

*EMERGENCY AND DISASTER  
PREPAREDNESS PLAN*



*Wilson Elementary School*

# *Wilson Elementary School Emergency And Disaster Preparedness Plan*

## Responsibilities of School Personnel during an Emergency

### **Office:**

- Overall Direction of emergency/disaster procedures:  
Darcy Pollak, Principal or Designee
- Inspection of facilities/survey of damage:  
Sandra Tena, Head Custodian
- Coordinate office procedures:  
Esther Marques, Secretary II  
Lisa Morales, Office Clerk A  
Debra Wood, Office Clerk
- School Site Safety Members:  
Darcy Pollak                      Jennifer Denman  
Carrie Heyrend                  Tom Levin  
Esther Marquez                  Jennifer Williamson  
Lisa Morales                      Lori Collins-Delhez  
Sandra Tena

### **Teachers:**

- Each teacher's primary responsibility in the event of an emergency is the direct supervision of their students.

**ALL STAFF MEMBERS ARE TO BE THOROUGHLY FAMILIAR WITH THE CONTENTS OF THE PLAN AND PROCEDURES TO FOLLOW IN AN EMERGENCY.**





## **Fire/Class Evacuation**

(see the school map with marked routes)

### **Signal:**

- Fire alarm, verbal or telephone announcement.
  - In an actual emergency, an “all page” will be utilized as well.

### **Office Procedure:**

- The office personnel shall sound the fire alarm, notify the principal, call 911, call the District Office, and evacuate the office.
- The office emergency folder and first aid kit shall be carried out by an administrator or by the last person to leave the office (if an administrator is not available).
- Office personnel will account for all adult personnel and report any absences to the administrator.

### **Custodian Procedure:**

- The custodian on duty shall assist in the evacuation of the buildings and in securing the safety of all students and personnel as their priority.
- After the buildings are completely evacuated and all students and personnel are accounted for, the custodian shall open all necessary gates to allow emergency vehicles to access the school site.
- The custodian, if possible without endangering himself or others, shall shut off the main gas valve.

### **Class Procedure:**

- When the alarm sounds, the students are to line up as quickly and quietly as possible.
- Classroom teacher should take their “Red Emergency Folder” with them and close doors/windows.
- Each class is to follow the fire escape route designated for the classroom they are in at the time of the alarm. They should move to their assigned evacuation area without delay.

- Each teacher is to take roll after their class has reached their assigned evacuation area. If all students are present, the teacher shall hold up the green card. In the event that a student is not accounted for, the teacher shall hold up the red card. The teacher is to immediately report any missing students to the administrator in charge.
- Classes are to remain in their assigned area until the “all clear” signal is sounded or until the administrator in charge gives a verbal all clear announcement.
- Should the assigned evacuation route or area be deemed unsafe by the teacher, due to whatever reason, the teacher shall choose an alternative route or area.
- It is the teacher’s responsibility to review the fire escape, to know the routes for the classroom they occupy, and know the routes for other rooms they use.
- Don’t leave your students unattended unless instructed to do so.

### **Yard/Lunch Procedures:**

- Teachers shall report to their designated areas to rejoin their classes when they hear the bell.
- Students on the yard or in the lunchroom shall quickly and quietly proceed to their designated area.
- Yard duty supervisors are to make sure that all students are going to their proper areas and will supervise the students until the teacher arrives.
- The principal or office staff shall distribute roll sheets from the office emergency folder, so teachers can take roll.
- Teachers shall notify the principal immediately if any students are missing.
- All students and teachers shall stay on the yard until the “all clear” signal is given.

### **Earthquake**

#### **Signal:**

- The teacher shall initiate the signal by stating, “duck, cover, hold”.
- Once the earthquake is over, the evacuation signal will be given. This signal shall be the same as a fire evacuation.



**Office Procedure:**

- Duck, cover, hold
- After the initial shock, sound the bell, phone the emergency services to request help if needed, take the emergency folder, and evacuate the building.
- Office personnel will account for all adult personnel and report any absences to the administrator.
- Move away from all buildings and into an open area.
- The office emergency folder and first aid kit shall be carried out by an administrator or by the last person to leave the office, if an administrator is not available.

