

EMERGENCY PREPAREDNESS

Basic Information

How to Handle Illness and Injuries

How to Handle Disasters

How to Handle Security Threats

How to Handle Evacuations

BASIC INFORMATION

The school has on file detailed Emergency Preparedness and Response Plans for each campus. Based on the prepared emergency plans The Emergency Response Team (ERT) together with the Administration holds emergency training sessions and periodic drills for the faculty and the students. The ERT actively monitors the emergency supplies both in classroom emergency bins and school emergency storage sheds.

Accordingly, the school is ready to tackle all sorts of emergencies including earthquakes, fire hazards, security threats, communicable diseases and others.

This section of the General Handbook is merely an overview of immediate actions to be taken by the students and staff immediately after the school encounter an emergency.

HOW TO HANDLE ILLNESSES AND INJURIES

Any illness or injury occurring at school during school hours must be referred to the Administrative Office. When further emergency care is needed, parents will be contacted. If a parent cannot be located, emergency medical treatment will be given to the student by a registered nurse or a licensed physician at the nearest emergency facility. During such emergencies, the school may inform the individuals listed as emergency contacts on the "Emergency/Medical Data Sheet" about the health condition of the child.

Following a serious injury, a detailed report must be compiled and filed with the school accidental insurance. The accidental insurance forms are available at the Administrative Offices of both campuses. Delayed application may result in complications.

Medication During School Hours

Medication cannot be brought to school unless approved by a doctor or a parent and students will not be allowed to carry medication on them. All medication must be kept in the school Administrative Offices and administered by office personnel only.

Students, who need to take medication during school hours, must have a letter of consent on file. The school will not administer any medication without parental consent.

HOW TO HANDLE DISASTERS

Earthquakes and fires are considered disasters and the following safety measures must be taken during and immediately after fire or an earthquake.

Fire

In case of fire, all students and teachers should quickly evacuate the classrooms and the building immediately after the first alarm signal is heard or warning announcements are heard on the paging system. Turn off the lights and close the doors. Proceed to the soccer/football field by the assigned shortest path. The teachers must take with them the students' roster of that period.

Earthquake

In case of an earthquake, everyone must drop under the desks or chairs and cover their head until the original shock is over (approximately one minute.) All must get up only after the first shock is over and leave the classroom quietly and quickly.

The following procedures must be followed after the earthquake shock:

- Teachers should take with them the student roster of that specific period
- The student closest to the door should open the door all the way and leave it open
- Teachers should open the CLASSROOM SUPPLY BIN, take the blue bag out, and then pull the bin out of the classroom
- The last student leaving the classroom should turn off the lights and close the door. For research and rescue teams this will mean there is no one left in the classroom
- All students must proceed to the football field by the assigned shortest path
- At all times students must be orderly and not panic
- Students should not return to take books or personal belongings
- Students with physical limitations should move independently under the supervision of a responsible student or an adult
- Students in the gym, cafeteria, restrooms, and the library or on errands must immediately proceed to the soccer/football field, join their own group, and report to their own teacher.

Teachers' Responsibilities in the Field

Teachers should take the students' roll call based on the student rosters for that specific period. After passing the absence lists to the documentation coordinator, teachers will proceed to their assigned missions, participation in the committees or supervision of the assigned classrooms.

HOW TO HANDLE SECURITY THREATS

In case of security breaches, such as

- armed trespassers posing threats to the students
- gunfire or explosions heard in the vicinity or inside the school

The following lock-up situation must be implemented:

1. The Administrative Office must be notified immediately about the exact nature of the threat.
2. The Administrative Office will announce a secret code over the paging system to notify the faculty and the staff about the existing danger.
3. Teachers and students must stay in the classrooms and lock the doors. This will be LOCK DOWN situation.
4. Students in the library, science and computer labs must lock the doors and stay inside.
5. P.E. students in gym or in the football/soccer field and students on errands or in restrooms must proceed to the Faculty Lounge or Cafeteria, whichever is closer and safer. P.E. teachers and field supervisors must escort the students accordingly.
6. If students are on recess or lunch break
 - a. The supervisors must lead them to safe areas,
 - b. Cafeteria supervisor or kitchen personnel must lock the lunch premises.
7. Teachers and supervisors must assess the situation and keep the students calm.
8. Students will not be allowed to leave the classrooms or even go to bathrooms until the lock down situation is lifted.

HOW TO HANDLE EVACUATIONS

In case of widespread fires or biochemical hazards, the Administration may decide to evacuate the school premises and transfer the students to a safer nearby designated ground.

In such instances:

- The students must gather in the football/soccer field and follow the instructions of the teachers.
- Teachers should take the students' rosters for that specific period with them. After passing the absence lists to the Search and Rescue Committee, teachers will proceed to their assigned missions, participation in the committees or supervision of the assigned classrooms.
- The supervisors will lead the students outside the school premises in groups to the designated area(s).
- When parents are notified of the condition, they can go to the designated area(s) and pickup their sons/daughters.

The designated area(s) for the North Hills Campus:

Mid-Valley Regional Branch Library (will be confirmed)
16244 Nordhoff Street
North Hills, CA 91343

The designated area(s) for the Encino Campus:

Mobil Gas Station
Ventura and White Oak Ave.
Encino, CA 91316

