



# **School Site Emergency Procedures and Crisis Management Plan**

Revised March 2020

We would like to make you aware of the plans that we have made here at The Grauer School in the event of a fire, serious earthquake, or other emergency. These plans comply with the Fire Department and Public Safety policies and with the California Department of Education Code. Our plans are as up to date as we can make them and are routinely updated.

**Emergencies defined:** AN EMERGENCY IS AN UNFORSEEN HAPPENING REQUIRING PROMPT ACTION. Examples include:

Fires, Earthquakes, School Campus Emergencies, Active Shooter, Advanced Stage Smog Alerts, Bomb Threats, Hazardous Spills/Dumpsites, Winds, Floods, Prolonged Rains, Tidal Waves, Dam Failure, Civil Disturbances, Utility Failure, Airplane Crashes, Nuclear Power Plant Accidents, Enemy or Nuclear Attack, Operating the School as a Community Shelter.

**Alarm signals:**

Fire	The alarm bell will ring constantly for one minute. <i>Drill: All teachers should lead their students to the Primary Emergency Assembly Area (basketball courts) or, if access is blocked, to the front parking lot; make sure that all windows and doors are closed and that you take a class roster.</i>
Earthquake	The alarm bell will ring in short bursts for one minute. <i>Drill: Students will remain in the drop position for two-minutes after the drill signal stops. At that time, students will evacuate to the Emergency Assembly Area (basketball court) with their teacher.</i>
Real Earthquake	Movement of the ground
Active Shooter	Sudden burst of gun fire. An announcement will be made alerting students to run (evacuate) or to begin emergency lockdown procedures. <i>If running (evacuation) is not an option, get indoors as quickly as possible, lock all doors, and initiate lockdown procedures.</i>
Explosion, Plane Crash, Or Surprise Attack	Tremendous noise or sudden blinding glare
Bomb Threat	Fire alarm or verbal instructions

**Drop**

Throughout this plan, the word “drop” will be used. Students should know the “drop” procedure: drop to knees, place hands over the back of the head with arms over ears, and lay forehead on knees.

Drop is appropriate for any of the following emergencies, whether they be drills or for real:

- Earthquake
- Explosion

- Active shooter

### **Emergency Assembly Area (EAA)**

All teachers and students should report to the basketball courts. Teachers will supervise and account for all students evacuated to the EAA until they can be reunited with a parent/guardian.

If the basketball courts are blocked, all teachers should lead their students to the front parking lot.

### **Fires**

- Activate the school fire alarm (the alarm in the Main Office). Call the fire department: **911**.
- Immediately notify the school office.
- Evacuate all students to the Emergency Assembly Area (see classroom evacuation plans).
- Take roll.
- Students and/or staff should not return to the affected building(s) until fire department officials declare the area safe.

### **Earthquake or Physically Threatening Situation**

- Teacher will command “Drop” and students and teacher will take cover under desks or in other appropriate locations, dropping to their knees, with the head protected by the arms, and the back to the window.
- The students remain in this position until after the shaking or emergency ceases (remain undercover for at least 2-3 minutes to assess damage/injuries and to wait for the first aftershock to occur).
- When it is safe, students will be dismissed with teachers to the Emergency Assembly Area. They will remain outside until buildings are judged safe.
- **If you are outside**, get into the OPEN, away from buildings and power lines.
- **If you are driving**, STOP if it is safe—but stay inside. DO NOT stop under a bridge, overpass, or tunnel. Move your car as far out of the normal traffic pattern as possible. DO NOT stop under trees, light posts, electrical lines, or signs.
- **If you are in a mountainous area**, be alert for falling debris that could be loosened by the quake.
- **If you are in a crowded public place**, DO NOT rush for the exits. Stay calm and encourage others to do so.

**Communications:** To keep lines of communication open during an emergency, telephones and cell phones will only be used to report emergency conditions or to request emergency assistance. Students should be instructed to turn off their cell phones to avoid overloading the local cell site from incoming and outgoing calls.

In the event that telephone and/or electrical service is interrupted, other means must be relied upon to relay information. Two way radios, email, etc. will be utilized to ensure safety. We have also contracted with One Call Now, an emergency communication service. The school will send a message to all families via One Call Now with instructions; messages will be sent via landline, cell phone, text, and/or e-mail (pending which communications our families have signed up for via the service).

**Dismissal:** In the event of an emergency, students will remain under the supervision of school personnel until released according to the guidelines below.

**Student Pick-up:** Students will remain at school until picked up by their parents, except under the following conditions:

1. Students may be released to individuals listed on the emergency release information on page 3 of the student application form on file in the counseling office.
2. A student may be released to an individual not listed on the emergency release section of the application form only if that person has written permission from the parent to pick up the student and the student is clearly comfortable going with that person. The signature, destination, phone number, and address of any person signing a student out will be required before the student is released. If any of the above are judged to be in doubt, the student will remain in the care of the school.
3. Students with permission to drive may be dismissed.
4. Students may be moved to an alternate location when, in our best judgment, such a move would be safest for all involved.
5. Parents, guardians, and others are not permitted on school property beyond the parking lot (where students will be picked up and signed out) during an emergency; this policy helps us avoid confusion and accountability problems.
6. We cannot predict whether transportation systems or telephone lines will be operational, and so we plan to accommodate students here at the school until an appropriate course of action is clear. If phones are down, the safest course of action will be to pick up your child.

