

- When the child's physical or mental condition is seriously impaired or seriously endangered. This could be a result of the inability, refusal, or neglect by the child's parent, guardian, or custodian to supply the child with necessary food, clothing, shelter, medical care, education, or supervision; or,
- The child's physical or mental health is seriously endangered due to injury by the act or omission of the parent, guardian, or custodian; or,
- The child is a victim of rape, criminal deviant conduct, child molesting, child exploitation, child pornography, child seduction, sexual misconduct with a minor, public indecency, incest, or child prostitution; or,
- The child's parent, guardian, or custodian allows the child to participate in an obscene performance, to commit public indecency, prostitution, patronizing prostitutes, promoting prostitution or voyeurism.

Staff will:

Once the staff member has "reason to believe" that a child (under 18 years of age) is a victim of child abuse or neglect:

- Immediately notify the principal or other supervisor.
- DO NOT discuss the matter with the alleged victim, alleged perpetrator, staff members, or family members of the child.
- Do nothing further to investigate but document observations, interviews, and secure evidence.
- Staff members and administrators in charge are both responsible to notify Child Protection Service.

REPORTING PROCEDURE:

Administrator in charge will:

- Maintain the utmost confidentiality to avoid jeopardizing the reputations of staff members, students, and families.
- Have the staff member fill out the Report to Child Protection Service.
- Have the staff member immediately contact CPS at (925) 646-1680.
- Keep and secure the original Confirmation report. Under no circumstances will copies of the report be given to other school personnel.
- Have CPS or law enforcement agency sign out the student through the Attendance office when the child is removed from the school.
- Notify the parent if the incident took place on WCSO property or school sponsored activity, and

involves a WCSO employee or student. This should be done to alert the parents before others do.

- Do not identify the suspect or discuss the allegations. Tell the parent only:
 - That there has been an allegation of an incident involving their child;
 - The incident has been reported to CPS;
 - CPS will review the allegations stated in the report.
 - Do not inform, in all other cases, the parents or other members of the family of the report.
 - Collect and secure documents at school that might be relevant to the reported allegations (e.g., attendance reports, student records, and notes).

Administrator in charge of duties during the CPS Investigation will:

- Do nothing that might interfere with the investigation. Your involvement is complete.
- Take the appropriate action, if any, to protect the victim from any further trauma and to minimize the risk of further problems.

THE CPS PROCEDURE:

- CPS submits a written report.

- A determination is made if the reported "abuse" or "neglect" falls within CPS jurisdiction. If it does a CPS case manager is assigned.
- The case manager begins an investigation:
 - Immediately if the child is in imminent danger of serious bodily harm.
 - Within 24 hours after the reporting of alleged abuse.
 - Not more than 5 days of alleged neglect.
- Investigation by law enforcement personnel may happen if there is a possibility of criminal charges.
- A child generally will be interviewed at the school if the report was made by the school or if was received by CPS at a time the child was in school.
- CPS will do its best to arrange the interview in advance.
- During the interview, neither a parent or WCSD representative is entitled to be present.
- In school, the interview should be conducted in a quiet and private location without interruption.
- The parent should not be notified that CPS will be interviewing his/her child.
- CPS has the authority to take a child into custody from the school.
- CPS is required to notify a parent or guardian when a child is removed into their custody.
- If a call is received from a parent or guardian questioning the location of the child, refer them to the official and agency identified in the receipt.
- If the WCPD removes a child after school hours, they will work with CPS in making the notification.
- Normally, CPS will make a status report to WCSD within 30 days and has 90 days to complete an investigation. CPS will send a final report copy to the principal.
- The principal should share the information with staff members on a "need to know" basis. If the school keeps a copy of the report, it must be kept in a secure place under the control of the principal. No additional copies will be made.

DEATH OF A STAFF MEMBER or STUDENT:

Administrator in charge will:

- Upon notification of a death, assess the situation for services needed.
- Notify the district office. Request Crisis Intervention staff from other resources to assist with counseling.
- Designate a room or rooms to be used for grief counseling.
- Notify other schools, which may have staff or students with ties to the deceased.
- Prepare a brief statement for the office staff to use when responding to questions called into the office or from visitors to the school.
- Anticipate absences for the funeral and consider alternative scheduling and staffing.
- Keep school personnel updated on events and circumstances.
- Adjust scheduled activities if necessary.
- Personally contact the deceased's family, at the appropriate time, and offer support.
- Have a short staff meeting at the end of the instructional day to review the facts of incident and the role of staff in dealing further with the tragedy.
- Allow the staff the opportunity to share experiences, offer mutual support and suggestions.

