

EMERGENCY PLAN

2020-2021



BETHESDA UNIVERSITY

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INTRODUCTION

Bethesda University is located at 730 N Euclid St. Anaheim, California. The University building has two points of entry. The entries are controlled by electronic access system. Access to the building is either by access identification card or phone pass. Visitors are required to check through intercom system to receive permission to enter.

Bethesda University facilities include main building, parking lot and module classrooms. All external groups must have the approval of Office of General Affairs to use BU's facilities.

The entry doors are closed 24 hours and students, faculty, staffs or related people with access card or phone pass are allowed to access. Due to safety concerns during the ongoing COVID-19, we advised students and employees to enter the campus building through the main double glass doors at all times and the back door would be used only for exiting the building until further notice.

Bethesda University hires security guard to patrol the parking lot on a regular basis and work with the Office of General Affairs staffs to enforce security measures.

Security Maintenance

Bethesda University's facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Maintenance Officer, Office of General Affairs regularly patrol the campus and fix malfunctioning lights and other unsafe conditions.

MISSION STATEMENT

Bethesda University is a Christ-centered community of higher education which aims to prepare students with the academic knowledge, professional skills and spiritual values to become servant leaders in global society.

INSTITUTIONAL OBJECTIVES (GOALS)

To fulfill its mission, Bethesda University is committed to the following goals:

1. Understand theology and society through a Pentecostal Evangelical perspective.
2. Develop an integrative spiritual life which encourages students in the development of spiritual disciplines and leads to a life based on biblical morals and ethics in every area of their life.
3. Develop the knowledge, professional skills and attitudes appropriate to volunteer or professional involvement in ministry
4. Develop the ability and passion to engage in a lifetime of serving the Lord
5. Able to demonstrate information literacy skills by being able to access, evaluate, synthesize, and present credible information from a variety of resources

PHILOSOPHY OF EDUCATION

Bethesda University is a Christ-centered institution that acknowledges all truth is of God and finds its unity in God. Bethesda University recognizes the primacy of the Spiritual truth revealed in the Bible and incarnate in Jesus Christ. Bethesda University recognizes that God reveals truth to us through Christ in nature, people, history, and above all, the Scripture. Thus, the Bible is central in the learning experience at Bethesda University.

STATEMENT OF FAITH

Bethesda University subscribes to the following statement of faith:

1. We believe the Bible is the inspired, infallible, and only authoritative Word of God. It is our rule of faith and practice, and all church tradition and human reason must be subject to it.
2. We believe in the one true living God, the eternal, self-existent Creator who has revealed Himself as One Being in three persons—Father, Son, and Holy Spirit, each of whom possesses equally all the

attributes of deity and the characteristics of personality.

3. We believe in the deity of our Lord Jesus Christ, His virgin birth, sinless life, miraculous ministry, substitutionary atoning death, bodily resurrection, triumphant ascension, abiding intercession on our behalf, and personal return in power and glory. We believe in the humanity of Jesus Christ.

4. We believe in the present ministry of the Holy Spirit, including the Baptism in the Holy Spirit and the bestowal of spiritual gifts for service and the working of signs and wonders.

5. We believe in the historicity of the Genesis account of creation.

6. We believe that there is a personal devil who seeks to tempt and separate people from God.

7. We believe that man was created in the image of God, good and upright, but fell from his state of innocence by voluntary disobedience of God. This historical fall brought all mankind under divine condemnation, with every individual in need of regeneration by the Holy Spirit.

8. We believe that salvation is entirely by the grace of God, apart from human works or merit, and that it is received through faith in Jesus Christ, who died for our sins.

9. We believe that holiness is the result of the believer's identification with Christ in His death, resurrection, and throne life in glory. It is realized by faith in the Lord Jesus Christ through the power of the Holy Spirit and a life of obedience to God's Word.

10. We believe in divine healing that through His atonement Christ purchased deliverance from every sickness, and by His Spirit Christ makes healing available according to God's wisdom and sovereignty.

