



EMERGENCY OPERATIONS PLAN

Director's Office

Table of Contents

INTRODUCTION	4
Purpose of the Plan	4
Scope of the Plan	4
Definitions	5
Situation Overview	5
School Population	5
Campus Information	5
Threat/Hazard Assessments	6
Planning Assumptions and Limitations	6
Planning Assumptions	6
Limitations	7
RESPONSE TEAM COMMUNICATIONS	7
Control Center	7
Response Team	8
Decision Making	8
Modes of Communication	9
Communications Constituencies	10
EMERGENCY PREPARATIONS, PROCEDURES, AND DRILLS	11
Preparations	11
3.1.3 Response	12
4. Annual Training and Drill Requirements	12
5. Field Trips	12
6. Records Preparation and Data Storage	13
Plans/Drills	14
Fire	14
Bomb Threat-Code Blue	17
Code Red	19
Earthquake	22
Biological or Chemical Agents	23
Miscellaneous Procedures	23
Short Term School Closure.	23
CAMPUS SECURITY	24
Security Plan Options	24

CLOSURE PROCEDURES	24
Response Phases	24
Phase 1: Preparation	24
Phase 2: Alert, Assessment & Activation	24
High Alert	25
Partial/Full Closure for the Academic Year	25
Evacuation	25
Immediate Reactions	25
Controlled Release Option when Students are already at School	25
Elementary School Procedures	26
Middle School procedures	26
High School Procedures	27
Emergency Evacuation Plan (School Closure)	27
Continuing School during the Evacuation	28
PSYCHOLOGICAL READINESS FOR EMERGENCIES	28
Dealing with Trauma – The Trauma Response	29
Injury to Student/Staff	30
Death in the Community	31
Appendix A – Crisis Response Checklist	33
Appendix B – Emergency Medical Services and Procedures	34
Dial 9 to get an outside line, if you are calling from the School	34
Appendix C – Emergency Procedures	36
Appendix D – Campus Map	37
Appendix E – Accident Report Form	40
Appendix F – Bomb Threat Report Form	41
Appendix G – Evacuation Planning Checklist	42
Important Papers: ___ Passports	42
Appendix H – Personal Effects	44
Other Instructions (Attach documents if appropriate)	45
Business Items and Explanations (Attach documents)	45

1 INTRODUCTION

1.1 The Plan. The Anglo-American School of Moscow and St. Petersburg (AAS) Emergency Operations Plan operates within the framework of AAS Board Policy 6.50. It is submitted to the Board annually, where possible at the Board's annual retreat, highlighting any changes made since the last review.

The Emergency Plan will be made available on the School's website in order to ensure that all members of the AAS community are familiar with its provisions.

The school's branch in St.Petersburg follows this plan but maintains a version specific to their situation.

1.2 Purpose of the Plan

The purpose of the Anglo-American School Emergency Operations Plan (School EOP) is to identify and respond to incidents by outlining the responsibilities and duties of the Anglo-American School and its employees, students, and families. Developing, maintaining, training, and exercising the plan empowers everyone involved in an incident to act quickly and knowledgeable. In addition, the plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents/guardians and other members of the community with assurances that the Anglo-American School has established guidelines and procedures to respond to threats and hazards in an effective way.

The developed guidelines and procedures for dealing with existing and potential student and school incidents are defined in the plan below. The basic plan and the functional and threat/hazard-specific appendices outline an organized, systematic method to address threats, hazards, and vulnerabilities before, during, and after an incident. Faculty and staff have been trained to assess the seriousness of incidents and respond according to these established procedures and guidelines. The Anglo-American School regularly schedules in-service training for faculty and staff and provides training for students and parents/guardians throughout the school year.

Lastly, developing, maintaining, and exercising the School EOP increases the Anglo-American School's legal protection. Schools without established incident management procedures have been found liable for their absence. While no set of policies rules out the potential for legal problems, establishing procedures and guidelines on the best professional practices provides a margin of protection against liability.

1.3 Scope of the Plan

The Anglo-American School Emergency Operations Plan outlines the expectations of staff/faculty; roles and responsibilities; direction and control systems; internal and external communications plans; training and sustainability plans; authority and references as defined by local, tribal, State,

and Federal government mandates; common and specialized procedures; and specific threat/hazard vulnerabilities and responses/recovery.

1.3.1 Definitions

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence, caused by either human action or natural phenomena that may bring about harm and may require action. Incidents can include major disasters, emergencies, terrorist attacks, terrorist threats, fires, floods, hazardous materials accidents, earthquakes, public health and medical emergencies, and other occurrences requiring an emergency response. The Director or his designee shall have the authority to determine when an incident has occurred and to implement the procedures within this Emergency Operations Plan.

Threat: A natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

Vulnerability: Characteristic of the school that could make it more susceptible to the identified threats and hazards.

1.4 Situation Overview

1.4.1 School Population

The Anglo-American School of Moscow and St. Petersburg faculty consists of 176 (AASM-149; AASSP- 27) qualified and experienced educators, 16 (AASM -14; AASSP-2) administrators, principally from the US, UK, and Canada, and 182 (AASM – 167; AASSP – 15) support staff members

Enrollment

The international student body of approximately 1150 students represents over 60 countries in Moscow and 160 students from 28 countries in St. Petersburg. Class sizes typically range from 16-18 students.

1.4.2 Campus Information

In 2000, the Anglo-American School of Moscow (AAS) moved into its new 30,000-square-meter, state-of-the-art building in Northwest Moscow. This purpose-built facility is the culmination of a decade of dedication and effort by its three founding embassies - the US, UK and Canada - and hundreds of volunteers from our parent and corporate communities whose strong belief in AAS raised the seed money to develop the new campus. Nestled between the Moscow Canal and the Pokrovskoye-Glebevo Park off Volokolamskoye Schosse, 20 minutes from the city center, the school stands on 6.5 hectares of land adjacent to the Pokrovsky Hills housing community.

A regulation-sized indoor swimming pool and a 630-seat auditorium (the Bolshoi Theatre) opened in August 2007 to complete the original site plan for the AAS campus.

1.4.3 Threat/Hazard Assessments

Anglo-American School is exposed to many threats, hazards, and vulnerabilities. All of these have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property.

The AAS Security Department in cooperation with the US Embassy's Regional Security Office conducts continuous thorough site assessments to identify any circumstances in the school or near the campus that may present unique problems or potential risks to people or property. The interior and exterior portions of all school buildings and school grounds have been assessed for potential threats/hazards that may impact the site, the staff, and the students. Identified threats/hazards are mitigated accordingly.

1.5 Planning Assumptions and Limitations

1.5.1 Planning Assumptions

Stating the planning assumptions allows Anglo-American School to deviate from the plan if certain assumptions prove not to be true during operations. The School EOP assumes:

- The school community will continue to be exposed and subject to threats/hazards and vulnerabilities described in the Threat/Hazard Assessments Summary, as well as lesser threats/hazards that may develop in the future.
- A major disaster could occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.
- A single site incident (e.g., fire, gas main breakage) could occur at any time without warning and the employees of the school affected cannot, and should not, wait for direction from the US Embassy. Action is required immediately to save lives and protect school property.
- Following a major or catastrophic incident, the school may have to rely on its own resources to be self-sustaining for up to 72 hours.
- There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. Rapid and appropriate response will reduce the number and severity of injuries.
- Outside assistance from the local fire, law enforcement, and hospitals will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until responders arrive at the incident scene.
- Actions taken before an incident, such as creating a positive school environment and conducting inspections, will stop or reduce incident-related losses.
- Maintaining the School EOP and providing frequent opportunities for training and exercising the plan for stakeholders (staff, students, parents/guardians, first responders, etc.) can improve the school's readiness to respond to incidents.

- A spirit of volunteerism among school employees, students, and families will result in their providing assistance and support to incident management efforts.

1.5.2 Limitations

It is the policy of the Anglo-American School that no guarantee is implied by this plan of a perfect incident management system. Because personnel and resources may be overwhelmed, the Anglo-American School can only endeavor to make every reasonable effort to manage the situation, with the resources and information available at the time.

This manual consists of the following major sections:

Communications – Following the guidelines in this section before, during, and after an incident will serve to calm fears, allay rumors, and strengthen the sense of security. In times of crisis, clear lines of communication will help restore the community’s sense of well-being.

Emergency Preparations and Procedures, and Drills – In order to be effective in a crisis situation, everyone in the school community must discipline themselves each year to focus on the details of these plans. Being well prepared is the best way to cope with any emergency.

Campus Security and Closure Procedures – The Anglo-American School has a special responsibility to anticipate political instability and the possible danger that could confront students, teachers, as well as the school’s records. Every situation is unique; however, being familiar with several levels of security precautions and a number of institutional reactions will ensure a clear, organized, and appropriate response. (Consistent with Board Policy 6.70)

Psychological Readiness for Emergencies – In times of crisis the measured and compassionate response of the professional staff may make the critical difference between an event that causes widespread emotional trauma, and one that can actually strengthen the individuals within the community.

