

Emergency Preparedness Plan

NAME OF SCHOOL

Disaster Procedures Handbook

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NAME OF SCHOOL

SCHOOL INFORMATION

Disaster Drill Dates

Month	Date	Time	Drill Type
October	9	8:00 am	Disaster Procedures- Student In-service
October	10	10:50 am	Fire
October	30	9:30 am	Earthquake
November	28	11:15 am	Lock down
January	15	1:15 pm	Fire
February	13	9:20 am	Earthquake
March	12	10:50am	Lock down

** For running drills, the following bell cues will be used:*

Fire drill – Fire bells/siren

Earthquake – 3 five second bells

Lockdown – continuous bell (~10 seconds)

NAME OF SCHOOL

Earthquake Procedures

Earthquakes usually strike without warning. The following actions, as circumstances allow, should be implemented in the event of an earthquake:

A. INSIDE SCHOOL BUILDINGS

1. In the event of an earthquake, teachers and staff members should remain calm but assertive while giving instructions to students.
2. Stay clear from glass, objects that may fall and/or suspended light fixtures or book cases. In labs, burners should be extinguished, if possible, before taking cover. Stay clear of hazardous chemicals that may spill.
3. Staff and students take cover under a sturdy piece of furniture such as a desk or table. Everyone should make sure that their head, necks, and as much of their backs are covered.
4. If shelter is not available, move to an inside wall or corner. If possible, turn away from window, kneel alongside wall, bend head close to knees, cover sides of head with elbows, and clasp hands firmly behind neck. If notebooks or jackets are handy, hold these overhead for added protection from flying glass and ceiling debris.
5. Remain under cover until an administrator or safety official alerts the class that it is clear to evacuate.
6. Students will line up at the door behind the pre-appointed class leader and carefully make their way to their evacuation location. (Students should leave all belongings in the classroom)
7. The teacher is the last to leave the room. Take a record book for attendance. After checking to see that no one has been left behind, turn off lights and close the door.

8. Take attendance at the designated evacuation location. Report any missing or injured students to the Administration. Stand quietly with students while waiting for the “All Clear” signal from the Administration or a safety official or further instructions.

B. ON SCHOOL GROUNDS

1. The safest place is in the open. Stay there until the earthquake is over.
2. Move away from buildings, utility lines and poles, signs, trees, metal fences, exposed wires and wet areas.
3. When earthquake is over, carefully make your way to your evacuation location. Contact a staff member immediately.

Fire Procedures

1. In the event of a fire, teachers and staff members should remain calm but assertive while giving instructions to students.
2. Students will line up at the door behind the pre-appointed class leader and carefully make their way to their evacuation location. (Students should leave all belongings in the classroom)
3. The teacher is the last to leave the room. Take a record book for attendance. After checking to see that no one has been left behind, turn off lights and close the door.
4. Take attendance at the designated evacuation location. Report any missing or injured students to the Administration. Stand quietly with students while waiting for the “All Clear” signal from the Administration or a safety official or further instructions.

Lockdown Procedures

1. In the event of a lockdown, teachers and staff members should remain calm but assertive while giving instructions to students.
2. Students take cover under a sturdy piece of furniture such as a desk or table. Stay away from windows and doors.
3. Teachers or staff must immediately lock the door and shut the windows and blinds.
4. Windows and/or doors are not to be opened except by an Administrator or a safety official. If a person is supposed to enter a room, he or she will have a key. Under no circumstances is anyone to leave the room.
4. Remain in the class until an administrator or safety official gives further instructions.
5. Depending on the situation, Classes may be asked to evacuate. If so please follow evacuation procedures A-6 to A-8.

COVID-19 Protocols

Insert your protocols and procedures followed to manage COVID-19 conditions.