

# CHAPARRAL ELEMENTARY EMERGENCY PROCEDURES

## FIRE

The Fire Alarm will be activated (intermediate staccato bell). This is the signal for all personnel to evacuate the buildings. Teacher will take their classroom backpack (**class roster** is inside) and escort students out of the building. Make sure that **door is closed** when you leave. Classes will assemble at designated areas on the blacktop north of the primary playground and east of the classrooms. Teachers will *take roll* and have first student in line *hold up the appropriate colored card* above their head to inform lead staff of the status of their class.

<b>GREEN</b> Card	= <u>All students accounted for</u>
<b>RED</b> Card	= Missing student(s) <u>Need Immediate Assistance</u>
<b>YELLOW</b> Card	= No students missing; however <u>Need assistance when time permits</u>

## EARTHQUAKE

There will be a **school wide all-call/announcement** OR the ground will be shaking.

The following actions will be taken inside the school buildings.

Teacher will implement the command to **DROP, COVER and HOLD.**

All pupils and adults will **DROP** to the floor, get under tables or desks and face away from windows.

*Correct safety position is down on knees with one hand clasped behind neck, head down, eyes closed and the other hand holding the leg of the desk so student moves if the desk moves.*

When the earthquake is over (ground stops moving or after **two minutes** of drill, teacher will usher the students outside in an orderly fashion. If there are not injured students in the classroom, the teacher will take the classroom backpack (class roster is inside) and escort students from the building to the student evacuation area. **Leave door propped open** or ajar. **If a student(s) is injured and unable to evacuate, make an immediate decision** (based on age and mental/emotional capacity of the general class to: 1) have students wait outside while you briefly assess the injured student(s), 2) make a quick contact with a neighbor/buddy teacher and send your students with him/her or 3) send your students, led by a responsible student, to their regular evacuation area. Immediately assess the injured student(s). Stabilize any life-threatening injuries before you leave the room. LifeSavers (NOT first aid!) **15 - 30 sec. per student!!**

1. Airway – breathing: Roll student on left side, head on arm, right knee bent
2. Bleeding – Two pieces of material – direct pressure on wound, tie knot on top with other piece.
3. Shock – Prop legs on chair

Anything beyond these three are secondary injuries. Comfort student (if conscience) and tell him/her someone will immediately come to help. The LifeSaver check for each student should take about 15 – 30 seconds. Immediate rejoin your class, take roll and proceed with a red card at the head of your line. Make sure you train your students: 1. Students will be escorted by the safest route – not under walkways, beneath trees or next to structures. 2. Students will be directed not to jump over or touch any electrical wires. All classes will proceed to their designated evacuation areas. After evacuation has been completed the teacher will *take roll* and have the first child in line *hold up the appropriate colored card* above their head to inform lead staff of the status of their class. After classroom status has been checked, the colored card on the clipboard may be propped up, but should be visible at all times. If status color changes, please inform EOC by sending either an “extra” adult or responsible student runner with a written communication.

The following actions will be taken on the school grounds.

Staff will implement the command **DROP**. When safe, children will be given the command to **MOVE**. Children will then move away from buildings, trees and exposed wires to their classes designated area. They will then assume the **DROP** position until given further instructions.