Appendices – The manual concludes with a section that provides basic information for faculty and staff. The materials include maps, forms, lists, schedules, and pertinent articles.

2 RESPONSE TEAM COMMUNICATIONS

2.1 Control Center

On certain occasions, security incidents or community situations will require the AAS Response Team to assemble. It is the responsibility of the Director to notify the members of the meeting, and unless notified otherwise, Security’s Central Monitoring Station (CMS) will function as the crisis control and information center. The Director will remain there to monitor communications, both internally and externally, issue bulletins, and delegate responsibilities as needed. This area will be

kept free of students, parents, faculty, and staff, so that effective monitoring of the situation can be undertaken.

2.2 Response Team

As a school-wide situation unfolds, and depending on the scope, nature, and timing of the situation, the Director will start assembling members of the Response Team in the CMS to start working through the decisions. (Refer to no. “**2.3 Decision Making**” of this section). These Response Team members will start the defining and managing process, while other members may need to be with various groups of students, parents, teachers, and support staff.

The Response Team consists of the:

- Director (overall coordinator)
- Deputy Director (security, insurance, facilities and acts as coordinator in the absence of Director)
- Security Coordinator (RSO Liaison)
- Board Chair or designee (Board of Directors’ liaison)
- Principals (student, parent, faculty support)
- Counselors and School Psychologist (student, parent, faculty support)
- Director of Communications (community liaison)
- PTO President or designee (parent communications)
- Director of ICT or designee (communications support)
- Director of Human Resources (staff liaison and communications/reception)
- Athletic, Aquatics and Activities representative (activities coordination)
- School Nurse (health, community resources)
- Executive Assistant to the Director (communications support)
- School’s Legal Counsel (legal support when needed)

When assembled, the available team members will be in the Director’s office or other designated location as the situation dictates. Furthermore, each member of the Response Team is responsible for designating and training a “backup” person to fulfill his or her role if he or she is absent. The Response Team contact list and critical information will be compiled and distributed annually to members of the team and appropriate administrators.

2.3 Decision Making

The Response Team’s tasks should be addressed in the following order:

- Identify the nature and scope of the crisis;
- Clarify the situation by confirming the relevant “facts” involved;
- Decide an appropriate response to the crisis or emergency (which may include convening the Board of Directors);
- Communicate decisions and their rationale in a clear and timely fashion; and,

- Implement the decisions.
- Regroup as needed to monitor progress and implementation.

2.4 Modes of Communication

The Response Team will coordinate the use of all the following modes of communication in order to ensure that all school constituencies are notified. Any redundancy in receiving messages should be viewed as positive. Communications may include a description of the event or condition precipitating the crisis, the time at which additional decisions, instructions, or information are to be released, the status of school opening or reopening and when/how students will be returned home.

Web Site – The Response Team will **only** post meetings on the password protected area of the web site during terrorist threats.

E-Mail/SMS – The list of parent e-mail addresses and mobile numbers will be maintained by the Director of Admissions and updated regularly by divisional secretaries. AAS will maintain the confidentiality of these lists.

Telephone Tree - Each year AAS creates a telephone tree by division for teachers and support staff. When activated designated individuals made a series of phone calls to people whom, in turn, make additional calls. The result is a network of communication whereby all constituents have been contacted. Telephone trees are considered a backup communications system.

Posted Notices – Signs in English and Russian will be posted on all public bulletin boards and near the school's gates as well as on the official US, Canadian, and UK Embassies bulletin boards.

Hotline, Recorded Telephone Messages – During a crisis situation the receptionist will ensure that the main telephone line is answered and all available phones with recording capabilities are set with the appropriate message.

Hand Held Radios – The Director, the three division principals, the Security Coordinator, the Finance Director, and the nurse will have walkie-talkies in case electricity is out and mobile phones are inoperable.

At the beginning of each academic year the members of the Administrative Team who have hand held radios will meet with the Security Coordinator to insure knowledge of their use in order to provide a reliable means of communication in the event of loss of electricity and/or cell phone service.

SMS Text Messages – The Director will work with the Director of Communications to send Text Messages in parallel with web postings and e-mail distribution

Public Address System – The Security Coordinator will manage the public address system, located in the Central Monitoring Station.

Embassy Radio – A two-way radio, tuned into the US Embassy frequency, is located in the Director’s office and the Central Monitoring Station. Selected members of the administration will have training in how to use the Embassy radio. Instructions will be located next to the radio on a clipboard.

2.5 Communications Constituencies

Board of Directors – The Director will contact the chairman of the Board whenever a crisis occurs. If necessary, the Board will convene as quickly as possible in order to make the crucial decisions, defined by policy that will guide the school through the situation. The Chairman may poll Board members by telephone if an immediate decision is needed, or he/she may rely on the executive committee if a quorum cannot be assembled.

The **Director** can activate faculty and staff – a faculty/staff telephone tree is created every August. In addition, e-mails can be sent. To enable AAS to contact employees for emergency purposes during school holidays, faculty, administration, and staff are required to provide emergency contact information via a method as prescribed each school year and to keep this information updated. The school will not release nor publish this information without individuals’ prior consent. This information is used only in the event that the school needs to contact its personnel during an emergency.

Parent/Teacher Organization (PTO) – Whenever a crisis occurs, the PTO President serves as a member of the Response Team. The President will inform the PTO Board members by e-mail.

Parents and Students – Mobile, landline telephone numbers, and e-mail addresses are maintained and constantly updated to allow a message to be passed from the Director to staff, students, and their families during non-school hours. In a crisis situation, AAS will make every effort to notify parents as soon as possible concerning what the school is doing with students (if school is in session), what students should do (if school is not in session), what parents should do (stay, pick-up children at...etc.) or other special instructions. E-mails, text messaging and the website are the main methods of contact.

Canadian, UK and US Embassies –Through mutual agreement, the Director and the Regional Security Officers (RSO) may contact each other immediately whenever a situation arises that could possibly affect the school or the large number of AAS families connected to the US, UK, and Canadian governments’ presence in Moscow.

Legal Counsel – If needed, legal counsel will be brought into a situation at the Director’s or Board Chairman’s request.

The Press – In a crisis situation, the Director, or designee, is the only spokesperson for AAS. Faculty and staff should not to speak with the press. Press representatives must obtain the Director's permission to enter the campus.

Local Officials – Via the US, UK and Canadian RSO's and the AAS Security Coordinator, the Director will communicate with the militia whenever needed, as well as communicating directly with any local officials in order to improve security.

3 EMERGENCY PREPARATIONS, PROCEDURES, AND DRILLS

Consistent with Board Policy 6.60, the **Director** is responsible for assuring the health and safety of all members of the school community. In the event of an emergency, the Director may establish a **Health and Safety Team** as a sub-committee of the Response team as outlined in Section 2.2. This team will be comprised of designated representatives of Security, Facilities and the Health Office. The **Health and Safety Team** is responsible for ensuring that the standards of health and safety are maintained for all people who use the AAS campus, and in the instance of an emergency, is responsible for the procedures as detailed below.

3.1.1 The Health Office

3.1.2 Preparations

The Health Office will keep up to date hard copies of the students health record in the Office and digital copies in SNAP health center.

The Health Office will give each faculty member in charge of a field trip group a first aid kit in case of an emergency outside of campus. She will make sure the each faculty member is trained to use an EpiPen before giving them the kit.

The Health Office will provide first aid kits with EpiPen and AED located in key locations throughout the building for easy access in the event of an emergency. An Emergency tactical kit available in case of mass casualty event. Locations will be secure, accessible, and well-marked on emergency and evacuation maps. An inventory of the materials will be made monthly by the Health Office staff and each time they are used.

The school in collaboration with the cafeteria and other reserves will assure sufficient portable liquid is available on site for a minimum of 3 days based on a minimum requirement of a 2 liters per person per day.

A list of local or area emergency vehicle services, doctors, and hospital addresses and phone numbers is included in this handbook (Appendix B).

3.1.3 Response

The Nurse on duty will:

- Notify the security desk (13700),
- Take the emergency backpack and the AED to get to the scene.

On the scene

The Nurse on duty will:

- Triage,
- Ask for more resources if needed
- Administer first aid treatments
- Supervise administration of first aid by those trained to provide it.
- Organize transport
- Complete a written report or accident report if needed (Appendix E)

4. Annual Training and Drill Requirements

Fire/Bomb/Code Red Building Evacuation Drills – The fire/bomb/Code Red drills are reviewed by the administration each August, and conducted within the first few weeks of school and again in the second semester.

First Aid Training - Classes are offered by the school in First Aid training annually. The goal is to have all security guards, coaches, field trip chaperones, and faculty and staff members in each building with current training.

Advance First Aid training- Designated responders will be trained by by the American Embassy every two years or when it's available to be able to provide more advanced treatment.

5. Field Trips

In the case of an emergency, students and staff on a field trip should follow similar protocol to protect children in a sheltered location until the school can be contacted for further direction.

