



## **ST. BERNADETTE SCHOOL EARLY LEARNING CENTER AND SCHOOL DISASTER PLAN**

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Dear Parent / Guardian:

In the event of an emergency situation, St. Bernadette School has outlined the following 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 Finalsite. Keep this information handy so 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 widespread 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 an email / phone announcement.

## **Emergency Supplies**

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 classrooms and only accessed during an emergency.

Please rest assured that St. Bernadette staff will remain with and care for the children at all times during an emergency to ensure their safety. As always, please contact Mrs. Eve Thomas, if you have any questions or concerns.

## **DISASTER AND EMERGENCY PLAN FOR ST. BERNADETTE PARISH SCHOOL**

### **Purpose**

This emergency plan has been developed to assist St. Bernadette Parish 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 community. The safety of the children and staff is the primary goal of St. Bernadette. This policy is accessible to staff and parents and is located on the school's website.

### **I. Assignment of Responsibilities**

The Principal, School Administrative Assistant, and Custodian are responsible for implementing the disaster and emergency plan with teachers to ensure 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.

## **II. Location of Daily Children's Attendance and Emergency Contacts**

Children's daily attendance records are kept in classrooms (PS and PK only) and in Alma, our student information system. Student attendance records are updated as they arrive and leave throughout the day.

Student Emergency Contact Information is kept in classrooms and the main office.

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

Class List & Emergency forms

Medication with authorization forms

First-aid kit Wind-up flashlights

Whistle Tarp

Emergency blanket Tissues/toilet paper and/or wipes

Gloves Wipes

Crowbar

## **III. Children in Licensed Child Care**

All children in care are between the ages of 2.5-5. We have no children with special needs. We do not offer overnight care.

## **IV. Emergency Assessment**

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

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

o Disgruntled Parents/ Guardians / Employees	o Hazardous Material Exposure	o Power Failure
o Earthquake	o Ice and Snow Storms	o Thunderstorm
o Flooding	o Medical Emergencies	o Tornado – Watch / Warning

<input type="checkbox"/> Fire / Smoke / Bomb Threat	<input type="checkbox"/> Missing Child (Kidnapping)	<input type="checkbox"/> Water Line Disturbance
<input type="checkbox"/> Gas Leak	<input type="checkbox"/> Potentially Violent Situation	<input type="checkbox"/> Other

## **V. Types of Emergency Response**

### **Medical Emergencies**

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

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

Location: Pre-school and Pre-Kindergarten Classrooms' Code Word: **Lockdown**  
All staff are to stay in the lockdown until an all clear is given.

### **Evacuation**

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

Fire and smoke will be announced by the alarm system. Isolation of fire and smoke include confinement by closing, but not locking, all doors to the fire area. An emergency phone call will be made to appropriate emergency personnel.

Two off-site locations are listed below:

#### 1st Evacuation Location

Hazel Valley School  
402 SW 132nd St.  
Burien, WA 98146  
Tel: (206) 631-3900

#### 2nd Evacuation Location

Kennedy Catholic High School  
140 S 140<sup>th</sup> Street  
Burien, WA 98168  
Tel: (206) 246-0500

## **VI. 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's main office. In addition to these drills, fire alarm and extinguisher training will be completed.

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

A copy of the Disaster and Emergency Preparedness Plan is available at all times in the school office, classrooms, and online on our [school website](#).

### **St. Bernadette Parish School**

1028 SW 128th St. Burien, WA 98122

School Phone Number: (206) 244-4934

School Fax Number: (206) 244-4943

### **Emergency 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 Licenser	(425) 917-7935

### **FIRE EVACUATION PLAN:**

#### **Team Leaders:**

Principal

**Alternates:** Vice-Principal

ELC Supervisor

**Responsibility:** Supervise evacuation procedure

PK Teacher

PS Teacher

#### **POLICY:**

St. Bernadette School will evacuate in the event of a fire or fire drill. Faculty and staff's primary responsibility is 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 requires 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 responsibilities of removing necessary items, tools, or records from the building as they evacuate. All teachers will evacuate with their classroom emergency backpacks.

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 principal or the principal's 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 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** to 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).
- A decision can be made to proceed to the big field if the fire is near the small field.

## **EMERGENCY LOCKDOWN:**

### **Team Leaders:**

Principal  
ELC Supervisor  
PK Teacher  
PS Teacher

**Alternates:** Vice-Principal  
**Responsibility:** Supervise evacuation procedure

### **POLICY:**

St. Bernadette School will lockdown in the event of a threat on campus. Faculty and staff's primary responsibility is 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 principal or the principal's representative.

Email the office for accountability status (missing students or concerns) to [admin@stbernadettesea.org](mailto:admin@stbernadettesea.org)

**Once locked down, do not 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, doors will be locked.

When the threat is contained, the message is given **via intercom or school email** that the lockdown is ended.

### **PRINCIPAL ACTIONS:**

Notify law enforcement of any missing persons.

Through whatever means is most effective, School will 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, Promethean 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 cell phone or internet to do so.
- Maintain order and await the arrival of law enforcement. Be ready for 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 notify the office and 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 Supervisor and Principal should be notified that the child is missing.
- A staff member should also double-check to confirm the child 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 en 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 principal or designee 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:

- 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.
- Remain calm and in control. Do not leave the room.

- Stay away from windows, doors, book cases, file cabinets, etc.
- 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) Once instructed to evacuate, be sure to take the emergency backpack.

### **Outdoors:**

1) Follow drop, cover, and hold procedures outdoors.

2) Stay in the open.

3) Keep away from buildings, power lines, block walls, trees, and 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 furniture between you and the combatant.
- Offer your help to resolve their problem.
- Call for help. Have someone call the office & 911.

If you observe a fight in progress:

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

### **St. Bernadette Early Learning Center and School Disaster Plan**

The provisions in the St. Bernadette Disaster Plan are designed to provide parents, staff, and students information and guidance as to the procedures and rules of our child care center and school. 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, notification will be provided to parents and students. Parents/Guardians agree to and sign off on the St. Bernadette Parish School Disaster Plan as part of the enrollment contract.