
**SCHOOL EMERGENCY
DISASTER AND INCIDENT
PREPAREDNESS PLAN**



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SECTION 1

INTRODUCTION

SCHOOL EMERGENCY PREPAREDNESS PLAN

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INTRODUCTION

PURPOSE

This plan is designed to provide a framework for protecting students, staff and school facilities, as well as to describe the responsibilities of staff members, for a wide range of emergency and disaster situations that may occur.

In the event of a widespread emergency, such as an earthquake, it is recognized that available government resources will be overtaxed and may be unable to respond to all requests for assistance.

This plan assumes that the school must be self-sufficient for a time.

LEVELS OF EMERGENCIES

THREE LEVELS OF EMERGENCIES: Emergencies are described by one of the following three levels:

- **Level One Emergency:** A localized emergency which school personnel can handle by following the procedures in their own emergency plan. Examples: power outage, minor earthquake, etc.
- **Level Two Emergency:** A moderate to severe emergency, somewhat beyond the school response capability, which may require mutual aid assistance from the fire department, police, etc. Examples: fire, severe earthquake with injuries and/or structural damage.
- **Level Three Emergency:** A major disaster, clearly beyond the response capability of school personnel, where large amounts of mutual aid assistance will be required, recovery time will be extensive, and the response time from major supportive agencies may be seriously delayed and/or impaired.

AUTHORITIES AND REFERENCES

The Plan is based on federal and state law and school policy. Section 8, provides significant legislation and the school's adopted policy and administrative regulations.

PLAN IMPLEMENTATION

The Plan will be:

- initiated by the principal or designee when conditions exist which warrant its execution
- implemented by all staff who will remain at school and perform those duties as assigned until released by the principal.
- reviewed at least annually (Section 7, Form A)

Emergency and disaster functions have been identified and pre-assigned. (Emergency Teams, Section 4)

The Emergency Teams will be updated at least annually. (Section 4)

2 PLANNING

HAZARD ASSESSMENT

Each school year, prior to the arrival of the teaching staff, the principal and/or designee, will undertake a physical survey of all hazards likely to be encountered in the evacuation routes from classrooms and other activity rooms to safe, open-space areas. (Section 7, Form H)

During the first month of the school year each teacher will conduct a classroom hazard checklist to be submitted to the principal. (Section 7, Form C)

STAFF ORIENTATION/TRAINING

All school staff will be oriented to this Plan by the principal and/or designee at the beginning of each school year.

All staff members shall have first aid and CPR certification.

DRILLS

In accordance with state law: (Section 8)

- Fire drills will be conducted on a monthly basis.
- An earthquake "Drop, Cover and Hold" drill will be held each month for elementary schools and once each semester for secondary schools. (EC 35297)
- Test earthquake plan, or portions thereof, on a rotating basis, at least two (2) times during the school year. (Section 560, Title V, California Administrative Code)
- All students and staff will participate in these mandated drills.
- A school wide drill/simulation is recommended yearly.

All drills will be recorded on the Emergency Drills form. (Section 7, Form E)

EVACUATION ROUTES

The principal is responsible for establishing safe evacuation routes from all school facilities. (Section 5)
Evacuation routes must be posted in all classrooms, multi-purpose rooms, and the school office.

PARENT COMMUNICATION/RESPONSIBILITY

Pertinent components of this Plan will be included in the beginning-of-school parent packet and other means of regularly communicating with parents.

All parents will complete Student Release and Earthquake forms for their child.

SUPPLIES AND EQUIPMENT

Disaster supplies and equipment are maintained as follows:

- Emergency backpacks in each classroom (Section 5)
- First aid and other search and rescue supplies which may be needed during the first few hours following an emergency in the outside shed (Section 5)
- Tools for shutting off the utilities at each shut-off location

EMERGENCY FILE

An Emergency File containing Student Release information for all students will be maintained in the school emergency shed and will be regularly updated by the admission's assistant. (Section 7, Form M)

COMMUNICATIONS

During an emergency, telephones and cell phones will only be used to report emergency conditions or to request emergency assistance.

In the event that telephone and/or electrical service is interrupted, other means must be relied upon to relay information. A bullhorn and/or runners will be utilized within the school building and on school grounds.

It is the responsibility of the principal to disseminate information to the public.

The School Principal or designee will:

- Notify the local radio Network and the French Consulate of the school's status/needs.
- Designate staff member(s) to monitor all communications

EMERGENCY ACTIONS

When an emergency occurs, it is critical that every staff member take immediate steps to protect themselves and others. The following Emergency Actions are detailed in Section 2, EMERGENCY ACTIONS, pages 11-17. Each staff member must become familiar with each EMERGENCY ACTION and be prepared to do assigned responsibilities.

All students are to be taught what their actions are when the following EMERGENCY ACTIONS are implemented:

- | | |
|--------------------------------------|-------------------|
| • All Clear | • Leave Building |
| • Convert School | • Secure Building |
| • Directed Transportation/Evacuation | • Stand By |
| • Duck, Cover and Hold On | • Take Cover |

EMERGENCY PREPAREDNESS PROCEDURES

This Plan establishes procedures to be followed which will nullify or minimize the effects of the thirteen emergencies listed below and covered in Section 3. The procedures are intended primarily as a ready reference for all staff to be carefully studied and practiced prior to the occurrence of an emergency.

The emergencies outlined in this Plan are:

- Bomb Threat
- Chemical Accident/Biological Attack
- Civil Disobedience
- Earthquake
- Explosion and/or Threat of Explosion
- Fallen Aircraft or Asteroid
- Fire
- Flood
- Irrational Behavior
- Loss of Utilities
- Personal Emergencies
- Rabid Animal/Animal Disturbance
- Severe Windstorm

**Section 3
provides detailed information
for each emergency.**

RESPONSIBILITIES

PRINCIPAL OR DESIGNEE

- Assume overall direction of all emergency procedures based on procedures and actions outlined in this Plan.
- Good judgment, based upon the facts available in any emergency situation, is of paramount importance.
- This Plan should not be considered as a restriction to judgmental prerogatives.

OFFICE STAFF

- Provide assistance to principal by handling telephones, monitor radio emergency broadcasts, assist with health emergencies as needed, acting as messengers, etc.

TEACHERS

- Responsible for the supervision of students in their charge.
- Direct evacuation of students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders.
- Give **DUCK, COVER AND HOLD ON** command during an earthquake or in a surprise attack
- Take roll when class relocates in an outside or inside assembly area or at another location.
- Report missing students to principal.
- Send students in need of first aid to person trained in first aid. Acquire first aid for those unable to be moved.

INSTRUCTIONAL ASSISTANTS/AIDES

- Assist teacher.

CUSTODIANS/MAINTENANCE PERSONS

- Examine buildings and plant for damage, provide damage control.
- Keep principal informed of condition of school.
- Assist as directed by the principal.

BUS DRIVERS

- Supervise the care of children if disaster occurs while children are in bus. (Section 5)
- Transfer students to new location when directed.
- Assist custodian in damage control.
- Transport individuals in need of medical attention.

ALL OTHER EMPLOYEES

- Report to principal for directions.

EMERGENCY TEAMS

During and after an emergency, the school's Emergency Teams are essential to ensure that everything possible is being done to save lives, prevent injuries, and protect property.

The Emergency Teams outlined in this Plan are:

- Communications Team
- Crisis Intervention
- Emergency Operations Center Team
- First Aid Team
- Food, Water and Supply Management Team
- Maintenance/Fire Team
- Search and Rescue Team
- Student Release Team

Team Membership:

The School's Emergency Teams shall be comprised of personnel selected by the principal or designee. Each team will consist of individual team members, a team leader, and an alternate team leader. These persons shall receive training and shall be required to participate in a number of "emergency readiness" activities before an actual disaster occurs, in order to be fully prepared to respond both during and after the emergency.

