

EMERGENCY PLANS

Disaster Plan

The intent of this plan is to clarify school procedures in the case of an emergency. The objectives of our plan are the following:

1. To provide for action which will minimize injuries and loss of life of students and school and emergency personnel if an emergency occurs during school hours;
2. To provide for maximum use of school personnel and school facilities;
3. To ensure the safety and protection of our students and school personnel immediately after a disaster;
4. To arrange for a calm and efficient plan for parents to retrieve their children from school, should it be necessary, following a disaster; and
5. To ensure plans and procedures for safe ingress and egress of pupils, parents and school employees to and from school.

To meet these objectives, in the event a disaster should occur when children are at school, the following action plan would be implemented.

Teacher Will:

1. Give “duck, cover and hold” instructions in the event of an earthquake;
2. Evacuate building in case of fire or after an earthquake;
  - Take the emergency folder and first aid kit, and evacuate students to the assigned area.
  - Take first aid kit and duffel bag only when evacuating after an earthquake.
  - Hold students in assigned yard area, take role, and wait for further instructions from authorized school or emergency personnel.
  - Remain with class and report anyone who is missing.
  - Take appropriate first aid action.
  - Refrain from re-entering buildings until deemed safe.
3. Dismiss students to go home only to parent or responsible adult designated on the child's emergency release form. Child must be signed out by a parent or a responsible adult.

### Assigned School Director Will:

1. In the event of a fire, shut off electricity and water (in that order). Detailed shut off locations are posted near circuit board in the workroom and in the staff break room;
2. In the event of an earthquake if there is an electrical problem, turn off electricity; if there are water leaks, turn off water;
3. Inspect buildings for damage;
4. Report to principal for further instructions; and
5. Set up and coordinate a first aid center.

### Assigned School Director Will:

1. Assign available adults to tasks as needed; and
2. Decide if evacuation to a designated evacuation site is necessary.

### School Secretary Will:

1. If telephones are operable:
  - Notify the police department and/or fire department.
  - Monitor incoming phone calls.
2. Maintain communication with staff and outside agencies; and
3. Maintain updated roster of students and parent contact information printed and held in the emergency folder to be accessed in the case of an evacuation or other emergency where internet or electricity may be down.

### Special Information For Parents

#### *Telephones/Communications*

In the event of an earthquake, flood or other natural disaster, keep your radios tuned to your local radio station for advisory information. Please do not call the school as we must have the lines open for emergency calls.

#### *Dismissal*

Should there be a major earthquake, children will remain under the supervision of school authorities until parents or responsible adults can pick them up.

#### *Evacuation Site*

In the event that students must be evacuated to an offsite location, parents will be

instructed of the location and pick up advisory via an all-call message, or instruction from law enforcement or other personnel.

### *Student Release Procedure*

1. Go directly to the entrance of the school or evacuation area.
2. Inform the teacher, aide or adult responsible for that classroom that you are taking the child from the class line.
3. Proceed with the child back to Student Release Tables just outside the school entrance to sign a Student Release form for each child you are taking. Do not remove your child or any other child from school without signing the emergency release form. This provides us a record of where each child is when someone else arrives later looking for the child.
4. Unless you are staying to volunteer, please leave as quickly as possible after signing out your child.
5. Adults will be needed to help with first aid, dismissing students, helping with classes, monitoring traffic, etc. If you are able to volunteer to help, go directly to the Command Center where the Volunteer coordinator will give you an assignment. Volunteers should leave children with their classes and not sign student release form until they are ready to leave.

### *If You Can't Get to the School*

Should a major disaster occur, it is likely that many parents will not be able to reach the school right away. If conditions make it necessary, we will release your child to the adult indicated on your child's Emergency Release form. We will keep a written record of the child and the adult to whom the child has been released.

The school principal or teacher in charge will determine the need to leave the building. In the event the building cannot be reoccupied or if a fire requires evacuation of the school, the students will be transferred to the nearest available safe shelter.

If the children are caught in a disaster between home and school, it is recommended that they go immediately to school.

### *Food and Water*

In the event that children would need to remain on campus for several hours after any sort of a disaster, there will be a supply of freshwater and limited food, in the school earthquake kit.

### *Fire Drills and Evacuation*

In the case of fire at the school, the school will be immediately evacuated according to the floor plan set forth at the beginning of each school year. Students and staff will learn and practice safe ingress and egress routes to and from school. Teachers are

required to keep a student roster with them at all times, checking attendance immediately after evacuation. Fire drills will be conducted at least once per year with the evacuation of the local fire department.

### *Bomb Threats*

In the case of a bomb threat at the school, the school will be immediately evacuated according to the fire evacuation plan, appropriate emergency personnel will be summoned. Students and teachers will not re-enter the building until it has been deemed safe by emergency personnel.

### *Bioterrorism/Hazardous Materials*

In the case of bioterrorism or hazardous materials spill the school will notify the parents.

### *Power Failure/ Blackout*

In the case of a power failure or blackout, lasting 2 hours, the parent will be notified and the student will be dismissed from school.

### *Use of Facility for Public Agency*

In the event of a natural disaster that causes the need for our site to be utilized as a community evacuation site, public agencies such as the Red Cross or other disaster relief agency, will make appropriate arrangements with the Superintendent, Principal, or designee.

Adopted: 05/11/2017

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