

# **ST. BERNADETTE SCHOOL EARLY LEARNING CENTER**



## **DISASTER PLAN**

**1028 S.W. 128th, Burien, Washington 98146-3126**

**Office (206) 244-4934 • Fax (206) 244-4943**

**E-Mail: [admin@stbernadettesea.org](mailto:admin@stbernadettesea.org)**

**[www.stbernadettesea.org](http://www.stbernadettesea.org)**

Dear Parent / Guardian:

In the event of an emergency situation, St. Bernadette School staff have outlined the below response plan. Please know that St. Bernadette will make every attempt to notify you so it is vital that you keep your emergency contact information up-to-date in PowerSchool. Keep this letter with you so that you will know how to contact us in the event of an emergency.

#### Evacuation / Relocation

1. If the emergency is confined to the immediate area at St. Bernadette, e.g. fire, and the children cannot stay on the premises, the children will be taken to Hazel Valley Elementary. The children and staff will remain at this location while you or your emergency contact is notified of the situation.
2. If the emergency is more wide spread and encompasses a larger area such as the neighborhood due to an environmental threat, e.g. flood, and the children cannot remain in the immediate area, they will be transported to Kennedy Catholic High School. The children and staff will remain at this location while you or your emergency contact is notified of the situation.

#### Notification

1. Every effort will be made to contact you as soon as the children and staff are safe. If we cannot reach you, we will contact your alternate emergency contact. Children will only be released to you or your alternate emergency contact during times of emergency.
2. Information about the event can be obtained via our school website and/or a Power Announcement.

#### Emergency Supplies

1. We encourage you to bring individual emergency packs for each child to keep at our facility that includes a change of clothes, a few family photos and a comfort item like a small teddy bear to help comfort your child during a crisis. These individual packs will be stored in our classroom and only accessed during an emergency. Additional emergency supplies are found in our earthquake shed and provide supplies for up to 72 hours.

Please rest assured that St. Bernadette staff will remain with and care for the children at all times during an emergency to ensure the children's safety. As always, please don't hesitate to contact Mrs. Eve Ruiz if you have any questions or concerns.

Sincerely,

Eve Ruiz – Director of Early Learning

Carol Mendoza - Principal

**DISASTER AND EMERGENCY PLAN FOR**  
**St. Bernadette Parish School**

**I. Purpose**

This emergency plan has been developed to assist St. Bernadette School in protecting the health and safety of the children in its care should a disaster or emergency, be it natural or deliberate, affect the facility, operation or its community. The safety of the children and staff is the primary goal of St. Bernadette.

This policy was prepared and checked by Eve Ruiz, Early Learning Director, as well as Carol Mendoza, School Principal. The Safety Committee and Staff will be oriented to the policy by Carol Mendoza. This policy is accessible to staff and parents and is located on the school website and hard copies are located in the School Office.

\_\_\_\_\_  
Eve Ruiz

\_\_\_\_\_  
Date

\_\_\_\_\_  
Carol Mendoza

\_\_\_\_\_  
Date

## **II. Assignment of Responsibilities**

Pamela Armstrong, Hayley Bazinet, Audrey Beyer, Kathy Budde, Peggy Combs, Deanna Fenner, Joanne Leach, Michael Jensen, Diana Mastandrea, Carol Mendoza and Eve Ruiz are responsible for implementing the disaster and emergency plan and ensuring the safety of the children.

It is the responsibility of all staff to understand their roles and responsibilities and the location of the supplies in the event of an emergency.

## **III. Location of Daily Children's Attendance, Emergency Contacts and Emergency Supplies**

Children's daily attendance records are kept in the locked file cabinet, top drawer. The children's attendance records are updated as they arrive and leave throughout the day.

Children's Emergency Contact Information is kept in the locked file cabinet, top drawer.

In a widespread disaster, we need to be prepared to care for the children in the facility until assistance arrives. Emergency supplies are stored in the cubby at the entrance and in supply cabinet #3. These supplies are updated annually.

