

# *Assumption School*

## Emergency Preparedness Plan



2016 – 2017

## Table of Contents

<b>Purpose .....</b>	<b>3</b>
<b>Objectives .....</b>	<b>3</b>
<b>Responsibilities.....</b>	<b>3</b>
Principal .....	3
Teachers .....	4
Office Staff .....	4
Custodians and Facilities Staff .....	4
Safety Committee Chairperson.....	4
Parents and Students .....	5
<b>Preparedness .....</b>	<b>5</b>
Curriculum .....	5
Annual review.....	5
Hazard analysis.....	5
Floor Plans .....	5
<b>Drills.....</b>	<b>6</b>
Emergency supplies .....	6
<b>Emergency Response .....</b>	<b>7</b>
Emergency Organization .....	7
Notification .....	7
Activation .....	7
Emergency Response Teams .....	7
Retention Policy.....	8
Duty Checklists.....	8
Communication.....	9
Emergency Telephone Numbers.....	9
<b>Evacuation .....</b>	<b>10</b>
<b>Emergency Procedures.....</b>	<b>11</b>
Fire .....	11
Earthquake .....	12
Explosion, Aircraft Crash Or Similar Incident .....	13
Bomb Threat Or Device Found .....	14
Violent Or Criminal Behavior .....	16
Intruder Alert/Lock Down .....	17
Hazardous Materials Event.....	18
<b>Assumption Staff Assignments .....</b>	<b>19</b>
<b>Family Preparedness .....</b>	<b>21</b>

# **Assumption School**

## **Emergency Preparedness Plan**

Assumption School is committed to its responsibility to provide a framework for preparation, response, recovery and mitigation in the event of an emergency.

### **Purpose**

The Emergency Preparedness Plan has been developed to provide a comprehensive guide to responding to emergency situations that may face Assumption School. These include but are not limited to:

- earthquakes
- fires
- major transportation or industrial accident
- bomb threats or other acts of violence

### **Objectives**

- To comply with the State of California Education Code related to emergency procedures.
- To provide a basis for emergency response, education and training.
- To ensure that all aspects of an emergency/disaster response are assigned and coordinated to meet the needs of the school in coordination with the Parish, Oakland Diocese, City of San Leandro, and Alameda County emergency response plans.
- To provide maximum safety and protect students, staff, and visitors from injury.
- To maintain and restore normal services as quickly as possible following an emergency incident or disaster.

### **Responsibilities**

#### **Principal**

The Principal has the ultimate responsibility for the health and safety of the students, school employees, volunteers, and visitors. It is the responsibility of the principal to:

- Be knowledgeable of responsibilities for emergency preparedness
- Appoint a second-in-command (designee), and a back-up
- Commission a site and building hazard survey which would include recommendations on how to determine the safety of buildings after an earthquake or other emergency
- Require all staff to annually review emergency preparedness plans and procedures and conduct classroom hazard assessments.
- Ensure that all staff hold current CPR certification and first aid training
- Encourage all staff to prepare family disaster plans
- Maintain a safety committee and assign a chairperson to carry out its duties.
- Cooperate with the chairperson of the safety committee to see that the terms of the preparedness plan are carried out.
- Keep pastor, school board, and parents informed of school policies and plans related to safety and emergency preparedness.

- Budget for mitigation of hazards and preparedness supplies. Set up procedures to protect essential records.
- In collaboration with the teachers develop a method to orient substitutes as part of the plan.

## **Teachers**

It is the responsibility of the teachers to:

- Be knowledgeable of responsibilities for emergency preparedness.
- Include emergency/safety education in the curriculum as directed and when appropriate.
- Participate in drills.
- Assure walkie/talkies are charged and operational.
- Conduct annual classroom hazard analysis.
- Take and maintain current first aid training and CPR certification.
- Develop personal disaster plan to enable them to carry out their commitment to the school.

## **Office Staff**

It is the responsibility of the office staff to:

- Be knowledgeable about the emergency preparedness plan.
- Participate in drills.
- Take and maintain current first aid training and CPR certification.

