

Emergency Procedures

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Community School for Creative Education

Emergency Procedures Flip Chart for Staff

Emergency Number	9-1-1
Oakland Police Department	510-777-3333
Oakland Fire Department	510-238-4005
School Office Number	510-516-2723

EMERGENCY PHONE #'S

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INTRODUCTION

(For Teachers and Staff)

1. Emergencies and disasters are unpredictable and strike without warning. Community School for Creative Education has developed this “Emergency Procedures Flip Chart” to assist you.
2. Please read and become familiar with this information.
3. Our goals:
 - a. Safety of Students, Staff and Parents
 - b. Protection of property with minimum damage
 - c. Restoration of normal operations with minimum delay
4. This material was designed as a quick reference guide and appropriate procedures to follow during emergencies.
5. If you need additional information, or have any questions, please contact your director.

INTRODUCTION

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AIRCRAFT CRASH

STAFF ACTIONS:

- Notify Director
- Move students away from immediate vicinity of the crash
- When instructed, **Evacuate** students from the building to a safe assembly area away from the crash scene
- Take class roster and emergency supplies
- Check to ensure that all students have evacuated
- Take attendance at the assembly area and report missing students
- Maintain control of the students a safe distance from the crash site
Initiate first aid for any injured students or staff
- Remain in the evacuation area until further instructions are provided by the director or emergency responders

AIRCRAFT CRASH

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ASSAULT/FIGHTING

STAFF ACTIONS:

- Immediately notify the Director and call 9-1-1 if necessary
- Approach in a calm manner and direct combatants to stop fighting
- Escort combatants to the office, keeping them isolated from other students
- Assess extent of injuries, administer first aid and seek further medical support as needed

ASSAULT/FIGHTING

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BOMB THREAT

STAFF ACTIONS:

- Check your immediate area for any suspicious devices, abandoned backpacks, boxes, etc. that do not belong to anyone or seem to be out of place. Report to Director
- *Limit usage of cell phones, radios or fire alarm system because of risk of activating a device.*
- If suspicious device or package is found... **DO NOT TOUCH**
- Clear the immediate area and notify the Director
- If directed, evacuate students to safe distance away from buildings
- Bring class roster and emergency supplies
- Take attendance in evacuation area and immediately report missing students
- Be prepared to treat injuries that may arise.

BOMB THREAT

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EARTHQUAKE

STAFF ACTIONS:

- Give **DROP, COVER and HOLD ON** command. Instruct students to move away from windows, bookshelves and heavy suspended light fixtures. Get under table or other sturdy furniture with back to windows
- Check for any injured students and render First Aid
- Make a visual check of classroom for any damage; structural damage or cracks in walls, broken windows, fallen lights or ceiling tiles, etc., and report findings to Director
- If classroom or building is heavily damaged, initiate immediate evacuation. Bring attendance roster and emergency supplies
- Check attendance at the assembly area and report any missing students
- Stay alert for aftershocks and implement Duck, Cover and Hold procedures for all aftershocks.
- Do NOT re-enter building until it is determined to be safe
- Remain in the evacuation area until further instructions are provided by the director or emergency responders

EARTHQUAKE

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FIRE/EXPLOSION

STAFF ACTIONS:

- Activate the fire alarm
- **Evacuate** students to the evacuation area
- Bring attendance roster and emergency supplies
- Check attendance to ensure all students have evacuated and report any missing students
- Report any suspicious information about the fire to the Director, i.e. arson related
- Remain in the evacuation area until further instructions are provided by the director or emergency responders

FIRE/EXPLOSION

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HAZARDOUS MATERIALS

(HazMat)

STAFF ACTIONS:

- Implement **Shelter-in-Place** or **Evacuation** procedures
- Ensure accountability of all students
- Report any missing students
- If evacuation has been ordered, take class roster and emergency supplies before leaving the classroom
- Remain in the evacuation area until further instructions are provided by the director or emergency responders
- Wait until “all clear” has been given to return to classroom or end the Shelter-in-Place procedures