Grab and Go Emergency Teacher backpacks are also located in each room by the door and are accessible to the teacher for all drills and emergency situations. The backpacks contain the following supplies:

- Class List & Emergency forms for students and staff
- Medication with authorization forms
- Current first-aid kit
- Flashlight and batteries
- Whistle
- Bottle of water
- Tarp
- Emergency blanket
- Tissues/toilet paper and/or wipes
- Books, paper and crayons
- Gloves
- Wipes
- Crowbar

#### IV. Children in Care

All children in care are between the ages of 3-5. We have no children with special needs. We do not offer overnight care.

#### V. Emergency Assessment

Below is a list of possible disaster or emergencies that may affect the area.

##### **Types of emergencies and/or Hazardous situations**

○ Disgruntled Parents/ Guardians / Employees	○ Hazardous Material Exposure	○ Power Failure
○ Earthquake	○ Ice and Snow Storms	○ Thunderstorm
○ Flooding	○ Medical Emergencies	○ Tornado – Watch / Warning
○ Fire / Smoke / Bomb Threat	○ Missing Child (Kidnapping)	○ Water Line Disturbance
○ Gas Leak	○ Potentially Violent Situation	○ Other _____

#### VI. Types of Emergency Response

##### **Medical Emergencies**

Assess the situation and contact 911, if necessary. Notify the parents immediately. Document the date and circumstance regarding the medical emergency in the child's record.

##### **Lock Down / Shelter in Place**

Location: Pre-school and Pre-Kindergarten Classrooms  
Code Word: Lockdown

All staff are to stay in the lock down / shelter in place areas until an all clear is given.

## **Evacuation**

Evacuate the facility to go to another location nearby or far away to remain safe. Evacuation maps are posted in all classrooms by all doorways. The map outlines where the staff and children will go in the event of an evacuation emergency.

Fire and smoke will be announced by the alarm system, isolation of fire and smoke would include confinement by closing doors to the fire area. An emergency phone call will be made to appropriate emergency personnel.

Two off-site locations are listed below:

### 1<sup>st</sup> Evacuation Location

Location: Hazel Valley School

Address: 402 SW 132<sup>nd</sup> St.

Burien, WA 98146

Telephone Number: (206) 631-3900

### 2<sup>nd</sup> Evacuation Location

Location: Kennedy Catholic High school

Address: 140 S 140<sup>th</sup> St.

Burien, WA 98168

Telephone Number: (206) 246-0500

## **VII. Staff Training & Monthly or Quarterly Drills**

All staff and children will participate in fire and disaster drills. Fire drills will be conducted monthly and disaster drills quarterly. All drills are documented in the school main office. In addition to these drills, fire alarm and extinguisher training will be completed.

## **VIII. Access to Disaster and Emergency Preparedness Plan**

A copy of the Disaster and Emergency Preparedness Plan will be available, at all times, in the school office, classroom and online on our school website.

**St. Bernadette School**  
**1028 SW 128<sup>th</sup> St. Burien, WA 98122**  
**School Phone Number: (206) 244-4934**  
**School Fax Number: (206) 244-4943**

**Emergency Contact Numbers**

All Emergencies	911
Poison Control Center	1 (800) 366-8888
Fire Department	(206) 242-2040
Police Department	(206) 477-2200
Child Protective Services	1 (800) 379-4139
Puget Sound Energy	1 (888) 225-5773
Puget Sound Gas	1 (888) 225-5773
King County Public Health	(206) 296-4690
King County Communicable Diseases	(206) 296-4782
Archdiocese Director of Early Learning	(206) 557-8236
Child Care Licensor	(425) 917-7935

**Parent / Guardian Contact Information**

<b>Child's Name</b>	<b>Parent's Name</b>	<b>Special Care</b>	<b>Phone Number</b>	<b>Emergency Contact</b>	<b>Emergency Phone Number</b>