If a death occurs at your school or on campus:

- Call 9-911 Emergency Services if needed.
- Make witnesses accessible to law enforcement authorities.
- Prepare and provide emergency information of the student or staff member if requested by emergency personnel.
- Make an announcement to the entire school, if appropriate, providing enough facts to reduce rumors.
- Take a moment of silence after the announcement.
- At the appropriate time, get personal items of the deceased from lockers, desks, etc., before the arrival of students. Have the personal items boxed and ready for the family.

If a death occurs away from your school:

- Notify our staff at a meeting before the arrival of the students
- Make an announcement to the entire school, if appropriate, providing enough facts to reduce rumors.
- Take a moment of silence after the announcement.
- At the appropriate time, get personal items of the deceased from lockers, desks, etc., before the arrival of students. Have the personal items boxed and ready for the family.

Teachers and Staff will:

- Prepare for staff meetings before and/or after school.
- Allow time for students to discuss the death for an appropriate amount of time.
- Notify the office of particularly stressed students who may need further counseling or request help.
- Make the necessary arrangements and notifications if you are going to attend the funeral.

Office Staff will:

- Respond to any questions from visitors or from telephone inquires with a statement that has been provided by your administrator.
- Not become involved in the details surrounding the death.
- Any parent requesting further information or counseling should be referred to your administrator or their designee.

DRUG POSSESSION and/or SALE:**Administrator in charge will:**

- After receiving information that a student might be in control of a controlled substance:
- Document and record all information concerning the allegations and the investigation.
- The suspect student will be detained in an isolated area, attended and under constant observation. This is done to insure they do not attempt to hide or destroy any contraband.
- If there is more than one student, they should be separated and not permitted to exchange any items or to speak with each other.

Teachers or staff will:

- Report immediately any information, rumors and strong suspicions regarding illegal substances in your building, on campus, in vehicles, or at school events to your administrator.
- Phone an administrator or office staff member in a non-disruptive and discreet means. Provide:
 - Your name and location.
 - The name, description, and location of the suspect.
 - Any information concerning the location and or type of contraband.
- If a student reports that someone has contraband on campus, send that student to the office. If the reporting student is unable or unwilling to report, follow the above steps.

Considerations for school employees:

- If the student(s) is unknown, seek the identity of the student(s).
- If reasonable, collect the substance/paraphernalia. Avoid direct physical contact with any unknown substance.
- If appropriate, move the student(s) to the office or to an area away from other students.
- When moving the student, walk with the student to prevent the substance or paraphernalia from being given to another student, dropped, or hidden/concealed.
- When an administrator arrives, describe what was observed. On the same day, make a written statement describing the behavior that was observed. Give your statement to the school administrator.
- If direct intervention is not possible or practical, take note of known students, the number of students involved, physical descriptions, and the behaviors observed. Notify an administrator immediately. As soon as possible, make a written statement of observations and give to the administration.
- If unsure whether action is required, immediately contact a school administrator to discuss your observations and concerns.

EXPLOSION:**Administration will:**

- Determine if evacuation is necessary and if needed, signal staff through the fire drill bell.
- Notify police, 98-911.

Staff will:

- Evacuate students according to Fire Procedures using primary and/or secondary routes. Avoid the location of the chemicals or threatening item(s).
- Take roll and report any missing student(s) to the Command Center.
- Students remain in staging area until the authorities have determined it is safe to re-enter buildings.

ELECTRICITY: ROLLING BLACKOUTS:

- MW's sector is no. 14. If a blackout does occur when we are in session, **teachers will:**
 - Open their blinds and door.
 - Continue teaching until further instructions are given.
 - Check watches to coordinate the timing for dismissal of classes.
- Rest rooms should only be used in an emergency. Cafeteria worker restroom, adult restrooms in hallways, main office and student restrooms will work.

ELECTRICITY: IF THE ELECTRICITY GOES OFF, WHAT HAPPENS:

Bathrooms: Alternate sources of light for bathrooms without windows should be used

Burglar Alarm: Automatically resets; Call district.

Classroom Computer Hubs: Unplug, plug back in.

Clocks: Automatically reset.

Computers: Restart if off.

