

**UNITY CONCORD INTERNATIONAL SCHOOL
DISASTER PREPARDNESS**



2020-2021

EMERGENCY PREPAREDNESS

UCIS should have emergency preparedness procedures readily on hand, including a list of up to date emergency contact numbers. This information should be discussed and disseminated before school starts, ideally at an all school staff meeting just when the teachers return to duty.

Drills

It is the Administrator's responsibility to schedule emergency drills throughout the year, and record the date and time of each drill. The School Secretary may be asked to help out. Those drills are:

- **Fire Drill:** A fire drill should be conducted 1 time per semester in which all pupils, teachers, and other employees are required to vacate the building.
- **Earthquake Duck & Cover Drill:** This drill should be performed 1 time per school year.
- **Major Disaster Drill:** This drill should be performed 1 time per school year so personnel are oriented to the Major Disaster Plan.

Alert Signals

The ability to respond quickly and efficiently when a major disaster strikes is important so that we are to provide protection for students and school staff. In order to be better prepared, the staff, students and parents should be informed of their responsibilities following a major disaster.

At the sound of the "Alert" signals:

- All students in transit between classrooms, in restrooms, etc., will walk to their assigned classrooms.
- Children on the playground, library, computer or science lab will return to their assigned classrooms.
- Each teacher will stay in the classroom with his/her students.
- Each custodian will report to the school office for instructions.

At the sound of the "Take Cover" signals:

- Students will position themselves under desks or tables.
- Students on the playground or out of doors will drop, face down on the ground.
- Open all doors; leave windows as they are.
- The teacher should be ready with stories, songs, guessing games, etc., in case of an extended waiting period.

At the "All Clear" signals:

- Children will resume their regular class activities.
- When a building is unsafe to resume classroom instruction or if the situation has made the streets and sidewalks hazardous, the superintendent (or designee) will declare the premises unsafe.
- If an evacuation is found necessary, the Administrator will post on a conspicuous place, the new location of the students. A notice or letter to parents designating a site as well as procedures should be included in the first day packet going home with students.

Staff Responsibilities

In the event of a disaster, individuals on the school site have the following responsibilities:

ADMINISTRATOR

- Sound appropriate alarm to evacuate building (fire drill) or take cover within the building.
- Following fire drill procedures- check the building to ensure that all students, personnel and visitors have evacuated the building.
- Provide for administration of first aid and request other emergency assistance as needed.

- Give directions to police in search clearing procedures and take full responsibility for search.
- Coordinate supervision of students and all clean-up or security efforts.

TEACHERS

- Carry out appropriate emergency procedures to ensure the safety and welfare of students.
- Supervise children and maintain calm and order.
- Make sure you have access to the classroom copy of the students' emergency cards. (RED FILE)

ADMINISTRATIVE STAFF

- Assist and take direction from the Administrator.
- Make sure first aid supplies are handy in case they are needed.
- Carry out other duties as assigned.

CUSTODIANS OR DESIGNEE

Shut off the valves for gas, water, electricity and air conditioning (if necessary). Open all gates and doors to assembly and exit areas.

AIDES, VOLUNTEERS AND OTHER ADULTS

Should assist teachers working with students to keep them safe, orderly and comfortable. Be on call for Administrators' requests.

School Emergency Supplies:

First aid kits
Flashlights
Batteries
Radios
Megaphone
Walkie-talkies

Emergency Procedures

All classrooms should have emergency exit charts posted near the door(s). In the case of an emergency, every adult should be aware of his/her role and responsibilities and follow these

1. Administrator assesses the situation.
2. Administrator notifies all staff members of the emergency via PA, fire alarm, and/or megaphone.
3. Assigned person calls 191.
4. Assigned person meets with emergency crews.
5. Assigned person(s) ensures all classrooms, hallways and restrooms on first floor are empty after escorting students their students to assigned location.
6. Assigned person(s) ensures all classrooms, hallways and restrooms on second, third floor are empty after escorting students their students to assigned location.
7. Assigned person(s) ensures the cafeteria, indoor play areas and gym are empty.
8. Assigned person(s) greet, organize and comfort students outside the building.
9. Each teacher takes role, are there any missing students? Report these names to the Administrator.
10. Assigned person(s) will direct students who need first aid to an assigned location.
11. Administrator determines, in consultation with the emergency crews, whether to release students to their homes or to return students to classes and makes announcement via megaphone.
12. If students and staff are dismissed for the day, an assigned person(s) will be responsible for securing the building against vandalism and theft.
13. All classroom teachers will ensure that students are released to guardians' care.
14. In the case that media coverage is an issue, Administrator and an assigned person will control and organize press releases and media requests.

First Aid

The First Aid area (Nurses Room) should be properly stocked at all times. The First Aid team will consist of individuals assigned by the Administrator or designee.

DISASTER PLANS

Whenever there is any type of disaster, the primary concern is the safety of the students. The following general guidelines will offer assistance in a variety of disaster situations. Each teacher should also display Disaster Plan guidelines prominently in each classroom.

Fire

1. Administrator and/or custodians will determine the location of the fire.
2. Operations manager will phone 191, registrar picks up emergency binder with student contact information and the Nurse will pick up any student medication/first aid kit and leaves the building prepared to phone parents of any injured child.
3. Operations Manager or Administrator will sound the fire alarms.
4. Staff will follow emergency procedures previously described.
5. Students should leave the room in a single file, walk briskly but carefully, and stay in their class group when they reach their designated spot.