The proper protocols for field trips are described in the *AAS Faculty Handbook*. Depending on the type and kind of trip, the field trip protocols will include details on maintaining contact with the campus in the event of an emergency at one or both locations.

Whenever there is the possibility of civil disturbances in the region, the principal will ask the Security Coordinator to check on the advisability of the trip with the US Embassy's Regional Security Office.

6. Records Preparation and Data Storage

The hope is that any emergency situation would not be so severe as to cause the destruction or loss of school records. Prudent Emergency Operations Planning dictates that AAS should have established procedures for updating the storage of pertinent records outside the country and the establishment of co-located servers in strategic locations such that core communication systems can be re-established with limited interruption. An attempt to store massive files of all historical records might be too daunting a task, but something can be done to store core current records, especially since technology currently available makes this task relatively convenient.

BACKUP SERVERS OFFSITE

- File storage (to accommodate items below and other items where appropriate)
- Email
- Student Records
- Website and Online Campus Community
- Human Resources Systems
- Financial Systems
- Various Databases (BB, ID, AD, SNAP, etc)
- Others systems deemed appropriate to maintaining virtual school (see 4.3.1)

SCHOOL RECORDS STORED ELECTRONICALLY OFFSITE ANNUALLY ON OCTOBER 1

- Current personnel records including salary/benefits, etc.
- School budget information
- A list of school capital assets including photographs, etc.
- Archive of school publications and bulletins
- Student transcripts, report cards, attendance records, etc.
- Copies of all school lease agreements
- Board policies and administrative regulations.
- Information about school money deposits
- Registration information for new and returning students
- Updated demographic data for students and faculty
- Purchase orders and warehouse inventory lists
- Library inventory lists
- Financial Audit Report
- General ledger information
- Bank records from the previous six (6) months

SCHOOL RECORDS TO BE UPDATED ON JUNE 30

- Updated student report cards, transcripts and graduation lists
- School yearbook and other updated publications
- Updated personnel records
- Board approved budget for upcoming year
- Updated Bank signature authority
- Board minutes from previous year
- Updated Board policies and administrative regulations

OTHER RECORDS - COPIES STORED OUTSIDE THE COUNTRY

- School legal papers including non-profit status, property, etc.
- Building records and permits
- Board minutes from inception
- Copies of personnel contracts and personnel records
- Curriculum guides
- Student attendance records
- Personnel records for employment and work assignment

PRINTED NOTEBOOKS IN EACH DIVISIONAL OFFICE – UPDATED MONTHLY

- Student records printout including essential information
- Teacher critical contact information including local contact details and home country permanent and emergency contact information
- This Emergency Operations Plan
- City Maps and Extended Emergency Contact Information
- Copies of School Identification Documents and any other critical documents necessary to assure safe transport or to facilitate communication with government officials.

3.2 Plans/Drills

3.2.1 Fire

Goal: The goal of the emergency evacuation procedures is to evacuate the building and accurately account for every adult and child as quickly as possible.

Evacuating the building in emergencies is a hazardous activity in itself. Besides speed, control and discipline are key in getting everybody out of the building safely.

Objectives: Secure and account for all students, staff members, visitors, and coordinate with Security and responding agencies.

Courses of Action: In the event that fire or smoke is detected anywhere on the school compound, pull one of the manual control points (MCP) and start the evacuation procedure.

At the sound of the alarm or evacuation announcement, everyone will evacuate the buildings by the designated exits.

All teachers and administrators are assigned specific roles (attendance, area supervision, clearing particular building floors, backup, etc.) during fire drills.

Teachers will:

- Open the classroom door to listen for further instructions.
- If there are no special instructions, leave all possessions in the room (except coats) and exit via the exit marked on the Emergency Evacuation map in the rooms.
- Teachers are to take their classroom list with them.
- The teacher exits the room last, after checking to see that everyone has been evacuated and windows and doors are closed.
- Proceed to the following assembly areas:
 - Elementary School to the lower fields
 - Middle School to the upper field (west side)
 - High School to the tennis courts
 - Admin, South Cafeteria to the lower fields
- Lower School should line up according to grade level and teacher. Middle School & Upper School should line up according to homeroom.
- Take attendance immediately:
 - hold up one of the laminated cards based on attendance:
 - **GREEN**—all children and Childcare Workers are accounted for
 - **YELLOW**—all children and Childcare Workers are still in the process of being accounted for.
 - **RED**—either a child or Childcare Worker is missing.
 - Report any absent student(s) to the supervising administrator.
- Classroom teachers and advisors must stay with their students.
- Supervising Administrator reports to the Director.
- Remain in your assigned areas until you receive any further instructions or an all clear is given to reenter the building.

Childcare co-op

- Take a photo of the attendance board.
- Take the Green, Yellow, and Red laminated cards from their hook by the door.
- Exit the Co-op room via the back door into the playground.
- Exit the playground and walk down the main driveway to the crosswalk.
- Cross the street into the lower car park.
- Enter the lower field and gather by the Co-op sign attached to the fence.
- Take attendance
 - hold up one of the laminated cards based on attendance:
 - **GREEN**—all children and Childcare Workers are accounted for
 - **YELLOW**—all children and Childcare Workers are still in the process of being accounted for.
 - **RED**—either a child or Childcare Worker is missing.
 - Report any absent student(s) to the supervising administrator.

- Remain in your assigned areas until you receive any further instructions or an all clear is given to reenter the building.
- If the ALARM/EVACUATION occurs when children and Childcare Workers are in the library, follow the directions of the librarians and gather with other students and staff from the library (do not try to go to the field).

Students

- Stand in straight lines behind their homeroom teachers who line up in designated areas around the AAS campus and remain quiet.

Security

- sweeps the building and reports to the Director
- All traffic on the AAS compound will be stopped.
- Drivers are not allowed to stay in their cars; they have to leave the car and leave the campus.
- Traffic on Beregovaya Ulitsa will be stopped to allow ES and Office Staff to cross the street to the lower fields.
- AAS Security will inform and assist the fire brigade
- A map indicating the rooms where chemicals / fuels are stored will be available in the Monitor Control Room
- Performs Post specific duties (see Appendix)

Special arrangements

- Students and Staff in the pool initially do not leave the building but they get out of the water and wait in the deck for instructions.
- Students in the medial office stay with the school nurse and evacuate to the lower fields. The nurse reports to the ES Principal the names and grades of the students.
- The division secretaries will have the security log book and the student emergency cards available in the Assembly Areas.
- The following people take Emergency Blankets to the Assembly Areas:
 - ES Secretaries for ES
 - MS Secretaries for MS
 - HS Secretaries for HS
 - IT-Department for Admin staff
- School Nurse takes a First Aid Kit, AED to the Assembly Area and reports to the Director.
- The AAS Director is the supervising administrator for the AAS Office Staff

Large Venues

- AAS organizes large events in the Bolshoi Theater and in North Gym.
- North Gym:
 - During school hours leave via the emergency exit marked on the Emergency Evacuation map in the room and proceed to the Divisional Assembly Area
 - After school hours leave via the emergency exit marked on the Emergency Evacuation map in the room and proceed to the North Fields
- Bolshoi Theater:

- During school hours leave via the emergency exit marked on the Emergency Evacuation map in the room and proceed to the Divisional Assembly Area
 - After school hours leave via the emergency exit marked on the Emergency Evacuation map in the room and proceed to the Tennis Courts

Communications

- Division Principals, School Management and Security will communicate via radio.
 - Channel 1: Security
 - Channel 2: Principals and School Management
 - Channel 3: Four Squares and facilities
 - Channel 4: Health Office and Athletics
- Cell phones are used as backup.
- See Communications Plan

Clerical and support staff not assigned other roles

- Will report to the coordinator of the response team or designee.

The Facilities Manager

- Will account for Four-Square, D & D and TLS employees.
- Will assign personnel to security to investigate the sources of fire and shut off any utilities as needed.

3.2.2 Bomb Threat-Code Blue

Goal: To take actions quickly within the school building in order to protect students and others from harm.

Objectives: Secure and account for all students, staff members, visitors, and coordinate with Security and responding agencies.

Courses of Action:

Upon hearing the announcement on the Public Address (PA) System "CODE BLUE", the following procedures need to be followed:

- Stop talking and move away from windows and glass.
- All cell phones and radios should be shut off.
- Communication should be established via the landline phone system with calls to the Central Monitoring Station (x13701 & x13714) or by a pre-designated runner (TA is recommended for classrooms and the divisional secretary not receiving the classroom communications for the divisional offices).

Director (or designee):

- Will convene the Emergency Response Team in the Monitor Room.
 - If after hours, this can be done electronically.
- will make a determination, based on the information from the received threat:
 - Not evacuate and conduct a search of the school for suspicious items. This could include a partial or full lockdown of the campus.
 - Conduct a full or partial evacuation.

- If, based on the information, an immediate evacuation needs to be conducted, the fire alarm can be activated.