Main Office Fire Alarm Master Box: Push: Acknowledge step, Alarm silence, Reset

Outside lights: On timer, must reset.

Server: Call district technology department

FIRE ALARM PROCEDURES:

Administration will:

- Call 98-911 to notify the fire department the school is on fire.
- Sound the fire alarm.
- Evacuate the school using primary and alternate fire routes.
- Inspect the school to insure that all students have been evacuated and that all staff has left the buildings.

Staff will:

- Remind students what the evacuation route is for their particular room. A series of repeated sounds indicate there is a drill or emergency release.
- Students are to leave the classroom in an orderly fashion, walking silently and in single or double file to their staging area.
- The teacher should be the last to leave the room, closing the door.
- The teacher's backpack should be taken on each drill.
- Students should line up in assigned areas away from the fire and fire fighting activities.
- Roll should be taken.
- Report status of any missing student(s) to the Command Center.
- Remain in staging area until the Fire Department determines it will be safe to reenter buildings.
- An "all-clear" bell will ring to indicate that students should return to their classrooms.

FIRE ALARM PROCEDURES IN THE MAIN OFFICE FIRE ALARM BOX:

Push in order: ·

- Acknowledge step
- Alarm silence
- Reset

FIRE EXTINGUISHER PROCEDURES:

All fire extinguishers carry a rating determined by what type of fire they can extinguish. An ABC extinguisher is the most commonly used. The ABC rating covers:

Class A - Common Combustible (wood, paper, cloth...)

Class B - Flammable gases and liquids (gas...)

Class C - Electrical equipment (power tools...)

If a fire extinguisher is needed to put out a fire use the **PASS** method:

P - Pull the pin.

A - Aim the extinguisher nozzle at the base of the flames.

S - Squeeze the trigger while holding the extinguisher upright.

S - Sweep the extinguisher from side to side, covering the fire with the extinguishing agent.

Fire extinguishers should be inspected yearly. They may need recharging and sometimes replacement. Remember to check the charge/gauge in the fire extinguishers that are close to your work area.

FIREARMS and/or WEAPONS:

A weapon shall refer to any kind of object or instrument capable of inflicting serious bodily injury, and for which there exists no legitimate use connected with any school related activity in which a student is or may be engaged. **Any staff member who receives information** that a student is known or suspected to have or is suspected to have a firearm or weapon on his or her person or if one is found on MW property will:

- Notify an administrator or the office immediately. It is important to try not to handle or disturb the object for two reasons:
 - It could be evidence from a crime. Handling the weapon might destroy or contaminate any fingerprints that might be on the weapon.
 - Staff are not trained to properly handle firearms and weapons.
- Remain calm.
- If appropriate, move the student(s) to the office or to an area away from other students or keep the suspect under observation.
- Provide the administration any information regarding the weapon or firearm's description and it's location
- If unsure whether action is required, immediately contact a school administrator to discuss your observations and concerns. When an administrator arrives, describe what was observed.
- If direct intervention is not possible or practical, take note of known students, the number of students involved, physical descriptions, and the behaviors observed. On the same day, prepare a written statement describing the behavior that was observed. Give your statement to the school administrator. **Confidentiality must be observed**

The administrator in charge will:

- When a weapon or firearm is found on MW property: Accompany the individual who has reported the weapon to the location of the weapon. If one is found, secure the area and do not touch or disturb the weapon. Notify the Contra Costa Sheriff's office and WCPD that a weapon has been found.
- Take informant to office and keep in private area.
- With another administrator or with the Contra Costa Sheriff and/or WCPD:
 - Walk to student's classroom room and escort the student and his/her backpack to the office.
 - Advise the student that he/she will be searched and that the search is based on what is called "reasonable suspicion". It is important to respect the student's privacy and integrity.
 - Conduct a search of the student's backpack and person.
- Keep a written and complete dated record of the incident for future reference.
- Call parents of any student involved in the incident or investigation.
- The administrator will immediately initiate appropriate referral and disciplinary actions as required by law and district policy, including school suspension and consideration for expulsion. Immediate actions taken by the police office may include issuing a citation, removal of student from school and/or transfer to Contra Costa County or WCPD station. Prior to taking this action, the administrator and police will notify a student's parent(s) and/or guardian(s).