Team Leader Responsibilities:

The leader of each team shall have a number of ongoing responsibilities, including the following:

- requesting the principal or designee to fill any vacancies on the team;
- arranging for the training of new members and alternates;
- ensuring that necessary supplies and equipment are maintained;
- recommending purchase of necessary supplies and equipment to the principal or designee;
- conducting annual meetings with team members to validate or update procedures;
- attending annual meetings with other team leaders and the principal or designee;
- determining where and under what conditions the team will meet during emergencies; and
- coordinating team activities during actual emergencies.

Team Members' Responsibilities:

Team members' specific responsibilities are listed on the Team's booklet on LFSF the portal under business office & safety.

NOTE: Any school employee, as a disaster services worker, may be asked to assist an Emergency Team whenever necessary.

PERSONAL PREPAREDNESS

When a major emergency occurs, every employee should be prepared and committed to serving their students. To do this each employee must:

- know and complete those assignments for which they are assigned
- have the confidence that they have prepared their families to deal with emergencies

Section 6 of this Plan outlines activities that can be undertaken to be personally prepared.

The time and energy an individual commits to being personally prepared will provide the best assurance that students and family are capable of dealing with emergency situations.

SECTION 2

EMERGENCY ACTIONS

- 1 ALL CLEAR
- 2 DIRECTED TRANSPORTATION/EVACUATION
- 3 DUCK, COVER AND HOLD ON
- 4 LEAVE BUILDING
- 5 SECURE BUILDING
- 6 STAND-BY
- 7 TAKE COVER

ANNOUNCEMENT

1. An announcement in person directly or over the public address system.

Example: "Your attention please. (Pause) **ACTION 1, ALL CLEAR.** (Pause) **ALL CLEAR.** (Pause) **ALL CLEAR.** (Pause) Thank you."

Use messengers with oral or written word as an alternate means of staff notification.

Names of messengers:

COO, head of school , Primary School Director, CFO, principal designee

DESCRIPTION

1. This **ACTION** signifies the end of the **ACTION** that had been initiated.
2. Teachers should immediately begin discussions, activities, etc., to assist students in addressing fear, anxiety, etc.
3. Use School messenger if appropriate.

WHEN USED

1. This **ACTION** is used as the final **ACTION** to conclude:
 - Duck, Cover and Hold On
 - Leave Building
 - Secure Building
 - Stand-By
 - Take Cover

ANNOUNCEMENT

1. An announcement in person directly or over the public address system.

Example: "Your attention please. (Pause) **ACTION 2, DIRECTED TRANSPORTATION** when dismissal bell rings. (Pause) **DIRECTED TRANSPORTATION** (Pause) **DIRECTED TRANSPORTATION** (Pause) When the dismissal bell rings."

2. Use messengers with oral or written word as an alternate means of staff notification.

Names of messengers:

COO, head of school , Primary School Director, CFO, principal designee

DESCRIPTION

1. Students and staff will congregate in the basket ball area if possible. If too great danger, they will walk to the Sunset Reservoir on 28th and Ortega Street if lesser danger.
2. Use School messenger if time permits.
3. This **ACTION** will normally be preceded by **ACTION STAND-BY** or another Action.

WHEN USED

1. This **ACTION** is considered appropriate for, but is not limited to, the following:
 - Flood
 - Fire
 - Chemical accident

ANNOUNCEMENT

An oral command to "**DUCK, COVER AND HOLD ON**" (repeat as needed) given by the teacher or other staff member who realizes that an earthquake is occurring.

DESCRIPTION

1. When inside
 - Upon the command "**DUCK, COVER AND HOLD ON**", students and staff should immediately drop to the floor, get under their desk and hold on. Desks should be arranged so that they do not face windows.
2. When outside
 - Upon the command "**DUCK, COVER AND HOLD ON**", students and staff should immediately move away from buildings and other objects which might topple over.
3. Use School messenger if appropriate.

WHEN USED

1. This **ACTION** is appropriate for:
 - Earthquake
 - Explosion
 - Surprise Attack

ANNOUNCEMENT

1. Fire alarm (bell or horn signal).
2. Provided time is available, make an announcement in person directly or over the loud speakers/megaphones system which will indicate the nature of the emergency event.

Example: "Your attention please. (Pause) **ACTION 5, LEAVE BUILDING.** (Pause) **LEAVE BUILDING.** (Pause) **LEAVE BUILDING.** "

3. Use messengers with oral or written word to deliver additional instructions to teachers in hold areas.

Names of messengers:

COO, head of school , Primary School Director, CFO, principal designee

DESCRIPTION

1. The orderly movement of students and staff along prescribed routes from inside school buildings to an outside area of safety. (Section 5, page 55)
2. This **ACTION** should be followed by another action or a return to school buildings and normal class routine.
3. Use School messenger when appropriate.

WHEN USED

1. This **ACTION** is considered appropriate for, but is not limited to, the following:
 - Fire
 - Bomb threat
 - Chemical accident
 - Explosion or threat of explosion
 - Post earthquake
 - Other similar occurrences which might make the school buildings unsafe

ANNOUNCEMENT

1. An announcement in person directly or over the public address system.

Example: "Your attention please. (Pause) **ACTION 5, SECURE BUILDING.** (Pause) **SECURE BUILDING.** (Pause) **SECURE BUILDING.**"

2. Teachers should initiate this **ACTION** anytime they hear extremely violent behavior, i.e., shots, etc., outside their classroom.
3. Use messengers with oral or written word as an alternate means of staff notification.

Names of messengers:

COO, head of school , Primary School Director, CFO, principal designee

DESCRIPTION

1. Teachers and other staff members are to immediately lock doors and have students lie on the floor.
2. While students are getting on floor, close any shades and/or blinds if it appears safe to do so.
3. Teachers and students are to remain on the floor until a staff member they recognize assures them that it is safe to unlock doors.
4. This **ACTION** will not normally be proceeded with any warning.
5. Use School messenger as soon as possible.

WHEN USED

1. This **ACTION** is considered appropriate for, but not limited to, the following:
 - Extreme Violence
 - Gunfire

ANNOUNCEMENT

1. An announcement in person directly or over the public address system.
Example: "Your attention please. (Pause) **ACTION 6, STANDBY.** (Pause) **STAND BY.** (Pause) **STAND BY.** (Pause) Additional information to follow."
2. Use messengers with oral or written word as an alternate means of faculty notification.

Names of messengers:
COO, head of school , Primary School Director, CFO, principal designee
4. Use School messenger if appropriate.

DESCRIPTION

1. If outside, teachers are to return students to their classrooms.
2. If inside, teachers will hold students in classrooms pending receipt of further instructions.
3. It must be followed by another **ACTION** or return to normal school activities.

WHEN USED

1. This **ACTION** is appropriate for all disasters or emergencies, except those that occur without warning.

ANNOUNCEMENT

1. Natural Disasters

- An announcement in person directly or over the public address system.

Example: "Your attention please. (Pause) **ACTION 8, TAKE COVER** (Pause) **TAKE COVER.**
(Pause) **TAKE COVER** (Pause) Severe Windstorm imminent."

- Continuing short buzzer or bell signals.
- Use messengers with oral or written word as an alternate means of faculty notification.

Names of messengers: Head of School, Deputy Head of School, Chief Operating Officer, Chief Financial Officer.

DESCRIPTION

1. Move to and take refuge in the best shielded areas within the school buildings.
2. Use School messenger as soon as possible.