## **FIRE EVACUATION PLAN:**

Team Leaders:	Carol Mendoza	Principal
	Deanna Fenner	Lead Teacher
	Hayley Bazinet	Lead Teacher
Alternates:	Pamela Armstrong	School Admin. Assistant
	Eve Ruiz	Director of Early Learning
	Audrey Beyer	Teacher Aide
Responsibility:	Supervise evacuation procedure	

## **POLICY:**

St. Bernadette School will evacuate in the event of a fire or fire drill. Faculty and staff's primary responsibility will be student supervision unless otherwise designated. Once evacuation to the fire drill lines is complete, determination of further evacuation to the field or return to the building will be made by the team leader. If there is an obvious fire that will require fire department response, evacuation to the field will be required for the safety of the students. This should be accomplished as soon as possible to allow fire response vehicles access to areas around the buildings.

Team members will be assigned the responsibilities of removing necessary items, tools, or records from the building as they evacuate. All teachers will evacuate with their clipboards and classroom emergency backpacks. Assignments for walkie-talkies will be updated yearly and can be found in the office, room4 and the extended day room.

Teachers will take roll at the fire drill line. They will hold up a red card if they are missing students or a green card if all are present. If students are missing, the teacher will send one student to the Principal to report the missing child(ren).

All media will be referred to the Public Information Officer at the media center, assuming the event occurs before the main school office is closed. If after school hours, the Principal will designate a media representative.

## **FIRE EVACUATION PROCEDURE:**

- As soon as the fire alarm is sounded, evacuate the building.
- Teachers should feel any closed doors prior to opening to check the heat level outside the door. If the fire is outside the door, use a different door or exit through a window. If it is not possible to exit through a window, attract attention at the window to the fact that you and the students are trapped in the room.
- All teachers must evacuate with their classroom emergency backpack and line up in their fire line located on the blacktop.



- If possible, close windows and turn off lights. Close your classroom door when everyone is out to prevent possible fire spreading. Do not lock classroom. This will allow access by Search and Rescue.
- Maintain calm and silence as you leave the building.
- Of all the classroom teachers and assistants, the one with more first aid experience remains behind with any possible injured.
- Evacuate quietly, in line, following the closest evacuation route.
- Remove the entire group including the ambulatory-injured to the designated evacuation location (fire drill line).
- Once at the fire drill line, take roll and account for all students on the Classroom Accounting Form provided on the emergency clipboard.
- If you have been assigned a walkie-talkie, turn it on and make sure it is on the correct channel (1).
- During regular school hours, each building has a walkie-talkie assigned to a staff member. That staff member is responsible for checking in with the Principal to see if evacuation to the field is required. Once the decision has been made, communicate this to the other teachers in your area.
- A decision can be made to proceed to the big field if the fire is near the fire line location on the blacktop.

**EMERGENCY LOCKDOWN:**

Team Leader:	Carol Mendoza	Principal
	Deanna Fenner	Lead Teacher
	Hayley Bazinet	Lead Teacher
Alternate:	Pamela Armstrong	School Administrative Assistant
	Eve Ruiz	Director of Early Learning
	Audrey Beyer	Teacher Aide
Responsibility:	Supervise lockdown procedure	

**POLICY:**

- St. Bernadette School will lockdown in the event of a threat on campus. Faculty and staff's primary responsibility will be student supervision unless otherwise designated.
- A lockdown is a procedure meant to get students, faculty and staff to a safe and secure area in response to a situation that would threaten their physical safety. An event requiring a school-wide lockdown might include an intruder on campus, an extreme weather condition and/or volatile event in the immediate community.