## **Custodians and Facilities Staff**

It is the responsibility of the custodian and facilities staff to:

- Be knowledgeable about the emergency preparedness plan.
- Participate in annual hazard analysis and mitigation plans.
- Know locations of and procedures for turning off water, gas, electricity, and intake valve on water heaters.
- Know procedures for setting up emergency sanitary facilities.
- Know fire fighting, and search and rescue procedures.
- Know location of and maintain emergency equipment.
- Participate in drills as appropriate.

## **Safety Committee Chairperson**

It is the responsibility of the Safety Committee Chairperson to:

- Establish and chair a committee that includes representation from the following: school, extended care, facilities, faculty, and other interested persons.
- Participate in annual hazard survey and analysis.
- Establish and implement annual goals and objectives for the safety committee.
- Implement and update the plan.
- Designate a location for an emergency first aid center and persons to operate it; supervise

decentralized storage of equipment and water.

- Collaborate with teachers to develop alternate routes from each classroom to the evacuation site.
- Plan for traffic control during an emergency.
- Prepare an annual report to the Principal and School Board on emergency preparedness.

### **Parents and Students**

It is the responsibility of the parents and students to:

- Fill out emergency dismissal form and keep up to date
- Understand the school emergency preparedness plan.
- Develop a family emergency plan.
- Participate in drills.

## **Preparedness**

### **Curriculum**

- discussions of the importance of drills and preparedness.
- hazard awareness at school and elsewhere
- discuss location of emergency supplies
- discussions of particular plans for Assumption School, including evacuation plan and student release policy
- information on the geology prevalence and actions taken related to earthquakes.
- reinforce the need for home and family preparedness

### **Annual review**

- update first aid and CPR every two years
- discuss plans and response for emergencies
- review school policies

### **Hazard analysis**

- *Classroom:* Conducted during the first and last weeks of school. All repairs/changes must be submitted to the principal and safety committee
- *School grounds:* Conducted yearly by diocesan representative. Results to be kept on file and plans will be developed to mitigate problem area and reported to Safety Committee

### **Floor Plans**

Floor plans for the school grounds and classrooms will be maintained as part of the manual, posted where appropriate, and updated annually. Labeled on the plans are:

- exits
- evacuation routes
- fire extinguishers
- utility shut offs.

## Drills

Drills will be held in accordance with school policy and guidelines from the Diocese of Oakland.

A critique will follow each drill to determine if the objectives were met and make recommendations for plan revision.

<u>Type</u>	<u>Frequency</u>
Fire	monthly
Intruder Alert	twice yearly
Shelter In Place	once yearly
Earthquake Drill	twice yearly
Safety Drill	once biyearly

## Emergency supplies

The school is prepared to meet the needs of students, employees, and volunteers for 24 to 72 hours.

- Supply Bins: supply bins are located in the Kindergarten through 8<sup>th</sup> grade classrooms.
- Classroom Backpacks: emergency backpacks are located in each classroom and in the school office
- First Aid Supplies: First Aid supplies are located in the school office and in the science lab. Small first aid kits are available in each emergency backpack.

# Emergency Response

## Emergency Organization

This plan describes an emergency organization based on the Incident Management System (IMS). IMS provides clear authority, direction and communication during emergencies. Because of its standardized organizational structure and common terminology, it provides a useful and flexible management system allowing rapid activation and establishment of an organizational structure around the functions that need to be performed. Response is based on the assumption that emergency response personnel will be unavailable and that the Principal, teachers, and other staff will be required to carry out first-aid, search and rescue, fire control, and other first hour priority actions. The plan is designed so that anyone can step in and follow the appropriate checklist as positions are assigned.

## Notification

Any employee, staff member, visitor, or volunteer who observes an incident, or condition which could result in an emergency, should report it immediately to the school office. Notification may occur via runner, intercom, or walkie/talkie.

## Activation

The *school office staff* will notify the *principal/designee*.

The *principal/designee* will initiate the appropriate emergency procedures and activate the emergency response plan; assuming the role of the *Incident Commander*.

*Teachers* will respond according to direction and follow the duty checklist for classroom teachers.