11. We believe that the Church is the body of Christ, of which He is the Head, and that it is composed of all truly redeemed people, who are in spiritual unity and who are committed to the proclamation of the gospel throughout the world.

12. We believe that final judgment will take place at the end of time, with the unrighteous entering into everlasting punishment in hell and the righteous into everlasting blessedness in heaven.

EMERGENCY PHONE NUMBERS

Emergency: Dial 911

Police Department (non-emergency):

425 Harbor Blvd.
Anaheim, CA 92805
714-756 1986

Fire Department (non-emergency)

201 South Anaheim Blvd.
Anaheim, CA 92805
714-765-4000

Red Cross Santa Ana Office:

601 North Golden Circle
Santa Ana. CA 92705
714-431-5300

Hospitals

Gateway Medical Center
710 N Euclid St.
Anaheim, CA 92801
714-517-2000

Anaheim Health medical center:
1111 West La Palma Avenue
Anaheim. CA 92705
714-774-1450

West Anaheim Medical Center
3033 W Orange Ave.
Anaheim, CA 92804

Poison Control: 1-800-222-1222

PROCEDURE TO CALL 911

1. State your emergency.
2. Stay calm
3. Give your name and address.
4. Listen. Allow 911 employees to direct conversation
5. Be prepared to answer questions in a clear, calm manner.
6. Remain on the telephone. Do NOT hang up until the dispatcher says to do so.

CORONAVIRUS RESPONSE

Students, faculty and staff are required to wear cloth face coverings on campus at all times, unless you are in the classroom alone or eating.

Bethesda community members must keep a distance of at least 6 feet from one another at all times.

Stay home if sick, except to get medical care.

Wash hands often with soap and water for at least 20 seconds, especially after blowing noses, coughing, or sneezing, or having been in high-traffic/public places.

Use hand sanitizer that contains at least 60% alcohol if soap and water are not available.

Avoid touching eyes, nose, and mouth.

To the extent possible, avoid touching high-touch surfaces in public places – elevator buttons, door handles, handrails, etc.

Where possible, avoid direct physical contact such as shaking hands with people. Minimize handling cash, credit cards, and mobile or electronic devices when possible. Avoid all non-essential travel.

If you are sick with COVID-19 or think you might have COVID-19,

Please stay home except to get medical care. You might contact your doctor but call ahead. This will help office protect themselves and other patients. If testing is recommended, there are many free resources available at your healthcare provider

PREPARING YOUR SCHOOL SITE FOR DISASTER CONTROLLERS CHECK LIST

GENERAL

- 1. Determine who will be your designee (when you are absent) in the event of an emergency.
- 2. Develop a relationship with the local police and fire departments. [Note: For large critical incidents, schools are mandated to use SEMS – the Standardized Emergency Management system, which is a nationally recognized emergency operations plan. There is a clear chain of command among law enforcement, emergency personnel of the fire department and paramedics. The California Attorney general recommends developing a Memorandum of Understanding (MOU) between the school and these emergency responders. Refer to the publication “Crisis Response Box” listed under references.]
- 3. Review emergency plan annually with the local police and fire. Discuss their expectations of actions outlined in emergency plan. Ask for guidance about how to determine when certain emergency actions are required. For example, when should a bomb threat be taken seriously and the school be evacuated? What criteria should be used to make this decision?
- 4. Contact your local City or County Office of Emergency Services. Determine how you will be able to coordinate with them in an emergency. Use this office as a resource.
- 5. Review emergency plan annually with staff. Ensure that all staff members are aware of their responsibilities and actions in the event of an emergency.
- 6. Review with staff the procedure for calling 911.
- 7. Do a hazard Assessment for your school site
- 8. Remove or correct hazards found in the Hazard Assessment where possible.
- 9. Develop and maintain the file of students and staff susceptible to respiratory problems, as mentioned under air pollution episode section
- 10. Perform and document all emergency preparedness drills.

COMMUNICATION

- 1. Develop communication network at your site.
- 2. Have battery operated AM radio in office.
- 3. Build a relationship with RACES (HAM radio- see page ii of Appendix).

