

Bethany Lutheran Church / School
Disaster Preparedness Plan
Updated August 2019

Disaster Drill

1. Duck – Cover – Hold

- At the sound of the disaster drill warning – air horn sound – students and staff drop to the floor under the nearest table or desk, on knees, crouched with hands holding onto the nearest table or desk leg. If there is nothing to hold onto, hands should be over the back of the neck.
- Duck, cover, and hold for two (2) minutes – teachers then give a signal or command for evacuation.

2. Evacuation

- Before leaving the classroom the teacher very quickly scans the route for any possible hazard.
- Immobile-wounded children are left behind.
- The teacher takes **Disaster Clipboard** and **Cell Phone and car keys** (if handy) and escorts the class to the 3rd base line near the gate to the grassy field where the Traffic Coordinator directs traffic flow through the gate and onto the field. Do not form one long line while awaiting directions to go through the gate – each class line leader leads the class up to the 3rd base line.
- The teacher **immediately** fills out the brief **disaster report form** on the clipboard and leaves the clipboard and cell phone at the **emergency center**, taking the emergency bracelets with him/her.
- The teacher escorts the class to the designated area (see attached site plan) on the grassy field, and sees to it that they are under the control of an assigned person and leaves emergency bracelets with said person. As soon as each class is settled in their assigned locations, the staff member then proceeds to their **disaster assignment site**.
- A start and stop air horn sound tells that the drill is complete.

IF IT WAS A REAL DISASTER THEN

- Emergency bracelets are placed on each child's right wrist. Bracelets are to remain on students' wrists until they are signed out by parents or guardians.
- Communications Team members **immediately** lock all gates that give access to our campus.
- As soon as all children are in assigned locations, and the immediate team assignments have been completed, the **Traffic Coordinator** will assign staff, 2 at a time, to drive their cars onto the playground with headlights on along the 1st to 2nd, and 2nd to 3rd base lines. This will create our **First Aid Center** and provide us with night-time emergency light. Also this will free up our parking lot for the parent pick up.
- **No parent vehicles will be allowed into the inner campus.** Each of the two rolling gates will have 24 hour watch by Team 5 members. Parents will check their children out at gate # 1 by the gym. If parents come to gate # 2, off Arbor Road, they will be told to go to gate # 1. Emergency vehicles will be permitted through either gate.

Disaster Teams 2020-2021

*=captain **=second in command

1. Emergency Center

8 a.m. to 4 p.m.

* M. Fink
**T. Simpson
K. Imes

6:30-8:00 AM

*C. Brown/Michelle Fischer

4:00-6:00 PM

*C. Brown/Michelle Fischer

2. 1st Aid Center

8 a.m. to 4 p.m.

*L. Lange
**Leticia Perez
M. Fisher
C. Stejskal
A. Coleman
M. Widmann

6:30-8:00 AM

*Preschool Staff

4:00-6:00 PM

*Preschool Staff

3. Communications

8 a.m. to 4 p.m.

*K. Yoshiyama
**C. Morrison
M. Shaeffer
R. Lopez
K. Tucker

6:30-8:00 AM

*EDC/Preschool Staff

4:00-6:00 PM

*EDC/Preschool Staff

4. Search and Rescue

8 a.m. to 4 p.m.

*A. Einspahr
A. Arzaga
K. Kritzer
S. Lee
S. Moorman
K. Lopez

6:30-8:00 AM

*EDC/Preschool Staff

4:00-6:00 PM

*EDC/Preschool Staff

5. Security and Order

8 a.m. to 4 p.m.

*A. Morner
**A. Bardeleben
K. Blake
M. Rodrigues
J. Moorman
Preschool Teachers
Dayschool Aides

6:30-8:00 AM

*EDC/Preschool Staff

4:00-6:00 PM

*EDC/Preschool Staff

6. Supplies and Food

8 a.m. to 4 p.m.

*S. Hinrichs
K. Fink
A. Lagana
B. P.Brege

6:30-8:00 AM

*EDC/Preschool Staff

4:00-6:00 PM

*EDC/Preschool Staff

7. Parking Lot/Traffic Control

8 a.m. to 4 p.m.