HEAVY RAINS or FLOODS:

In the event heavy rains or flooding might endanger the safety of students and staff, or severely disrupt the ability of a school to operate; the following guidelines should be implemented: Command center will signal evacuation on the public address system:

- Command team will determine safest location to stage students and staff.
- Move the endangered classes to determined safe location.
- Determine on-site restrictions of activities for safety and inform the staff of these changes.

- Alert staff of any updates regarding the problem and what is being done.
- Notify the Contra Costa Sheriff's office and WCPD (9-911) with a description of your emergency.
- Keep lines of communication open.
- If evacuation is necessary, follow the evacuation plan to another site. Be prepared to take alternate evacuation routes if normal routes are flooded and impassable.
- Command team should activate any Emergency Preparedness Team that is needed.
- All staff should standby to assist any emergency personnel who are dispatched to the school site.

MEDICATION or SUBSTANCE OVERDOSE:

A person who is unconscious or is acting unnaturally, for no obvious reason, might be due to medication or substance overdose.

Teachers or staff will:

- If a student has admitted ingesting chemicals, or is unconscious, delirious or is hallucinating, notify the office immediately.
- Try to keep the student awake and alert. Try to determine what the student has taken. If there is a container or bottle, take control of the container.
- If the student is hostile and combative do not become confrontational. Be respectful and do not argue. Do not try to attempt to retain a combative individual alone. If student is under the influence of some type of substance, it is possible for him/her to display unusual strength.
- Stay with the student until help arrives.

Office or administrative staff will:

- Determine the severity of the problem. Make note of the subject's vital signs.
- If possible, isolate the individual. Keep them awake and alert until the arrival of emergency medical help.
- Check the medical card of the subject for any pre-existing conditions.
- Call emergency contact person. When contact is made ask about any pre-existing conditions.
- If the parent or spouse can not be reached, contact the listed medical provider listed on the emergency card.
- If the victim is coherent, attempt to find out specifically what, when and how much alcohol and/or drugs were taken. If a container is found, save and give to the medical personnel or police officers at the scene.
- Call 98-911 for an ambulance. Give the 911 operator as much information on the subject's condition and medical emergency as possible.
- Remain with the student until the arrival of a parent or emergency personnel.

SUICIDE or ATTEMPTED SUICIDE:

Administrators and Staff will:

Be alert. If any student is talking, writing, reading about or drawing scenes of death, this can be viewed as a potential and real suicide threat. A potential suicide victim will often tell their school peers of their thoughts and plans.

- An adolescent is more likely to 'ask' for help through non-verbal gestures. When you become aware of any student considering suicide, talk to them.
- Be blunt and ask them if they are thinking about making a suicide attempt.
 - Ask them why.
 - Ask if they have a plan.
 - Encourage them to talk further and help them to find counseling assistance.
 - Report the incident/threat to the school counselor or administration.
- Watch for warning signs, such as:

- A recent suicide or death of a friend or relative;
- Previous suicide attempts;
- Giving away their prized possessions;
- A feeling of unworthiness or failure;
- Withdrawal from friends, family or favorite groups or activities;
- A sudden lift of spirits.

VIOLENT or SEVERELY DISRUPTIVE STUDENT or ADULT:

All staff members will:

- Remain calm and composed. Keep in control.
- Talk quietly and calmly. Do not argue with the individual.
- Be courteous, patient and interested. Listen to the person.
- Maintain a safe distance from attack by the individual. Try to avoid any physical contact with the person.
- If the person's actions begin to draw a crowd, try to move the person away from the area. Suggest an area to continue the discussion.
- Notify your administrator as soon as possible.
- Request assistance from another adult staff member.
- Write a detailed account of the incident.

EMERGENCY PROCEDURES: AN EMERGENCY WITH INDIVIDUAL STUDENT

In the classroom:

- 1) If a student is able to come to the office
 - a. Call the office
 - b. Provide the name and grade of the student
 - c. State your assessment of the problem
 - d. Send student with escort
- 2) If student is not able to come to the office, i.e., student is hyperventilating, having a seizure, is an asthmatic or diabetic in distress, is dizzy/faint, is injured where walking is/may be difficult:
 - a. Call the office
 - b. Provide the name and grade of the student
 - c. State your assessment of the problem
 - d. WAIT as the office gets the student's emergency card, checks for information related to prelim, and relays that information to you
 - e. Make student comfortable
 - f. Follow any stated emergency/first aid procedures relay by office
 - g. THE OFFICE will call the emergency numbers and provide follow-up information to the teacher/classroom