- Team members will be assigned the responsibilities of rounding up students and staff from surrounding areas and locking them in a secure area.
- All media will be referred to the Public Information Officer at the media center, assuming the event occurs before the main school office is closed. If after school hours, the Principal will designate a media representative.
- Email the office for accountability status (missing students or concerns) to [admin@stbernadettesea.org](mailto:admin@stbernadettesea.org)

**Once locked down, do not open the door or answer any knocks or questions from outside the door.**

### **LOCKDOWN PROCEDURE:**

- A Lockdown will be initiated by an announcement or telephone call, "We are now locking down due to an unexpected emergency." The Principal or a designee can call a lockdown. If needed, that person should call 911.
- Students, faculty, and staff will immediately proceed to the nearest secure area. A secure area is any room that can be locked, preferably from the inside. Once all exterior doors are secure, no one is allowed to enter or exit under any circumstances until the room is cleared by law enforcement or an ALL CLEAR signal is issued by the Principal or designee.
- If the students are outside and a Lockdown is called, the recess supervisor will blow the whistle to indicate that the students should return to the building. Once all students are in the building, the doors will be locked.
- **Once locked down, do not open the door or answer any knocks or questions from outside the door.**
- When the threat is contained, the message is given via intercom or email that the lockdown has ended. Parents will be notified via a Power Announcement when a lockdown is called and lifted.

### **PRINCIPAL ACTIONS:**

- Meet law enforcement at Incident Command Post.
- Notify law enforcement of any missing persons.
- Transfer incident command to law enforcement but provide whatever assistance or information they require. The Principal is expected to remain at Incident Command Post through duration of event
- Through whatever means is most effective, provide parents/guardians with a brief description of the emergency, how it was handled, and if appropriate, what steps are being taken in its aftermath

## **STAFF ACTIONS:**

- Immediately gather all students.
- Lock and close all doors.
- Do not open a door for anyone. Law enforcement and/or the Principal or designee will use keys to unlock doors and clear the room.
- Close curtains and turn off lights.
- Instruct students to stay quiet and out of sight.
- Turn off document camera, LCD projector, SMART board etc. The room should be dark and quiet.
- Control all cell phone activity (no outgoing or incoming calls {sounds})
- If safe to do so, take attendance and communicate to the office via email
- Remain in the room or secured area until further instructions are given by law enforcement or the Principal.
- If anyone is injured or wounded inside the room and it is safe to do so, alert 911 of the nature and severity of the injury or injuries. Use a classroom phone, cell phone, or internet to do so.
- Maintain order in all areas of shelter or assembly and await the arrival of law enforcement. Be ready to a lengthy stay of 2 to 4 hours.

## **MISSING OR ABDUCTED CHILD:**

The following information is a general response to a missing or abducted child.

- If a child is not accounted for at any time, the staff member responsible for the child should search the premises for him/her. Each area that a child could potentially hide should be searched, as well as the outdoor areas of the facility.
- If the child is not located after all potential hiding spots and immediate outdoor areas have been searched, the Early Learning Director and Principal should be notified that the child is missing.
- A staff member should also double-check to confirm the child such was not picked up by a parent or guardian.
- Begin lockdown procedures, monitoring all exits and letting no one in or out of the facility.
- The staff member responsible for the child will call 9-1-1, since he/she will have the best knowledge of what the child was wearing that day, along with other distinctive features. The following information should be written down.
  - Child's name, age, height, weight, date of birth, and hair color.
  - Child's clothing that he/she was wearing that day, along with any other identifying features.
  - The time at which the child was noticed missing.

- If child abduction is suspected, were there any suspicious vehicles or persons located around the child care facility? If so, what was the appearance of the person or vehicle?
- The Principal or designee will notify the parents/guardians of the child that the child is missing from the facility.
- While law enforcement is in route to the school, staff will continue to search the facility for the missing child. The staff should look in every cabinet, closet, cubby, and location where a child may hide.
- The Director of Early Learning will stay on the facility premises at all times to be the contact person for law enforcement as well as the missing child's parent/guardian.

