

Emergency Preparedness Plan for Sacred Heart Schools

PURPOSE

Students, faculty, staff and visitors to the SHS campus must feel confident that their environment is safe and secure. Any event that threatens the safety and security of the campus will be considered an emergency. The purpose of this plan is to provide guidelines to follow in response to various emergencies.

RECOGNIZE AND RESPOND

There are many events that might constitute an emergency; therefore, it is important that we recognize the type of emergency before implementing an action plan. A serious injury or illness will be treated differently than an earthquake or act of terrorism.

A vocabulary that is used and understood by all should be established:

Evacuation- Leave the building and gather in pre-assigned areas

Shelter in Place- Seek a safe area within a building

Lockdown- Clear all hallways, restrooms and outdoor areas of students, staff and visitors. Gather and lock everyone in a classroom or office.

Relocation-Leave the SHS campus for a safer location

TYPES OF EMERGENCIES

Emergency events in our area may include but are not limited to:

Serious illness/injury with exposure to blood/body fluids

Electric power outage

No water

Gas leak

Fire

Severe weather

Earthquake

Bomb threat

Student abduction/runaway/lost child

Intruder on campus

Suicide

Hazardous material incident: Chemical, Biological

Flooding

Acts of terrorism

RESPONSE TO EMERGENCIES

During an emergency everyone on campus has a role to follow:

***The Director of Schools, Principals and /or SAC**: will make the decisions regarding a campus emergency.

***Faculty, staff and students** : proceed with the appropriate planned response, evacuation of building, lockdown, etc.

***Emergency Response Team** members are responsible for additional communication and assisting with directing students, traffic, etc.

***Maintenance, grounds and housekeeping staff** will assist with shutting off utilities, securing the campus, assisting at building sites, directing emergency responders to campus.

***Principals, Director of Schools or Chief Operating Officer**: will initiate a phone broadcast message if needed.

Regardless of the type of emergency, it is imperative that the School account for all students, faculty and staff who are on campus. Therefore no one may leave the campus until released by the appropriate administrator.

School Administrators (SAC):

If there is a campus wide emergency during the school day, SAC members should convene as soon as possible in the Main Building Director's Office or in front of the MB. If the event impacts one side of campus, a phone tree must be initiated with members of SAC. Principals and/or their Deans or Assistants or the Aquatic Director should contact the Chief Operating Officer who will inform the Director of Schools as well as the other SAC members of the status of events. A determination to use the phone broadcast system will be made and a message sent if warranted.

If there is a condition that would prevent school from opening before the SAC team is on campus, SAC would use their phone tree to notify all necessary members beginning with the Chief Operating Officer. If this is an event that impacts the entire school the Director of Schools or other SAC member would make the recording for the phone broadcast system. If the event impacts individual areas of the school the Principal or Deans of the respective area would record and send the message via the phone broadcast system.

EMERGENCY CONTACT NUMBERS

Police
Atherton

911 or
650-323-6131

Menlo Park

650-855-3300

Fire –Rescue- Medical (Ambulance)	911 from Land line ONLY
Atherton	650-323-2404
Menlo Park	650-688-8400
Red Cross	650-322-2143
Menlo Clinic	650-323-8161
Stanford Emergency	650-723-5111
Poison Control	800-876-4766
PGE	800-743-5000
National Response Center for Chemical, oil spills, bio/chemical terrorism	800-424-8802
County Child Protective Services	800-632-4615
Animal Control	650-340-8200
Campus Security	650-444-5458
Chief Operating Officer- Cell	650-444-4280

TYPES OF EMERGENCIES



Serious Illness or Injury/ exposure to blood/body fluids

In the event of a medical emergency due to illness or injury:

1. Follow the school level procedures.
2. If not able to address the situation call for assistance using 911 from a land line or a number listed above.
3. If it is determined to be a cardiac situation get and begin using an AED (located in Sigall Lobby, McGanney Main Gymnasium, Main Building by front desk, Aquatic Center, SJSH 100 Building Corridor, Spieker Pavilion Gymnasium, Montessori Main Corridor, back stage Campbell Center)
4. Send for an administrator immediately
5. To the best of your ability, isolate the situation and involve necessary personnel.
6. Await emergency support and arrival of administrator



Fire

When the fire alarm sounds:

1. Faculty must follow the procedures as described in their school level handbook.
2. Close all doors when exiting a room.
3. Evacuate the room and building via the closest exit.
4. Gather at the pre assigned location

5. All other personnel and visitors to campus must leave the building and join the nearest group.
6. Visitors, etc. should give their names to the person in charge of the group and let that person know if anyone from their party is not accounted for.
7. Await instructions from an administrator or until given an “all clear” signal from an administrator.
- 8.



Earthquake

At the first feeling of an earthquake tremor:

1. Faculty and staff must follow the procedures as described in their school level handbook.
2. All other personnel and visitors to campus must:
 - a. Immediately take cover under desks or tables and protect ones head.
 - b. Turn their bodies away from windows
 - c. Remain in sheltered position until the tremor has subsided
3. When deemed safe, the building or area should be evacuated according to **Fire Evacuation** plan above.



Severe Weather

If severe weather causes power outages or physical destruction to a building while school is in session, faculty and staff must use their best judgment in moving students from the endangered building to a safer location. The SAC team will determine the continuation of school.

If there is a weather event after school hours, the SAC team will determine and communicate via the phone broadcast system if school will open.



Hazardous Materials

In the event of an emergency involving hazardous materials follow these procedures:

1. Notify an administrator immediately.
2. Conduct a classroom or building evacuation, as necessary
3. Initiate a shelter in place via the paging system if this is the best action to follow.
4. Gather at the pre assigned fire drill evacuation location.
5. If the normal route is not useable, find an alternate exit and assemble in a space away from the hazard.



