

Community Learning Center Schools Learner Safety: Emergency Procedures

COVID-19 Safety

CLCS consistently updates our protocols and procedures per Alameda County Health Department and State school guidelines to maintain compliance.

Campus Supervision

ALC and Nea each have a staff member assigned to monitor campus and ensure learner safety. Additionally, Administration and staff regularly conduct campus safety walkthroughs.

Notification System- Share 911

CLCS has partnered with the Alameda Unified School District in their implementation of a district-wide notification system that allows all staff to be able to immediately alert law enforcement of any unsafe situation such as an intruder on campus. Notification is simultaneously delivered via text message and email to all employees at the reporting school site and to the APD Dispatchers. This allows law enforcement officers to quickly respond to the campus. This system also allows staff to quickly communicate to the entire school to secure the campus and the learners.

CLCS Emergency Procedures

All CLCS schools have uniform emergency procedures for an intruder on campus or unsafe situation in the surrounding community (e.g. chemical spill, or environmental and natural disasters). All procedures were created in collaboration with local law enforcement and are based upon nationwide best practices. The specific details of the procedures are kept confidential, however you will find a summary below.

Lockdown	<ul style="list-style-type: none"> ● Activate Share 911, call 911, announce emergency on school announcement system. ● Secure all learners and staff in a safe location. ● Await further direction from emergency management/law enforcement.
Earthquake	<ul style="list-style-type: none"> ● Drop, cover under a desk, and hold on. ● Wait for shaking to stop. ● Exit building to emergency gathering location on campus.
Shelter-In-Place (Chemical Spill, environmental disaster, police activity nearby,etc)	<ul style="list-style-type: none"> ● Activate Share 911, call 911, announce emergency on school announcement system. ● Secure all learners and staff in safe location. ● Cover windows, filters, vents ● Continue instruction and await further direction from emergency management/law enforcement.
Fire	<ul style="list-style-type: none"> ● Fire alarm. ● Activate Share 911, call 911, announce emergency on school announcement system. ● Evacuate to the designated emergency meeting location outside of the building.

Practicing Emergency Procedures

CLCS schools practice all emergency procedures with their staff and students several times during every school year. Elementary school sites practice Lockdown and Shelter in Place procedures 2 times per year, and our secondary school sites practice 3 times per year. Schools practice one emergency procedure per month at the elementary level, 4 times per year at the middle school level and 2 times per year at the high school level. If you would like to observe your child's school during an emergency drill you may do so by contacting the Lead Facilitator.

All CLCS schools have a comprehensive emergency plan which assigns staff to key roles such as search and recovery, monitoring students, first aid, communications, etc.

Reunification Plans

Should there be a situation where we have to conduct a reunification of learners with their families, the following process will be followed. Learners will be removed from the school site and transported to an alternate location for the purposes of providing a safe and organized reunification when events have occurred that make the school campus an unsafe location.

- Families will be notified that learner reunification with their family will occur and will be provided the location, time, and any additional necessary information through postings on the school website, Facebook Post, Local Radio stations, and CLCS phone dialer system. CLCS will provide information through all of the above following methods that are available. In the event of a natural disaster, internet and phone lines may be down and families should tune into local radio stations for emergency information.
- Upon arriving at the designated reunification site, parents/guardians should bring their photo identification so that their identity can be confirmed before the learner is released to them.

Emergency Supplies

The CLCS campus has a 3-day emergency supply for the student body and staff that is stored in an emergency container located outside of the school building. This supply includes emergency food, water, first aid supplies, flashlights and emergency medications for any learner who has an approved medication form on file and has provided the additional emergency medication to the school. If the school is able to safely access the medications stored within the school building those will be utilized as well.

Ways that Parents Can Help

- Program your child's school telephone number into your cell phone.
- Save the school website into your favorites on your web browser so that you can easily access it: www.alamedaclc.org or www.neaclc.org
- Practice the earthquake procedures of drop, cover, and hold on as a family at home.
- Make sure that you have an emergency contact on your child's emergency card and school file, other than yourself, that spends most of their time in Alameda or nearby. This person can be a relative or family friend that you would trust to pick up your child during a reunification situation.
- If your child takes medication that they cannot be without during an emergency, talk to your healthcare professional about getting medication to be placed into your child's school emergency storage container.
- Reinforce with your child that they are to follow any directions given to them by CLCS staff during an emergency.
- Organize emergency supplies for your home. A complete list is available at www.fema.gov