STAFF INSTRUCTION

- 1. Inventory staff for skills such as First aid and CPR. Encourage staff to become certified in First Aid and CPR and to maintain their certification. Encourage frequent parent volunteers to become certified as well. The Red Cross offers classes in First Aid and CPR.
- 2. Assign Teachers in a “buddy system” to assist each other during any disaster.
- 3. Inform staff of California government code 3100, designating all public school employees as Disaster Service workers. This may require their presence at the school for several days.
- 4. Instruct staff to prepare emergency backpacks for classroom and individual student emergency kits. Each teacher is to prepare their own backpack and make sure the students bring the supplies requested for their individual emergency kits and for the canned dry food earthquake supplies.

PREPARING FOR A FIRE

- 1. Prepare fire drill map of school site
- 2. Conduct fire drills monthly at the elementary school level, quarterly at the secondary school level
- 3. Obtain fire extinguisher training for self and staff.
- 4. Know number and locations of fire extinguishers. Check them monthly/have them serviced annually.

PREPARING FOR EVACUATION

- 1. Prepare evacuation plan for school site (refer to p. 13-15). Identify primary and secondary evacuation sites. Become familiar with evacuation routines.
- 2. Determine how many busses would be needed to accommodate the entire student population and staff. Also assess availability of alternative vehicles (especially if your district does routinely bus the majority of the student population.).
- 3. Conduct a full-scale evacuation drill annually.

PREPARING FOR A CHEMICAL ACCIDENT

- 1. Prepare shelter-in-place map of school site
- 2. Conduct shelter-in-place drills quarterly.

PREPARING SCHOOL SITE FOR DISASTER

STAFF'S CHECKLIST

- 1. Prepare your own family and home for disaster in the event that you may be required to be away for a few days.
- 2. Review the school emergency plans with the Controller.
- 3. Teachers should prepare the emergency backpacks for classroom and individual student emergency kits. Each teacher is to prepare their own backpack and make sure the students bring the supplies requested for their individual emergency kits and for the canned or dry food earthquake supplies
- 4. Correct or remove hazards identified in your area by the hazard assessment of the school site.
- 5. Instruct students in emergency preparedness: fire prevention, clothing on fire with STOPDROP-ROLL, earthquake readiness and DUCK-COVER-HOLD, hazardous materials accident with SHELTER-SHUT-LISTEN, and other emergencies.
- 6. Participate fully in all emergency drills.
- 7. Know your buddy assignment and coordinate with your buddy teacher.
- 8. Become certified in First Aid and CPR through Red Cross.
- 9. Become prepared to perform your Emergency Team assignments in the event of an earthquake.
- 10. Take fire extinguisher training.

HAZARD ASSESSMENT OF SCHOOL SITE

A qualified structural and/or civil engineer should perform the hazard assessment of the school site where appropriate.

The interior and exterior portions of the school buildings as well as the school grounds should be assessed for potential hazards.

The hazard assessment should include evaluation of the following potential hazards to impact the school site, staff or students:

Proximity of toxic, flammable, corrosive, chemically reactive or radioactive material, including proximity to industry and trucking and railroad routes.

Proximity of high voltage power lines.

Proximity of fault lines

Likelihood and possible effects of flooding, including proximity to dams in the event of their failure.

Likelihood and possible effects of Wild land fire.

Likelihood and possible effects of severe weather.

Probable safety areas for evacuation, after earthquake or other disaster. Consider the proximity of gas, water and sewer lines locating these areas.

Stability of bookcases and shelving in classrooms as well as objects on the shelves, cabinets and hanging on walls.

Stability of water heaters.

Prevention of the school piano from rolling during an earthquake.

Security of AV equipment, computers, TV monitors, aquariums, etc. from motion during an earthquake.

An effort should be made to remove or correct the identified hazards to the school site if possible to do so.

PROCEDURE TO EVACUATE A SCHOOL SITE

Evacuation of the Building:

Students and staff should leave the building in an orderly fashion using the primary or alternative fire routes shown on p.14. These routes should be selected considering students with disabilities. The emergency backpacks and student kits should be brought along. The assembly area should be selected as a safe location on the school campus away from the building and any emergency response equipment, which may arrive at the school. Roll should be taken and attendance reported to the Controller/designee.