WHEN USED

1. This **ACTION** is appropriate for, but is not limited to, the following:
 - Severe windstorm with little or no warning

SECTION 3

EMERGENCY PROCEDURES

1. BOMB THREAT
2. CHEMICAL ACCIDENT
3. CIVIL DISOBEDIENCE/STUDENT DISORDER
4. EARTHQUAKE
5. EXPLOSION/THREAT OF EXPLOSION
6. FALLEN AIRCRAFT
7. FIRE
8. FLOOD
9. IRRATIONAL BEHAVIOR
10. LOSS OF UTILITIES
11. PERSONAL EMERGENCIES
12. RABID ANIMAL/ANIMAL DISTURBANCE
13. SEVERE WINDSTORM

If a threat by telephone comes directly to a school

1. Person receiving call should attempt to keep the caller on the telephone as long as possible and alert someone else by prearranged signal so they can get on an extension and notify telephone company to trace the call.
 - Dial "911" -- tell operator, "This is (name of caller) from (name of school). We are receiving a bomb threat on another line. The number of that line is _____. Please trace the call."
 - Give any additional information needed by the operator. This must be done quickly. (The call cannot be traced once the caller has hung up.)
2. Try to determine if the caller is a student or an adult. If it is a student, it may be easier to discover identity.
3. The principal shall determine whether to evacuate the building(s) threatened.
 - Upon a decision to evacuate, if one specific building has been threatened, it should be evacuated along with adjoining buildings and a search should be instituted.
 - Avoid the use of the general alarm, if possible.
 - Use the intercom, personal notification by designated persons, or the PA system to evacuate the threatened rooms.
 - If it is necessary to evacuate the entire school, use the fire alarm.
4. The principal may also decide to call the fire department or police, if, in his/her opinion it is warranted.

Notify the San Francisco Office.

5. Resume school after the building(s) have been inspected and determined safe by proper authorities.
6. Do not publicize the threat any more than necessary.

If notified of call through police/sheriff department, follow items 3 through 6 above.

A written threat should be turned over to police and procedures 3 through 6 followed, if appropriate.

Individual receiving call should complete the Bomb Threat Report, (Section 7, Form B, page 62), as soon as possible.

1. Determine which Emergency Action, if any, should be implemented. (The nature of the chemical and nearness of the accident or attack will probably be the deciding factor. Evacuation of the school may be ordered by Law Enforcement, Fire Department or Civil Defense Officials.)

Responsibility of General Director / Chief Financial Officer / Primary School Director .

2. If necessary, implement Action **LEAVE BUILDING**.

Responsibility of COO, head of school , Primary School Director, CFO, principal designee

3. Any chemical cloud that can affect students in their classrooms would very likely affect them outside on the school grounds as well. If time is of prime importance, it may be necessary to evacuate the school by foot. If this occurs, move crosswind to avoid fumes, never upwind or downwind.

4. If time is available, initiate Action **EVACUATION**. Move students and staff away from the path of the chemical.

Responsibility of COO, head of school , Primary School Director, CFO, principal designee

5. Teachers report names of missing students to office. Those not found will be reported to Fire Department or Law Enforcement Officials, if forced by conditions to evacuate the school grounds.

Responsibility of COO, head of school , Primary School Director, CFO, principal designee

6. Do not allow the return of students to the school grounds or buildings until Fire Department or Law Enforcement Officials declare the area safe.

7. Upon return to school, ensure that all classrooms are aired out by opening all doors and windows.

Responsibility of COO, head of school , Primary School Director, CFO, principal designee

EMERGENCY PROCEDURE

CIVIL DISOBEDIENCE/STUDENT DISORDER

Civil disobedience is defined as any assemblage on the school premises by unauthorized persons whose purpose and conduct is antagonistic with the orderly conduct of the school and the laws relating to the conduct of schools and the welfare of students.

Action: The major purpose is to keep school personnel and students from undue exposure to danger; therefore; every effort will be made to keep classes within their rooms.

1. Notify Law Enforcement Agency of situation and request assistance.

Responsibility of COO, head of school , Primary School Director, CFO, principal designee

2. Upon the receipt of an alert, the personnel will proceed to lock and secure all exterior doors, including restrooms, and remove trash containers and other burnable items from public access.
3. Teachers and Assistants will be directed to lock and close their classroom doors.
4. Upon command from the authority in charge, all faculty members will keep their students within their locked classrooms until further notice **regardless** of the bells and schedule.

How notified? P.A. System

Alternate means Messenger

5. The teacher must remain in charge utilizing the best judgment in occupying the students within the classroom.
6. Darkening drapes and venetian blinds should be closed in rooms so equipped.
7. Any other precautions should be taken to protect students and personnel from flying glass should the windows be broken.
8. When there is any evidence of a potential problem, classes outside will immediately return to locker rooms/classrooms, etc.
9. Should a disturbance enter the building itself, the secretariat staff should be prepared to move into either the principal's or the vice-principal's office. When possible, phones should be adjusted to feed into those areas.
10. Accurate record of events, conversations and actions, should be kept.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
11. Authority in charge should proceed in good judgment on basis of police or other legal advice, in taking action to eliminate the situation.

EMERGENCY PROCEDURE

EARTHQUAKE

When Inside School Buildings

1. Personally execute Action **DUCK, COVER AND HOLD ON** upon the first indication of an earthquake.
2. Try to avoid glass and falling objects. Move away from windows where there are large panes of glass and out from under heavy suspended light fixtures. (The same applies to other staff members.)
3. When the earthquake is over, initiate Action **LEAVE BUILDING**.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
4. Post guards a safe distance away from building entrances to see that no one re-enters the buildings.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
5. Warn all personnel to avoid touching electrical wires which may have fallen to the ground.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
6. Notify the appropriate School official.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
7. Notify the appropriate utility company of breaks or suspected breaks in utility lines or pipes.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
8. Inspect school buildings. When damage is apparent, contact principal and determine the advisability of closing the school.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
9. Initiate any other Action deemed necessary, or return to normal routine.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee

When Outside on School Grounds

1. Execute those Actions required under 4 through 9 above.

At Times Other Than School Hours

1. Inspect school buildings. When damage is apparent, contact the principal and determine the advisability of closing the school.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
2. If school must be closed, notify staff members and students.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
3. Notify the media as appropriate.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee

Explosion

1. Personally execute Action **DUCK, COVER AND HOLD ON** upon the first indication of the explosion.
2. If the explosion occurred within the school buildings, immediately upon passage of the blast wave, initiate Action **LEAVE BUILDING**.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
3. Notify the appropriate Fire Department.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
4. Notify the Police Department or County Sheriff's Office.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
5. Teachers report missing students to office. Those not found will be reported to Fire and Law Enforcement Officials.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
6. Notify the appropriate utility company of breaks or suspected breaks in utility lines or pipes.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
8. Do not allow the return of students or staff members to school buildings.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
9. Initiate any other Action deemed necessary because of the condition of the school, or return to normal routine.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee

Threat of Explosion

1. Initiate Action **LEAVE BUILDING**.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
2. Execute those Actions required under 3 through 9 above.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee

1. Determine which Emergency Action, if any, should be implemented. (Action will depend on the size of the aircraft, nature of the crash, and its exact location.) If safe to be in building, ALL students should be kept in the building under supervision.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
2. Sound the appropriate warning signal.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
3. If possible, determine whether the aircraft is military, commercial, or a private plane.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
4. Notify the appropriate Fire Department.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
5. Notify the Police Department or County Sheriff's Office.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
6. Teachers report missing students to office. Those not found will be reported to Fire and Law Enforcement Officials.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
7. Do not allow the return of students to classrooms until buildings have been declared safe by Fire or Law Enforcement Officials.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
8. Ensure that students and staff members remain at a safe distance from the crash.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee

Within School Buildings

1. Immediately initiate Action **LEAVE BUILDING**.

Responsibility of ANY ADULT WITNESSING THE FIRE

2. Notify the appropriate Fire Department.

Responsibility of COO, head of school , Primary School Director, CFO, principal designee

3. Notify the Police Department of County Sheriff's Office.

Responsibility of COO, head of school , Primary School Director, CFO, principal designee

4. Organize a fight of incipient fires until arrival of the Fire Department. (This should be done only to the level that people have been trained. Never risk injury or loss of life. Evacuation is advised.)