In the office:

Person A:

- a. Make student comfortable
- b. Confirm student name and grade
- c. Assess medical status of student ABC (airway, breathing, circulation)
- d. If ABC present request call to 911 after consulting with Person B
- e. Stay with student

Person B:

- a. Pull emergency card
- b. Confirming student name and grade with Person A
- c. Call parent/emergency contact and receive direction re: action to take
- d. Call 911 if: severe bleeding, seizure, or breathing problems
- e. Print copy of emergency for paramedics/firemen if calling 911

Person C:

- a. Close office drapes
- b. Lock outside of door
- c. Alert other offices regarding issues and the need to divert students coming to the attendance office

After emergency contacts have been made:

- If siblings at school, call room and have sent to office
- Move student to school office if feasible
- Keep at least one adult with student
- Inform referring teacher of actions/activity

Specific Health Problems:

- Asthma: beware number of times inhaler has been used: (2x/hour normal)
- Breathing: keep airway clear, no water
- Insulin: give juice and crackers

OFFICE STAFF EMERGENCY BELL PROCEDURES

“Intruder Drill”

- Voice command, “LOCK DOWN.” *repeated several times* over the speaker system.
- On the timer panel push “C” and an immediate prolonged sounding of pulsating bells in a “*Military March*” will ring. *Bells will continue to ring until drill supervisors have checked entire campus.*
- On timer panel push “C” to stop pulsating bells
- On timer panel ring an “*All clear*” bell by pushing “B”
- Announce a voice “All Clear” *several times* over the speaker system

“Shelter in Place”

- Voice command, “SHELTER IN PLACE.” *repeated several times* over the speaker system.
- On the timer panel push “C” and an immediate prolonged 30-second bell.
- On timer panel push “C” to stop bell sound
- On timer panel ring an “*All clear*” bell by pushing “B”
- Announce a voice “All Clear” *several times* over the speaker system

“Fire Drill”

- **Pull fire alarm.** A loud shrill horn will sound. Leave on until classes have evacuated classrooms.
- **Reset pull station.**
- On fire alarm panel:
 - push “*acknowledge step*”
 - push “*silence*”
 - push “*reset.*”
- On timer panel push “B” to signal “*All clear*” or “*return to classroom.*”
- Announce a voice “All Clear” *several times* over the speaker system

“Earthquake/Evacuation”

- Voice command, “EARTHQUAKE. DROP, DUCK, and COVER.” repeated several times over the speaker system.
- **Pull fire alarm.** A loud shrill horn will sound. Leave on until classes have evacuated classrooms.
- **Reset pull station.**
- On fire alarm panel:
 - push “*acknowledge step*”
 - push “*silence*”
 - push “*reset.*”
- On timer panel push “B” to signal “*All clear*” or “*return to classroom.*”
- Announce a voice “All Clear” *several times* over the speaker system

STAFF CHECKLIST: BEFORE AN EMERGENCY

- ___ Prepare your own family/home for a disaster that may require you to be away up to 72 hours.
- ___ Fill out **Order of Release of School Personnel** form and return to principal's secretary in the office.
- ___ Fill out Classroom Hazard Inventory form and return to Emergency Plan Coordinator.
- ___ Obtain training in first aid, emergency preparedness, and fire suppression.
- ___ Keep classroom emergency kit in a safe, accessible place, next to the exit door.
- ___ Mount emergency information/maps near exit.
- ___ Maintain current class lists. Keep a copy in classroom emergency backpack.
- ___ Provide opportunities for discussion with students on emergency preparedness in each of your classes.
- ___ Assign responsible students in each class to assist substitute and/or teacher as needed or if teacher is injured.
- ___ Know the position of the Command Team and how the Disaster Plan will operate.
- ___ Know your responsibilities as a member of our school disaster team. Proceed to designated team staging area as soon as possible after you have been relieved of your class by your assigned buddy.
- ___ As soon as possible contact your family according to your previously arranged plans to determine their safety and to let them know of your safety.

