



Our Lady of Grace Catholic School

19920 Anita Ave , Castro Valley, CA 94546

www.olgschool.org

Emergency Preparedness Plan

2016-2017

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EMERGENCY PREPAREDNESS PLAN

I. Emergency Plan Overview

A. Introduction

Our Lady of Grace School is committed to its responsibility to provide a framework for preparation, response, recovery, and mitigation in the event of an emergency. In order for the school to be as effective as possible in any of these situations, a clear and comprehensive outline must be in place. This document serves to provide such an outline.

This plan has been prepared in compliance with Education Code 35295, which requires all Catholic schools to establish an earthquake emergency procedure system. This document also satisfies the requirements for Education Code 39160, otherwise known as the Private Schools Safety Act of 1986. The plan represents mutual concern among school personnel, parents, and students for the safety and welfare of all.

B. Purpose

The Emergency Preparedness Plan has been developed to provide a comprehensive guide for responding to emergency situations that may face our school. These include, but are not limited to:

- fires, floods or weather related emergencies
- civil disturbances
- major transportation or industrial accidents
- bomb threats or other acts of violence

C. Objectives

1. To comply with the State of California Education Code related to emergency procedures.
2. To provide a basis for emergency response, education, and training.
3. To ensure that all aspects of an emergency/disaster response are assigned and coordinated to meet the needs of the school in coordination with the Parish, the Oakland Diocese, and Alameda County emergency response plans.
4. To provide maximum safety and protect students, staff, and visitors from injury.
5. To maintain and restore normal services as quickly as possible following an emergency incident or disaster.

D. Responsibilities

Safety Committee Chairperson

It is the responsibility of the Safety Committee Chairperson to:

- Participate in annual hazard survey and analysis.
- Establish and implement annual goals and objectives for the Safety Committee
- Implement and update the plan.
- Designate a location for an emergency first aid center and persons to operate it; supervise decentralized storage of equipment and water.
- Collaborate with teachers to develop alternate routes from each classroom to the evacuation site
- Plan for traffic control during an emergency.
- Prepare an annual report to the Principal and School Board on emergency preparedness including: updated procedures, drills, expenses, hazard analysis and recommendations for the following year.
- Know location of and maintain emergency equipment and supplies.
- Serve as liaison for emergency preparedness between staff, REC, extended care, local government, emergency agencies and new media.

Parents and Students

It is the responsibility of the parents and students to:

- Submit emergency information and keep it up to date.
- Be knowledgeable of the school emergency preparedness plan.
- Sign up for eLion's Tales and the Emergency Text Messaging System. -- Develop a family emergency plan.
- Participate in drills.

School Board

It is the responsibility of the School Board to:

- Review the annual safety/emergency preparedness report.
- To collaborate with the principal to authorize budget recommendations for emergency supplies and equipment.

E. Emergency Communication

In the event of a life-threatening emergency or injury that necessitates immediate response, all faculty and staff should call 911. If you are calling from an OLG campus phone, be sure to select "Line 1" or "Line 2" before dialing 911.

F. Emergency Assembly Areas

OLG Parking Lot

This is the main assembly area for the school. Each class is to be lined up according to grades

OLG Parish Parking Lot (Somerset Entrance)

This is a secondary assembly area appropriate for relocation if the OLG main parking lot is unavailable.

OLG Gym

This is a secondary assembly area appropriate for Shelter-in-Place emergencies or non-threatening emergencies during inclement weather.

Stack Center

This is third assembly area appropriate for Shelter-in-Place emergencies or non-threatening emergencies during inclement weather (if the gym is not accessible).

OLG Church

This is a secondary assembly area appropriate for chemical accidents when the main parking lot should not be used.

Castro Valley High School Parking Lot

In the case of an emergency evacuation where the entire school site is unavailable, students will be escorted to the parking lot nearest the theatre on the Castro Valley High School campus.

G. Emergency Contacts

Police Department	Phone Number
Alameda County Sheriff Hayward Police Department	510-667-7721 510-293-7000
Fire Department	Phone Number
Alameda County Fire Department #25 Hayward Police Department	510-670-5884 510-670-5885

Media Outlets	Phone Number
KCBS, 740 AM Radio	415-765-4049
KGO, 810 AM Radio	510-451-4772
KSFO 560 AM Radio	415-216-1056
KRON Channel 4, TV	415-441-4444
KPIX, Channel 5, TV	415-362-5550
KGO, Channel 7, TV	415-954-7777

Situation	Who to Call	Response
Emergency	- 911 - Contact the office - All Call using phone	Depends on type of emergency
Fire Evacuation	- Pull fire alarm - Contact the office	Evacuation
Intruder on Campus	- All Call using phone - Initiate a verbal "Intruder on Campus"	Run - Hide - Fight
Earthquake	- All Call using phone - Initiate a verbal "Duck, Cover, and Hold"	Duck and Cover

II. Preparedness

A. Preventative Planning

Working in partnership with the entire school community, OLG does the following to ensure a safe campus for all students, faculty, and staff. Please note that this is only a partial list, but includes daily and annual practices.