Staff:

- Should check corridors in immediate vicinity of classroom/rooms for students and other school badge-holders. After clearing corridors in immediate vicinity of room, teachers/staff should quickly scan your area for suspicious item.
 - Look for anything unusual – bomb packaging is usually in briefcases or any unusual parcel, box, or wrapped package.
 - If a suspicious item is found:
 - Do not touch or disturb it;
 - Evacuate your room/area in a quiet, orderly manner, proceeding to the area of the campus prescribed by emergency routes posted in your room or outlined in Appendix B – Emergency Evacuation Procedures;
 - Notify the appropriate principal who will in turn notify the Security Coordinator.
- If staff is inside a room, but not with students or other staff, she is to walk around the immediate vicinity and direct all students into an occupied classroom. Once the area is cleared, they are to join the students and other staff in the occupied classroom.
- Sit quietly away from doors and windows. Wait for instructions or the “all clear” or other message via the PA system.
- Attendance is to be communicated to each office via email or by telephone to the division secretary. Communication via email should use the following method and example coding only (write codes in subject line only and descriptions in message body to expedite opening of emails). Examples are listed below.
 - Room XXXX – All Present
 - Room XXXX – 1 Missing and 1 Extra
 - Room XXXX – All Present & 2 Extra
 - Room XXXX – 5 extra
- Each division secretary should inform SECURITY (SC) or when everyone is accounted for at 13714 or x13701 and the Security Coordinator or Guard Manager will notify the Director.
- In the event of an evacuation, faculty and staff should follow the instructions posted in their room or as outlined in Appendix B – Emergency Evacuation Procedures, unless given special instructions by the response team or Security.

Students:

- Remain quiet and await instructions from staff.

Security:

- Will sweep the halls and public areas for suspicious items. If a suspicious item is found, the area will be evacuated and cordoned off.
- Follow the procedures outlined in the guard post orders.

Facilities:

- Assist with the search of the service areas of the building.

3.2.3 Code Red

Goal: To take actions quickly within the school building in order to protect students and others from harm.

Objectives: Secure and account for all students, staff members, and visitors, and coordinate with Security and responding agencies.

Courses of Action:

Director or designee:

- Implements lockdown by announcing a “Code Red” situation exits on campus over the PA system or, in certain situations, be delivered quietly by messengers.
- Establishes Incident Command Post in the Monitor Room and assigns incident management personnel, as needed, according to the ICS structure.
- Uses Radio Channel 2 to account for everyone on campus by contacting each Principal (to account for their students) and staff member, and submits to the Incident Commander, the names and possible locations of known missing.
- Incident Commander initiates the “All Clear” action when she/he or law enforcement determines there is no longer a threat to the school.
- Incident Commander responds to contingencies, in consultation with law enforcement and existing AAS Basic Emergency Plan annexes, in case the situation changes or the lockdown is prolonged (ongoing until All Clear signal is given). For example, a lockdown could transition to a shelter-in-place. [Note: Contingencies may include serving lunch, delivering medication, continuing the lockdown post-dismissal time, evacuating campus, and initiating a reunification.]

Security:

- The guard manager or designee in the Monitor Room dials 102 and notifies the US Embassy that lockdown is in progress (as directed).
- Security deny ingress/egress to school campus and classrooms/secured areas, through the electronic locking system controlled in the Monitor Room, to all except first responders (ongoing until All Clear signal is given).
- Secures perimeter of campus, locking gates and exterior doors, if it is safe to do so.
- Security clears hallways, restrooms, and other areas that cannot be secured, and sweeps the campus for students and others known to be missing/unable to hear or understand lockdown announcement.
- Assess any additional hazards—fire, flooding, etc.—and notifies Operations Chief (Facilities Supervisor) if additional concerns are identified.
- Respond according to Guard Post Orders.

Staff:

- If the staff member is already in a classroom with students, she/he is to remain in this classroom.
- If the staff member sees a student or students in the hall near the door, they should be ushered quickly into the classroom.
- If the staff member is inside a room, but not with students, the staff member is to walk around the immediate vicinity and direct all students into an occupied classroom.

- If an intruder is spotted (person without badge or unfamiliar to teacher/TA and/or holding a weapon) before the corridor is clear, lock the door immediately.
- Once the area is cleared, the staff member joins the students and other staff in the occupied classroom and instructs everyone to stay away from windows and doors. The door should be closed and locked (if possible) with the window covered. Turn lights off in classrooms that have external windows.
- Account for students, noting any missing students, visitors present, and additional students/staff members taking refuge in the room. IF REQUESTED, once in a locked classroom, staff members are to send attendance information to the respective division offices via e-mail.
- Attendance is to be taken in each room if the Code Red is longer than 30 minutes. Attendance is to be communicated to each office via email or by telephone to the division secretary. Communication via email should use the following method and example coding only (write codes in subject line only and descriptions in message body to expedite opening of e-mails). Examples are listed below.
 - Room XXXX – All Present
 - Room XXXX – 1 Missing and 1 Extra
 - Room XXXX – All Present & 2 Extra
 - Room XXXX – 5 extra
- Each division secretary should inform SECURITY (Outlook) or x13700 (Post1), x13714, 13701 when everyone is accounted for and the Security Coordinator or Guard Manager will notify the Director. [Note: See Accounting for All Persons Annex.]

Students:

- The student's responsibility is to remain in the classroom under the supervision of the teacher.
- If the student is not a classroom, one is to find the nearest occupied classroom and walk quickly inside. Once inside the classroom, the student is to wait with the other students and adults until the all-clear message is received.
- If a student is on a field outside the building, the student is to head to the teacher/staff member on the field and wait for instructions.
- Students in a restroom during a lockdown should, if at all possible, move into a stall, close the door, and get on top of the toilet if they cannot get to a classroom.

Visitors:

- Proceed to and enter the nearest occupied classroom.
- If they are in the cafeteria, the nearest classroom is the Faculty Dining Room in the back of the cafeteria.

Individuals located in large facilities such as cafeterias and gyms:

- All individuals in the South Cafeteria should be directed to S. Cafeteria storage room and faculty dining room.
- All individuals in the North Cafeteria should be directed to the art rooms, faculty dining and music rooms which are lockable.
- All individuals in the North Gym should be directed to the locker rooms and PE teachers should secure the fire door near the trophy case.

- All individuals in the South Gym should remain in the South Gym and PE teachers should secure the fire doors directly outside of the South Gym which are more durable than the wooden gym doors.
- All individuals in the Student Lounge should be directed to the music room 2119.

Individuals located outside of the school building when the alarms sounds:

- If the staff member is on the South Fields, the staff member is to stay on the field unless otherwise instructed.
- If the staff member is with a group of students, the staff member is to call the students together, gather them in designated areas, and wait for further instructions or until an all-clear message is received. The staff and students should utilize any forms of cover and or concealment available.
- All individuals on the Upper Field should enter the locker rooms or nearest lockable area in the school building.
- All individuals on the tennis courts should enter the nearest lockable room inside the north entrance (studio 2044 or Bolshoi Theatre). Those with keys in this area should direct people to their location before securing these facilities.
- All individuals on the playground should immediately enter the closest kindergarten room (all ES staff badges are programmed to open these doors).
- All individuals on the blacktop should be directed to the North Gym area or South Gym.
- All individuals in the courtyard should be directed to the nearest lockable room to courtyard entrances.

Cafeteria Manager:

- Directs students, staff and visitors to either the Faculty Lounge or the kitchen, whichever is the most secure.
- All teachers/supervisory staff members maintain calm, supervise, and reassure all students until All Clear signal is given.
- Incident Commander uses Radio Channel 1 to consult and maintain communication with guards regarding further actions and/or possible modifications to lockdown (ongoing until All Clear signal is given). [Note: As needed, participate in Unified Command and modify lockdown to allow limited movement within campus or room by room campus evacuation plan.]

Public Information Officer [Director of Communications]:

- Notifies and updates key stakeholders as directed and as appropriate.
- Works with the Director or designed to activate communication process to inform families, as appropriate.

Transportation Supervisor:

- Contact bus drivers away from campus and get number of students on board (if any);
- Instruct drivers to inform students of the plan to stay on bus for an extended period of time;
- Instruct the drivers to proceed to the nearest designated assembly point as determined by the Director and the current location of the bus;
- Instruct the driver to notify Transportation Supervisor via vehicle radio when arrived at designated location; and

- Instruct drivers to listen for further instructions/notification that lockdown is over.
- Uses radio to advise drivers that the lockdown is over and it is safe to proceed to school (or provide alternate instructions as determined by Security Coordinator) and then coordinate debriefing session with all drivers.

3.2.4 Earthquake

The Moscow area is one of low seismic activity (last event: 1977); however, because earthquakes strike without warning, it is prudent to know the necessary protective actions to be immediately taken in the unlikely event of an earthquake. There will not be time to think through what to do. The purpose of this section is to help students and staff know how to REACT immediately and appropriately. Even though Earthquake drills will not be held during the school year, teachers and staff are responsible for knowing the appropriate reactions to share with others in their care during such an event.