## **EARTHQUAKE PROCEDURE:**

### **“Drop, Cover, and Hold On”**

#### **Indoors:**

- 1) Direct students to get under a desk or table and hold on to whatever you are under. If it moves, hold on and move with it.
- 2) Remain calm and in control. Do not leave the room.
- 3) Stay away from windows, doors, book cases, file cabinets, etc.
- 4) Stay under cover until the shaking stops.

#### **After shaking stops:**

- 1) Building will be evacuated unless students and staff will be in greater danger as a result of the evacuation. The fire alarm can be used to give the evacuation signal if the intercom system is not available.
- 2) Teachers and staff should check on buddy teacher and class.
- 3) Once instructed to evacuate, follow building evacuation procedure and be sure to take the emergency backpack.
- 4) Mark the classroom window with green “OK” sign or red “HELP” sign.

#### **Outdoors:**

- 1) Follow drop, cover, and hold procedures for outdoors.
- 2) Stay in the open.
- 3) Keep away from buildings, power lines, block walls, trees, and any other items that may fall.
- 4) Instruct students not to touch power lines or objects touching wires.
- 5) Remain outside until given new instructions from the Principal or designee.

## **CONFRONTATION/FIGHT**

If you are threatened or assaulted:

- 1) Stay calm but alert to your surroundings. Stand up if you are sitting. Escape if possible.
- 2) If you cannot escape:
  - Speak in a normal tone, on the soft side if possible.
  - Do not make any quick moves. Keep out of range of a punch or kick.
  - Avoid confrontational body language. Stand at an angle to the

person. Be ready to leave quickly.

- Reassure them. Be a good listener.
- Try to keep some furniture between you and combatant.
- Offer your help to resolve their problem.
- Call for help if the situation deteriorates. Have someone call the Office & 911.

If you observe a fight in progress:

- 1) Notify the office, send for help, approach with caution and only if it is safe to do so.
- 2) Identify yourself in a loud voice.
- 3) Demand in a loud voice for the combatants to separate.  
Say, "**STOP FIGHTING NOW!**"
- 4) **DO NOT** attempt to get between the two individuals. If safe to do so, separate and remove one of the combatants from the area.
- 5) Identify and record the names of any witnesses.
- 6) Begin first aid as needed.

### **CUSTODY ISSUES**

No student may be permitted to leave school with anyone other than the custodial parent unless permission from the custodial parent has verified and secured.

Parents/Legal Guardians have the right to:

- a) view the child's school records.
- b) Receive school progress reports.
- c) Visit the child at school.
- d) Participate in Parent/Teacher conferences (not necessarily together).
- e) Remove a child from school.

A certified copy of a court order (e.g. final divorce decree which includes an express denial of specific parental rights, or restraining order denying contact with a named student) must be provided to the school and placed in the student's file to restrict a parent from participating in the activities named above.

### **CHILD ABUSE**

Staff is legally responsible for reporting all suspected cases of child abuse and neglect. For that reason, under state law, staff is free from liability for reporting instances of abuse or neglect and is criminally liable for failure to do so.

Child Protective Services: 1 (800) 379-4139 After working hours: 1-(800)562-5624



**St. Bernadette Early Learning Center**  
**Disaster Plan**  
**Signature Page**

The provisions in the St. Bernadette Disaster Plan are designed to provide parents and students information and guidance as to the procedures and rules of our child care center. The provisions in this plan are not a contract and impose no obligation on the school. The contents of the plan may be changed as necessary at the school's discretion, and if changed, written notification will be provided to parents and students.

Family Name: \_\_\_\_\_

Child(ren)'s name(s): \_\_\_\_\_

**Parent Agreement**

I/We have read the material in the St. Bernadette Disaster Plan and agree to follow and uphold the school policies while my son/daughter is enrolled as a student.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

St. Bernadette School Administration reserves the right to alter, amend, modify, change, or terminate any of the policies in the handbook and will notify parents of changes.

Failure to return the above form does not waive the responsibility for the contents of the 2016-2017 St. Bernadette School Disaster Plan.