- All external doors to the main building of the school and Augustine Center are locked at all times.
- The exterior gates closest to the school (Santa Maria and Anita) are closed and locked at 8:15 every morning and opened at 2:30 and 3:00 respectively.
- Administrative staff maintains a highly visible profile.
- All visitors are required to sign in at the office and provide a valid photo identification badge while in the building. All visitors are screened through the Megan's Law database.
- Vendors, contractors, and repair persons are monitored by school personnel while on school property.
- All parents and emergency card contacts are screened through the Megan's Law database.
- Student activity and trip chaperones are all SEC-cleared and fingerprinted.
- The principal monitors absentee trends via PowerSchool.
- Class lists in case of emergency, as well as evacuation area assignments, are in every classroom.
- School staff members are familiar with the emergency procedure plans and know their individual responsibilities. All faculty and staff are trained in emergency procedures.
- Teachers are responsible at all times for the safety of the students in their charge and will never leave the unattended.
- Accident reports are filed when a student, parent, or visitor is injured on school property or during school-related activities.
- Drills are conducted on a regular basis so that students know how to respond to natural disasters.
- Each teacher has been provided information about any student in their care, including special medical needs.
- The school has in place an Injury, Illness, and Prevention Policy.
- Each classroom teacher, in partnership with the school counselor, vice principal, and principal, assumes the role of advocate for all students. Students are monitored closely not only in their educational growth, but in physical, spiritual, and emotional well-being as well.

B. Policy and Procedure Review

The faculty and staff of Our Lady of Grace review the following items according to the schedule below, though it should be noted that the following items are discussed frequently:

Training	Schedule of Review
Fire Drills	Monthly
Earthquake Drills	Quarterly
Shelter-in-Place Drills	Yearly
Intruder on Campus Drills	Yearly
Emergency Policies and Procedures (General)	Annually
Safety Policies and Procedures (General)	Annually
First Aid and CPR	Every Two Years
Safe Environment Training	Every Three Years
Full Evacuation Drill	Every Four Years

C. Hazard Analysis

The building is inspected annually for hazards by the Diocese of Oakland. Alex Hernandez (Diocese of Oakland, 510-267-8355) coordinates all inspection and all reports are kept on file.

Individual classrooms are inspected each year and updated as needed. Prioritized updates are made immediately.

D. Floor Plans

Floor plans are visible in every classroom to identify the safest and most efficient exit. These plans are on file with the local fire station and posted on signs outside of the school.

E. Information Distribution for Parents

This plan is to be shared with parents and guardians each year via Lion's Tales, the schools online e-newsletter.. Changes to the plan will also be distributed in this manner, and this document will be posted on the school website for easy reference.

F. Emergency Supplies

The School is prepared to meet the needs of students, employees, and volunteers for 24 to 72 hours

- Emergency supply backpacks are located in all classrooms
- Food, water and medical supplies are located in the emergency shed
- Classroom backpacks also include the class attendance list, Emergency Preparedness Plan, and student emergency cards

III. Response

A. Emergency Protocols

Earthquake -- "Duck and Cover"

An earthquake at Our Lady of Grace is something that all stakeholders need to be aware of at all times. If possible, a verbal command will alert the students to "duck and cover," but it is more likely that the "duck and cover" command will be initiated with the shaking of the ground and the building.

How to Respond:

Immediately get under the desks or any other object that can offer protection from falling debris. Turn away from any glass in the area. Once the shaking has ended, additional instructions may follow the announcement, and students will evacuate to the assembly area.

Faculty/Staff Responsibilities

- The teacher, or other person in authority, implements the call to "Duck, Cover, and Hold"
- At this time, students, faculty, staff, and visitors should move under the desk/ tables, facing away from glass, holding onto desks.
- Move away from heavy, suspended light fixtures.
- After the shaking stops, follow directions given over the public address system. If an evacuation order is not given, remain in the room until released by an administrator.