Goal: To take actions quickly within the school building in order to protect students and others from harm.

Objectives: Secure and account for all students, staff members, visitors, and coordinate with Security and responding agencies.

Courses of Action:

During a major or moderate earthquake, the greatest immediate hazard to people in or near a building is the danger of being hit by falling objects. During the ground shaking, the school population is safest finding immediate shelter under desks, tables, or counters.

The following should be done if you are in these areas;

If indoors:

- stay inside; move away from windows, shelves, and heavy objects and furniture that may fall.

Classroom:

- Immediately instruct students to take cover under a table or desk until tremor subsides.

Hall, gymnasium, or other area where no cover is available:

- Instruct students to move to an interior wall, and have students follow your example: turn away from windows, kneel alongside wall, bend head close to knees, cover sides of head with elbows, and clasp hands firmly behind neck.

Stairway:

- Because stair wells are not as structurally sound as other parts of a building, people should move immediately to the nearest exit, and then get next to an interior wall and kneel down, turn away from windows, bend head close to knees, cover sides of head with elbows, and clasp hands firmly behind neck.

Library: Immediately move away from windows and bookshelves, and take cover under a desk or table.

Laboratories and kitchens:

- All burners should be extinguished (if possible) before taking cover. Stay clear of hazardous chemicals that may spill.

Theatre:

- Since there is great likelihood of injury in an uncontrolled or panic-driven exit, students should duck, cover and remain in place until the tremble subsides.

If outdoors:

- Move to an open space, away from buildings and overhead power lines. Lie down or crouch low to the ground (legs will not be steady). Keep looking around to be aware of dangers that may demand movement.

Note: Although doorways have traditionally been regarded as safe locations, it is important to anticipate that doors may slam shut during an earthquake.

3.2.5 Biological or Chemical Agents

If members of the faculty or staff suspect that they are being exposed to biological or chemical agent, they should do the following:

- Notify an administrator or the Security Coordinator. The administrator or Security Coordinator will call the embassies' Regional Security Offices.
- Stay in one place – an area around you may need to be secured.
- Wait for an investigation by qualified experts who will further direct any actions.

3.3 Miscellaneous Procedures

3.3.1 Short Term School Closure.

In the case of weather related circumstances, such as severe cold weather spells, heavy snowfalls in winter, hot periods in spring or fall when school is in session, or any other natural or related phenomena that create conditions impeding the safe operation of the school, the school administration will use the following framework for making a determination of school closure:

- a. Set outside temperature limits for temporary school closure ensuring to a reasonable extent that the health and safety of students and staff is protected from exceptionally cold/hot weather or other unfavorable conditions;
- b. Assess internal building temperature with regards to (a) and determine whether it is possible to sustain a viable working environment.

- c. Assess the potential impact of severe weather conditions on transportation and assure safe transit of students to school. Note: This decision must generally be made prior to the beginning of the first transportation departure in the morning.
- d. Assess the loss of utilities and potential impact on the safe running of the School.

The following associated actions must also be considered during and after short-term closure of the school and a return to normal operation:

- a. Provide for continuing virtual home learning in the event of a school closure.
- b. Keep the school community informed of decisions as they are made.
- c. Provide for a plan to return to school when conditions allow.

4 CAMPUS SECURITY

4.1 Chain of Command
The Director is authorized to announce the closure of the school, delay the opening time of school, dismiss school early, or hold students past dismissal time, if actual or potential hazard threaten the safety and well-being of students and employees. The decision to close school shall be made by the School Board. (Policy 6.51) The Director, principals, and other top administrators will implement all Emergency Operations plans.

4.2 Security Plan Options

AAS has several options regarding the safety of its students and staff, depending upon the nature, location and severity of the crises. Day-by-day options are as follows:

5 CLOSURE PROCEDURES

5.1 Response Phases

Crisis response activity will be in phased stages in relation to the threat level as determined by the Director. The phases are as follows:

5.1.1.1 Phase 1: Preparation

AAS operates in Phase 1 for regular day-to-day operations. The security situation is monitored through established contacts at the U.S. Embassy, the OSAC and other sources. Preparedness plans and resources are in place. Continual maintenance and updating of the plan and appendices occur. Training of employees and exercise of the plan and components takes place.

5.1.1.2 Phase 2: Alert, Assessment & Activation

A general concern to the school necessitates a precautionary, wait-and-see position by the school. Classes are suspended; therefore, students, faculty, and those support personnel who work mostly with students do not report.

Administrators and selected support staff report to school for a regular day. Supervisors will determine which support staff are needed, or have work that can be accomplished.

The library, pool, and other athletic and arts facilities are closed to organized groups of AAS students and parents.

Only AAS ID cardholders are allowed on campus during this time.

Security guards do random bag checks.

AAS after-school activities and field trips are canceled.

Increased AAS security personnel are on duty and a request for increased security presence from the Russian police and US Embassy security personnel is made.

Administration makes daily contact with the Regional Security Officer of the sponsoring embassies.

5.1.1.3 High Alert

A local and specific concern is identified by the sponsoring embassies or Russian government. The campus is temporarily closed to everyone except for the Board, Director, division administrators, and security personnel.

The campus is closed for all AAS activities and for activities by outside groups.

Security guards check all bags, boxes etc.

Increased AAS security personnel are on duty and requests for increased security presence from the Russian militia and sponsoring embassies' security personnel are made.

Administration makes daily contact with the Regional Security Officer of the sponsoring embassies.

5.1.1.4 Partial/Full Closure for the Academic Year

An immediate, specific, and persistent danger is identified for the foreseeable future. The Board closes the campus for the academic year and sends foreign hires home. (Refer to 5.3 Emergency Evacuation Plan)

5.1.1.5 Evacuation

An immediate, specific, and persistent danger is identified. The Board closes the campus temporarily for a regional evacuation or for sending the foreign hires home for an interim period of time. (Refer to no. 5.3 Emergency Evacuation Plan)

5.2 Immediate Reactions

5.2.1 Controlled Release Option when Students are already at School

Events can occur during the school day when the school must reduce fear and anxiety by keeping students secure until their parents arrange for their safe transportation home or personally pick them up from school. When notification of this situation occurs, the following are the school's procedures; each division may have its own, slightly modified procedure.

5.2.2 Elementary School Procedures

Notification will come from the Director that the students and staff will be following these procedures. Principals will notify teachers and provide them with a script of what to say to their students.

Students will remain with their classroom teacher until parents arrive to pick them up in their classroom. All available staff, including specialists, will report to the office for an assignment.

Students in a specialist classes will be escorted back to their regular classroom and teacher as soon as possible after the notification of an emergency. If the classroom teacher is not in the room, the specialist teacher will remain with the students in the regular classroom.

Parents entering the school to pick up their children will go their child's classroom to sign out and pick up their children. Elementary secretaries, counselors and additional personnel, if needed, will direct parents and students in making this an efficient and expeditious operation. Phone calls will be made to the parents/guardians of students who ride the bus to arrange for transportation.

Teachers may only release students to a parent or to an adult (including drivers and nannies) or family member known to the child. Any student not picked up by the time the staff is released need to be brought to the Game Room or South Cafeteria.

Elementary parents and students will exit through the front gate.

5.2.3 Middle School procedures

Parents of middle school students should report directly to the Middle School office. Parents will not be allowed to go to their children's classroom without permission of an administrator.

The school secretaries and middle school counselor will staff checkout centers. A hard copy of the master schedule or its equivalent will be available for locating students. The student class list will be available and used to verify who came to school and picked up and left campus with the student or who called to arrange some other means for getting the student home. Phone calls will be made to the parents/guardians of students who ride the bus to arrange for transportation.

Runners selected from the faculty and staff will be used to locate students and send them to the checkout center.

The daily class schedule will be followed until dismissal time.

Either the Director and/or Deputy Director will be at the main entrance to direct parents to their respective checkout center/office.

5.2.4 High School Procedures

Parents entering the school will be directed to one of three checkout centers. The area for grades 9-12 will be in the front of the high school office. Parents will not be allowed to go to their children's classroom without permission of an administrator.

The school secretaries and one or more counselors will staff checkout centers. A hard copy of the master schedule or its equivalent will be available for locating students. The student class list will be available and used to verify who came to school and picked up and left campus with the student or who called to arrange some other means for getting the student home. Phone calls will be made to the parents/guardians of students who ride the bus to arrange for transportation.

Runners selected from the faculty and staff will be used to locate students and send them to the checkout center.

The daily class schedule will be followed until dismissal time. All students who have study halls are to report to the library. All teachers who do not have classes are to report to the office where they will receive assignments (such as runners or replacements for teachers who need to leave campus).

Students may receive permission via phone to leave the campus if the last period teacher or a member of administration talks to the parent. Teachers will complete a pass verifying parental permission to leave the campus and give the pass to the student. The student will show the pass to the staff member who is working at the checkout center. The student will exit via the back gate.

Students leaving campus via parent checkout or phone request will present their passes to a high school administrator at the back gate.