CLASSROOM CHECKLIST:

- ___ **Backpack** with emergency supplies
- ___ **Disaster Binder**
- ___ **Class Rosters** (current, up-dated each quarter)
- ___ **Evacuation map for classroom** (posted by classroom exit)
- ___ **Classroom hazards** removed
(no objects on top of cabinets, shelves/bookcases and cabinets secured)
- ___ **Exit lights** (in working order)
- ___ **Fire extinguisher** (charged)

SCHOOLWIDE CHECKLIST: BEFORE AN EMERGENCY

_____ **Gas:**

- a. main valves located - on/off
- b. shut off instrument available
- c. administration knows location
- d. disaster team knows location

_____ **Electricity:**

- a. main turn on/off switches located
- b. administration knows location
- c. disaster team knows location

_____ **Water:**

- a. main valves located - on/off
- b. shut off instrument available
- c. administration knows location
- d. disaster team knows location
- e. is water stored? yes__ no __
- f. capacity _____

_____ **Command Post** established by principal

- a. map of school posted
- b. disaster handbooks in each classroom
- c. staff team/buddy assignments assigned
- d. staff review in assignments

_____ **Students:** drilled in emergency procedures

_____ **Classrooms:**

- a. equipped with emergency backpack in safe, accessible place
- b. has drill procedures/routes posted
- c. hazards have been removed
- d. backpack has current class lists

_____ **Student Records:**

- a. emergency cards completed
- b. release forms/schedules/class rosters available in office
- c. class rosters are updated when new student enrolls

_____ **Parents:**

- a. emergency card is completed and turned in to school during Tri-S
- b. emergency card information is kept up-to-date
- c. release policy has been communicated to parents by the school

CHECKLIST: SEARCH AND RESCUE SUPPLIES AND EQUIPMENT

School-wide Supplies and Equipment:

hard hats	master keys	
wrenches	flashlights	first aid tags
walkie talkies	barrier tape	goggles
blankets	rope	leather work gloves
cones	permanent markers	masking tape
shovels	rope ladders	kleenex
axes	bullhorn	batteries
hammers	matches	pails
stretcher	wheelchair	paper towels
plastic gloves	plastic sheeting	fire extinguishers
toilet paper	can openers	plastic forks, spoons, knives
tampax/pads	small cups	**Coleman lantern/batteries
heavy duty garbage bags	large plastic containers on wheels	

Classroom Emergency Backpack Supplies:

*class roster	kleenex	antiseptic creme
band aids	safety pins	pen/notebook/marker pens
adhesive tape	masking tape	gauze pads, bandages
hard candy	plastic gloves	triangle bandage
antiseptic wipes	space blanket	disaster procedures handbooks
sanitary pads	whistle	red pennies for student runners
scissors	First aid guide	**flashlight/batteries
tweezers	**transistor radio/batteries	index cards

Camping flashlights in the following rooms:

School office
Custodial closets

Main office emergency box in storage room:

Student directory	Staff directory	Staff emergency information
Student emergency information	Student class list	Emergency plan
Emergency keys	Phone tree list	Student release forms
Paper, pencils, marking pens	First aid supplies	Student runner vests
Transistor radios	Batteries	Nextels
Walkie Talkies	Emergency backpack	Office supplies
Clipboards	Flash lights	AED

*update each quarter;

** label expiration date/check/replace each year

GAS, ELECTRICITY, WATER SHUT OFF LOCATIONS

WATER MAIN:

Location: Main shut-off: cut off on front lawn under principal's window
Equipment: pry bar, wrench
To do: open and turn off if necessary

GAS:

Location: Main shut-off: inside fenced cage near garbage container outside MNN room
Equipment: Turn off/on wrench attached to gas unit
To do: check for smell, turn with wrench to shut-off valve

MAIN BREAKERS:

Location: Main shut-off:
Equipment: key
To do: turn off

FIRE EXTINGUISHERS*:

See Safety Plan and include locations here – after reconstruction

* serviced annually in June by district

SCHOOLWIDE CHECKLIST: AFTER AN EMERGENCY

- _____ Gas, electricity, and water are turned off.
- _____ Designated places for evacuation are in operation.
- _____ Teachers have their classroom backpacks and roll books with them. They have taken room and have their "Emergency Status Reports" filed and student accountability has been assessed.
- _____ The Command Center and all emergency teams and available staff are communicating.
- _____ Telephone lines have been tested.
- _____ All staff know and are assuming their assigned responsibilities. Emergency substitutes are assisting where needed.
- _____ Radios are tuned to appropriate channels. A RACIES contact has been made and the antenna is tuned and ready.
- _____ District office has been notified of our status.
- _____ Events, decisions, and actions have been logged.
- _____ First aid needs have been determined. Care is taking place.
- _____ Structural damage has been assessed. Power lines are checked. Level of disaster is assessed and the plan to follow as determined by the damage has been communicated and activated.
- _____ Sanitation needs are being addressed. Picks and shovels are available to dig a trench.
- _____ Student release communication has been disseminated to parents. Emergency Disaster Release forms are available to staff on the Student Release Team.
- _____ Release areas are posted and staffed with appropriate materials.