Evacuation Procedures

- Do not return to buildings for any reason until the building has been declared safe by school authorities.
- Campus supervisors and administrators should be posted a safe distance from all building entrances to see that no one reenters the buildings.
- All personnel and students should assemble in the preplanned assembly area.
- Teachers take roll and make a list of missing students. Additional roll sheets are available from the administrative assistant.
- Do not light any fires after the earthquake.

- Turn off main gas valve if a leak is suspected (4th, K, and 8th grade teacher).
- Keep a safe distance from electrical wires that may have fallen.
- Turn off main electrical switch (Vice principal, TK teacher, 1st grade teacher).
- Render first aid if necessary (faculty and staff).
- Call 911 for fire or medical help (administrative assistant, everyone).
- Notify the Oakland Diocese (administrative assistant, 5th grade teacher, 6th grade teacher).
- Faculty and staff will be stationed near perimeters of the property to ensure people do not enter or leave the property unauthorized (TA's)
- The principal will procure the advice of school authorities about safety of the building and whether students and staff may return.

First Responder and Leadership Team Responsibilities

- At the moment of shaking, take cover and instruct others to do the same. After initial occurrence, be aware of additional tremors and keep students near safe areas.
- Assess damage in your area and be ready to report damage or give the "all clear."
- Keep students quiet. Do not allow students to run.
- An online electronic notification announcement will be sent out in coordination by the principal or vice principal.
- In the event of a sustained situation, the announcement should go out as soon as the situation is recognized as an extended stay on campus.
- A final message will go out after resolution with the student release plan.
- In the event of a quickly resolved situation, an announcement will go out after the situation is resolved.
- Teachers and students are released by face-to-face communication only.

First Responder Arrival

- The principal will take the lead in coordinating with first responders.
- Once first responders arrive, they take over the situation and are in charge. -- The administrative assistant will supply first responders with keys.

Following the Incident

- On fire department decision, teachers and students will be released by a face-to-face command by an administrator.
- The leadership team will meet to determine how to proceed with the rest of the day: continue school day, all school assembly, presentation from the administration, emergency release, counselor availability, process with teachers.
- Follow up via eLion's Tales from the principal will be sent.

Evacuation

There are times on campus when a decision is made to evacuate students out of the building and to have them move to the assembly area. The initial command will be a fire bell ringing with no PA announcement. The key components of reacting to a fire bell are keeping calm and quiet and moving methodically through the building exits.

Faculty/ Staff Responsibilities

- The classroom teacher's primary responsibility is to lead students to place of safety. Keeping children calm perhaps through deep breathing exercises would be good.
- The classroom teacher should remind students to close windows, turn off lights, and close the doors to the classroom.
- Adults in charge should instruct students to help those who are injured or need assistance down the stairs.
- The classroom teacher leads and directs students using the posted evacuation route, keeping students quiet, and determining the safest route.
- Teachers may need to buddy up with another teacher if required. Immediately upon reaching the assembly area the teacher must communicate with administrators regarding injured or trapped students.

Once in the assembly area:

- No one will be allowed to return to buildings for any reason until told to do so by an administrator.
- Teachers take roll and make a list of missing students; additional roll sheets are available from the administrative assistant.
- Unassigned faculty and staff meet in the assembly area.
- Teachers should support first aid efforts and help to calm students.
- The administrative assistant and/or bookkeeper will bring the student folders, accumulate roll sheets, and check absences with the support of the principal.
- Once the leadership team has cleared the building, the principal will call a meeting and determine next steps.
- Teachers and students will be released by face-to-face command from an administrator.

First Responder and Leadership Team Responsibilities

- Assess damage in your area and be ready to report damage or give an "all clear."
- Keep students quiet; do not allow students to run.
- Stay in communication and in control of your area.

First Responder Arrival

- The fire department (or other group) is greeted by the principal, the assistant principal, or an appointed leader.
- Once the first responders arrive, they take over the situation and are in charge.
- Keys need to be made available to first responders by the administrative assistant. Gates will be locked on command of the fire department.
- Radio communication needs to be handled by the person taking the lead on the situation, and all messages need to be quick and measured.
- The principal will keep direct contact with the first responders.

Following the Incident

- The leadership team will meet to determine how to proceed with the rest of the day: continue school day, all-school assembly, presentation from the school, emergency release, counselor availability, process for teachers.

Shelter In Place

A shelter in place may be called in response to a situation in the external community that could impact the Our Lady of Grace school campus. For example, this might include a gas leak, an incident in a nearby area, a power line down, or criminal activity in the area posing immediate threat to the school.

Like all emergencies, shelter in place requires a calm, practiced response.