**Emergency Information:** This is the part of the student application form that parents turn in at enrollment. Parents are responsible for keeping the information on this form up to date. Parents changing their address, phone number, insurance coverage, or emergency release contacts should contact the school immediately and are occasionally prompted to do so.

### **Lock Downs**

Campus Administrators may be required to lock down their facilities when a dangerous person is on or near the school site or a dangerous circumstance occurs on or near the site. The School Director or designee may order a lock down.

- Alert staff and students of the lock down using the public address system or our One Call Now Emergency Notification System.
- Have staff lock all doors leading into classrooms including any interior doors that connect with other classrooms. Close all windows and window coverings.
- If necessary, instruct students to take the drop position under their desks or to hide in predetermined areas.
- If staff and/or students are outside their classrooms, have the staff direct students to the nearest classroom as soon as possible.
- If it is safe to do so, staff members whose classrooms face open fields, basketball court, etc. remain near their doors to allow staff and students left outside to enter. If it is not safe for students to enter, instruct them to run to the Lux Art Institute or the Somerford facility next door.
- Lock and secure the doors.
- Silence cell phones (turn off vibrate) and turn off any source of noise (for example, computers, televisions, etc.).
- Pull down shades or window coverings.
- Hide behind large or hard items (cabinets, desks).

- Remain quiet and wait for instructions.

### **Active Shooter**

According to the California Governor’s Office of Emergency Services, the absolute best, most ideal response to an active shooter situation will be to evacuate the premises and get out of harm’s way or get to a safe location. While evacuation sounds like a simple or straightforward approach to ensuring personal safety, doing so under the duress and chaos of an active shooter situation can be difficult. It is important to plan ahead to increase the likelihood that people will be able to use their best judgment, assess an accessible escape path, and attempt to evacuate the premises.

When evacuating during an active shooter scenario, individuals need to:

- Evacuate regardless of whether others agree to follow;
- Leave all non-lifesaving belongings behind;
- Help others escape (if possible use “buddy system”),
- Prevent individuals from entering an area where the active shooter may be;
- Keep their hands visible;
- Follow instructions of teachers, law enforcement officers, or first responders; and
- Not attempt to move wounded individuals.

If evacuating the premises is not possible, individuals in an active shooter situation should hide for safety. Because active shooter situations typically last no longer than 10-15 minutes, according to the California Governor’s Office for Emergency Services, hiding from the attacker is a highly effective method for promoting individual security. In this case, **lock down procedures** will be implemented. Everyone should consider the following when thinking about potential areas for concealment:

- Hiding places should be out of the active shooter’s view;
- An ideal hiding place will not trap the individual or restrict an individual’s options for movement; and
- The area should provide protection if shots are fired in an individual’s direction.

### **Cancellation of School**

In the event that school must be cancelled, we will send a message through our One Call Now emergency communication service. This service will send a land-line call, mobile phone call, a text message, and an e-mail message; we will also post an update on social media, our database, and/or website if possible.

### **Chemical Spills**

- Assess the location and conditions.
- Prepare to evacuate the affected classroom or building or to activate the site emergency evacuation plan, if necessary. Consider moving students and staff upwind from the spill to avoid inhalation of fumes.
- Keep students and staff in a designated safe area until the situation has been resolved.

### **Explosions—On and Off Site**

- Assess the location and conditions.
- Activate the site Emergency Activation Plan.
- Check for injuries. Secure the area. Do not allow staff or students to return to the damaged area until cleared by city emergency response officers.

- If jet or military aircraft are involved, maintain a safe distance—a minimum of 400 yards—as a precaution against continued explosions.

### **Bomb Threat**

- Always use telephones to communicate with personnel on a site. Use of two-way radios may detonate explosive devices.
- Be calm and courteous. **DO NOT** interrupt the caller.
- Immediately complete the *Bomb Threat Call Checklist* to document important information (see Emergency Binder in office).
- If possible, notify someone else by prearranged signal to listen in on the conversation while the caller is on the line. Try to convince the caller to also call 911. 911 calls record the telephone number and address of the caller.
- Delay the caller and obtain as much information as possible. Do not hang up. Ask him/her to repeat the message. Try to record every word spoken by the caller. Delay the caller with statements such as, “I am sorry; I did not understand you.” “What did you say?”
- Try to obtain the following information:
  1. What is the exact location of the explosive?
  2. When is the bomb set to detonate?
  3. What type of explosive is it?
  4. Why was the bomb placed at the school?
- Listen carefully to determine particular characteristics of the caller such as age, sex, and accent.
- Listen carefully for any background noises that may assist investigators.
- **Upon completion of the call**, notify the School Director or an Administrator immediately.
- The standard fire drill procedure will be used to evacuate the building if necessary.
- If possible, shut gas and electricity off at the main valves to minimize the possibility of a fire.

