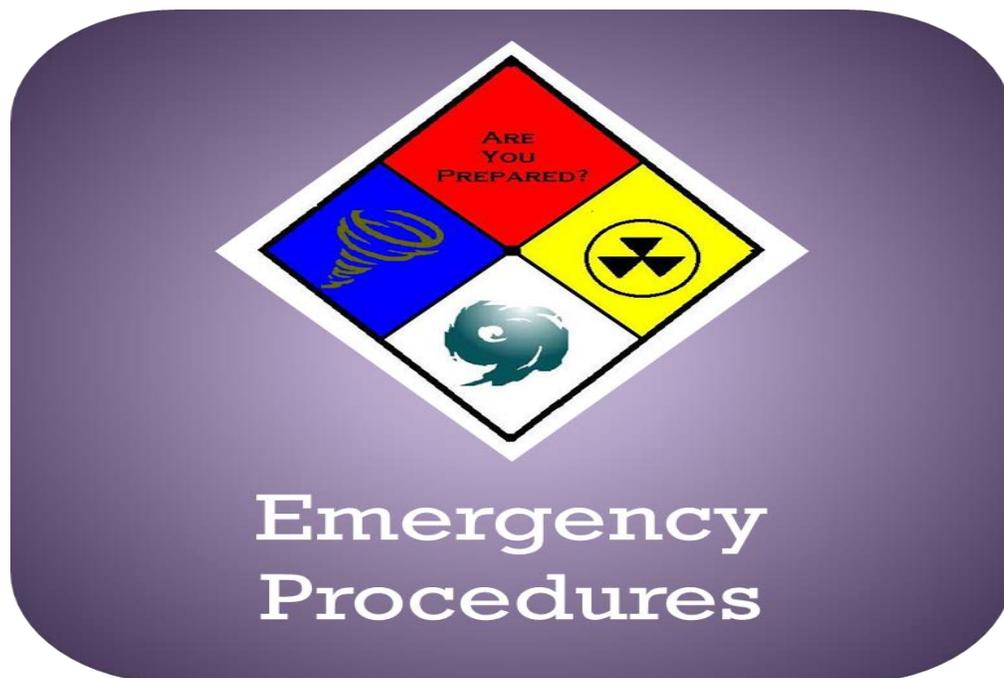

Parent Safety Booklet
Routine and Emergency Disaster
Procedures
For
Brookvale Elementary School



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Earthquake Drills

The earthquake emergency procedure system shall, but not be limited to, all of the following:

A drop procedure: As used in this article, "drop procedure" means an activity whereby each student and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows. A drop procedure practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools.

Protective measures to be taken before, during, and after an earthquake must include a program to ensure that the students and the certificated and classified staff are aware of, and have properly trained in, the earthquake emergency procedure system. (Code of Regulations, Section 35297)

Whenever an earthquake alarm or announcement is sounded, all students, teachers and other employees shall immediately begin Duck, Cover and Hold procedures:

- **DUCK**, or **DROP** down on the floor
- **Take COVER** under a sturdy desk, table or other furniture with backs to the windows. Protect head and neck with arms.
- **HOLD** onto the furniture and be prepared to move with it.
- **STAY** in this position for at least one minute or, in a real situation, until shaking stops.

Evacuation: An Evacuation should NEVER be automatic. There may be more danger outside the building than there is inside. If administrative directions are not forthcoming, the teacher will be responsible for assessing the situation and determining if an evacuation is required.

Evacuations shall occur when directed over the loud speaker by the Principal/designee. When evacuations are included as part of the drill, appropriate nonhazardous alternate routes, avoiding building overhangs, electrical wires, large trees, covered walkways, etc., shall be utilized by staff and students in order to reach the designated evacuation areas.

Teachers have taken roll once in the evacuation area. Any missing students are immediately reported to the Principal/designee so a search for missing students can be located. Upon sounding of the all clear students and staff return to their appropriate classroom and the teacher takes roll once more. Missing students are reported to the attendance office.