## Emergency Response Teams

The Emergency Response Teams provide the coordination and support of the various Incident Management functions. They fulfill these roles until the event is secured or until relieved by higher authorities or outside agencies. Duty checklists identify the activities to be fulfilled during the emergency.

Emergency Operations Center Team: Led by the principal or designee and assumes overall responsibility for the direction and control of the response to the event. Collaborates with outside agencies to establish priorities and objectives for response.

First Aid Team: This team is led by staff with appropriate training. Establishes the First Aid treatment area. They are also responsible for categorizing the injured and providing direct care. All activities are reported back to the Emergency Operations Center.

Search and Rescue Team: This team is led by staff with appropriate training. Coordinates search and rescue activities. All activities are reported back to the Emergency Operations Center.

Security/Site Safety Team: This team is led by school/facility personnel. Activities include utility shut off, fire-fighting, securing the campus, putting up signs to direct parents to the student release area. This team is also responsible for completing a damage assessment of the school facilities. All activities are reported to the Emergency Operations Center.

Student Release Team: This team is led by a teacher. They are responsible for the release of students as designated on emergency forms. They maintain a log and report updates to the Operations Center.

Supplies and Support Team: This team is led by school personnel and may also be staffed with volunteers. The initial activity for this team is the distribution of supplies. They also maintain the food and water supplies as well as provide for the sanitation needs of the school population. All activities are reported to the Operations Center.

### **Retention Policy**

Should a serious disaster occur, all students will be retained at school until dismissed to the care of an adult who has been designated by the parent to pick up the student. Parents will indicate those adults on an emergency dismissal form each year. **NO CHILD WILL BE ALLOWED TO GO HOME ALONE. STUDENTS WILL ONLY BE DISMISSED TO THE ADULT LISTED ON THE EMERGENCY DISMISSAL FORM. Parents are advised to complete the last page as a reminder of Emergency names.**

Students must be signed out by the adult to whom they are being dismissed. In case of an emergency, adults will be allowed only at the designated pick-up area. This is for the safety of the children.

Please park on Evergreen Avenue as there will be **NO PARKING ON FULTON (near school) OR IN THE SCHOOL YARD.**

### **Duty Checklists**

Duty checklists are distributed to team leaders and reviewed with those individuals supporting that function. They serve as a guide for activities but do not replace common sense and the need to individualize the activities to the particular emergency.

**CLASSES AT ASSUMPTION SCHOOL WILL NOT BE IN SESSION THE DAY FOLLOWING A MAJOR DISASTER.**



## Communication

School site: communication will occur by intercom, walkie-talkie, or runner.

Diocese of Oakland: For an emergency isolated to one school notify the Diocese directly.

Community and local authorities: Turn on the radio for instructions

KCBS 740 am	1221 Oak St.	Oakland	465-5291
KGO 810 am	900 Front St.	SF	954-8100
KNBR 680 am	1700 Montgomery	SF	348-5627

## Emergency Telephone Numbers

Emergency .....	<b>911</b>
Fire Dispatch.....	670-5858
Police (non-emergency number).....	577-3201
Sheriff.....	667-7740
Highway Patrol.....	450-3821
San Leandro Hospital .....	357-6500
Eden Hospital.....	889-5015
Red Cross.....	429-3300
EBMUD (Water).....	451-3440
Assumption School.....	357-8772
Extended Care.....	357-CARE

## **Evacuation**

1. The principal/designee will activate the evacuation alarm /fire alarm horn.
2. When the building evacuation alarm is sounded or when you are ordered to leave, walk quickly
  - a. To the nearest marked exit and ask others to do the same.
  - b. Use the map posted with these instructions.
2. Take your emergency backpack.
3. Take roll, reporting any missing students.
4. Keep walkways clear for emergency vehicles.

**DO NOT RETURN TO A BUILDING UNTIL TOLD TO DO SO OR UNTIL THE ALL CLEAR SIGNAL HAS SOUNDED**

## **Emergency Procedures**

### **Fire**

1. Activate fire alarm.
2. Rescue those in immediate danger.
3. Put out small fires with fire extinguisher.
4. Evacuate to a safe area using the map posted with these instructions. Walk quickly to your designated exit, alerting people as you go, assisting the handicapped as necessary. Take the emergency backpack.
5. Send a runner to the office. State the exact location and nature of the fire.
6. Notify Fire Department (911)
7. Take roll and report any missing students.
8. Keep students clear of emergency vehicle access routes.