EMERGENCY PROCEDURES FOR RELEASE OF SCHOOL PERSONNEL

After all is secure and supervision is adequately staffed, school personnel will be released in the following order:

LEVEL 1: Those who need to be released but the need is not as immediate

Courtney Hesse	Debbi Pollak	Paula Rathert	Lynnette Harada
Julie Craik	Carol Hawthorne	Tina Adams	Michele Blank
Brittany Rosenstrauch	Stacy Cerruti	Alison Zilinek	Sandy Ball

LEVEL 2: Those who can stay in addition to anyone not listed above

Stacy Walsh	Marcia Eiler	Melody Wine	Lisa Dippo
Colleen Wolff	Kevin King	Janet Kirkpatrick	Kelly Durflinger
Jan Wikander	Margy Banfield	Adrea Staller	Jane Wrightson

EMERGENCY PREPAREDNESS EDUCATION UNIT

I. TEACHER AWARENESS of available resources for disaster preparedness

- A. Disaster Binder
- B. Video: Surviving the Big One

II. DRILL PREPARATION

A: Classroom discussion items

Evacuation Drill: Walk the class through the regular fire drill route to an open area outdoors. Ask students to make mental notes as they go along of things that might become hazards during an earthquake. Examples include:

- power failure (emergency lighting?)
- halls cluttered with debris
- smoke in hallway
- aftershocks hit while evacuating
- glass and other debris piled up
- electrical wires on the ground

Safety Considerations: Present some "what if" questions to provoke discussion.

- What if the teacher is injured?
- What if a student is cut by shattered glass and is bleeding?
- What if someone is hit by a falling light fixture and knocked out?
- What if a student is very upset by the earthquake?
- What are your family's plans?

Emotional Considerations: Lead a discussion with students about the reactions they may have to an earthquake. Have students talk about what they can do after an earthquake to help themselves and their classmates feel less scared and worried. What can students do to pass the time waiting for pick up or to allay their fears about their family who is not here?

B: Staff Disaster Teams discussion items

- Responsibilities of team/individual roles on each team
- Preparation(s) necessary
- Location/use of necessary supplies/materials
- Criteria for success and/or revision of team's part in the plan

C. Training of Staff

- First Aid
- CPR
- Specific drills

III. PRACTICE DRILL PLANS/DRILL SEQUENCE

A. Kinds of Drills:

- | | |
|-----------------------|---------------------|
| Fire | Duck - cover - hold |
| Shock - First Aid | Walk through |
| Full scale evacuation | Evacuation |
| Lock Down | Shelter in Place |

B. Specific objectives of drills:

- Reaction time
- Coordination of teams
- Communication
- Training of teams and students
- Preparedness
- Evaluation/revision of plan
- Test emergency call alarms

C. Times for drills:

- Class time
- Passing time

D. Practice of drills:

- Area
- Part of school
- Entire school

IV. PROBLEMS TO ANTICIPATE

Substitutes and teachers new to the school may need assistance with evacuation procedures.

Some classrooms may have students trapped inside who may need first aid or rescue.

Alternative evacuation routes to the assembly area may be needed. (Practice this during drills by blocking the primary route. Could be done by each class at separate time to save conflict)

Some students may/will want to leave the campus on their own.

Communication may be fouled up due to number of people on channel or interference from other channels

Many parents may not know where to pick up their child. Enlist PTA cooperation in planning information dissemination. Parking will be a problem for parents.

Some parents will want to take a child that is their child's friend or lives nearby.

Waste baskets with liners may be the only means of having sanitary facilities.

Police/Red Cross may need to use our facility.

Some adults may be in shock, stressed, or injured and cannot perform their assigned tasks.

Contingency plans for: rain, bridge down, building accessibility.