Evacuation of the School site (leaving campus):

This action should be implemented if its not safe to remain on school campus. The students and staff should evacuate the building as above. The campus should be left by vehicle or by walking. The emergency backpack and student kits should be brought along.

To Evacuate by Bus:

Enough busses should be brought to the school site to accommodate the entire student population and staff. Consideration should be given to keeping classes together to allow teachers to account for all students. **Take roll before leaving the campus.** Bus drivers should take the safest route to the pre-identified evacuation sites (refer to p.15). Dangers should be avoided such as driving through flooded roads, crossing bridges of swollen rivers, etc. Upon arrival at the safe site, students should exit the bus and roll should be taken again.

Attendance should be reported to the Controller/designee.

Students should remain quiet and seated while on the bus. Students should keep their head, hands, etc. away from open windows.

To evacuate by other Vehicles:

If busses are unable to get to the campus quickly or not enough available, consider other modes of transportation. A list should be developed of school owned vehicles, staff vehicles and parent vehicles that are available. Drivers should take the safest route to the pre-identified evacuation sites. Students should be accounted for before transportation occurs and after arrival at the safe site. **This method of evacuation should only be used in extreme emergency since there is a great potential to lose track of students.**

To evacuate by Walking:

If it is safe to do so, students may be walked to evacuation sites nearby. Students should be lined up in an orderly fashion and walk away from the danger. The procession should follow the safest route to the evacuation site (p.15).

EMERGENCIES

AIR POLLUTION EPISODE

This event could affect students and staff who are susceptible to respiratory problems.

RESPONSIBILITIES:

- Controller 1. Develop and maintain a file for students and staff who have or are susceptible to respiratory problems. The file should contain data on the location of such persons at different times during the day.
- Controller 2. Meet with physical education teachers and other teachers directing strenuous activity programs and determine alternate programs available during air pollution episode.
- Controller 3. When notified from district office or via news media of a smog advisory, the Controller shall inform all staff and notify those individuals in file to stay indoors and minimize physical activity.
- Controller 4. Cancel all athletic competitions and practices and any other activities which require strenuous physical activity such as marching band, pep squad etc.
- Controller 5. Instruct employees to minimize strenuous physical activity.
- Controller 6. Cancel any events, which require the use of vehicles.
- Controller 7. Urge staff and high school students to minimize use of vehicles.

BOMB THREATS

In the event that the school receives a bomb threat, by letter or telephone, the following procedures will be accomplished.

RESPONSIBILITIES:

- Staff 1. If the bomb threat is in the form of a letter, note the manner in which it was delivered, who found it and where it was found. Take care while handling the message by immediately placing it in an envelope so that possible fingerprints may be detected.
- Staff 2. If the bomb threat is a telephone call, keep the caller on the line. Delay the caller with statements such as "I am sorry, I did not understand you. What did you say?" Note the time the call was received, manner of caller, background noises and what the caller is saying. Use the worksheet that follows to assist you.
- Controller 3. Immediately notify the police and fire departments (or designee) (call 911)
- Controller 4. If the caller is still on the phone, call the phone company to trace the call.
- Controller 5. Instruct staff and students to turn off any pagers, cellular phones or two-way radios. Do not use these devices during this threat.
- Staff 6. Caution students against picking up or touching any strange objects or packages.
- Controller 7. If the suspected bomb is in a corridor, modify evacuation routes to bypass the corridor.
- Staff 8. Evacuate students using primary and alternate routes (p.14). Take Emergency backpack and student kits. Check to be sure all students have left the building.
- Staff 9. Upon arrival at the designated safe site, take roll. Notify the controller/designee and emergency response personnel of any missing students.
- Staff 10. Do not return to the building until emergency response officials determine it is safe.