**DO NOT RETURN TO THE BUILDING UNTIL TOLD TO DO SO OR UNTIL THE ALL CLEAR HAS SOUNDED .**

## Earthquake

1. When the earth begins shaking, DROP, and command all others to “DROP:” Drop to knees, head down, bury face in arms, make body as small as possible, close eyes and cover ears with forearms. If possible seek shelter under desks, tables or other strong objects away from windows and skylights.
2. After the initial shock, evaluate the situation and if emergency help is necessary, call the office or send a runner.
3. Determine who can walk, or can be moved by others with you.
4. Evacuate the building following the fire drill procedure. Assist the handicapped if necessary. Be aware of structural damage and fallen live power lines. Take your emergency backpack.
5. Upon reaching your designated refuge area (at least 50 feet from the building) take roll and report the number of injured or missing students. To the best of your ability, and without reentering the building, help others attempt to determine that everyone has evacuated the building.
6. Remain calm and attempt to keep others calm. The police and fire departments respond to schools first in general emergencies such as this, but it may take time for them to respond from damages to their own buildings and equipment. Keep your students with you. Do not leave them alone.

Church --	Drop under the pews.
P.E. --	Go to the center of gym; cover head.
Computer Class --	Under computer counters.
Library --	Under the tables.
Yard --	Drop where you are safe from window or building: COVER HEAD. Do not run; teachers will come to the yard.
Hall --	Go to center and cover head.

DO NOT RETURN TO A BUILDING UNTIL INSTRUCTED TO DO SO BY A PUBLIC SAFETY OFFICER OR THE PRINCIPAL. THE ALL CLEAR SIGNAL WILL INDICATE THAT IT IS SAFE TO RETURN.

## **Explosion, Aircraft Crash Or Similar Incident**

In the event of a violent accident such as an explosion or aircraft crash occurs on campus that could render a building or area unsafe take the following action:

1. Command all persons to immediately “DROP”! Take cover under tables, desks or other objects that will give protection from glass or debris.
2. Survey the scene:
  - a) identify injuries
  - b) if possible, administer first aid to the life threatening injuries - use emergency backpack.
3. Evacuate class. Take your emergency backpack.
4. Be aware of structural damage. Do not touch or move any suspicious object. Stay away from glass doors and windows. Assist others, especially the injured or handicapped.
5. If possible, assemble at the designated area. If not, seek a safe gathering place. Take roll, reporting any missing students. Identify those injured and their locations.
6. Begin first aid for evacuated students.

**DO NOT RETURN TO THE BUILDING UNTIL TOLD TO DO SO OR UNTIL THE ALL CLEAR HAS SOUNDED. EXPECT INSTRUCTIONS FROM THE PRINCIPAL OR DESIGNEE.**

## **Bomb Threat Or Device Found**

If you observe a suspicious object or potential bomb, DO NOT HANDLE THE OBJECT.

1. Clear the area and immediately contact the office. Take your emergency backpack. After school hours, call 911 and refer to steps 5 through 10 below.
2. Any person receiving a telephone call that a bomb or other explosive has placed on campus is to use the Bomb threat Reporting Sheet issued to office personnel. Attempt to keep the caller on the line. Delay the caller with statements such as “I am sorry, I did not understand you. What did you say?” Record as much information as possible about the call and caller.
3. If the bomb threat is in the form of a letter, note the manner in which it was delivered, who found it, and where it was found. Take care while handling the message by immediately placing it in an envelope so that possible fingerprints may be detected
4. Notify the principal or the principal’s designee at once. The office will notify the police.
5. The Police will conduct a detailed bomb search. Employees are requested to make a cursory inspection of their area for suspicious objects and report them to the officers. DO NOT TOUCH A SUSPICIOUS OBJECT.
6. If an evacuation is warranted, the Police will notify the office. The office will notify all personnel.
7. Evacuate the building by quickly walking to the nearest exit and direct others to do the same.
8. Use the map posted in the classroom to determine the exit routes.
9. When clear of the building move to an area at least 250 feet upwind of the object. If possible remain behind solid cover such as another building. Keep walkways and service roads clear for emergency vehicles.
10. The office will serve as the command post during an emergency. Keep clear of the command post unless you have important information to report.