Responsibility of COO, head of school , Primary School Director, CFO, principal designee

How? **USING FIRE EXTINGUISHERS**

5. Ensure that access roads are kept open for emergency vehicles.

Responsibility of COO, head of school , Primary School Director, CFO, principal designee

How? HANDYMAN WILL OPEN GATE

6. Teachers report missing students to office. Those not found will be reported to Fire and Law Enforcement Officials.

Responsibility of COO, head of school , Primary School Director, CFO, principal designee

7. Notify the appropriate utility company of breaks or suspected breaks in utility lines or pipes.

Responsibility of COO, head of school , Primary School Director, CFO, principal designee

8. Do not allow the return of students or staff members to school buildings until Fire Department Officials declare them safe.

Fire Near School

1. Determine the need to implement any Action. If the answer is "no", continue with school routine.

Notify appropriate Fire Department to be sure alarm has been given.

Responsibility of COO, head of school , Primary School Director, CFO, principal designee

2. If the fire threatens the school, execute those Actions under "Within School Buildings" 1-9 above.

Responsibility of COO, head of school , Primary School Director, CFO, principal designee

Within School Buildings

1. The extent of the flood and the time before it arrives will dictate the course of action to be taken. Depending on the situation, it may be necessary to initiate one or more of the following Emergency Actions and procedures:

Responsibility of General Director / Chief Financial Officer / Primary School Director .

- Action **STAND-BY**, followed by
- Action **LEAVE BUILDING**, or
- Action **EVACUATION**

2. Sound the appropriate warning signal.

Responsibility of COO, head of school , Primary School Director, CFO, principal designee

3. Keep battery powered radio tuned to a local radio station for information.

Responsibility of COO, head of school , Primary School Director, CFO, principal designee

Radio location: KCBS 740 AM, KGO 810 AM

4. Supervise the execution of the Action decided upon.

Responsibility of COO, head of school , Primary School Director, CFO, principal designee

1. ***Student or Staff***

- Notify principal
- Isolate person from students
- Notify family (attempt to get direction as to how they want the situation handled)
- Protect individual from injury
- Make arrangements for necessary care of individual
- Notify Law Enforcement people if individual is endangering self or others (If violent, notify appropriate Law Enforcement Agency immediately.)

2. ***Campus Visitor***

- Notify principal
- Isolate person from students
- Request person to leave campus, if possible. Remain calm, talk in soft non-threatening manner, avoid hostile-type actions, except in cases when necessary to safeguard person or property

Responsibility of COO, head of school , Primary School Director, CFO, principal designee • Notify appropriate Law Enforcement Agency, if necessary

Responsibility of COO, head of school , Primary School Director, CFO, principal designee

EMERGENCY PROCEDURE

LOSS OF UTILITIES

WARNING:

During School Hours

1. Advance notice may be received from utility companies regarding loss of service. In many cases, these losses of service will be of short duration and require no special action other than notifying staff of the pending interruption of service.
2. Make announcement in person directly or over public address system.
3. Use messengers with oral or written word as an alternate means of faculty notification.

Other Than School Hours

If disruption in service will severely hamper school operation, students and staff should be notified by appropriate means.

Responsibility of COO, head of school , Primary School Director, CFO, principal designee

DESCRIPTION:

During School Hours

1. Determine length of time service will be interrupted.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
2. Implement School Plan to carry on without utilities, or with alternate utilities (define what will be done, by whom, with what).
Responsibility of COO, head of school , Primary School Director, CFO, principal designee

(Continued)

EMERGENCY PROCEDURE

LOSS OF UTILITIES (CONTINUED)

A. Plan for Loss of Water

Toilets: PORTABLE TOILETS/LINERS

Drinking: WATER CONTAINERS IN THE SHED AND WATER SUPPLIES IN EACH CLASSROOMS

Food Service: FOOD SUPPLIES IN EMERGENCY SHEDS

Other: EMERGENCY SUPPLIES IN SHEDS

B. *Plan for Loss of Electricity*

Heat: ALTERNATE HEATERS, GENERATORS

Light: EXTRAS LIGHTS IN SHEDS

Other: EMERGENCY SUPPLIES INSIDE SHED

C. *Plan for Loss of Natural Gas*

Heat: ALTERNATE HEATERS, GENERATORS

Food Service: FOOD SUPPLIES IN EMERGENCY BACKPACKS AND SHED

Other: EMERGENCY SUPPLIES INSIDE SHED

Other Than School Hours

1. If disruption in service will severely hamper school operation, students and staff should be notified by appropriate means.

Responsibility of COO, head of school , Primary School Director, CFO, principal designee

1. *Student, Staff or Visitor*

- Notify principal, call 9 1 1
- Provide privacy for the person
- Provide appropriate first aid

1. The first consideration is the safety of the pupils and personnel.

2. Isolate the pupils from the animal.

- If animal is outside, keep pupils inside.
- If animal is inside, keep pupils outside or in some other sheltered area.

Responsibility of COO, head of school , Primary School Director, CFO, principal designee

3. Call SPCA 415-554-3000 or Other

Responsibility of COO, head of school , Primary School Director, CFO, principal designee

4. Call the Law Enforcement or Fire Department.

Responsibility of COO, head of school , Primary School Director, CFO, principal designee

5. If animal injures someone, call the parent, and 911, the recommended Health Advisor.

Responsibility of COO, head of school , Primary School Director, CFO, principal designee

With Warning

1. Initiate Action 8, (Section 2), **STAND-BY**.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
2. Take appropriate actions to safeguard school property.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee

With Little or No Warning

1. Initiate Action **TAKE COVER**.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
2. Ensure that all windows and blinds are closed.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
3. Evacuate classrooms bearing the full force of the wind.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
4. Do not allow structures with large, open roof spans to be used as shelter.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
5. If the school has two stories, evacuate classes to the lower floor near inside walls.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
6. Keep tuned to a local radio station for latest advisory information.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
7. Notify the appropriate utility company of breaks or suspected breaks in utility lines or pipes.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee
8. Upon passage of the storm initiate any other appropriate action, or return to normal routine.
Responsibility of COO, head of school , Primary School Director, CFO, principal designee

SECTION 4

MISCELLANEOUS

ALERT SYSTEM

- Telephone Alert System

BUS DRIVER DISASTER PROCEDURES

BUS ROUTES

EMERGENCY PHONE NUMBERS

EMERGENCY SUPPLIES*

- Automobile/Bus

- Classroom

- Food, Water and Supplies - School

- First Aid Supplies - School

- Light Search and Rescue

EVACUATION ROUTES



SCHOOL MESSENGER SCHOOLMESSENGER®

1. Launching Emergency / Trips / Bus Broadcasts

By Phone:

Dial: **844-850-3006**
Press 9
Enter your ID: **4156612345**
Followed by #
Enter your Pin: **4156**
Followed by #

Follow the procedures in the right box

2. Launching Overnight Trip Broadcasts

By Phone:

Dial: **844-850-3006**
Press 9
Enter your ID: **4156615232**
Followed by #
Enter your Pin: **4156**
Followed by #

Follow the procedures in the right box

3. Launching Bus Broadcasts

By Phone:

Dial: **844-850-3006**
Press 9
Enter your ID: **4157166099**
Followed by #
Enter your Pin: **4157**
Followed by #

Follow the procedures in the right box

“Welcome”