### **Weapons and/or Dangerous Objects**

- It is a felony to possess any firearm or firearm replica on school grounds.
- It is a misdemeanor to possess any dagger, razor, taser, or stun gun on school grounds. It is also a misdemeanor to possess, on school grounds, any knife with a blade that either locks into place or has a blade length of greater than three inches.
- Confiscate the weapon or object if it is safe to do so.
- Notify the school director immediately.

### **Disruptions and Disturbances by Individuals**

School site administrators are empowered to order persons “whose presence interferes with the peaceful conduct of the activities of the school or disrupts the school or its pupils or school activities to leave a school campus.” Persons who fail to comply with such instructions are subject to arrest.

### **Utility Emergencies**

- In the case of an **Electrical emergency**, shut down all electrical equipment (computers, copiers) to prevent damage from power surges.
- In case of a **Natural Gas Leak**, secure and shut off the valve nearest the leak. Open and ventilate all rooms/ buildings that were affected.

- In case of a **Water Service Disruption or Leak**, secure the valve nearest the leak.
- Contact Don immediately.

## **Pandemics**

Pandemic illnesses such as flu, SARS, or coronavirus start when a new virus develops and begins to spread around the world. Experts believe that large percentages of the entire human population may be sick at the same time in a pandemic. When a pandemic flu or other virus occurs, there will likely be no vaccine for the first few months of the pandemic and anti-viral medication may be in very limited supply. To control the spread of illness, social distancing, such a closing of schools, having people stay at home, and restricting visitors from certain parts of the world may be the primary approach to preventing the spread of the virus. According to the CDC, in the event of a pandemic outbreak, schools may have to be closed for a few weeks to a month or more if there is an outbreak in the area.

Our local department of health will issue directives if it becomes necessary to close schools, and we will of course follow those directives. If The Grauer School has to be closed due to a pandemic outbreak, we will attempt to continue to host classes through electronic sources, and this will be a fulltime effort on our part. We do not want instruction to stop or for our students to be cut off from their teachers.

1. In the event that school must be cancelled, we will notify our school community through the use of our One Call Now emergency notification system, e-mail, our school website and database.
2. During the time of campus closure, we will provide regular communication to our students and families through our school website, our database, and through our school e-mail list. Students will receive class assignments from individual teachers via e-mail or through our school database—please check our database daily for updates.
3. Students may e-mail their completed work to their teachers for grading or they may upload assignments via Google docs. Assignments will continue to be posted on our online database.
4. Enrichments will be developed by teachers as they find ways to offer diverse instruction. These could include: videos, podcasts and possibly even synchronous, whole class lessons (lectures or discussions) offered live and later as videos or podcasts.

We hope everyone will realize that there could be completely unforeseeable consequences in the event of an outbreak. Inasmuch as possible and advisable, we will work diligently, creatively, and daily during a school closure to utilize alternative, personalized and engaging instructional delivery systems if possible. We will ensure if at all possible that students continue to receive instruction, and that students remain on track to earn academic credit.

## **Medical Emergencies**

**Dial 911** or direct someone to do so. Provide the following information:

- Building address, including nearest cross street(s)
- School or site name
- Exact location within the building

- Your name and phone number
- Nature of the emergency

**Do not hang up until advised to do so by dispatcher.**

- Ask someone to dispatch a first aid/CPR trained employee to the victim.
- Stay calm. Keep victim warm with a coat or blanket.
- Do not move the victim unless there is danger of further injury.
- Do not give the victim anything to eat or drink.

**First Aid and Survival Guide**

- Check for injuries. If a person is not breathing, open the airway. If after a few seconds the victim is still not breathing, immediately begin rescue breathing.
- If a person is bleeding, put pressure over the wound. Use a clean gauze or cloth if available.
- DO NOT attempt to move seriously injured persons unless they are in immediate danger of further injury.
- Cover injured persons with blankets to keep them warm.
- Wear sturdy shoes and gloves to avoid injury from broken glass and debris.
- If damage is extensive, wear a dust mask, wet handkerchief, or other cover for the nose and mouth to reduce the inhalation of dust.
- Immediately clean up any spilled medicines, drugs, or chemicals.
- Complete safety checks often:
  - a) fire or fire hazards
  - b) gas leaks
  - c) damaged electrical wiring
  - d) downed or damaged utility lines
  - e) fallen items in closets
  - f) check that each telephone is on its receiver
  - g) DO NOT eat or drink anything from open containers near shattered glass
  - h) Use barbecues or camp stoves outdoors for emergency cooking.

**Schedule of Planned Drills**

- Fire
  - a. Wednesday, August 28 at 10:20 am
  - b. Thursday, January 16 at 10:20am
- Earthquake
  - a. October 17<sup>th</sup> at 10:17am (Great California Shake Out)
- Lockdown (Faculty/Staff only)
  - a. Monday, September 23

If you have any additional questions about The Grauer School's Emergency Procedures, please contact Dr. Stuart Grauer or Dana Abplanalp-Diggs.