It is the responsibility and duty of anyone on campus to initiate a shelter in place if there is an immediate threat. A shelter in place is initiated by any person on campus with the help of a public address announcement (through the school phone system); if the public address is not working through the phone, a verbal call should be given. The words over the PA system should be, "Shelter in place; this is not a drill; shelter in place, now." Additional instructions may also follow the announcement.

Faculty/Staff Responsibilities

- Get all people behind a locked door (classroom, bathroom, work area). -- Get all people quiet and calm within the room.
- Turn off lights, pull shades, and cover all windows and glass if possible. -- Hide all people inside the room from vision as best as possible.
- Do not allow students to use their cell phones. Do not open the door under any circumstances.
- The door will be opened for you by an administrator or police officer.
- Work to secure doors and exits with strong barricades that will prevent entry; these barricades may include, but are not limited to: brooms and wood pieces with handles, chairs and desks strategically placed, and other room furniture (such as televisions or bookcases).

First Responder Arrival

- The principal is the primary lead for contact with first responders and is the only person to clearly communicate the situation.
- Once the first responders arrive, they take over the situation and are in charge.
- Keys need to be made available to first responders by the administrative assistant.
- Gates will be locked on command of the fire department.
- Radio communication needs to be handled by person taking the lead on the situation, and all messages need to be quick and measured.
- The principal will send electronic communication (Lion's Tales and Text Messaging) as appropriate.

Following the Incident

- The leadership team will meet to determine how to proceed with the rest of the day: continue school day, all-school assembly, presentation from the school, emergency release, counselor availability, process for teachers.
- Upon recommendation by first responders, teachers and students will be released by an administrator or a police officer unlocking the door.

Intruder on Campus

Increased violence at schools across our nation demands that we are prepared for the worst. In response to acts of heinous violence, the school has consulted with various entities to adopt a plan that addresses the complexities of recent scenarios. The following stems from plans designed by the Department of Homeland Security and addresses procedures for an active shooter on campus.

Department of Homeland Security -- Considerations for Active Shooter Scenarios

1. Be aware of your environment and any possible dangers.
2. Take note of the nearest exits in any facility you visit. If an exit is open and there is no threat, exit immediately.
3. If in an enclosed area:
 - a. Shelter in place.
 - b. Lock all doors.
4. If in a hallway, find a room and secure the doors.
5. Last resort measures/ enhanced survival.
 - a. Attempt to engage the shooter.
 - b. Use any measures or at-hand weapons; continue to engage until the shooter is no longer a threat or is incapacitated.
 - c. Be aware of multiple shooters.
6. Call 911 at the safest time to do so.

A condensed way to remember this dynamic response, dependent on the situation you are faced with, is to:

Run, Hide, Fight

Faculty/Staff Responsibilities

In the case of an active shooter on campus, situations are unpredictable and develop quickly. Because active shooter incidents are often over within 5-15 minutes and often involve time before law enforcement arrives, individuals must be prepared mentally and physically to deal with an active shooter situation.

Quickly determine the most reasonable way to protect your own life and the lives of students. Remember that students will follow the lead of teachers and staff members during an active shooter situation.

Steps to follow:

1. Evacuate (“RUN”) If an escape route is possible, attempt to evacuate the premises and head to the Castro Valley High School as an off-campus meeting site.

- Have an escape route and plan in mind.
- Evacuate regardless of others’ decisions to stay or follow.
- Leave belongings behind.
- Assist others in escaping, if possible.
- Prevent other individuals from entering the area where the shooter may be.
- Keep hands visible to security or law enforcement.
- Follow first responders’ instructions.
- DO NOT attempt to remove wounded individuals.
- CALL 911 when it is safe to do so. It is important to all involved that you are accurate with information.

2. Hide Out (“HIDE”) In many cases, locking down or barricading a room is the best defense. This is different from simply ducking and covering, but involves making oneself a difficult target so that a shooter would not be inclined to enter a room. Only police personnel or the principal should enter using keys. Do not open the door for anyone.

Get all people behind a locked door (classroom, bathroom, work area), and remember the following:

- Barricade the door, if possible, with any and all available items.
- Once the door is closed, it stays closed. No exceptions.
- Get all people quiet and calm within the room.
- Be out of the shooter’s line or view; provide protection if shots are fired your way.
- Do not trap yourself or restrict options for movement when at all possible.
- Turn off lights, pull shades, and cover all windows and glass, if possible.

3. Take Action Against the Intruder (“FIGHT”) Take last resort measures for survival when facing imminent injury or death. Attempt to disrupt or incapacitate the shooter by: engaging in a physical attack; throwing items or improvised weapons; yelling; staying committed to your actions (i.e. do not stop until the shooter is incapacitated or disrupted).