- Press 1
- Record your message
Press any key when finished
- Your message will play back
- To save your message press 1
To replay press 2
To re-record press 3
- To select a list to call press 1
Select your list number
- Specify job: press 1 General Phones
- Enter number of days: press 1
- Accept settings: press 1
- Listen to summary
Correct and submit: press 1
Change list press 2
Repeat all press *

4. "School Messenger Admin" Iphone Application



Step1: Log in

The first time you log-in you will be asked to enter your **Customer ID:** lelycee








Next you enter your Username and password:

- **Administrator and directors:** Username: lelycee PW: LFSF1234
- **Teachers:** Username: 4156615232 PW: LFSF1234
- **Bus administrators:** Username: 4157166099 PW: LFSF1234

The **Main Menu** page will open. Click



Step 2: Create and send

1.	Click	<div> Type</div>	Select	<div>General phones</div>	Return to Create & Send	<div>Main Menu Create & Send</div>
2.	Click	<div> Lists</div>	Select your list(s)		Return to Create & Send	<div>Main Menu Create & Send</div>
3.	Click	<div> Message</div>	Select	<div> Phone</div>	<i>(Never use emails / for emergency use only)</i>	
		Record or Type your message			Return to Create & Send	<div>Main Menu Create & Send</div>
4.	Click	<div> Name</div>	Enter your message's name			<i>(ok to skip this step)</i>
5.	Click	<div> Options</div>				<i>(ok to skip this step)</i>
		Schedule	NOW			
		Accept voice replies	OFF			
		Accept confirmation	OFF			
		Send auto-report	ON			
		Caller ID	4156615232		Return to Create & Send	<div>Main Menu Create & Send</div>
6.	Click	<div><div>Send </div></div>				

Help desk: (800) 920-3897

IN CASE OF EMERGENCY

All personnel are required to stay on site at their specific campus until authorize to leave by the Principal or his designee.

All personnel will be released in the order described below:

On site :

1. Parent with an injured child(ren).
2. Parent with an injured parent(s).
3. Single* parents with baby(ies) or pre-school child(ren).
4. Single parent with child(ren) in primary grades.
5. Single parent with child(ren) in middle or high school.
6. Married person with baby or pre-school child(ren)
7. Married person with child(ren) or primary child(ren)
8. Married person with child(ren) in middle or high school
9. Staff member with housebound dependent(s)
10. Staff member with all child(ren) in the campus
11. Other.

*Single : single, divorced with other parent out of state

BUS DRIVER DISASTER PROCEDURES

These procedures are intended as guidelines for bus drivers to follow in the event of a disaster. It is understood that drivers may need to make spontaneous and independent decisions, depending on the emergencies, age of children, location of bus, etc.

A copy of these procedures shall be kept in the emergency packet of the school buses and included as an attachment to each school disaster plan.

Earthquake

1. Issue "**DUCK, COVER AND HOLD ON**" command.
2. Stop the bus away from power lines, bridges, overpasses, buildings, possible landslide conditions, overhanging trees, or other dangerous situations.
3. Set brake, turn off ignition and wait for shaking to stop.
4. Check for injuries.
5. Contact school to report location and condition.
6. If instructed to continue route:
 - If enroute to school, continue to pick up students.
 - If dropping students off, continue to do so if there is adult supervision.
7. If unable to contact school, complete number 6 above.
8. If it is impossible to return to school, proceed to nearest shelter. Notify school of location. Remain with children until further instructions are received from command center.
9. If the bus is disabled, stay with the bus until help arrives.
10. DO NOT ATTEMPT TO CROSS BRIDGES OR OVERPASSES THAT HAVE BEEN DAMAGED.

Flood

1. DO NOT drive through flooded streets/roads.
2. Take an alternate route or wait for public safety personnel to determine safety.
3. Proceed to school, home, or designated shelter, as appropriate.

Bus Driver's Signature

Date

Signature indicates procedure has been read and understood.

BUS ROUTES

Bus Routes are kept in the Business Office and Monitors Office.

NORTH ROUTES MORNING

(1) SAN RAFAEL > ORTEGA 6th to 12th Grade

The bus departs from 5th Ave and Irwin St in San Rafael at 7:10 am and goes to the Ortega campus.

(2) MILL VALLEY > SAUSALITO > ORTEGA 6th to 12th Grade

The bus departs from the parking lot of the "Goodman's shop" in Mill Valley at 7:20 am and makes a stop at the Sausalito Campus parking lot from which it leaves at 7:30 am.

(3) ORTEGA > GOLDEN GATE BRIDGE > SAUSALITO Preschool to 5th Grade

The bus departs from the Ortega campus at 7:50 am and makes a stop at the Golden Gate Bridge transit stops from which it leaves at 8:10 am.

(4) ORTEGA > ASHBURY K to 5th Grade

The bus departs from the Ortega campus at 8:05 am.

NORTH ROUTES AFTERNOON

(1) ORTEGA > SAUSALITO > CORTE MADERA > SAN RAFAEL 6th-12th & K-5th attended by siblings

The bus leaves Ortega at 3:10 pm, makes a first stop at the Sausalito Campus at 3:35 pm, makes a second stops in Corte Madera (San Clemente Park) at 3:55 pm and arrives in San Rafael (at 5th Ave and Irwin St) at 4:15 pm.

(2) ORTEGA > SAUSALITO > CORTE MADERA > SAN RAFAEL 6th-12th

The bus leaves Ortega at 4:20 pm, makes a first stop at the Sausalito Campus at 4:50 pm makes a second stops in Corte Madera (San Clemente Park) at 5:00 pm and arrives in San Rafael (at 5th Ave and Irwin St) at 5:20 pm.

(3) SAUSALITO > ASHBURY Preschool to 5th Grade

The bus will depart from the Sausalito campus at 3:25 pm and will arrive on the Ashbury campus (755 Ashbury St) at 4:00 pm.

BUS ROUTES (CONTINUED)

SOUTH ROUTES

De Anza: 6 :30am | 5 :50pm

Pick up: At the corner of De Anza Blvd and Homestead, going west on Homestead.

Drop off: On De Anza going south towards 280 at the transit stop.

625 Magdalena Blvd: 6:40am | 5:30pm

Pick up and drop off on the parking lot of the church, right hand side going west towards 280.

Page Mill Road: 6:55am | 5:15pm

Pick up and drop off at the Park and Ride parking lot, going west on Page Mill Road.

Cañada College - Farm Hill Exit: 7:05am | 4:54pm

Pick up and drop off on campus at on the opposite side of the campus stop.

Bunker Hill: 7:20am | 4:42pm

Pick up and drop off: take Bunker Hill road exit East, turn left at Lexington Ave, turn right on Newport St and pull over on right side after Monticello Rd.

Millbrae: 7:30am | 4:30pm

Pick up and drop off: At Hillcrest Blvd and Skyline Blvd at the Chevron gas station.