BOMB THREAT CHECKLIST

Remain calm! Notify other staff by prearranged signal while caller is on the line. Listen. Do not interrupt the caller except to ask:

1. When will it go off?
2. Where is it planted?
3. What does it look like?
4. What floor is it on?
5. Why are you doing this?
6. Who are you?

Call received by: _____ Time of call: _____ Date: _____

Description of caller: Male _____ Female _____ Adult _____ Juvenile _____

Approximate age of caller: _____

Voice characteristics: Loud _____ soft _____ High _____ Pitched _____ Deep _____

Raspy _____ Pleasant _____ Intoxicated _____

Other _____

Speech: Fast _____ Slow _____ Distinct _____ Distorted _____ Stutter _____

Language: Excellent _____ Good _____ Fair _____ Poor _____ Foul _____

Other _____

Use of certain phrases: _____

Accent: Local _____ Not Local _____ Foreign _____ Regional _____ Race _____

Other _____

Manner: Calm _____ Angry _____ Rational _____ Irrational _____

Coherent _____ Incoherent _____ Deliberate _____

Emotional _____ Righteous _____ Laughing _____

Background noises:

Office machines _____ Street traffic _____ Factory machines _____

Airplane _____ Bedlam _____ Trains _____ Animals _____

Voices ___ Quiet _____ Music _____ Mixed _____

Party Atmosphere _____

CHEMICAL ACCIDENT

Chemical accidents of a disaster magnitude could result from transportation accident or an industrial accident. Should any such accidents endanger students or staff, the following will be accomplished.

RESPONSIBILITIES:

- Controller 1. Have all students report to nearest designated building. (or designee)
- Staff 2. Close all doors and windows, shut off ventilation, and listen to the radio
- Staff 3. Take roll. Notify Controller or designee of any missing students.
- Staff 4. If necessary, use tape, rags, clothing or any other available material.
- Controller 5. CONTINUE TO SHELTER-IN-PLACE UNTIL ADVISED TO DO OTHERWISE. Monitor and radio station for further instructions.
- Staff 6. If you believe that gas is entering the building, protect everyone with a wet cloth or towel over the mouth and nose. Have everyone breathe in short, quick shallow breathes.
- Controller 7. If evacuation orders are received, proceed with school evacuation plan.
- Staff 8. Evacuate students. Take the class roster and emergency backpack and student kits.
- Controller 9. A check should be performed to be sure all students have been evacuated.
- Controller 10. A notice should be left on the office door stating where the school has been relocated and notify the school district.
- Staff 11. Upon arrival at safe site, take roll and report attendance to Controller/designee immediately.

CHEMICAL ACCIDENT (ONSITE)/THREAT OF EXPLOSION

This incident could be the result of spilled cleaning chemicals within the school building, in the school lab, a material a student brings to school, or a broken gas main. Should any such accidents endanger the students or staff, take the following actions.

REPONSIBILITIES:

- Controller 1. Determine if evacuation is required. (or designee)
- Controller 2. Notify appropriate local authorities of incident (call 911)
- Controller 3. If necessary, proceed with the school evacuation procedure using primary or alternative routes, avoiding exposure to chemical fumes.
- Staff 4. Evacuate students from the building using primary and/or alternate fire routes. Take class roster and emergency backpack and student kits. Check to be sure all students have left the school building.
- Staff 5. Students are not to be left unattended at any time during evacuation process. Students are to remain quiet during evacuation.
- Staff 6. Upon arrival at evacuation site, take roll and report attendance to Controller/designee immediately. Notify emergency response personnel of any missing students.
- Staff 7. Do not return to the building until emergency response personnel have determined it is safe.

CRIMINAL ACT

This incident could occur if a crime has been committed on the campus.

RESPONSIBILITIES:

- Staff 1. If there is a victim of a crime, care for the victim. Provide any medical attention that is needed.
- Controller 2. Notify the police (dial 911).
- Controller 3. Identify all parties involved (if possible). Identify witnesses, if any.
- Controller 4. Deny access to crime scene until police arrive.
- Controller 5. If an individual is armed with any type of weapon, **USE EXTREME CAUTION**. Do not attempt to remove weapon from their possession, allow police to do so.