**DO NOT RETURN TO THE BUILDING UNTIL TOLD TO DO SO BY PUBLIC SAFETY OFFICERS OR SCHOOL ADMINISTRATORS. AN ALL CLEAR SIGNAL ENDS A TOTAL EVACUATION.**

## BOMB THREAT REPORT FORM

REMAIN CALM! Notify other staff by prearranged signal while caller is on the line. Listen. Do not interrupt the caller except to ask:

When will it go off? \_\_\_\_\_

Where is it planted? \_\_\_\_\_

What does it look like? \_\_\_\_\_

Why are you doing this? \_\_\_\_\_

Who are you? \_\_\_\_\_

Call received by: \_\_\_\_\_ Time of call: \_\_\_\_\_ Date: \_\_\_\_\_

**Voice**                    \_\_\_\_\_ loud                    \_\_\_\_\_ soft                    \_\_\_\_\_ high-pitched

**Characteristics:**        \_\_\_\_\_ deep                    \_\_\_\_\_ raspy                    \_\_\_\_\_ pleasant

                                 \_\_\_\_\_ Intoxicated                    \_\_\_\_\_ other

**Speech:**                    \_\_\_\_\_ fast                    \_\_\_\_\_ slow                    \_\_\_\_\_ distinct stutter

                                 \_\_\_\_\_ nasal                    \_\_\_\_\_ slurred                    \_\_\_\_\_ precise

                                 \_\_\_\_\_ other

**Language:**                    \_\_\_\_\_ excellent                    \_\_\_\_\_ good                    \_\_\_\_\_ fair

                                 \_\_\_\_\_ poor                    \_\_\_\_\_ foul                    \_\_\_\_\_ other

                                 \_\_\_\_\_ use of certain phrases

**Accent:**                    \_\_\_\_\_ local                    \_\_\_\_\_ not local                    \_\_\_\_\_ foreign

**Manner:**                    \_\_\_\_\_ calm                    \_\_\_\_\_ irrational                    \_\_\_\_\_ deliberate

                                 \_\_\_\_\_ laughing                    \_\_\_\_\_ angry                    \_\_\_\_\_ coherent

                                 \_\_\_\_\_ emotional                    \_\_\_\_\_ crying                    \_\_\_\_\_ rational

                                 \_\_\_\_\_ incoherent                    \_\_\_\_\_ righteous                    \_\_\_\_\_ other

**Background Noises:**        \_\_\_\_\_ office machines                    \_\_\_\_\_ airplane

                                 \_\_\_\_\_ street traffic                    \_\_\_\_\_ animals                    \_\_\_\_\_ music

                                 \_\_\_\_\_ atmosphere                    \_\_\_\_\_ bedlam                    \_\_\_\_\_ voices

                                 \_\_\_\_\_ factory machines

                                 \_\_\_\_\_ trains                    \_\_\_\_\_ quiet                    \_\_\_\_\_ party

                                 \_\_\_\_\_ other

## **Violent Or Criminal Behavior**

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and by reporting them as outlined below.

### **DO NOT TAKE ANY UNNECESSARY CHANCES**

If you are a victim of, or a witness to any on-campus violation of the law such as assault, robbery, theft, overt sexual behavior, etc. notify the principal immediately (after hours call 911) and supply the following information:

- The nature of the incident.
- The location of the incident.
- The description of the persons involved.
- The description of the property involved.

Assist the administration and/or the police when they arrive by supplying them with all additional information and ask others to do the same.

Everyone is asked to report to the office the presence of anyone loitering on or near campus. Do not assume that others have already reported it. It is better to have two reports than none at all. Try to get as complete a description of the person(s) as possible. Notice their height, approximate weight, coloration, type and color of clothing, and anything that would assist in identifying them.