CONTACT

San Francisco Dispatch	North Routes 415-647-3159
San Jose Dispatch	South Route 415-971-3466

EMERGENCY PHONE NUMBERS

LYCÉE FRANÇAIS DE SAN FRANCISCO

Ashbury Campus: 755 Ashbury Street, San Francisco, CA 94117 (415) 661-5232

Temporary Annexe: Richmond Campus 350 9h Ave, San Francisco, CA 94118

Ortega Campus: 1201 Ortega St, San Francisco, CA 94122 (415) 661-5232

Sausalito Campus: 610 Coloma St, Sausalito, CA 94965 (415) 661-5232

EMERGENCY: Fire, Medical Aid..... 9 1 1

FIRE DEPARTMENT (415) 558-3200

LOCAL POLICE DEPARTMENT (415) 553-0123

SHERIFF DEPARTMENT (415) 553-9600

SAN FRANCISCO OFFICE OF EMERGENCY SERVICES (415) 206-8111

CRISIS INTERVENTION SERVICES :

U.C.S.F. HOSPITAL 505 PARNASSUS AV, SF, CA 94143 (415) 476-1000

ST MARY'S HOSPITAL 450 STANYAN ST, SF, CA 94117 (415) 668-1000

RED CROSS (415) 427-8000

SF WATER EMERGENCY DEPARTMENT (415) 923-2400

P. G. & E. SERVICE INTERRUPTION INFORMATION (800) 743-5002

LYCEE FRANÇAIS DE PORTLAND (503) 292-7776

CELLULAR PHONE LYCEE FRANÇAIS :

EMMANUEL TEXIER/ HEAD OF SCHOOL (415)500-1498

CHRISTINE RIEZ/ DEPUTY HEAD OF SCHOOL (415)418-4646

ASHBURY PRIMARY SCHOOL DIRECTOR (415)500-1753

SAUSALITO PRIMARY SCHOOL DIRECTOR (415)716-9952

CLORIS HENRY/COO (415) 876-8176

AGNES HOGAN/ ADMISSION DIRECTOR (415)680-6534

CUPERTINO PALESTINA FACILITIES ORTEGA (415)716-9899

WENCES SOBREVILLA/FACILITIES ASHBURY (415)716-8220

LUIS SOBREVILLA/FACILITIES MARIN (415)828-2857

SEVA FRIDMAN/IT (415)680-6534

SAUSALITO CAMPUS (415)661-5232 X 3100

ORTEGA CAMPUS (415) 661-5232 X 1100

ASHBURY CAMPUS (415) 661-5232 X 2100

S.P.C.A ANIMAL CONTROL (415) 554-6364

CALIFORNIA HIGHWAY PATROL (415) 924-1100

RADIO FREQUENCY TO CONTACT FRENCH CONSULATE 6

KCBS RADIO AM-740 (415) 765-4074

KGO RADIO AM-810 (415) 362-4809

CHANNEL 7-TV (415) 954-7465

CHANNEL 5-TV (415) 765-8610

CHANNEL 4-TV (415) 441-4444

Supplies

- 1 first Aid kit
- 1 cold pack
- 1 pack of tissue
- 6 pairs surgical gloves
- 1 flashlight
- 2 batteries
- 1 pair of leather glove
- ziplog bags
- 1 whistle
- 1 swiss knife
- 6 solar blankets
- 1 roll of duct tape
- 1 first aid booklet
- 1 list of Students

By primary evacuation doorway in each classroom

1 Teacher Emergency Backpack:

Flashlight
Trash Bags
Whistle
First Aid Kit
First Aid Booklet
Gloves
Pencils
Toilettes
Ziplocks

Emergency Box Include:

Toilet Paper
Wet Wipes
Trash Bags
Duck Tape
Waters
Blankets
Tissues

EMERGENCY SUPPLIES

CAMPUS USE

#9110

- . Abdominal pads
- . Alcohol rubbing
- . Antiseptic Towelettes
- . Arm / leg / Wrist splints
- . Baby wipes
- . Band Aid Large 1-3/4 in x 4 in
- . Band Aid Assorted
- . Cotton Balls
- . Face mask
- . First Aid Kit
- . Gauze Stretch Bandages
- . Hand sanitizer Lotion Pump
- . Ice cold Packs Instant
- . Gauze pads Large
- . Latex Gloves
- . Medical tape rolls
- . Gauze Pads Sterile
- . Pain Reliever non Aspirin Boxes
- . Saline solution bottles
- . Scissors
- . Tarps
- . Thermal Reflective Blankets
- . Tissues boxes of 125
- . Triage bags
- . Triage tags
- . Triage tape 3 colors
- . Triangular bandages (For elbows)
- . Army Blankets
- . Broom
- . Bucket covers
- . Buckets / Toilets
- . Caution tape
- . Coveralls
- . Crow bars large
- . Crow bars small
- . Duct tapes
- . Emergency Lights sticks
- . Face masks
- . Flashlights
- . Gurney
- . Hammer
- . Heaters
- . Heavy duty gloves
- . Helmets Safety
- . Ropes
- . Rubber boots
- . Safety goggles
- . Screw drivers
- . Shovels
- . Socks heavy duty
- . Toolbox
- . Beam Lights
- . Canopy tent
- . Chain saw
- . Collin Axe
- . Cooking pots
- . Cooking utensil set
- . Cups
- . Drums of water
- . Extension cords 50 feet
- . Extra Back packs
- . Food
- . Gas for generator (Extra)
- . Generator Maintenance 's Shed
- . Ladder 6 feet
- . Lamps
- . Lights + stand
- . Paper Napkins
- . Paper plates
- . Plastic knives + spoons + forks
- . Privacy Shelter Cabana Small
- . Propane Cans
- . Radio + Antenna
- . Small Boxes of Water x3
- . Stove
- . Students Emergency Forms
- . Tent 10'x10', no sides
- . Toilet Paper Rolls
- . Trash bags 10 gallon
- . Water pumps
- . Ziploc sandwiches bags
- . Search rescue BAGS : (x3)
- . Batteries
- . Cold pack
- . Duct tape
- . Face masks
- . Flash Lights
- . Glow stick
- . Headlight
- . Heavy duty gloves
- . Latex Gloves
- . Sharpies Extra-large Black
- . Sharpies Extra Large Red
- . Space blanket
- . Swiss knives
- . Tissues
- . Wipes

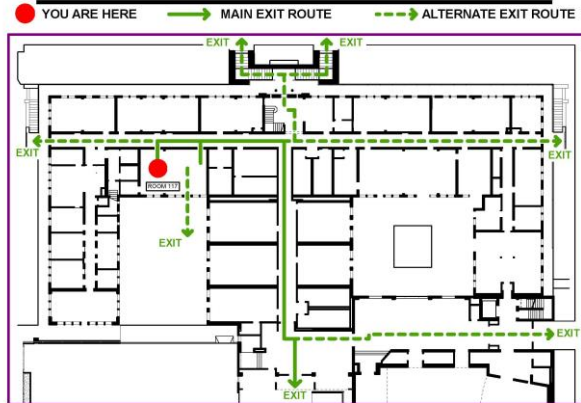
EVACUATION ROUTES

Each school needs evacuation routes outlined on school plot plan(s) displayed at the main exit of each facility that houses students and/or staff. These routes should be followed during each drill and/or emergency. Each school should have a pre-designated location with an alternate location for all students/staff to assemble for roll call.

