

School Safety Plan

All School sites within El Segundo Unified School District have coordinated safety plans and communicate them with parents and community throughout the year.

Disaster Preparedness:

Richmond Street School has a comprehensive safety plan in collaboration with ESUSD and the City of El Segundo including ESPD and ESFD.

This plan covers multiple types of disasters and other school emergencies.

One of the following drills is conducted monthly:

- Fire
- Earthquake
- Shelter in Place – in case of poor air quality due to surrounding industries.
- Lock-down

Communication:

There is a city-wide emergency communication system in place. All schools and the district office share a radio system with ESPD for emergency communication.

In the Event of a Fire:

- Students exit the building in an orderly manner and meet in a designated area on the school blacktop.
- Roll is taken to account for all students and staff.
- All adults working and volunteering on campus will evacuate and check-in at command central.
- All students, staff and volunteers remain in designated area and await further instruction from ESFD.

In the Event of an Earthquake:

- All personnel drop and cover until shaking stops.
- Students exit the building in an orderly manner and meet in a designated area on the school blacktop.
- Roll is taken to account for all students and staff.
- All adults working and volunteering on campus will evacuate and check-in at command central.
- Search and rescue team will be deployed if needed.

- In the event of a major earthquake, stations such as, first aid, temporary lavatories and reunion area will be assembled.
- All students, staff and volunteers remain in designated area and await further instruction from ESFD.

Shelter in Place (Compromised Air Quality):

- An announcement is made via loudspeaker to shelter in place.
- Students and staff remain indoors or immediately report to the closest indoor space.
- Doors, windows and vents are sealed with duct tape and wet towels.
- Office communicates via email and/or telephone regarding status.
- All students, staff and volunteers remain in shelter and await further instruction.

Lock Down:

- An announcement is made via loudspeaker to shelter in place.
- Students and staff remain indoors or immediately report to the closest indoor space.
- All students, staff and volunteers remain in shelter and await further instruction.