Either the Director or the Deputy Director will be at the main entrance to direct parents to the checkout centers.

5.3 Emergency Evacuation Plan (School Closure)

Under certain circumstances (i.e. civil disturbances, terrorist acts, acts of war, and other civil, political or military events beyond the control of the school), the Board may decide to close school temporarily. Ordinarily, the entire Board of Directors will make such a decision; however, in highly unusual circumstances where the Board is unable to obtain a quorum, those members or alternates attending the meeting will make the decision.

If the Board decides to close school, the Board will also consider the need for evacuation of foreign hire faculty **and their authorized dependents**. If it is determined to evacuate foreign hire faculty, the school will provide payment for airfare to home of record, using the least expensive round-trip fare available. Foreign hire faculty will leave according to embassy instructions. The school cannot guarantee that pets will be evacuated with their owners. All regulations regarding taking pets will be determined by the type of carrier selected for travel and the restrictions of the country selected for evacuation.

The Director will proceed to the European Council of International Schools office in London, England and establish an office. In the event the Director is absent, the Deputy Director will act on his/her behalf and proceed to England as planned. The Director is authorized to remove from AAS financial records in order to carry on the necessary business of AAS. Contingency plans also include procedures for ensuring that the contractual benefits for all faculty are met as outlined in policy. A backup server outside of Russia will be accessed containing all AAS critical data and core systems (see 3.1.4).

During the period of the evacuation, the green guys and contracted cleaning staff should keep the building and grounds maintained and in secure order. The sponsoring embassies will check on the school during this time.

All faculty members are to e-mail the Director at ECIS and leave contact information. Options for consideration by the board and human resources provisions associated with closure and the re-opening of school are detailed in Board Policy and Human Resources Handbooks. These key documents should be considered important supplements to this document and are updated accordingly.

5.3.1 Continuing School during the Evacuation

The Technology Support Department and all divisions will establish plans and prepare necessary documents providing guidance on how to continue school virtually in the event of an extended evacuation lasting longer than 10 days. This plan will be deployed as soon as feasible following an evacuation order and on the advice of the Director:

- Initiate switch to backup server(s) outside of Russia (see 3.1.4)
- Initiate contact with parents and staff using external servers
- Assure that teachers are properly trained in selected systems that will be utilized to continue school and deliver materials and assignments via electronic methods.
- Provide teachers with access to servers and materials where appropriate and establish virtual classroom connections with students.
- Provide protocols to use virtual tools where possible and appropriate.

At the discretion of the Director, records will be provided for the timely transition of students to other schools on either a temporary or permanent basis. Administrators will facilitate contact between teachers, parents, and receiving institutions to provide formative and summative assessment data. The Administrative team will make ongoing decisions regarding which courses of study or grade levels can be continued to conclusion and options for transition to online alternatives.

6 PSYCHOLOGICAL READINESS FOR EMERGENCIES

The AAS Emergency Operations Plan seeks to:

- Provide for emotional catharsis on a short-term basis in situations that have an emotionally traumatic impact on students (e.g. the death of a student or faculty member).
- Support teachers who are working with classes of students affected by a traumatic situation, and who are called upon to identify students at risk.
- Facilitate referral for ongoing counseling or therapy in situations that have some potential for becoming “infectious” (e.g., suicide), or in situations where a student’s need for counseling or therapy is not addressed adequately in a group meeting format.
- Disseminate accurate information to dispel rumors.
- Provide an ongoing structure for managing potentially escalating anxiety in longer-term high stress situations (e.g., functioning in climates of serious political unrest).
- Facilitate broad-based management of situations that threaten to disrupt the functioning of the school and/or place individuals or groups of students at risk (e.g., a student tests HIV positive and word gets out in the school; political strife abroad manifests itself in conflicts between students within the school).
- Use students and families as a resource in special situations (e.g., to obtain information about a missing student; to provide support for school families affected by a catastrophe).
- Develop and maintain ongoing educational programs to help students develop anticipatory coping skills.

6.1 Dealing with Trauma – The Trauma Response

Any critical incident that is sudden, random, violent, and senseless can shatter a person’s sense of safety and well-being and temporarily destroy the ability to function normally. This reaction is called the trauma response. Although everyone will react with different intensities and recover at varying rates (from hours to months), most people will go through some form of the trauma response. Here are some suggestions on how to deal with students:

- Reassure students that their fears and feelings are appropriate and shared.
- Allow for small group discussions to let students “relive” the critical incident and share their feelings.
- Monitor concern about peer reactions (especially at the middle school level).
- Try to reduce tension, anxieties, and possible feelings of guilt.
- Know the typical responses to trauma:
 - sleep and appetite disturbance
 - rebellion at home
 - refusal to do chores or schoolwork
 - poor concentration
 - withdrawal
 - attention-seeking behavior

- physical problems (headaches, bowel problems, psychosomatic complaints)
 - loss of interest in social activities
- Monitor student response and refer students to counselors as necessary if any of the following symptoms of psychological distress appear:
 - hallucinating or hearing voices/seeing visions
 - fear that he or she will commit suicide or kill someone else
 - inability to make simple decisions
 - inability to carryout everyday activities
 - self-mutilation
 - excessive alcohol consumption
 - disorientation
 - complaints of significant memory gaps
 - despondence, agitation, or pacing; withdrawal; feelings of unhappiness
- Help relief efforts with helping hands. A key part in the healing process is the human need to help others. This desire can, at times, prove to be frustrating since the identification of ways students and staff can help can be difficult and, may take time and effort. Be patient - and available. Hands-on activities may not present themselves immediately, but they eventually will. Know that money is generally the best way to help, at least initially.

6.2 Injury to Student/Staff

It is important to handle student and staff injuries carefully and sensitively. The following course of action is recommended whenever a student or staff member is injured on campus:

- A staff member should remain with the injured person and send another staff member (or a reliable student if no other staff members are present) for the school nurse or an administrator to assist.
- Staff members or reliable students should move any gathering students away from the area.
- Any students not directly involved should be sent to their next class, the library, or a supervised area.
- The school nurse should determine if additional medical treatment is necessary. If there is no health professional on campus, an administrator of the school will have to decide whether or not to call an ambulance.
- If the injured person is a student, the student's parents should be called. If the student is conscious and the injury not very serious, the parents can decide whether to pick up their child and take him/her to the doctor or let him/her finish the school day. If the injury is extremely serious, an ambulance should be called immediately - the student should not be moved in the meantime. (Note: At the beginning of each year the school should require that each student's parents fill out an Emergency Contacts Form as well as a Student Health Information form. These forms provide people to contact in case of an emergency should the parents be unavailable.)

- The school nurse or a staff member should accompany the injured person in the ambulance.
- Circumstances concerning the accident should be documented and an Accident Report Form should be filled out. (Appendix E)
- An announcement about the incident should be made to dispel any rumors. If the incident was very serious, teachers should discuss it with their students. Time should be allowed for grief and discussion. Students should be allowed to express their grief and openly discuss their feelings, fears, and concerns.
- Any student who is upset by the incident should be allowed to talk to a counselor or an administrator.

Note: when NOT to move an injured person:

- ***The person is unconscious, not breathing, or severely bleeding.***
- ***A back or neck injury is suspected.***
- ***An arm, leg, or pelvis is suspected to be broken.***

Note: During a school emergency, it may not be possible to follow the above procedure as outlined; however, if the injury is serious, the emergency team must do its utmost to make sure that the injured person gets medical attention as soon as possible.

6.3 Death in the Community

If the death occurs on campus, the following course of action should be taken:

- A staff member should remain with the deceased person and send another staff member (or a reliable student if no other staff members are present) for the school nurse or an administrator to assist.
- Staff members or reliable students should move any gathering students away from the area. Any students not directly involved should be sent to their next class, the library, or a supervised area.
- The police and an ambulance should be called.
- Students who witnessed the incident should be gathered into an appropriate office or room for counseling.
- Students who are in class at the time should be kept in their classrooms, especially if the body is in a visible area. (Students who are not in class at the time should be gathered into the auditorium or other appropriate area.) Students will be allowed to leave their classrooms after the situation has been resolved.
- An announcement concerning the following day's schedule should be made to the students. A schedule in writing should also be provided if possible.

The administration should do the following:

- The immediate family of the deceased person should be contacted.
- The administration should meet with the emergency team and make decisions regarding early dismissal and/or schedule changes.
- The campus should be closed to the media.

- Legal counsel should be contacted.
- The response team should discuss what information is to be given to the parents and students.

If students are to be dismissed:

- The transportation providers should be contacted.
- The emergency team will activate the telephone tree to notify parents of the early dismissal. For students who do not use a transportation company, parents will be asked to pick up their children.
- After the children have been dismissed, the staff will meet to receive accurate information regarding the death. The staff must discuss the procedures to be followed when the students return. At this point, the staff should be allowed to express their grief and openly discuss their feelings, fears, and concerns.