What should parents do during an earthquake emergency?

- ✓ Parents upon coming to the school should report to the flag pole area
- ✓ They should wait for school personnel or law enforcement to direct them to a specific staging area
- ✓ They are to wait at that specific staging area for the release of their children
- ✓ NEVER should a parent come onto campus to retrieve their child, children will be delivered by staff

Fire Drills

*Principals hold fire drills at least once a month in all elementary schools.
(Code of Regulations, Title 5, Section 550)*

1. Whenever the fire alarm or announcement is given, all students, teachers and other employees shall immediately leave the building in an orderly manner. Teachers shall ascertain that no student remains in the building.
2. Designated evacuation routes shall be posted in each room. Teachers shall be prepared to select alternate exits and direct their classes to these exits in the event the designated evacuation route is blocked.
3. Evacuation areas will be established away from fire lanes.
4. Students are to remain with their teacher in the evacuation area. Teachers shall take their roll books, take roll once in the evacuation area and be prepared to identify missing students to administrators and/or fire marshals/designees.

Standards for a Successful Fire Drill:

1. All staff and students can hear the Fire Alarm.
2. Orderly evacuation begins immediately and is completed within 5 minutes of the initial alarm, with minimal congestion at exit gates.
3. Teachers and students are staged in an orderly fashion away from fire lanes.
4. Teachers have taken roll once in the evacuation area. Any missing students are immediately reported to the Principal/designee.
5. Upon sounding of the all clear students and staff return to their appropriate classroom and the teacher takes roll once more. Missing students are reported to the attendance office.
6. Parents are to wait near the flagpole and check in with the safety team located in that area. Parents will then be directed to a second location to wait for their children to be delivered to that staging area. **At no time should a parent or guardian go to the back of the school to claim their children during an emergency.** This action only causes confusion and delays retrieving students for parents. Members of the safety team will safely deliver children to their parents at the front of the school.

What should parents do during a fire emergency?

- ✓ Parents upon coming to the school should report to the flag pole area
- ✓ They should wait for school personnel or law enforcement to direct them to a specific staging area
- ✓ They are to wait at that specific staging area for the release of their children
- ✓ NEVER should a parent come onto campus to retrieve their child
- ✓ Parents will be asked to sign a release form indicating they have taken their child off campus
- ✓ Safety team members will escort students to their parents at the front of the school as they are signed out

Code Red/Lockdown Drills

Elementary schools conduct drills every other year (or annually, if the local police department has the resources to support the drills).

Staff members will actively follow the procedures outlined during a lockdown drill or lockdown emergency:

1. Staff will:
 - a. Lock all external and internal doors
 - b. Cover all windows
 - c. Turn off all lights
 - d. Get students in a duck and cover position and have them be completely silent
 - e. Build internal barricades near doors and windows if necessary
 - f. Review classroom and all clear procedures
 - g. Review off site evacuation locations with students.
 - h. Do not open doors for anyone, even if they say they are the police.
 - i. Wait for an announcement from the Principal or law enforcement to evacuate.

If students are not in the classroom during a lockdown, students are to run to the nearest open facility or run towards the office for shelter. If they are in the restroom when a lockdown is called, they are to stay in the restroom and hide in the stall until retrieved by an adult. They can also try to run to the nearest facility that they can get into. They are to remain quiet and non-visible. Teacher's classrooms will be called by the office to determine if there are any missing students and what their last location was prior to the lockdown so that search and rescue teams can locate the student and bring them to safety.

If the school were to experience a lockdown emergency, parents would be notified by electronic voice messaging from the school's safety notification messaging system "bright arrow" to let parents know of an emergency at the school and how to proceed.

What should parents do during a lockdown emergency?

