

7.7.3a

Keith Bright School Emergency Plans



Keith Bright School
166 Grandview Dr.
Bishop, CA 93514

PHONE: (760) 299-4099

KBS Phone Numbers:

KBS: (760) 299 - 4099

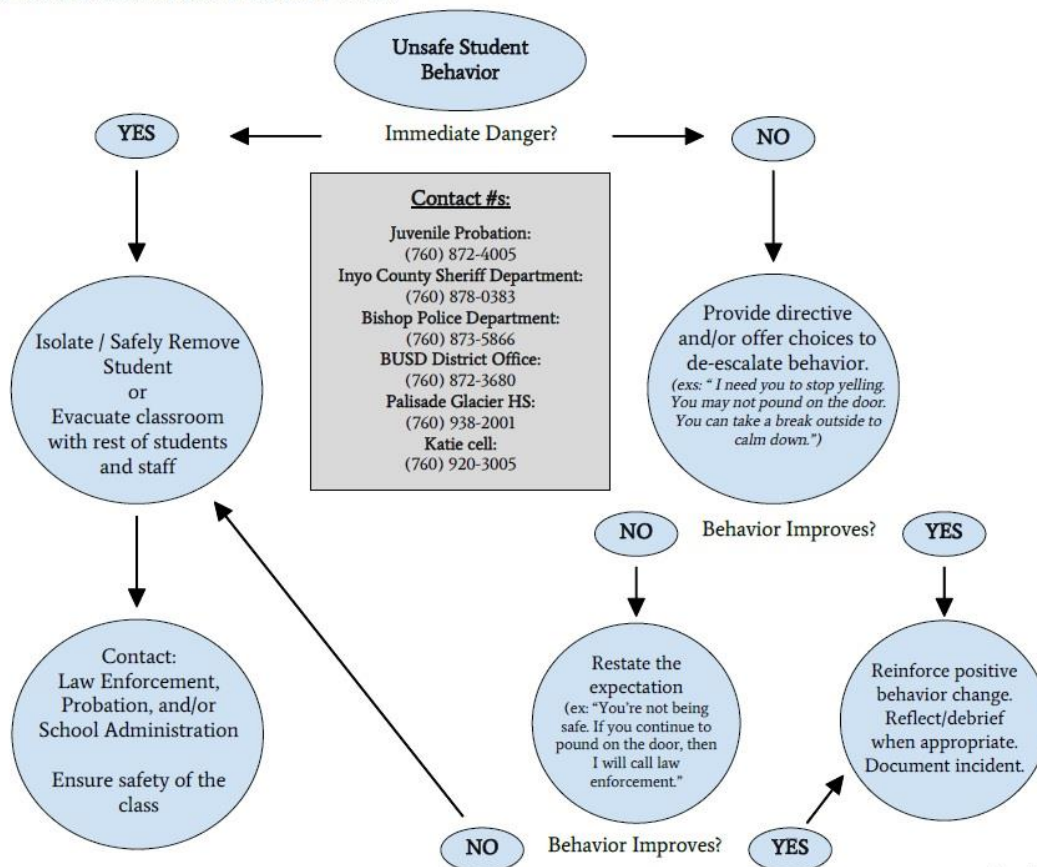
ICSOS: (760) 873 – 3262

Angela Scott: (760) 937 - 7182

Diana Cunningham: (415) 577 - 7084

Margaret Matlick: (760) 937 - 4139

Response to Unsafe Student Behavior Flow Chart



March 2018

Fall 2018

Earthquake



If injuries and phones are out, how do we get word to ambulance/fire?

- Use cell phone(s)
- Send a teacher into town if possible? If few enough students, may fit in 1 or 2 cars together.
- Water— use emergency water bottles on site
- Food—we normally have food in the snack bar and/or kitchen that we can eat if needed

IN BUILDINGS:

1. DUCK AND COVER.
2. Wait for the shaking to stop.
3. Evacuate to the **parking lot**. Take emergency backpack with you.
4. When exiting the classroom, lock the classroom door. **Locked** signifies all persons were able to evacuate the room. **Unlocked** signifies Search and Rescue is needed to assist remaining person(s).
5. Contact and report any absences or injuries to the principal or secretary to contact families.
6. Remain on campus as long as it is safe to do so, supervising students.

OUTDOORS:

1. DUCK AND COVER AWAY FROM BUILDINGS, POWERLINES, AND OVERHEAD OBJECTS.
2. Evacuate to the **parking lot or basketball court**.
3. Contact and report any absences or injuries to the principal or secretary to contact families.
4. Remain on campus as long as it is safe to do so, supervising students.

Emergency Plan	
Administrator will:	Staff Members will:
<ol style="list-style-type: none">1. Coordinate communication with District Office—use bus radio if phones are out.2. Keep record of events.3. Maintain responsibility for staff and students.	<ol style="list-style-type: none">1. Evacuate to Disaster Evacuation Area - basketball court or parking lot2. Coordinate with police/fire services—call 911 if needed.3. Supervise students4. Calmly reassure students5. Remain on campus until released by administrator or police/fire services

Lock Down/Intruder

(Code Blue)



- Do all doors lock from the inside? *(Make sure all doors are locked and shut.)*
- Do you all have working curtains you can pull? *(Cover all windows.)*
- Do all windows lock? *(Lock all windows.)*

Once it is determined a lockdown is necessary, the office will activate the lockdown announcement:

This is a lockdown. This is NOT a drill. Lock and secure your doors and windows. Lockdown NOW.