Earthquake

If indoors:

1. All drop down to the floor and duck and cover.
2. Turn away from windows.
3. Take cover under a desk or table or against an interior wall.
4. Cover head with arms or hold to the cover and be prepared to move with it.
5. Hold the position until the ground stops shaking.
6. When initial shaking stops, Administrator or office manager sounds alarms to evacuate the building.
7. Staff to follow emergency procedures previously described.

If outdoors:

1. Move away from buildings, poles and overhead wires.
2. Lie down or crouch low to the ground.
3. Look out for dangers that demand movement.
4. Be prepared to duck and cover again due to aftershocks.
5. Staff to follow emergency procedures previously described.

Flood/ Severe Weather

Warnings of severe weather are usually received via public radio if conditions develop during school hours, without sufficient warning, students should be held at school.

The Administrator will assess the situation and make an announcement over the PA or megaphone to A) evacuate, B) stay in classes or C) release students to go home. See emergency procedures previously described for evacuation directions.

Electrical Failure

1. Administrator and/or Operations Manager notify the electrical company.
2. Office staff and classroom teachers turn off computers and other equipment that might be damaged by a power surge when the service is restored.

Water Main Break

1. Administrator and/or Operations Manager notifies the water department.
2. Custodian shuts off water.

Water Contamination

1. Instruct teachers to move students away from sinks.
2. Notify school office.
3. Have custodian turn off pressure to sinks.

Chemical Spill/ Incident

If Indoors:

1. Block or rope off area – DO NOT TOUCH ANYTHING.
2. Evacuate room and TURN OFF air conditioning system.
3. Notify school office and Custodian of the incident -contact 191 if necessary.
4. Custodian should check for chemical safety data to determine clean up procedure.

If Outdoors:

1. Upon hearing of a chemical leak (usually from the fire department or other city office) the Administrator will determine if students should be evacuated.
2. Move away from buildings, poles and overhead wires.
3. Close doors and windows and TURN OFF air conditioning system.
4. If it is necessary to leave the site, move crosswind, never more directly with or against the wind which may carry fumes.
5. Give first aid.
6. Staff to follow the emergency procedures previously described.

Lockdown/Shooting Incident

If a shooting takes place the first priority is to shelter students and staff. On hearing shots or an announcement from Administrator:

1. Teachers close and lock all classroom doors and windows immediately.
2. Teachers take roll.
3. Teachers calmly direct students to duck under their desks.
4. Administrator calls 191.
5. Administrator assigned person ensure students are not in the hallways or bathrooms. Students found in these areas are immediately escorted to a secure classroom or office.
6. Office personnel close and lock all office doors and windows immediately.
7. Nobody leaves their secure sites until emergency crew members escort them to safety.
8. Assigned person(s) will control and organize media.

Bomb Threat

There are two primary ways a bomb threat may arise. One is through a phone call or written letter in which a bomb is discussed. The other is through a citing of a suspicious object. Threats should be handled quickly and efficiently as if they were real and life threatening. If there is a phone call or written threat of a bomb on campus, the person who took the call or read the note will:

1. Notify Administrator immediately.
2. Try to obtain information from the caller such as where the bomb is, where it is set to explode, what it looks like, what kind of bomb it is, why it is there and who the caller is. Note any identifying features about the caller (i.e. gender, speech patterns).

If there is a citing of a suspicious object, the person would:

1. Notify Administrator immediately.

2. Do not touch the object but note any identifying features to describe it to the Administrator and emergency crews.

In all cases:

1. If Administrator determines to evacuate, staff follows emergency procedures previously described.
2. Before emergency crews are on campus, do not search for any bomb, or explosive. Search only for people who should be evacuated.
3. If you see any suspicious object, steer clear of it and report it to the Administrator and the emergency crew chief. Follow all emergency crew and bomb squad directives.
4. Use radios, walkie-talkies and phones only if absolutely necessary as the frequencies may set off the bomb(s).

Explosion

If indoors:

1. All drop down to the floor and duck and cover.
2. Turn away from the windows.
3. Take cover under a desk or table or against an interior wall.
4. Cover head with arms or hold to the cover.
5. Hold the position until directed to the building.
6. Staff to follow the emergency procedures previously described.

If outdoors:

1. Move away from buildings, poles and overhead wires.
2. Lie down or crouch low to the ground.
3. Look out for dangers that demand movement.
4. Staff to follow emergency procedures previously described.

Death/Suicide

1. Administrator will be notified in the event of a death or suicide on campus.
2. Assigned person(s) will phone 191.
3. Administrator will notify teachers to keep students in their classrooms until informed otherwise.
4. Assigned person(s) will control and organize media.
5. Assigned person(s) will notify relatives where the victim(s) have been taken and not divulge unnecessary details.

Intruders/ Vicious Animals

1. Call the school main office and office staff will check out the situation and take appropriate action (i.e., contact Police).
2. Administration should initiate a code to alert staff of a potential suspicious intruder.
3. Keep the students in the classroom until the threat is cleared.
4. Implement shelter in place if necessary; lock classroom doors and windows, move away from windows, draw curtains, remain silent.
5. Notify office of who is with you, if possible.
6. All students outside of the building are to be quietly and cautiously led into the building.
7. Wait for further instructions from administration and/or police/animal agency.