FIRE (ONSITE)

This incident could occur if the school building is on fire; should any such events endanger the students or staff, the following will be accomplished.

WARNING: The school fire alarm sounds.

RESPONSIBILITIES:

- Controller 1. Notify the fire Department (call 911). (or designee)
- Controller 2. Proceed to evacuate the school using the primary or alternate fire routes.
- Controller 3. An inspection will be performed to be sure all students and personnel have left the building.
- Controller 4. Evacuate students from the building using primary or alternate fire routes. Take emergency backpack and student kits. Maintain control of the students a safe distance from the fire and firefighting equipment.
- Staff 5. Take roll. Report any missing students to the controller/designee and emergency response personnel
- Staff 6. Do not return to the building until the Fire Department determines it is safe.

FLOODS

This event could threaten the safety of students or staff if a severe rainstorm has caused urban streams to rise. If such event occurs, the following shall be accomplished.

WARNING: An alert message will be broadcast over the weather radio located in your school office.

RESPONSIBILITIES:

- Controller 1. Determine if evacuation is required. (or designee)
- Controller 2. Notify local police department of intent to evacuate, the location of the safe evacuation site and the route to be taken to that site.
- Staff 3. Evacuate students using evacuation plan (p13-15). Take the class roster, emergency backpack and student kits. Take roll before leaving campus.
- Controller 4. An inspection shall be performed to be sure all students have been evacuated.
- Staff 5. Students should not be left unattended at any time during evacuation process.
- Controller 6. A notice should be left on the office door stating where the school has relocated and the district office should be notified.
- Bus drivers 7. If evacuation is by bus, DO NOT drive through flooded streets/roads. DO NOT cross bridges of flooding rivers,
- Controller 8. Monitor AM radio station for further information.
- Staff 9. Upon arrival at the safe site, take roll. Report any missing students to controller/designee and emergency response officials determine it is safe.
- Staff 10. Do not return to school site until emergency response officials determine it is safe.

RIOTS/CIVIL DISORDERS

INSIDE SCHOOL:

RESPONSIBILITIES:

- Controller 1. If the students are engaging in civil disobedience, keep the students confined to one room in the school building.
- Controller 2. Set up a communication exchange with the students, staff and controller. Try to restore order.
- Controller 3. If unable to calm students, call police (dial 911) for assistance.

RIOTS/CIVIL DISORDERS

OUTSIDE OF SCHOOL:

RESPONSIBILITIES:

- Controller 1. If any students are outside, get them inside the school building. If unable to do so, have students lie down and cover their heads.
- Controller 2. Once students are in the school building, lock the doors and secure the facility.
- Controller 3. Notify police (dial 911).
- Staff 4. Close all curtains and blinds.
- Staff 5. Instruct students to DUCK AND COVER, lie on the floor and keep students calm
- Controller 6. Cancel all outside activities.
- Staff 7. Care for the injured. If any.
- Staff 8. Remain with students until all clear is given.

THREATENING INDIVIDUALS

This incident could occur if a belligerent person or armed person appeared at the school site. Should such an individual threaten safety of students or staff, the following shall be accomplished.

- Controller 1. If any students are outside, get them inside the school (staff) building. If unable to do so, have students lie down and cover their heads.
- Controller 2. Once students are in the school building, lock the doors and secure the facility.
- Controller 3. Notify the police (dial 911).
- Staff 4. Close all curtains and blinds.
- Staff 5. Instruct students to DUCK AND COVER, lie on the floor and keep students calm.
- Controller 6. Cancel all outdoor activities.
- Staff 7. Remain with students until all clear is given.
- Controller 8. If an individual is armed with any type of weapon, USE EXTREME CAUTION. Do not attempt to remove the weapon from their possession, allow police to do so.
- Controller/Staff 9. Disconnect school television system in classrooms so the individual cannot view news coverage and see locations of police/students/etc.