EVACUATION PLAN - ROOM 122



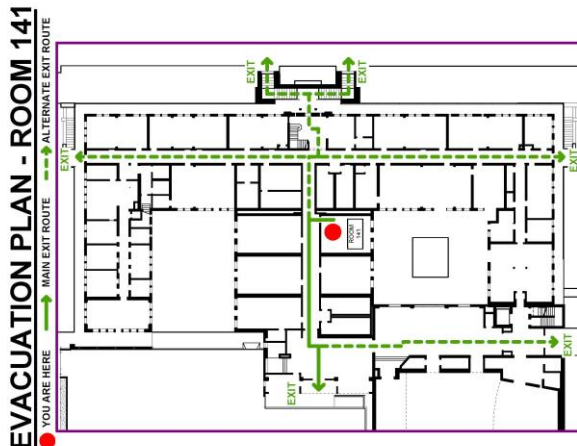
EVACUATION PLAN - ROOM 117



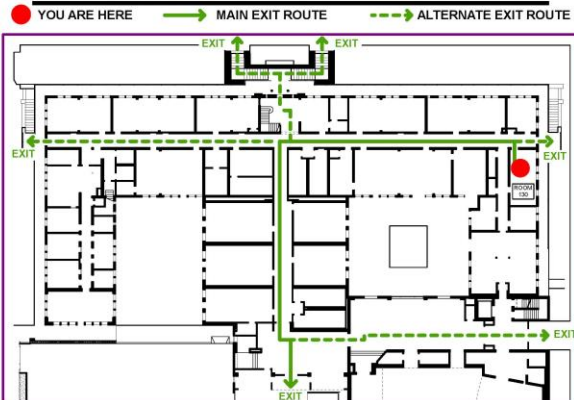
EVACUATION PLAN - ROOM 129



EVACUATION PLAN - ROOM 141



EVACUATION PLAN - ROOM 130

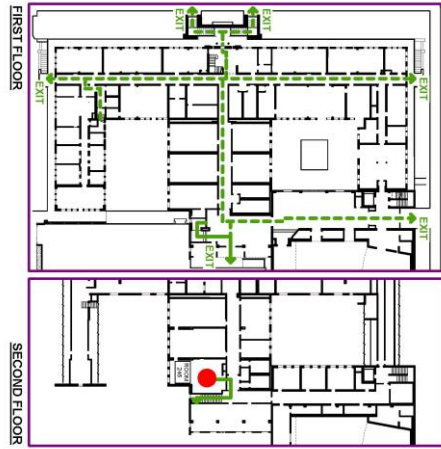


EVACUATION PLAN - ROOM 210

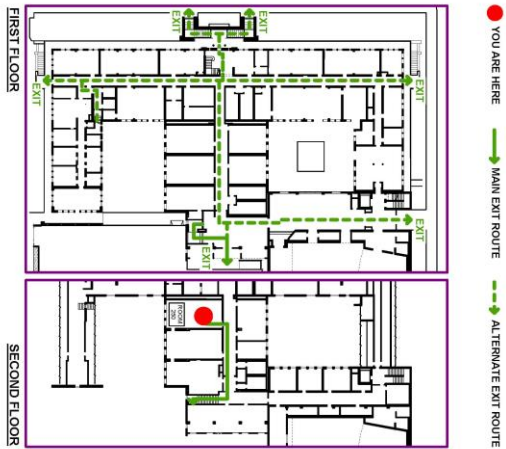
EVACUATION PLAN - ROOM 223



EVACUATION PLAN - ROOM 246



EVACUATION PLAN - ROOM 250



SECTION 5

PERSONAL PREPAREDNESS

HOME

TRAVEL

WORK

An employee's personal preparedness at home is an essential component in her/his overall emergency readiness. The following suggestions will help employees to become fully prepared.

Planning:

- At least once a year, have a meeting with family members or housemates to design and/or update a plan for how each person will respond during an emergency.
- Draw a floor plan of your home, showing the location of exits (windows and doors), utility cutoffs, first aid kits, emergency supplies, tools, clothing, etc. Make sure that each person is familiar with the plan.
- Discuss alternate reunion locations and strategies if a disaster strikes when you are not home.
- Become familiar with the disaster policies and plans at your children's schools and your spouse's or housemate(s) workplace.
- Make/update a list of key addresses and phone numbers and ensure that each family member has a copy. Remember to caution everyone that the phone should only be used during an emergency if there is a pressing need to contact the police, the fire department, emergency medical personnel, utility companies, children's schools, etc.
- Discuss each person's fears and ways of minimizing fears through plans and strategies.

Training:

- Make sure that each person knows and practices ways of protecting themselves from falling objects, smoke, fire, caustic fumes, etc.
- Make sure that each person knows and practices how to shut off utilities.

Home Safety:

- Secure items that could fall and cause damage or injury during a disaster, such as the water heater, refrigerator, book shelves, and other tall and heavy furniture.
- If necessary, change the placement of furniture and household items to make the home environment safer. For example, don't place beds under windows or heavy objects over beds; keep exit routes clear; move heavy items to lower shelves or drawers; and remove or isolate flammable materials.
- Install clips, latches, or other locking devices on cabinet doors.
- Provide strong support and flexible connections on gas appliances.
- Make sure that everyone has a flashlight and sturdy shoes near the bed.

Emergency Supplies and Equipment:

It is recommended that your home be equipped with the following emergency supplies and equipment. Try to store the items in a place that will be accessible even if there should be structural damage to the home (e.g., in an outside storage shed, garage, etc.):

Bottled Water (two quarts to 1 gallon per person per day)
Food (canned or dehydrated, with current expiration dates)
Utensils (knives and forks, can opener, pots, etc.)
Paper Plates and Towels
First Aid Kit (with instructions)
Blankets or Sleeping Bags
Portable Radio (with spare batteries)
Critical Medication and Glasses
Fire Extinguisher (dry chemical)
Flashlight (with spare batteries and bulb)
Watch or Clock (battery or spring wound)
Sanitation Supplies (soap, plastic bags, tissues, waste containers, etc.)
Adjustable-end Wrench (for turning off gas)
Other Tools (ax, hammer, screw driver, pliers, shovel)
Rope and Plastic Tape
Gloves
Candles and Matches

TRAVEL

It is recommended that your automobile be equipped with the following emergency supplies and equipment.

First aid supplies
Food
Water
Flashlights and extra batteries
Battery-powered radios and extra batteries
Fire extinguisher
Space blankets, heavy duty plastic bags, or regular blankets
Sanitation supplies
Useful non-prescription drugs
Change of clothes, sturdy shoes

WORK

Besides taking part in training and drills, each employee should take measures to become personally prepared at work. The following suggestions will help employees to become fully prepared.

- Become familiar with the location of nearby exits and alternate evacuation routes.
- Know the location of fire extinguishers and first aid kits.
- Keep a small supply of emergency food on hand (e.g., energy bars, non-perishable snack items, etc.) as well as bottled drinking water.
- Arrange nearby file cabinets so that heavier items are in the bottom, to lessen the potential of the cabinets falling over. Always keep cabinets closed and latched when not in use.
- Do not place heavy items on top of cabinets and/or files where they could fall on seated and/or standing employees. Be especially careful about what is placed around and above your desk.
- Each employee takes responsibility for securing his/her own personal work area; and completes appropriated forms (hazard reports or work orders) as needs arise.
- Do not store boxes, etc., under desks or tables that will interfere with ability to "duck and cover".
- In cases of special dietary or medical needs required by some employees, keep a small supply of such food and medicine on hand and advise a fellow staff member of their location.

SECTION 7

FORMS

A	ANNUAL EMERGENCY PLAN CHECKLIST
B	BOMB THREAT REPORT
C	CLASSROOM HAZARD CHECKLIST
D	DAMAGE REPORT AND ASSESSMENT
E	EMERGENCY DRILL RECORD
F	EMERGENCY STATUS REPORT
G	EMERGENCY STATUS UPDATE REPORT
H	EVACUATION ROUTES HAZARD CHECKLIST
I	INJURY AND MISSING PERSONS REPORT
J	NEIGHBORHOOD RESOURCES
K	SPECIAL STAFF SKILLS AND EQUIPMENT
L	STUDENT RELEASE LOG
M	STUDENT RELEASE - PERMISSION SLIP
N	TELEPHONE COMMUNICATION LOG

Date	Activity	Responsible Person	Date Completed
August	School Facilities/Grounds Hazard Assessment	_____	_____
August	Evacuation Routes Hazard	_____	_____
August	Update School Plot Plans	_____	_____
August	Emergency Phone Numbers and Resources Update	_____	_____
August	Survey of Special Staff Skills	_____	_____
September	Survey of Neighborhood Resources	_____	_____
September	Message to Parents	_____	_____
September	Assign Disaster Functions	_____	_____
September	Update Bus Routes to Identify Potential Hazards	_____	_____
September	Staff Orientation to Plan	_____	_____
April	Review Plan	_____	_____