*C. Evans
**L. Joanes
S. O'Conner

6:30-8:00 AM

*EDC/Preschool Staff

4:00-6:00 PM

*EDC/Preschool Staff

EACH TEAM MEMBER IS REQUIRED TO HAVE A PERSONAL DISASTER KIT IN STORAGE HERE ON THE CAMPUS. Include the following:

Change of clothing, sweater/jacket, heavy-duty shoes, 7 days of needed medication, spare glasses, personal items, etc.

Team Functions

Team 1: Emergency Center (on blacktop in front of play equipment)

1. Account for the presence of all students (use Master Roster in Supply Shed) and staff. Note those that are missing/absent.
2. Implement and coordinate all disaster operations.
3. Get Emergency Cards from office staff (they will bring them out.)
4. Control internal communications.
5. Use student runners to convey messages to other centers.

Team 2: First Aid Center (under backstop)

1. Meet at the FIRST AID CENTER after checking in your class.
2. Set up a triage - examine each of the wounded and establish a priority with the most wounded receiving aid first, etc.
3. Go to the SUPPLIES CENTER to get first aid supplies, blankets, shades, tarps.
4. Administer first aid and record information on the extent of the injury and the first aid administered.
5. Determine the need for outside medical assistance and contact the COMMUNICATION CENTER.
6. Use student runners to convey messages to other centers.

Team 3: Communications Center

1. Immediately lock all gates that give access to our campus.
2. Determine which of our offices (church, Pre-School, EDC, Day-School) are safe and which of our phone lines are in working order. Make sure this information gets to the EMERGENCY CENTER.
3. Receive all incoming phone calls with short, reassuring, answers. **Children will not be brought to the phones, nor will they be allowed to phone out in the first 3-4 hours after the disaster.**
4. One team member stays at the EMERGENCY CENTER to monitor emergency information from the radio. **KFWB 980 AM KABC 790 AM.** Get a clipboard and pad from the SUPPLY CENTER for writing and recording messages.
5. Use student runners to convey messages to other centers.

Team 4: Search and Rescue

1. Meet at the EMERGENCY CENTER after checking in your class.
2. One team member shut off the utilities - get the tool from the SUPPLY CENTER.
3. Get the list of the left-behind injured and quickly begin to evacuate the immobile wounded.
4. Check out necessary tools such as pick axes, pry bars, stretchers, and the like from the SUPPLY CENTER.
5. Due to potential aftershocks, it is necessary to use some haste.
6. Prioritize rescues - doing the easiest ones first.
7. Leave any fatalities where they are so that the proper civil agencies can deal with them.
8. Use student runners to convey messages to other centers.

Team 5: Security – Order

1. Team members stay with the children. As other staff members complete their tasks, they will join you.
2. Captain - send one member to doublecheck that all gates are locked.
3. Captain/Second-in-command: Set up a table and 2 chairs at each rolling gate.
4. Get the Emergency Cards and Master roster from the EMERGENCY CENTER and take to gate #1.
5. Keep very careful records on Master Roster of children who have been checked out to parents or designated guardians. Make sure each child that you release is **signed out** by a proper parent or guardian. As the child is released, cut off his/her bracelet and have parent/guardian sign the back. Keep the bracelets.
6. Captain - set up a schedule of gate monitors so that there are 2 persons at each gate around the clock.

Team 6: Supplies – Food

1. Open the SUPPLY CENTER storage shed. Set up your table.
2. Find the Master Roster and have it ready to issue to the proper team.
3. Find the First Aid Supplies and have them ready for the team.
4. Find the rescue tools and have them ready for the team.
5. Find some comfort food (candy, grahams etc) and do a distribution.
6. Find the latrine equipment/supplies and have them ready for set up.
7. Find the food plan/menus and organize food preparation and distribution.