When students return to school after the incident, the following course of action should be taken:

- Students should be directed to their homerooms. Each teacher should announce the death of the student or staff member to their students and any of the known facts concerning the death.
- Time should be allowed for grief and discussion. Students should be allowed to express their grief and openly discuss their feelings, fears, and concerns.
- The counseling office or administration should set up crisis centers (typically the counselors' offices) in the school. If students react strongly and/or appear to be very upset by the news of the death, they should be sent to one of the crisis centers, with an escort if necessary. Professional counselors should be available at all times during this period.
- If individual students are extremely upset, their parents will be called.
- Students should be encouraged to attend their regular classes as soon as possible; however, individual students will be allowed more time for grieving, if necessary. Staff members should be especially sensitive to and aware of the students' needs and concerns throughout this period.
- If a funeral is to be held, the time and location should be announced. Particular funeral customs in relation to the deceased person's culture should be explained.

Appendix A – Crisis Response Checklist

INSTRUCTIONS: If the Director is unavailable to coordinate the actions following an emergency situation, the acting director should follow the checklist in responding to the situation in addition to referring to the Campus Security Handbook for guidance.

- ___ contact Director (if out of town)
- ___ contact Board of Directors Chairperson
- ___ identify location of Control Center
- ___ gather facts
- ___ contact sponsoring embassies' RSO's
- ___ contact appropriate embassies
- ___ contact family of victim(s)
- ___ determine which school personnel should accompany family to site, if appropriate
- ___ determine which school personnel should go to site of crisis, if appropriate
- ___ decide if evacuation of students is necessary
- ___ call Response Team meeting (implement Response Team phone tree)
- ___ write statement of facts for website
- ___ decide on cancellation of school and/or activities
- ___ implement teacher/student phone tree
- ___ arrange for counseling for students/adults
- ___ contact community counselors/clergy
- ___ write statement to be shared with AAS community
- ___ contact translator, if appropriate
- ___ decide on official spokesperson for the school if not the Director
- ___ arrange for transportation for the school
- ___ decide how group will return to school/site
- ___ notify insurance companies
- ___ give script to receptionist

Appendix B – Emergency Medical Services and Procedures

The following list is composed of emergency medical facilities and their phone numbers located in Moscow:

Dial 9 to get an outside line, if you are calling from the School

AMC (American Medical Center)	+7-495-933-7700
IMC (International Medical Center) / SOS Alarm Center	+7-495-937-6477
	+7-495-937-6450
(for AAS contracted Faculty & Staff only)	+7-495-937-5760
EMC (European Medical Center)	+7-495 933-6655
GMS (Global Medical System)	+7-435-781-5577
US Embassy Medical Unit	+7-495-728-5087
	+7-495-728-5000
British Embassy Med (till 1 pm)	+7-495-956-7269/7270
Intermed Center American Clinic	+7-495-937-57 57
	+7-495-933-6168
Ambulance Service (Russian speakers) INPROMED	+7-495-223-7003
	+7-495-987-4703
	+7-926-009-2420
Ambulance from Landline	103
Ambulance from Mobile phone	112
Health Office	+7-495 231 4462
Health Office cellphone	+7-966-145-2834

EMERGENCY & IMPORTANT TELEPHONE NUMBERS

AAS Security	+7-495-231-4489
AAS Security Coordinator	+7-495-790-2677
AAS Housing Coordinator	+7-495-724-2976
AAS Health Office	Health Office: +7-495-231-4462
	Health Office cellphone: +7-966-145-2834
US Embassy	+7-495-728-5000
UK Embassy	+7-495-956-7200
Canadian Embassy	+7-495-925-6000
European Medical Center (Emergency)	+7-495-933-6645
American Medical Center	+7-495-933-7700
TLS (Auto Towing/Repair/Maintenance)	+7-926-009-2747
Emergency Services from Landline	Fire- 101 Police- 102 Ambulance- 103
Emergency Services from Mobile Phone	112

Appendix C – Emergency Procedures

To be used by Visitors to AAS - Posted in common areas.

IN CASE OF EMERGENCY
в случае происшествия



CALL SECURITY	ЗВОНИТЕ ОХРАНЕ
From Landline 13700	Со стационарного телефона 13700
From Mobile Phone +7 495 231 4489	С мобильного телефона +7 495 231 4489

Tell them:
Where you are!
What is the problem!

Скажите им:
Где вы находитесь!
В чем проблема!

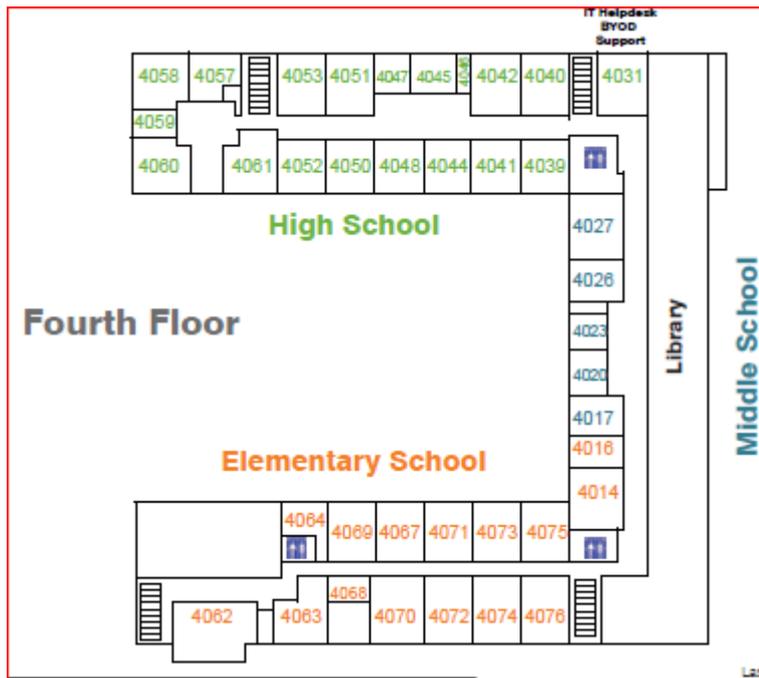
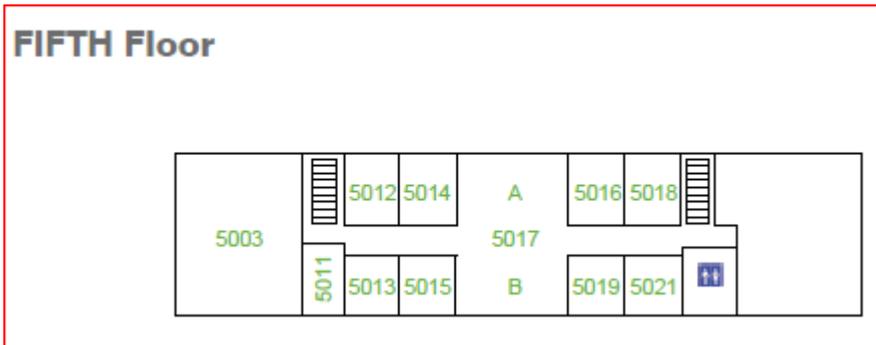
Provide First Aid and stay with the victim until help arrives
Окажите первую помощь и оставайтесь с пострадавшим до прибытия подмоги

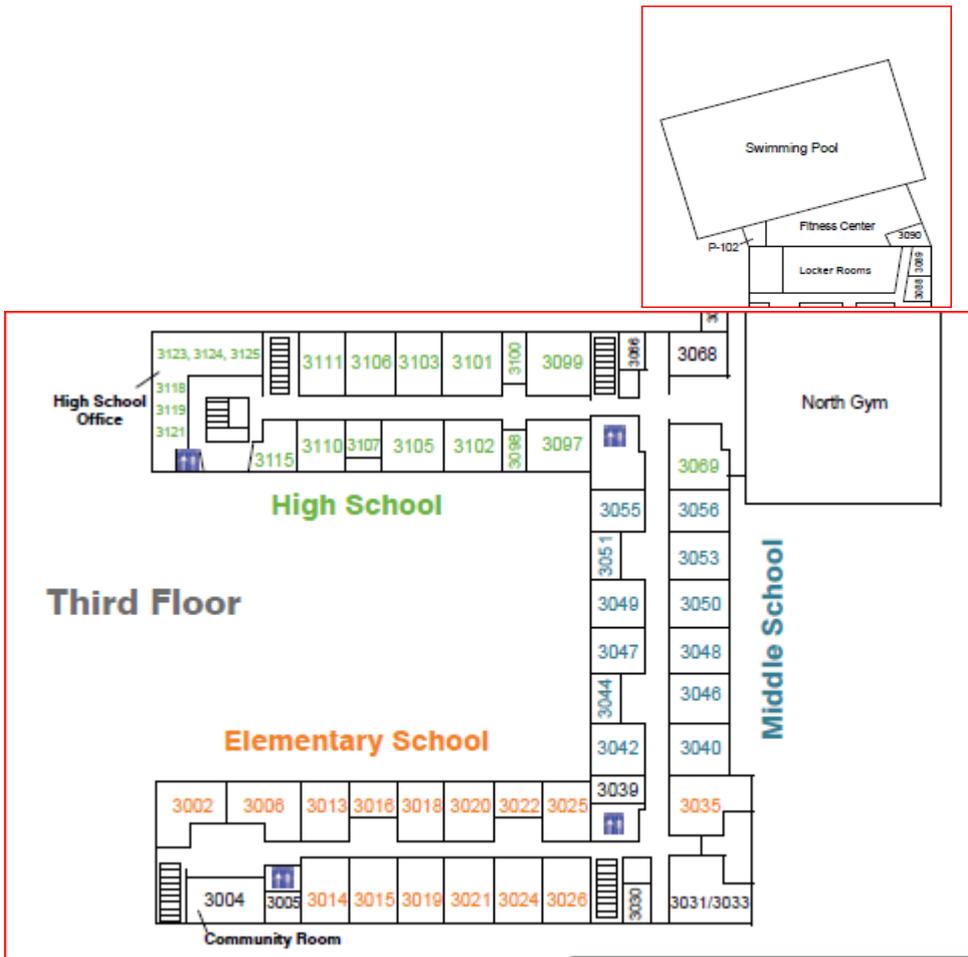
To be used by Faculty/Staff - Posted in classrooms and offices.