IN BUILDINGS:

1. Initiate **Lock-Down Procedures**
 - **Close doors, cover windows, turn off lights.**
 - **Reassure students to remain calm and quiet. (Cell phones on vibrate/silent)**
 - **Be near cell phones, landline and email if possible.**
 - **Stay calm and quiet until administration or verified law enforcement unlocks the door.**
 - **DO NOT unlock the door for anyone**
2. Call or Email Principal / Secretary
3. Evacuate **when directed by verified law enforcement or administration OR if you are in immediate danger.**
4. Contact and report any absences or injuries to the principal or secretary to contact families.
5. Remain on campus as long as it is safe to do so, supervising students.

OUTDOORS:

1. Run. If needed, hide or take cover. Remain low to the ground, and seek shelter. Try NOT to be visible.
2. Remain under cover until establishing contact with verified law enforcement, administration, or designee.
3. Stay with students.

Administrator Responsibilities	Staff Member Responsibilities
<ol style="list-style-type: none">1. Coordinate with police services.2. Coordinate communication with District Office.3. Keep record of events.4. Maintain responsibility for staff and students.	<ol style="list-style-type: none">1. Close and LOCK classroom door.2. Call 911.3. Supervise & calmly reassure students.4. Supervise the orderly evacuation of students when directed by law enforcement, administration, or designee.

Run - Hide - Fight

(Active Shooter)



- Do all doors work *(Make sure all doors can easily open from the inside.)*
- Do all windows open & can screens be removed? *(Make sure blinds work as to not block windows/potential exits from the room.)*

Once it is determined a danger (i.e. active shooter) is on campus, staff will announce:
Run-Hide-Fight. This is NOT a drill. Begin Run-Hide-Fight procedures NOW. (Repeat)

IN BUILDINGS or OUTDOORS:

- Exit campus the quickest and safest way possible:
 - Calmly exit through doors/windows away from danger
 - Have students run in pairs as far away as needed as to not be seen. Try NOT to be visible.
 - Bring cell phones (Put cell phones on silent.)
 - Stay calm and quiet until administration or verified law enforcement announces there is no longer a threat.
- Re-enter campus or bus ONLY when directed by verified law enforcement or administration.
- Report absences and injuries to the principal or secretary.

Emergency Plan	
Administrator will:	Staff Members will:
<ul style="list-style-type: none"> • Coordinate with police services. • Coordinate communication with District Office. • Keep record of events. • Maintain responsibility for staff and students. 	<ul style="list-style-type: none"> • Declare RUN – HIDE - FIGHT. • Exit and stay with students • Call 911. • Complete Student Attendance and Injury Report Form (if possible) • Stay hidden. • Supervise & calmly reassure students until released by administrator or law enforcement

Fire



Evacuate to basketball court or parking lot. Take attendance; be sure all are accounted for. Call secretary to contact families.

IN BUILDINGS:

1. Evacuate building. Take emergency backpack. If necessary remain close to the ground to avoid smoke inhalation.
2. Evacuate to **basketball court or parking lot.**
3. Contact and report any absences or injuries to the principal or secretary to contact families.
4. Remain on campus as long as it is safe to do so, supervising students.

OUTDOORS / WILDFIRE:

1. Evacuate to **basketball court, parking lot, or other area out of harms way. Prepare to drive away.**
2. Contact and report any absences or injuries to the principal or secretary to contact families.
3. Remain on campus as long as it is safe to do so, supervising students.

Emergency Plan	
Administrator will:	Staff Members will:
<ol style="list-style-type: none">1. Coordinate communication with District Office.2. Coordinate with police/fire services3. Keep record of events.4. Maintain responsibility for staff and students.	<ol style="list-style-type: none">1. Evacuate to Disaster Evacuation Area2. Call 911.3. Supervise & calmly reassure students4. Remain on campus until released by administrator if safe to do so.5. * Drive away from danger if needed.

BOMB THREAT

(REPORTED)



Receiving the Bomb Threat

1. Take detailed notes
2. Report to administration immediately (administration to contact superintendent)
3. Assist with the supervision of students until released by administration

Responding

1. Evacuate when directed by administration, law enforcement, or designee
2. Contact and report any absences or injuries to the principal or secretary to contact families.
3. Remain on campus as long as it is safe to do so, supervising students.

Emergency Plan	
Administrator will:	Staff Members will:
<ol style="list-style-type: none">1. Coordinate search of campus with fire rescue police services2. Announce evacuation to Disaster Evacuation Area if necessary.3. Coordinate communication with District Office4. Keep record of events5. Maintain responsibility for staff and students	<ol style="list-style-type: none">1. Call 9112. Supervise & calmly reassure students3. Supervise the orderly evacuation of students by law enforcement, administration, or designee4. Supervise students at Disaster Evacuation Area until released by administrators or law enforcement



Wind Event

Stay inside, close windows and doors

Volcanic Eruption

Evacuate to cars to transport students away from danger



Flood

Evacuate to cars to transport students away from danger