## **Intruder Alert/Lock Down**

1. The signal will be given over the intercom, or other warning device, that there is now in effect a stand-by or lock-down drill. As soon as a decision is made to lock down the school, administration will notify law enforcement using 911 rather than regular police numbers.
2. If students are in class at the time of the signal, staff will:
  - a. explain that there is an emergency
  - b. lock the classroom doors
  - c. have students lie on the floor
  - d. close blinds and take any possible precautions to protect others from possible broken glass
  - e. remain locked in classroom until advised to move by the principal/vice-principal/designee or public safety officer
3. If students are not in class at the time of the signal, teachers will:
  - a. assist administration in moving students into the nearest safe building available
  - b. lock doors of room if possible
  - c. remain with students to maintain order
  - d. keep students in a safe area until advised personally by the principal/vice-principal/designee or public safety officer.
  - e. avoid, if possible, large open areas such as the library, gym, lawns or parking lots

## **Hazardous Materials Event (Shelter In Place)**

1. Alert school via PA system.
2. Have all students report to nearest designated building.
3. Take roll. Report any missing students.
4. Close all doors and windows. Shut off ventilation. Listen to the radio.
5. If necessary, use tape, rags, clothing, or any other available material to seal air leaks.
6. Continue to shelter in place until advised to do otherwise.
7. If you perceive that gas is entering the building, protect everyone with a wet cloth or towel over the mouth and nose. Have everyone breathe in short, quick shallow breaths.
8. If ordered to evacuate, proceed with school evacuation plan. Pay close attention to directions from the Fire Department regarding safe evacuation areas.
9. Take roll and report any missing students.
10. A notice should be left on the main entrance door stating where the school has been evacuated to.
11. Take roll at evacuation site and report any missing students.

**DO NOT RETURN TO A BUILDING UNTIL INSTRUCTED TO DO SO BY PUBLIC SAFETY OFFICERS, SCHOOL ADMINISTRATORS OR THE ALL CLEAR SIGNAL**

# Assumption Staff Assignments

## Safety Committee

Mr. Petersen  
*Mrs. Rudiak*  
Mr. Deonigi  
Mrs. McConnell  
Mrs. Bass  
Mrs. Rocheford  
Ms. Seto

## Emergency Operations Center Team:

\*Mr. Petersen  
*Mrs. Rudiak*  
SLT President

## First Aid Team:

\*Mrs. Bass  
Ms. Dutrow  
Mrs. Martin  
Mrs. Martinez  
*Ms. Gil*  
SLT Member

## Search and Rescue Team:

\*Mr. Deonigi  
Mr. Wong  
Science assistant  
*Mr. Mendoza*

## Secure/Site Safety Team

\*Mrs. Rocheford  
Mr. Clement  
Ms. Scherer  
*Ms. Pulido*

## Student Release Team:

\*Alana Seto  
Mrs. Viviani  
Mrs. Sweeney  
*Mrs. Ogiwara-Gutierrez*  
SLT Runners

## Supplies and Support Team:

\*Mrs. McConnell  
Ms. Castro  
Mrs. Imrie  
Mr. Vaughan  
*Ms. Chavez*  
SLT Member

## Student Supervision:

Kindergarten:	Mrs. Munoz & Mrs. Trujillo
First Grade:	Mr. Suwandi & Mrs. Aragon
Second Grade:	Mrs. Kaiser & Mrs. Walsh
Third & Fourth Grades:	Mrs. Puckett & Mrs. Harvey <i>(Ms. Aragon if Mrs. Puckett is off campus)</i>
Fifth & Sixth Grades:	Ms. Falleiro & Mr. Sahani
Seventh & Eighth Grades:	Mr. Silvestri & Mrs. Stewart
Support	Mrs. Mart, Mr. Swaye, & Mrs. Greene