Team 7: Parking Lot/Traffic Coordinator

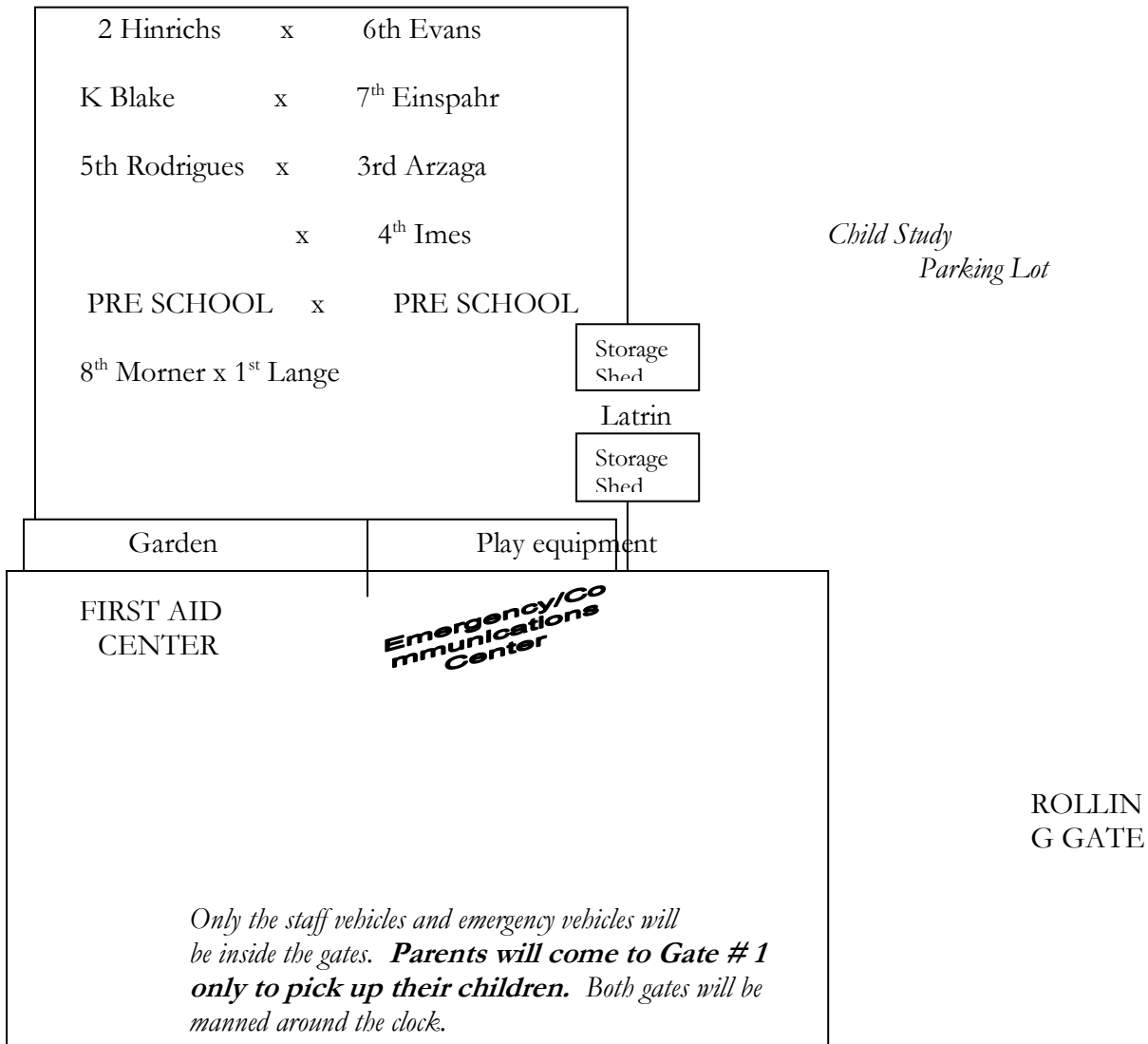
1. Direct traffic flow.
2. Keep pathways clear for emergency vehicles.
3. If necessary, direct staff members to drive their cars to first aid site to use headlights for emergency lighting.

Classroom Teacher - Pre Disaster Responsibilities

1. Print up/update the identification wrist bands; put in baggie attached to the **Emergency Clipboard**. These should be boldly printed with first and last names.
2. Each day, attach your copy layer of the absence list to the **Emergency Clipboard**.
3. See to it that your personal emergency kit is prepared and in the storage facility.

THE EVACUATION SITE

Mark Twain Playground



ROLLING GATE # 2: Only emergency vehicles may enter here.

ARBOR ROAD

Lockdown/Lockout Procedures

Revised December 2019

Bethany Lutheran School students and staff are trained in safety procedures utilizing the SafeKids H.E.R.O. curriculum. "H.E.R.O." stands for "Hide, Escape, Run, Overcome," skills that students and staff may use in any violent situation, even outside of the school setting.