AAS MEDICAL EMERGENCY PROCEDURES
(For use by Faculty and Staff)

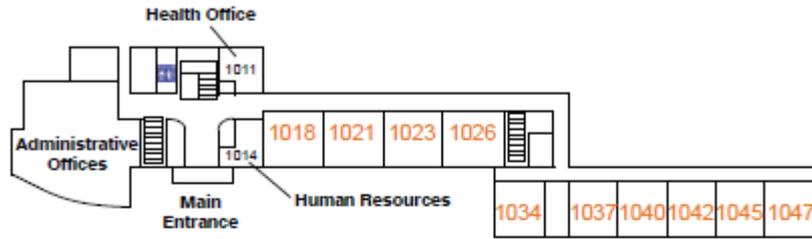
Minor Illness/ Injury	<ul style="list-style-type: none">• Send person to Health Office and/or give First Aid as needed.• If the person is unable or it is not safe to send them: Call 13911 or +7-495-231-4462 Someone from the Health Office will respond to your location.
Immediate Medical Attention is Needed	<p style="text-align: center;">PROVIDE FIRST AID CALL FOR HELP</p> <ul style="list-style-type: none">• <u>During business hours</u> – Health Office 13911 or +7-495-231-4462• <u>After business hours</u> – Security 13700 or +7-495-231-4489 <p>Tell them your location! Tell them the problem!</p>

Appendix D – Campus Map



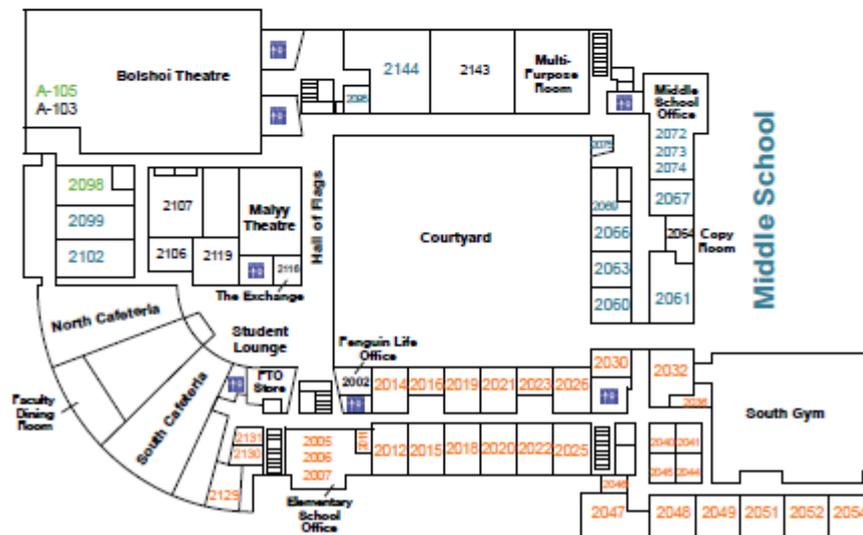


FIRST Floor



Elementary School

SECOND Floor



Elementary School

Middle School

Appendix E – Accident Report Form

Anglo-American School of Moscow
1, Beregovaya Street, Moscow, 125367
ACCIDENT REPORT

Today's Date:

Name of injured:

Grade/Faculty:

D.O.B:

Age:

Homeroom Teacher /Advisor:

Home Phone:

Parent(s):

Home Address:

Date of accident

Sent to clinic by:

Time of accident:

Time arrived at clinic:

Initial first aid provided by:

Health Office Staff on duty:

Time left clinic: via:

Accompanied by:

EMS called:

arrived@:

left@:

Destination:

Adult Supervising/Role:

Adult Witness/Role:

Description of accident:

Injury Event:

Initial data/Vitals:

Assessment details:

This report prepared by: _____

Signature

Title

Date

Reviewed by school official: _____

Signature

Title

Date

Appendix F – Bomb Threat Report Form

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are resolved by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, **DO NOT HANG UP**, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

*** Refer to your local bomb threat emergency response plan for evacuation criteria**

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

Call
13700
Then follow directions of security

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov



Homeland Security

2014

BOMB THREAT CHECKLIST

DATE: _____ **TIME:** _____
TIME CALLER HUNG UP: _____ **PHONE NUMBER WHERE CALL RECEIVED:** _____

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise) _____
- Estimated age: _____
- Is voice familiar? (if so, who does it sound like?) _____
- Other points: _____

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud	Other Information:	
<input type="checkbox"/> Nasal	_____	
<input type="checkbox"/> Normal	_____	
<input type="checkbox"/> Ragged	_____	
<input type="checkbox"/> Rapid	_____	
<input type="checkbox"/> Raspy	_____	
<input type="checkbox"/> Slow	_____	
<input type="checkbox"/> Slurred	_____	
<input type="checkbox"/> Soft	_____	
<input type="checkbox"/> Stutter	_____	

Appendix G – Evacuation Planning Checklist

For planning purposes, assume each family member will be allowed one bag weighing no more than 20 kilograms. Consider including the following:

Important Papers: _____

- Passports
- ___ ID Cards
- ___ Medical and Health Records*
- ___ Immunization Records*
- ___ Birth and Marriage Certificates*
- ___ Wills*
- ___ Bank Books, including Checkbook
- ___ Insurance Policies*
- ___ Personal Property Inventory*
- ___ Credit Cards
- ___ School Information/Resumes/Employment Records*
- ___ Duplicate Address Book
- ___ Travelers Cheques (Numbers Recorded Elsewhere)
- ___ Listing of Regular Billings Dates for Recurring Expenses*
- ___ Listing of Names, Addresses and Phone Numbers of Important Contact People _____
- Tax Information*

*Recommended that a copy of this information be kept in a secure, retrievable location in your home country.

Clothing: Select clothing that will be comfortable and sensible. You may be moved to a colder location so take appropriate warm clothes. A suggested list:

- ___ 1 Sweater or Coat (Depending on time of year)
- ___ 1 Complete change of outer clothing
- ___ 2 Changes of underwear and socks
- ___ Low-Heeled shoes
- ___ Baby Clothing and Supplies as necessary
- ___ Blanket
- ___ Toilet accessories (soap, towel, toothbrush, brush, etc.)

Other:

- ___ Spare Cash (Both Local and Foreign Currency)
- ___ Flashlight with extra Batteries
- ___ Writing Implements and Paper
- ___ Small First Aid Kit
- ___ Sanitary Napkins

- Toilet Paper
- Extra Eyeglasses (Record Prescription)
- Food (i.e., raisins, peanuts, candy bars) and Bottled Water
- Favorite Toy or Game for Kids
- Required Medication/Prescriptions
- Pocket radio with batteries

Children: To be on the safe side, prepare a waterproof tag, which could be securely pinned or sewn on each child's clothing. Include the following:

- Child's Name, Age and Blood Type
- Child's Citizenship and Passport Number
- Parent's name, Local and Home of Country Address
- Emergency Contact Telephone Number

Pets: They may have to be left behind in case of emergency evacuation. Make arrangements to leave them with a local resident.

Appendix H – Personal Effects

Inventory and Authorizations

FOREIGN HIRE FACULTY

Date _____

Name: _____

Home of Record: _____

Phone: _____

Moscow Address: _____

Phone: _____

Contact Person(s):

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

LIST OF PERSONAL EFFECTS
(Attach list)

**DESIGNATIONS FOR DISPOSITION
OF PERSONAL EFFECTS**

Forward to Home of Record (Attach list)

Items which may be sold (Attach list)

Other Instructions (Attach documents if appropriate)

Authorizations for Disposition of Personal Effects (including motor vehicles)

Signature

Date

Business Items and Explanations (Attach documents)

Authorization for Settlement of Debts or other Business

Signature

Date