Your primary responsibility is the safety of the students and adults in your vicinity. If you are away from your primary work area, stay in the area you are located, support faculty and staff in moving students into locked areas, or lead a group in evacuating the premises.

At no point are you required to confront a shooter on campus or take any action that puts you in harm’s way, save for a dire situation when you are required to counter for survival (see above).

- At the sight or sound of an incident, immediately call for a “shooter on campus” using the nearest phone. Tell the administrative assistant to call out, “Active shooter on campus. This is not a drill. Active shooter on campus.”
- Everyone should call 911, and be sure to start with, “This is Our Lady of Grace School in Castro Valley. We are in a state of lockdown, and we have an active shooter on campus and we need an immediate police response.”

Be prepared to provide the police with the following information:

- What are they armed with? What kind of gun? Rifle, shotgun, handgun?
- Race-What do they appear to be? White, Black, Hispanic, Asian? It’s not time to be politically correct. Those are the law enforcement categories.
- Sex-male or female
- Age-They are either an adult or a juvenile. Approximately how old are they?
- Description - How tall are they? It does not need to be down to the inch. If there is no frame of reference they are either tall, medium, or short. --Weight? Use common descriptors for weight- fat, thin, muscular, medium build. Clothes-From head to toe what are they wearing?

- Keep all communication to a minimum to allow for emergency announcements.
- Support the movement of students of campus or into locked rooms, if safe.
- Following the incident, the principal or vice principal will call the Diocese of Oakland (510)-628-2154 to notify them that there was a shooter on campus; the Diocese will alert the Crisis Management Team.

First Responder Arrival

- Arriving law enforcement's first priority is to engage and stop the shooter as soon as possible.
- Once law enforcement arrives, they are in control of the situation.
- The principal is the main contact for law enforcement.

Note: It is important to remain calm, follow instructions, and listen carefully to law enforcement when they arrive. Keep your hands visible at all times, refraining from carrying anything in your hands. Refrain from yelling at officers or asking questions while evacuating, Simply proceed in the direction indicated by the officers.

Leadership Responsibilities / Post-Event

- The principal or vice principal takes the lead. This role needs to be held by one person to clearly communicate the situation.
- Upon recommendation by first responders, teachers and students will be released by an administrator or a police officer unlocking the doors.
- Gates are locked/unlocked on command of police.
- An electronic notification announcement (e-blast and text message) will be sent out by the principal.

Following the Incident

- The leadership team will coordinate student release and pick-up.
- Follow-up via an electronic notification from the principal will be sent.

B. Notification and Release Plan

Following an emergency like the ones listed above, email and text communication will be sent by the principal to outline next steps. In the instance where students are to be picked up immediately, the following protocol will be followed:

On-Campus Pickup

- Students will be seated on the grass area, lined up according to grade.
- School personnel will set up a temporary pick-up line.
- Cars should enter via San Miguel and exit via Anita or Somerset.
- Once parents/guardians arrive at the front of the car line, students will be escorted to their car. AT NO POINT, should any parents exit their car to pick up a child. School representatives will bring the children to you.

Off-Campus Pickup

- Students will gather in the CVUSD Parking Lot and will be lined up in classes.
- School personnel will set up a temporary pick-up line.
- Cars should enter via assigned routes. School personnel will direct you.
- Once parents/guardians arrive at the front of the car line, students will be escorted to their car. AT NO POINT, should any parents exit their car to pick up a child. School representatives will bring the children to you.

C. Communication

All communication during an emergency will be conducted via the text messaging system and via email e-blasts. Both sign-ups are available on the school website.

Emergency Backpack Checklist (Every Classroom)

- 1 Eye Wash (Expires 8/2017)
- 1 Bandage Sheers
- 1 Penlight w/pupil gauge
- 2 Cold Packs
- 1 2" Tape
- 3 5" x 9" Combi Pads
- 3 3" Conforming Gauze
- 3 4" Conforming Gauze
- 1 2" Elastic Wrap
- 1 3" Elastic Wrap
- 5 4" x 4" Gauze Pads
- 1 Assorted Band-Aids
- 5 Pairs of Gloves
- 1 CPR Mask
- 10 Antiseptic Wipes
- 10 Alcohol Prep Pads
- 1 Box Medicine Swabs (Expires 4/2019)
- 1 Multi-Trauma Dressing
- 1 Foil Rescue Blanket
- 4 Triangular Bandages
- 1 Emergency Pressure Dressing
- 1 Coban
- 1 Sam Splint

Emergency shed key – (on teacher's key ring)

Gate key – (on teacher's key ring)

Emergency cards