Lockdown/HIDE! (in cases of immediate threat):

The decision to place the school on Lockdown or to lift a Lockdown may come from the Principal (or his/her designee in their absence) or local law enforcement. When an alarm (*sustained recess bell*) and announcement is made over the intercom:

Outside the classroom:

- Teachers should yell "HIDE! HIDE! HIDE!" and begin clearing students from walkways and playground areas immediately and direct them to the nearest classroom or rooms of safety.
- Assist those needing special assistance. Also give visual signals if there are any auditorily-challenged students.
- Depending on the circumstances, teachers and students may need to escape/leave the campus to areas other than the classrooms if there is no safe way to return to the classroom(s). Teachers should establish a meeting place such as Pan Am Park or Mark Twain Elementary and yell "RUN, RUN, RUN!!!"

In the classroom:

- Teachers should yell "HIDE! HIDE! HIDE!" in addition to giving visual signals if there are any auditorily-challenged students.
- Close and lock all windows and doors. Turn all lights off and consider the following:
 1. Students should be directed to barricade the appropriate doors with nearby objects (desks, chairs, etc.). No one should leave or be let in for any reason once the doors are locked/barricaded.
 2. Stay away from all doors and windows. Teachers and students should find the "Safety Triangles" in the room and remain in those areas until safe to stop Lockdown procedures.
 3. Keep students away from doors and windows. Classrooms with a door window only should block the window with a piece of paper, cardboard, or other items. Such items should be accessible and on/near the door.
 4. If students are in other rooms (music, multipurpose, computer lab) they should remain there, as long as they have the ability to lock/secure the area they are in.
 5. Students in the gym or the church should head to the nearest safe room/area (youth room, locker room, Parish Lounge, kitchen) or escape the campus through the parking lot, depending on the circumstances. If escaping, teachers should establish a meeting place and yell "ESCAPE, ESCAPE, ESCAPE!"
- Once inside, teachers and students should remain quiet after building the barricades and locating "Safety Triangles" and/or a "Hideout" or "Holdout."
- Teachers should take roll and account for students when it's safe to do so.
- All messaging in reference to all-clear, updated information, evacuation orders, etc. will come via school intercom. Teachers should have access to their cell phones for two-way communication with the office or emergency personnel.

- Teachers should not call the office for updated information.
- Teachers should call 911 with pertinent information (suspect description, injuries in the classroom, etc.)
- Teachers should not turn on or share media reports, nor should they post their status on social media. Teachers may share they are safe with family and friends once it's appropriate to do so.

Parents and After-hours:

- If a Lockdown lasts beyond the end of the school day/dismissal, all classrooms are to remain on Lockdown and students/staff may not leave until safe to do so.
- Notification to parents about the status of the school being on Lockdown will be made via Gradelink text when practical and safe to do so.
- Parents will be notified not to come to the school and to await further instructions. This is applicable during school hours as well as past dismissal.

Lockout (in cases where there is no immediate threat):

The decision to place the school on Lockout or to lift a Lockout may come from the Principal (or his/her designee in their absence) or local law enforcement. Staff members will be alerted to lockout via intercom.

Outside the classroom:

- Clear students from walkways and playground immediately and direct them to their classrooms.
- Assist those needing special assistance. Also give visual signals if there are any auditory challenged students.

In the classroom:

- Close and lock all windows and doors. Lights may remain on and instruction may proceed as usual. Doors do not have to be barricaded nor students in "Safety Triangles."
- If students are in other rooms (music, multipurpose, computer lab, gym) they should remain there with a supervising teacher.
- Teachers should take roll and account for students when it's safe to do so.
- All messaging in reference to all-clear, updated information, evacuation orders, etc. will come via intercom and/or Slack. Teachers should have access to their cell phones for two-way communication with the office.
- Student movement to restrooms, other classrooms, etc. should be prohibited.

Parents and After-hours:

- If a Lockout lasts beyond the end of the school day/dismissal, all classrooms are to remain on Lockout and students/staff may not leave until safe to do so.
- Notification to parents about the status of the school being on Lockout will be made via Gradelink text when practical and safe to do so.
- Parents will be notified not to come to the school and to await further instructions. This is applicable during school hours as well as past dismissal.