HAZARDOUS MATERIALS

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INTRUDER

STAFF ACTIONS:

- As directed, implement **Lockdown** procedures and ensure all students are in classroom
- Attempt to observe intruder, take note of behavior and report to director
- Ask students to remain quiet in their designated secured area, away from windows and doors, with all lights turned off
- Remain in Lockdown until the director or law enforcement gives the an all clear command
- If directed to by law enforcement or the director to evacuate, bring attendance roster and emergency supplies
- Take attendance and immediately report missing students

INTRUDER

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POWER OUTAGE

STAFF ACTIONS:

- Remain calm. Try to re-assure others
- Keep students in class and in their seats. Do not leave the class
- If at lunch, break, or recess, the teacher should go to class & wait for students
- Locate flashlights as soon as possible
- Turn off power to all computers, copiers & refrigerator units, in an effort to protect them from power surges when power is restored
- If power is anticipated to be off for an extended amount of time, wait for further direction from the director

POWER OUTAGE

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WEAPONS

STAFF ACTIONS:

- Initiate **Lockdown** procedures
- Direct students who are in bathrooms or halls to enter the closest classroom and to inform the office about their location
- During a gun incident, instruct students to “drop to the floor”
- If outside, direct students to “drop to the ground” or “run into the building”
- Remain in Lockdown mode until the director or law enforcement orders an evacuation or calls out an all clear command
- If evacuated, take attendance and immediately report missing students

WEAPONS

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Emergency Actions

Evacuations, Lockdown & Shelter-In-Place

EVACUATION is implemented when conditions make it unsafe to remain in the building. This ACTION provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated outside area of safety.

ANNOUNCEMENT:

1. Fire alarm (bell, horn signal, PA system, bullhorn, etc.).
2. Provided time is available, an announcement is made over the public address system

STAFF ACTIONS:

- Instruct students to leave the building in an orderly manner using the designated evacuation routes and reassemble in the assigned Evacuation Area.
- Take the emergency supplies and student roster when leaving the building
- Take attendance when the class is reassembled and report any missing students
- Remain in the evacuation area until further instructions are given

LOCKDOWN is used to prevent intruders from entering occupied areas of the building, or when it is necessary to isolate students and school staff from danger on the school grounds or from within a building.

ANNOUNCEMENT:

1. An announcement is made in person or over the public address system:

Example:	"Attention please. We have an emergency situation and need to implement LOCKDOWN procedures. Teachers are to lock classroom doors and keep all students inside the classroom until further notice. Do not open the door until notified by an administrator or law enforcement."
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EMERGENCY ACTIONS - Evacuations, Lockdown & Shelter-In-Place

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STAFF ACTIONS:

- Immediately lock doors and close any shades and/or blinds if it appears safe to do so
- Instruct students to move away from the windows and to get down on the floor
- Remain in the classroom or secured area until further instructions are provided by the director or law enforcement.

SHELTER-IN-PLACE is a short-term measure implemented when there is a need to isolate students and staff from the outdoor environment to prevent exposure to airborne contaminants. The procedures include closing and sealing doors, windows and vents; shutting down the classroom/building heating, ventilation and air conditioning systems to prevent exposure to the outside air.

ANNOUNCEMENT:

1. An announcement is made in person or over the public address system:

Example: "Attention please. We have a hazard in the community and are instituting SHELTER-IN-PLACE procedures. Students and staff should remain inside with windows and doors securely closed and air conditioning units turned off. Those who are outside should immediately move to the protection of an inside room. Do not go outdoors until you receive further instructions."

STAFF ACTIONS:

- Immediately clear students from the halls.
- Keep all students in the classroom until further instructions are received. Assist those needing special assistance.
- Secure individual classrooms: a) close and lock doors and windows; b) shut down the classroom HVAC system; c) turn off local fans in the area; d) seal gaps under doors and windows with wet towels or duct tape; e) seal vents with aluminum foil or plastic wrap;
- Remain in the classroom or secured area and wait for further instructions from director or emergency responders