Gas Leak

In the event of a gas leak, follow these procedures:

1. Notify an administrator immediately.
2. Do not use a cell phone, keys or any switches in the area where you smell gas or hear gas leaking.
3. Evacuate all persons from the area.
4. Notify Maintenance Personnel immediately.
- 5.
6. The science labs at SHP 28M, 35M, and 37M have gas supplied for classroom use.



Power Failure (Loss of Electricity)

In the event of a loss of electrical power:

1. If power is lost during the school day – follow instructions as provided by the administration.
2. If power is lost before or after school and cannot be restored, and if the loss of power would impact safety, notification will be sent via the phone broadcast system as to the likelihood of school.
- 3.
4. Remember that during a loss of power, email access will most likely not be available.

Student Abduction/Runaway/Lost Child

1. Notify Head of School
2. Call 911 if necessary
3. Maintain routine class procedures
4. Await instructions from administrator



Bomb Threat

In most cases one of the receptionists will receive this type of call. Each receptionist has a list of guidelines to follow should a call of this nature be received.

Intruder on Campus (Lockdown)

If a dangerous situation arises involving a person who is threatening the safety of students, faculty, and/or staff, the school buildings themselves may be able to be used as shelter sites. The PA system would be utilized using the following message:

This message is shared with the faculty at the start of each year.

In this type of emergency situation, follow the given procedures for a **Lockdown**:

1. Secure the classroom doors and windows
2. Remain inside of the classroom until given the “all clear” signal by an administrator.
3. An all-clear signal would also be sent over the PA system.

Suicide (Verbal or Written Threat, or Attempt)

In the event of a suicide threat or attempt:

1. Send for an administrator immediately
2. Follow mandatory reporting guidelines
3. Remain in the physical presence of the individual
4. Deliver custody of individual to an administrator



Flooding

In the event of flooding that would make roads impassible, follow the direction of the school administrators. The SAC team will determine the continuation of school.

If there is a flooding event after school hours, the SAC team will determine and communicate via the phone broadcast system if school will open.

Acts of Terrorism

It is not possible to describe the action that we would take should there be an act of terrorism that impacts the campus. We would need to follow one of the prescribed emergency plans depending upon the nature of the event as well as await direction from local emergency sources such as police, fire, etc.

Evacuations:

Of Buildings

Schools will follow the routes practiced during routine drills.

Interior Meeting area: SJSH- Spieker Pavilion
SHP- McGanney Gym

Exterior Meeting area: SJSH-Parking lot along Emilie Ave
SHP- Basketball courts outside McGanney

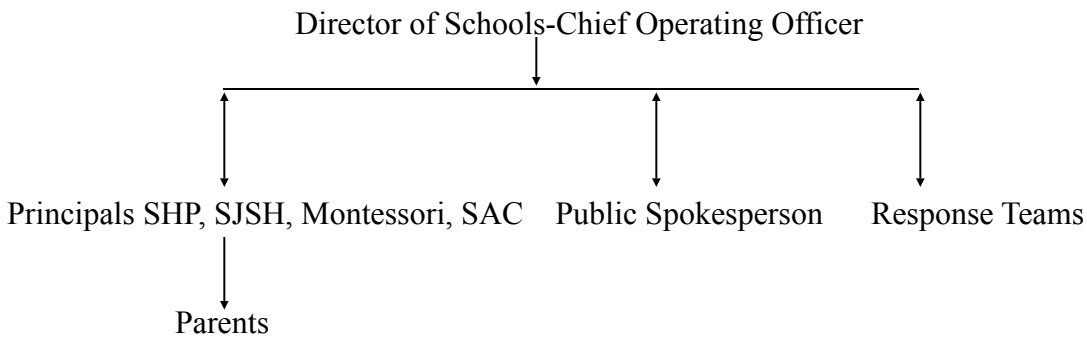
Staff from the Main Building should report to the nearest meeting area.

In the event the entire campus must gather in a central location, report to the football field.

Of Campus

If a situation occurs that would create the need to evacuate the campus, the school would receive directions from local emergency sources such as police, fire or the San Mateo Health Services Agency.

RESPONSE TEAMS & CHAIN OF COMMUNICATION



COMMUNICATIONS

Depending upon the emergency, communications may become difficult or impossible. While many people own cell phones, it is possible that these networks will be overwhelmed with calls. In addition to Nextel and personal cell phones, Sacred Heart Schools has a network of Nextel walkie/talkies as well as battery powered hand held walkie/talkies. These are kept in certain key offices and charged at all times. In the event of an emergency the walkie talkies should be carried so communication would exist at least within the campus.

In the event of a large scale emergency on campus....

1. The School will call parents via our notification system.
(Please keep your contact information up to date)
2. Instructions will be given where and when to pick up your child. **
(Please listen carefully)
3. SHP students will only be released, when safe to do so, via parental authorization.
4. SJSH students need to be signed out when picked up.

** Due to the high volume of cars that will appear at the campus, SHS will initiate a one way traffic route around the perimeter of the campus in a clockwise direction. School personnel will be directing traffic and monitoring pick up procedures.

Any comments to the media would be through the office of the Director of Schools.

SUPPLIES

In addition to having general emergency supplies, we have at least 3 “Earthquake Boxes” with additional emergency supplies.

There are solar blankets and food and water rations for three days for about 1200 people.

AFTER THE EVENT

1. The Chief Operating Officer will record a complete report with input from others directly involved with the incident.
2. Review all procedures that were followed and correct any deficiencies.
3. If warranted, outside assistance, grief counselors, etc. may be requested to address the students, faculty & staff.