Prepared By _____

Date Prepared _____ School Year _____

FORM B

BOMB THREAT REPORT

School _____

Date _____ Time of Call _____ a.m. ____ p.m. ____

Call Received by _____

At _____ (Phone Number)

When is the bomb going to explode? _____ a.m. ____ p.m. ____

Where is it? _____

What will cause it to explode? _____

What kind of bomb? _____

Why are you doing this? _____

Who are you? _____

How can you be contacted? _____

Record the exact language of the threat: _____

How can you be contacted? _____

Voice on the phone: Man () Woman () Child () Age _____

Intoxicated () Accent () Speech Impediment ()

Other () _____

Background noise: Music () Talk () Children () Machines ()

Airplane () Typing () Traffic ()

Other () _____

Other: _____

Completed by: _____

Date: _____

FORM C**CLASSROOM HAZARD CHECKLIST**

School _____ Room # _____

Date Due _____

	Yes	No	Unknown	Not Applicable
Are freestanding cabinets, bookcases, and wall shelves secured to a structural support?	_____	_____	_____	_____
Are heavy objects removed from high shelves? (High shelves are shelves above the heads of seated students/teachers desk.)	_____	_____	_____	_____
Are aquariums and other potentially hazardous displays located away from seating areas?	_____	_____	_____	_____
Are A.V. equipment and computers securely attached to a portable (rolling) cart with lockable wheels?	_____	_____	_____	_____
Is the T.V. monitor securely fastened to a securely fastened platform and/or cart?	_____	_____	_____	_____
Is the classroom piano secured against rolling during an earthquake?	_____	_____	_____	_____
Are wall mounted clocks, maps, fire extinguishers, etc., secured against falling?	_____	_____	_____	_____
Are hanging plants secured to prevent them from swinging free or breaking windows during an earthquake?	_____	_____	_____	_____
Is lab equipment secure to prevent movement?	_____	_____	_____	_____
Are chemicals stored to prevent spillage?	_____	_____	_____	_____
Is ventilation adequate where chemicals are stored?	_____	_____	_____	_____
Are typewriters, computers and other heavy equipment secured to prevent movement?	_____	_____	_____	_____
Are animal cages secured to prevent movement?	_____	_____	_____	_____
Are objects around doors secured so as not to fall and block egress?	_____	_____	_____	_____

Completed by: _____

Date: _____

FORM D

DAMAGE REPORT AND ASSESSMENT

School _____ Room # _____

Completed by _____ Date _____ Time _____

[illegible]

EMERGENCY DRILL RECORD

School _____

[illegible]

EMERGENCY STATUS REPORT

School _____

Completed by _____ Date _____ Time _____

 None Medical Fire

_____ Search & Rescue _____ Support Personnel

_____ All Accounted For _____ No Injuries _____ No immediate help required
 _____ Missing (number) _____ Names

_____ Trapped in Building (number)	Names
------------------------------------	-------

_____ Injured (number) _____ Number Requiring Immediate Medical Attention

Type of Injury

Names

Condition of Staff

_____ All Accounted For
_____ Missing (number)

_____ No Injuries

_____ No immediate help required
Names

_____ Trapped in Building (number)

Names

_____ Injured (number)

_____ Number Requiring Immediate Medical Attention

Type of Injury

Names

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Condition of School Building and Grounds

e.g.: wall cracked, fallen light fixtures, shattered windows, broken water pipes, flooding, etc.

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
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Condition of Neighborhood

e.g.: fallen power lines, debris-cluttered streets, etc.

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

EMERGENCY STATUS UPDATE REPORT

Completed by _____ Date _____ Time _____

_____Number of staff members remaining to care for children

_____ additional personnel (number) to assist in student care

[illegible]

FORM H**EVACUATION ROUTES HAZARD CHECKLIST**

School _____

Yes No Location

Is any maintenance and/or repairs being done that places construction obstacles in normal evacuation routes? _____

Do hallways and/or doors contain glass panels? _____

Are these panels of safety (tempered) glass? _____

Do lockers, bookshelves and other storage units line hallways? _____

Is lighting dependent on electricity rather than sunlight? _____

Do building exit routes pass through arcades, canopies or porch-like structures? _____

Are clay or slate tiles on roofs of school buildings? _____

Is building faced with parapets, balconies or cornices? _____

Are gas, sewer and power lines near outdoor assembly areas? _____

Note: (1) This form is to be completed each school year prior to return of teachers.

(2) Results from this assessment may:

ï result in memo to staff alerting them to temporary changes in normal evacuation routes

- require the completion of a Hazardous Report Form included in the Injury and Illness Prevention Handbook

Completed by: _____

Date: _____

FORM I**INJURY AND MISSING PERSONS REPORT**

Teacher's Name _____ Date _____

School _____ Room # _____

INJURED		
Name	Type of Injury	Location

MISSING PERSONS	
Name	Possible Location

School _____

School Year _____

Resource	Resource Persons Name	Phone Number
Fire		
Transportation		
Communications		
Search/Rescue		
Medical Care		
Care of Students At School		
Food Preparation		
Engineering/Structural Safety		

School Year _____

Experience/Equipment	Name of Employee(s)
Medical/First Aid Experience	
CPR / First aid certification	ALL
Search & Rescue Experience	
Fire Fighting Experience	
Communication Equipment (Indicate Type)	
Accessible Emergency Vehicles and Equipment	

School _____

Date _____

Time In	Student's Name	Disposition	Time Out	Name of Person Released To	Signature

School _____

Date _____ Time _____

Student's Name _____

Authorized Adult _____

Relationship to Student _____

Student Being Transported to _____

Phone Number _____

Verified by Student Release Center _____

(Signature)

FORM N

TELEPHONE COMMUNICATION LOG

School _____

§ 35295. LEGISLATIVE FINDINGS AND DECLARATIONS

The Legislature finds and declares the following:

- (a) Because of the generally acknowledged fact that California will experience moderate to severe earthquakes in the foreseeable future, increased efforts to reduce earthquake hazards should be encouraged and supported.
- (b) In order to minimize loss of life and disruption, it is necessary for all public or private elementary schools and high schools to develop school disaster plans and specifically an earthquake emergency procedure system so that students and staff will act instinctively and correctly when an earthquake disaster strikes.
- (c) It is therefore the intent of the Legislature in enacting this article to authorize the establishment of earthquake emergency procedure systems in kindergarten and grades 1 through 12 in all the public or private schools in California. (*Added by Stats. 1984, c. 1659 § 1.*)

§ 35296. ESTABLISHMENT OF SYSTEMS

The governing board of each school district and the county superintendent of schools of each county shall establish an earthquake emergency procedure system in every public school building under its jurisdiction having an occupant capacity of 50 or more pupils or more than one classroom. The governing board of each private school shall establish an earthquake emergency procedure system in every private school building under its jurisdiction having an occupant capacity of 50 or more pupils or more than one classroom. Governing boards and county superintendents may work with the Office of Emergency Services and the Seismic Safety Commission to develop and establish the earthquake emergency procedure systems. (*Added by Stats. 1984, c. 1659, § 1. Amended by Stats. 1990, c. 1263 (A.B. 2875), § 9.*)

§ 35297. COMPONENTS OF SYSTEM

The earthquake emergency procedure system shall include, but not be limited to, all of the following:

- (a) A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staffs.
- (b) A DUCK, COVER AND HOLD ON procedure. As used in this article, DUCK, COVER AND HOLD ON procedure" means an activity whereby each student and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A DUCK, COVER AND HOLD ON procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools.
- (c) Protective measures to be taken before, during, and following an earthquake.
- (d) A program to ensure that the students and that both the certificated and classified staff are aware of, and properly trained in, the earthquake emergency procedure system. (*Added by Stats. 1984, c. 1659, § 1. Amended by Stats. 1988, c. 448 § 1.*)