- ✓ In a real lockdown emergency, parent should NEVER go to retrieve their child from the classroom or back of the school staging area.
- ✓ Parents are to wait near the flagpole area or staging area for students to be released to them. In the event of a real emergency, local law enforcement will be on the scene to help control foot traffic and advise parents of the staging area to wait for the release of their children.
- ✓ **Parents should not enter the school campus, as they too would be treated as an "intruder" and would jeopardize the overall safety of the students and staff during this emergency scene.**

Shelter-in-Place

Shelter in Place may be directed should there be a danger in the community that could present a danger to the school community or a situation at the school that could harm students or staff if they are outdoors. Incidents could include gas leaks, chemical spills, dangerous animals or a dangerous person in the neighborhood. It could also include if a student was injured and we have to have emergency vehicles on campus.

When instructed or when an alerting system triggers a Shelter in Place:

- SHELTER.** Go inside the nearest building or classroom and remain there. You are looking for enclosed protection from the outside. Teachers should quickly check and get students into classrooms. Teachers will keep all students in the classroom until the emergency is resolved or directed to evacuate by the Principal and/or Public Safety Responders.
- SHUT.** Close all doors and windows. The tighter and more complete the seal the better. Close as many windows and doors between the outside and your shelter-in-place room as possible. If notified about a possible gas leak, shut down the HVAC or heater system and seal any openings to the outside.
- LISTEN.** Remain quiet to hear critical instructions from school officials. If there is no direction, continue instructional/work activities until the situation resolves or you directed to do otherwise.

A school official shall request the closure of all vents and the shutdown of the heating, ventilation, air conditioning systems (HVAC) by FUSD Maintenance personnel if necessary. *The goal is to keep inside air in and outside air out. Air conditioners and heating systems bring outside air in.*

Turn off all motors and fans. Still, non-moving air is best. Turn off anything that creates wind, generates extra heat, or could generate sparks.

Staff will advise students to remain sheltered until the "all-clear" signal is given by a school or local official.

What should parents do during a shelter in place emergency?

- ✓ Parents should not try to attempt to retrieve their child during a shelter in place. They need to wait until students are released to a parent.
- ✓ Parents should wait near the flagpole until further instructions are given by school officials or law enforcement.
- ✓ Parents may view the electronic marquee located in the principal's office window for possible updates on lockdowns or shelter in place protocols.

District and Parent Responsibilities for Students

DISTRICT RESPONSIBILITY

If the superintendent declares a District emergency during the school day, the following procedures will be followed:

IN CASE OF A DECLARED EMERGENCY BY THE SUPERINTENDENT DURING SCHOOL HOURS, ALL STUDENTS WILL BE REQUIRED TO REMAIN AT SCHOOL OR AT AN ALTERNATE SAFE SITE UNDER THE SUPERVISION OF THE SCHOOL PRINCIPAL OR OTHER PERSONNEL ASSIGNED BY THE PRINCIPAL.

1. Until regular dismissal time and released only then if it is considered safe, OR until released to an adult authorized by the parent or legal guardian whose name appears on district records.
2. If students are on their way to school, they will be brought to school if they are being bussed, or they should proceed to school if walking.
3. If students are on their way home from school, they are to continue home.

During a Declared Emergency, those students who have not been picked up by their parents or other authorized person may be taken by District personnel to another site where consolidated care facilities can be provided. This information will be given to the media stations and posted at the site to keep parents informed.

PARENT RESPONSIBILITY

Parents and legal guardians of students will be provided with a Student Health/Emergency Form each year. In case of a Declared Emergency, students will be released ONLY to persons designated on this form. Parents are responsible for ensuring that information on the Student Health/Enrollment Form is current at all times.

Parents are asked to share with the schools the responsibility for informing students what they should do in case of a severe earthquake or other major emergency. Parents need to give specific directions to each student to follow the policy outlined above and to follow the directions of school personnel.

School authorities will do everything possible to care for each student while he/she is under district supervision.

It is critical that students do not have directions from parents that are contrary to the district's stated policy on retention at school and authorized release in case of a severe emergency.