### **Classroom/Teacher Buddies**

Mrs. Munoz, Mrs. Trujillo, Mr. Vaughan

Mr. Suwandi, Ms. Aragon, Mrs. Kaiser, Mrs. Walsh

Ms. Scherer, Mrs. McConnell, Mrs. Puckett, Mrs. Martin

Ms. Falleiro, Ms. Castro, Mrs. Bass

Mrs. Rocheford, Mr. Silvestri, Mrs. Sweeney

Mr. Wong, Mrs. Rudiak, Extended Care Staff

Mrs. Imrie, Mrs. Mart, Mrs. Stewart

Mrs. Viviani, Mr. Petersen, Ms. Seto

Ms. Dutrow, Mrs. Martinez, Mrs. Greene, Mr. Swaye

Mr. Clement, Mr. Deonigi, Mr. Sahani

Mrs. Walsh, Mrs. Sweeney, (if in the convent),

**All teachers and staff will remain at the school until dismissed by the Principal.**

## PARENTS

### ARE YOU REALLY READY FOR THAT BIG EARTHQUAKE?

#### DO YOU HAVE?

- \_\_\_\_\_ A first aid kit and extra medication for family members who take it regularly?
- \_\_\_\_\_ A fire extinguisher?
- \_\_\_\_\_ A transistor radio and extra batteries? Do you know the emergency broadcast dial setting?
- \_\_\_\_\_ A flashlight and pair of shoes by each bed?
- \_\_\_\_\_ At least one gallon of water for each member of the family?
- \_\_\_\_\_ Enough food stored for at least four days?
- \_\_\_\_\_ A charcoal grill and a bag of charcoal? (for outdoor use only)
- \_\_\_\_\_ A supply of hygiene necessities?
- \_\_\_\_\_ An assortment of “paper supplies”? Water for washing may not be available.
- \_\_\_\_\_ Tools and useful items available? (shovel, crowbar, axe, rope, wire cutters, pails, tarps, can opener, etc.)
- \_\_\_\_\_ An extra pair of prescription glasses?
- \_\_\_\_\_ Sleeping bag or extra blankets?
- \_\_\_\_\_ Leashes and pet food available for your pets?
- \_\_\_\_\_ A minimum supply of needs in the trunk of your car, plus a good book and games for the children, in case a quake stalls you on the highway for several hours?

#### HAVE YOU DONE THE FOLLOWING?

- \_\_\_\_\_ Held an earthquake drill?
- \_\_\_\_\_ Read the survival guide in the front of your phone book?
- \_\_\_\_\_ Eliminated as many earthquake hazards as possible?
- \_\_\_\_\_ Made arrangements for a neighbor to care for your children and/or pets in your absence?
- \_\_\_\_\_ Decided on three places family members can meet if separated by the quake and unable to return home?
- \_\_\_\_\_ Taken a Red Cross First Aid Course and CPR Training?
- \_\_\_\_\_ Taught family members the location of main electric, water, and gas shut off valves, when to turn them off, and tools available?
- \_\_\_\_\_ Made an inventory of your possessions, including pictures for insurance purposes?
- \_\_\_\_\_ Put all valuable papers and photos in a metal box?
- \_\_\_\_\_ Written telephone numbers of local police, fire, and ambulance services near the phone?
- \_\_\_\_\_ Made a list of key addresses and phone numbers for each member of the family?
- \_\_\_\_\_ Discussed what to take should you have to evacuate your home?
- \_\_\_\_\_ Selected an out of town relative or friend as your family contact center?
- \_\_\_\_\_ Discussed earthquake preparedness with a neighbor and developed a support plan

## **After Quake Guidelines**

STAY CALM. Reassure others!

### **INDOORS:**

Get under a table, desk or bed or brace yourself in a strong doorway. Watch out for falling objects. Stay away from windows. Do not use elevators.

### **OUTDOORS:**

Move to an open area away from buildings, trees, power lines, brick walls and falling objects.

### **IN AN AUTOMOBILE:**

Pull over and stop in a safe area away from trees, power lines and freeway overpasses. Stay in your car.

### **IF YOU MUST EVACUATE:**

1. Post a message indicating where you can be found.
2. Take with you:
  - a. medicine, glasses, first aid kit
  - b. flashlight, radio and batteries
  - c. important papers and cash
  - d. food, sleeping bags, blankets, extra clothing and toilet articles
3. Make arrangements for care of your pets, either with neighbors or S.P.C.A.