EARTHQUAKE

Special Section

DURING AN EARTHQUAKE:

If indoors:

Stay inside, move away from windows, shelves, heavy objects or furniture which may fall over. Take cover under a table or desk. Instruct the students to “DUCK-COVER-HOLD”

In halls, stairways, or other areas where cover is not available, move to an interior wall.

In library, immediately move away from windows and bookshelves. Take appropriate cover.

In laboratories, all burners should be extinguished (if possible) before taking cover. Stay clear of hazardous chemicals, which may spill

In the multi-use room, take cover under tables or move close to the interior walls away from windows.

If outdoors:

Move to an open space, away from buildings and overhead power lines. Lie down or crouch low to the ground (legs will not be steady). Keep looking around to be aware of dangers, which may demand movement.

On the school bus, stop the bus away from power lines, bridges, overpasses and buildings. Students should remain in their seats and hold on.

NOTE

Doorways may become blocked if the door slams shut as the building shifts during an earthquake. If the door becomes jammed, it may be necessary to use the pry bar and gloves (in emergency backpack) to open door or break windows to exit the classroom. If it is still not possible to exit the classroom, blow the whistle (in emergency backpack) to alert rescuers.

Teachers should be organized in a “Buddy system”. If one teacher is injured, the buddy teacher should evacuate both classes according to the earthquake evacuation procedure

AFTER THE EARTHQUAKE

- Staff 1. Evacuate students from building. Take class roster, emergency backpack and student kits. Check to be sure all students have left the school building. Tag the room with a green search and rescue tag if everyone is accounted for and is able to evacuate the room. If there are trapped or injured left in the room, tag the room with a red search and rescue tag and alert search and rescue teams.

- Staff 2. Students are not to be left unattended at any time during evacuation process. Students are to remain quiet during evacuation.

- Staff 3. Upon arrival at prearranged safe site, take roll and report attendance to Controller/designee immediately.

- Controller 4. Set up emergency Operations Center with your Emergency Operations Center team.

- Controller 5. Notify Police and fire (dial 911) if you have trapped or missing individuals. Organize search and rescue (SAR) teams, consisting of adults, to search for missing or trapped people.

- Search & Rescue Teams 6. Begin a search of the entire school building. Search rooms tagged with red Search and rescue tags for missing, trapped or injured people. When everyone has been removed from the room, change the red tag to a green tag. Check rooms with green search and Rescue tags to be sure no one is left in the rooms. Report activities to Controller or designee. After each room is searched and no one is left in the room, close and lock the door if possible.

- Controller 7. Organize the other Emergency Response Teams: the First Aid team, Security/damage Assessment team, Students Release Team and the Support team.
- Security/Damage Teams 8. Inspect all utilities or leaks. Shut off the mains of any known or suspected leaking utilities. Notify Controller/designee of actions.
- Controller 9. Notify utility companies of any break or suspected break in utility lines as reported from Security/Damage Assessment team.
- First Aid Teams 10. Set up treatment area. Categorize patient injuries. Care for the injured. Report casualties and injuries to the Controller/Designee.
- Support team 11. Provide for the welfare and positive morale of the student population. Set up the cooking area to prepare food service for the students and staff. Maintain the food and water supplies. Provide for sanitation needs.
- Student Release Team 12. Students should be released only to authorized adults. Fill out student release forms for each student allowed to leave.

POST-EARTHQUAKE

Evacuation of school building

Before evacuating the building after an earthquake, consider the following:

There may be dangers outside of the building, which you must consider before evacuating the students.

There may be no safe assembly area in the immediate vicinity.

There may be no clear route out of the building to evacuate the students. Primary or alternate evacuation routes may need to be cleared before the students can be evacuated.

The lighting inside the building will probably be out; it will be dark.

Before evacuating students, do the following:

Assess the situation. Coordinate with your Buddy teacher.

Determine if the assembly site is safe. If not, select an alternate assembly site.

If wires are down. They should be avoided.

Areas near chain link fences should be avoided; they are an electric shock hazard if live wires touch them.

Don't forget to consider students with disabilities as you determine your evacuation routes.

After you have determined is safe to do so, proceed with the evacuation of the school building.
Information from