**Custodian Procedure:**

- Duck, cover, hold
- After the initial shock, turn off the gas main and then assist in the evacuation of the building.
- Open all gates and assist the emergency crews as they arrive.

**Class Procedure:**

- Duck, cover, hold.
- All students and adults shall place themselves under a desk or table, or next to an inside wall or under a doorway. Stay away from glass, windows, and heavy light fixtures.
- Drop to knees with back to any glass and knees together. Clasp both hands firmly behind the head, covering the head. Close eyes tightly.
- When the shock ceases, all students and adults should line up and evacuate the building by following the evacuation procedures. Everyone should be directed away from buildings and overhead wires, etc.

**Outside Procedures:**

- The teachers or yard duties shall instruct the students to walk away from building, trees, poles, or exposed wires.
- Once away from potential hazards the teacher shall implement the drop action. Teachers and students shall cover as much as possible, close eyes, and cover ears.

- Students and teachers shall stay in the open area until the earthquake is over, or until further directions are given.
- Class rosters will be delivered to the teacher(s) by an administrator or other designee.
- Follow remaining evacuation procedures.

### **Chemical Accident**

Warning of a chemical accident is usually received from the fire or police departments, or the Office of Emergency Services, when such an accident occurs near a school and may be a threat to the safety of the school. Chemical accidents, which might necessitate evacuation, will most likely involve the release of toxic fumes or the threat of an explosion from a tank truck or rail car accident occurring in the vicinity of a school.



#### **School Procedures:**

- The principal will direct other action as required.
- Students and staff will not return to the site until it is determined by emergency services to be a safe area.

#### **Office Procedures:**

- Notify the district office and maintain communication.
- Determine the need to leave the building and/or school site.
- If appropriate, take action to evacuate the buildings, and if necessary, the area.
- Provide injury and damage assessments to the district office.
- Teachers will take roll.
- If any students are missing, report this information to the administrator in charge immediately.
- Move crosswind, never upwind or downwind, to avoid fumes.
- Render first aid as necessary.

#### **Custodian Procedures:**

- Assist the principal/designee to ensure the safety of the students.



## **Bomb Threats**

- If a bomb threat is received, teachers will be notified on the intercom to keep their students in their classrooms until further notice.
- Should the principal or designee decide that an evacuation of the buildings is warranted, it will be important not to create undue alarm or panic.
- The fire drill alarm will be sounded and teachers should follow the appropriate evacuation procedures.
- Office personnel will approach teachers in the assembly areas to explain the situation.
- Teachers will remain with their classes until the all-clear signal or further instructions are given.

## **Dangerous Intruder (Lock-Down)**

Mass confusion can be one of the greatest dangers to students when conditions of uncertainty prevail, and such conditions can rapidly generate into a state of panic. The purpose of any plan is to maintain normal or near normal routines, so we can minimize confusion and disorder resulting from uncertainty, rumor, and fear. All school staff shall respond to dangerous intruders/campus disturbances in accordance with the school's response plan.



### **Signal:**

- Verbal announcement
  - “Intruder on campus”
- All-call (press: “feature”, “60”, “both”, “all”)
  - This will page all zones

### **Teacher Procedures:**

- Teachers shall keep their students inside the classroom until notified that the emergency has been resolved.
- If a class is outside, the teacher shall escort the class to their room.
- In the event that the disturbance would not permit the class to return to their room, the teacher shall escort them to the nearest available classroom. The office shall be notified by the teacher of their alternate location.
- The teachers shall lock their doors and pull the curtains or shades.

- Take roll of students/staff present and identify any missing/injured students/staff.

**Custodian Procedures:**

- Custodians shall secure the buildings including restrooms.

**Office Procedures:**

- The office shall make verbal announcements of the need to lock down the campus.
- The office shall verify the location and security of all classes.
- The office shall notify the district office of the situation and maintain communication.
- The office shall notify the appropriate authorities of the emergency.