### **DON'T:**

1. Don't turn on electrical switches if you smell gas.
2. Don't touch downed power lines.
3. Don't use the phone except for emergencies.
4. Don't eat or drink anything from open containers near shattered glass.
5. Don't cook indoors. Use outdoor charcoal broilers.
6. Don't go sightseeing. Keep street clear for emergency vehicles.

### **DO:**

1. Be prepared for additional earthquake "aftershocks."
2. Check for injuries/give First Aid.
3. Check fire hazards:
  - a. If you smell gas, turn off main gas valve.
  - b. Check electrical appliances and house wiring.
  - c. Wait for utility companies to restart gas and electricity.
4. Check the water pipes. If they are broken shut off the water valve.
5. Check the sewage pipes. If any are broken, do not flush the toilets.
6. Check building for cracks and damage, including the roof, chimney and foundations.
7. Turn on portable or car radio for information.
8. Open doors to closets and storage shelves carefully. Watch for falling objects.
9. Put on heavy shoes to avoid injury from glass and other debris.

## NOTES FOR PARENTS' INFORMATION

1. DOES YOUR CHILD NEED SPECIAL MEDICATION THAT WOULD BE NEEDED IMMEDIATELY IN CASE OF EMERGENCY? IF SO, DO WE AT SCHOOL HAVE THE MEDICATION IN TWO LOCATIONS? PLEASE SEE SCHOOL SECRETARY WHEN THIS DISASTER BOOK IS RECEIVED.

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# Emergency Response Team Checklists



## **Classroom Teacher**

- Follow directions from the Incident Commander
- Take backpack with class list
- Direct evacuation of students to designated areas
- Rescue any trapped students if possible (otherwise report to search and rescue team)
- Obtain walkie/talkie
- Turn everything off
- Take roll and report names of students unaccounted for
- Assess need for first aid; send child to First Aid Area if safe to do so Send two students with report to Emergency Operations Center
- Check your room buddy

## **Incident Commander**

- Assume overall leadership of emergency response
- Authorize announcements or messages for evacuation
- Send School Reach call to families
- Establish site of Emergency Operations Center
- Obtain walkie-talkie
- Appoint Team Leaders and members
- Review situation; determine priorities and objectives
- Brief staff
- Establish communication with School Dept. and local authorities
- Inform Pastor of activities
- Carry out established policies
- Provide for teachers to contact family members

## **Emergency Operations Center Team**

- Take backpack and walkie- talkies to designated area
- Assist with set up of EOC
- Follow direction of Incident Commander Receive and prioritize incoming messages
- Maintain log of all activities in EOC
- Distribute message forms to other teams

## **First Aid Team**

- Attend briefing by Incident Commander
- Obtain walkie-talkie
- Set up first-aid area
- Log all treated and their disposition
- Report number and types of injuries to the EOC
- Assign team member to periodically check staff and students to detect injuries/illness; bring to treatment area

## **Search and Rescue Team**

- Perform initial sweep of school and grounds.
- Tag doors: Green = OK, Red = trapped or injured.
- Check every room visually, vocally, and physically. Make notes on tags if additional trapped or injured are found.
- Rescue the trapped or injured if possible and take to first aid area
- Report damage to Security/Site safety team, avoid unsafe areas.
- Report findings to EOC and request help as needed
- Return all documentation to EOC

### **Security/Site Safety Team**

- Attend briefing with Incident Commander
- Obtain walkie-talkies
- Perform sweep of school; inspecting for gas odors, electrical shorts, or leaking water. If necessary turn off the gas main, electricity, and /or water main. Do not enter damaged structures.
- Check perimeter of the school site for damage such as downed wires
- Put out small fires
- Post an adult at the school main entrance to direct emergency vehicles, traffic, and parents. Only emergency vehicles are allowed on school grounds. All others must walk on site.
- Document all activities in log.

### **Student Release Team**

- Attend briefing with Incident Commander
- Obtain walkie-talkies
- Set up student release area
- Make sure all students have Disaster Dismissal Forms
- Obtain from EOC names of trapped students
- If transported to hospital, trapped, or other disposition; track on attendance sheet
- Document release of students. Obtain signature of parent or designated adult
- Report activities to EOC