FIRST AID TREATMENT LOCKERS

Alcohol wipes, 3 boxes
Antiseptic crème
Bandage scissors, 6 x 7 1/4"
Bandages, adhesive, asst. sizes, 6 boxes
Bandages, elastic, asst. sizes, 10 x 3"/6"
Bandages, triangle, 4
Blankets
Chlorinating agent, 4 boxes
Cotton balls, 4 boxes
Diapers, disposable, 2 x packages
Eye patches, sterile, 4
Facial tissue, 40 packets
First aid guides, 6
Garbage bags, med./lg., 6 boxes
Gauze pads, 4" x 4", 4 boxes
Gauze, 1", 14 boxes
Gauze, 4", 4 boxes
Lifesavers or hard candy, 4 boxes
Marking pens, 8
Medical treatment forms
Medication needs of special students
Note pads, 8
Pails, plastic dishpans, 4
Paper cups, 2 x 1,000
Paper towels, 10 packages
Plastic bags, assorted sizes, 4 packages
Plastic wrap, 10 rolls
Rubber gloves, 4 packages
Safety pins, 4 packages
Sanitary napkins, 4 boxes
Sheets, 4
Soap, liquid and waterless, 4
Stretchers, 2
Tape, adhesive, 1" x 10 yds., 30
Tape, adhesive, 1/2" x 10 yds., 2
Tape, adhesive, 2" x 10 yds., 4
Tongue depressors, 2 boxes
Vaseline, 2 jars,
Water, sterile in 5 gal. plastic, 6

Inventory and Replace Missing Items Every 6 Months.
Two lockers: one in each container on each side of the bridge.

EMERGENCY STATUS REPORT: TEACHER'S REPORT

TEACHER'S NAME: _____

PERIOD: _____ **ROOM:** _____ **TIME:** _____

CONDITION OF STUDENTS: (check where appropriate)

_____ **ALL students accounted for** _____ **No injuries** _____ **No immediate help required**

_____ **Students absent: list first and last names.**

_____ **Students missing: list first and last names**

_____ **Students injured** _____ **Students requiring outside medical attention**
Name of student(s) and type of injury

_____ **Students trapped in** _____ **building**
Name of student(s)

Condition of classroom and immediate vicinity:

Other immediate concerns:

EMERGENCY STATUS REPORT: COMMAND CENTER REPORT

TIME: _____

CONDITION OF STAFF: (check where appropriate)

_____ **ALL staff accounted for** _____ **No injuries** _____ **No immediate help required**

_____ **Number of staff remaining at school**

_____ **Staff missing: list first and last names**

_____ **Staff injured** _____ **Staff requiring outside medical attention**
Name of staff member and type of injury

_____ **Staff trapped in _____ building**
Name of staff member(s)

Condition of school buildings and grounds: i.e., broken windows/water/gas, flooding, walls cracked, fallen power lines, etc.

Other immediate concerns:

***Murwood School
DRILL SCHEDULE 2014-2015***

DATE	TIME	DRILL	PLAN
Monday September 15	8:30a	Fire Drill	Exit Building, Line up behind numbers on field
Wednesday October 15	11:05a	Earthquake Drill	Duck, Cover, Hold, Exit Building
Monday November 17	11:05a	Shelter in Place	Stay (or Go) inside; Close windows/blinds and doors; Shut off ventilation
Thursday December 11	11:05a	Intruder Drill	Lockdown in classrooms: Lock doors, close blinds
Thursday January 15	1:45p	Fire Drill	Exit Building, Line up on field
Friday February 20	8:50a	Earthquake Drill	Duck, Cover, Hold, Exit Building
Monday March 16	1:45p	Fire Drill	Exit Building, Line up on field
Thursday April 23	11:05a	Earthquake Drill	Duck, Cover, Hold, Exit Building
Tuesday May 12	8:50a	Bomb Drill	Exit Building; Line up on field
Monday June 1	1:30p	Fire Drill	Exit Building, Line up on field

**** Teachers should remind students what the evacuation route is for their particular room. A series of repeated sounds indicate there is a drill or emergency release. Students are to leave the classroom in an orderly fashion, walking silently and in single or double file to their staging area. The teachers should be the last to leave the room, closing the door. The teacher's roll book and disaster bag should be taken on each drill. Students should line up in assigned areas and roll taken. An "All-Clear" bell will ring to indicate that students may return to their classrooms.**

FIRE DRILL LOG

MONTH DATE TIME ALARM LOCATION TYPE OF DRILL DRILL EVALUATION

D = DRILL
A = ACCIDENTAL DRILL