

Emergency Action Plan

This plan has been reviewed by:

James W. Boyle June 2, 2011
Principal Date

M. L. Menghini 6/24/11
Safety Committee Chairperson Date

Copies of this document are to be kept inside all emergency packs and in the principal's office.

St. Elizabeth Ann Seton School

Emergency Action Plan

INTRODUCTION

Providing a safe environment for the students and staff of SEAS School is a fundamental goal. The purpose of the Emergency Action Plan is to think through ahead of time what needs to be done in the event of an emergency. Preparation is the key to maintaining a secure learning and working environment.

While specific types of emergencies have been included in the Emergency Action Checklist, please keep in mind that it is the *processes* that are of importance, even if an emergency arises that is not specifically included in the Emergency Action Checklist.

When we know what to do, we dramatically increase our chances of responding quickly, calmly and confidently to an emergency situation.

This Emergency Action Plan is comprised of two parts: the checklist and the training manual. The checklist contains immediate action items. The training manual includes additional background information.

Suggested changes to this Emergency Action should be made to the Safety Subcommittee of the SEAS School Board Facilities Committee. The goal of the Facilities' Safety Committee is to oversee the safety and emergency preparedness of the school.

All references to *the principal* in this document refer to either the principal of St. Elizabeth Ann Seton School or his/her designee. There must always be a principal or principal's designee present during school hours to direct any emergency response procedures.

Emergency Action Checklist

General Evacuation Procedures

- Staff takes Emergency Packs, radios, attendance list, and room keys.
- Evacuate students as follows, then await further instructions:
 - Grades 1, 2, 3, 4, or otherwise on the south side of school:
 - Muster at upper church parking lot, clear of driveway
 - Kindergarten, Music Room, Computer Lab, Library and anyone in the Miki Center rooms or gym:
 - Muster at east end of property, clear of driveway
 - Grades 5, 6, playground, and those on the north side of school:
 - Muster at north end of paved playground/parking lot
 - Students at recess
 - Muster by grade at north end of paved playground/ parking lot
 - Students at mass
 - Classes occupying front pews exit southeast exterior door; muster upper church parking lot
 - Other classes use double doors to main south exit; muster at upper church parking lot
- Staff members to make sure all students leave.
- Staff members close doors to classrooms on their way out.
- Upon arrival at evacuation area, staff will immediately take attendance.
- Principal will initiate check-in procedure to request list of missing or additional students by contacting teachers by radio in the following order:
 - Kindergarten
 - First Grade
 - Second Grade
 - Third Grade
 - Fourth Grade
 - Fifth Grade
 - Sixth Grade
 - Library / Computers
 - Music /Spanish
 - P.E.
 - BASC
- Principal will immediately report any missing students to authorities and parents

- Staff will await instructions via radio and reserve any transmissions for life-threatening conditions and responses to Principal's requests.
- Principal or designee will contact the Parish office to alert them of the emergency
- Students and staff will not be moved back into the school or moved to other locations until Principal or response personnel have indicated it is safe to do so.
- If the school building is not safe to re-enter, the secondary location is the Miki Center gym and the tertiary alternative is Grace Christian School, approx. one-quarter mile east of SEAS on Huffman Road at Pintail.
- Principal will communicate with Grace Christian School as needed
- Staff is to remain with their students during an emergency until relieved by the Principal or designated alternate.
- Principal will determine when staff may release students to parents/guardians, and when staff may be released.
- The School Secretary will take the following items during an evacuation:
 - Complete list of emergency contacts for all students and staff
 - Up-to-date class directory
 - Early sign-out list
 - Emergency pack that contains:
 - Two writing utensils
 - Pad of paper
 - Radio
 - Flashlight
 - First aid kit
- As soon as possible, the School Secretary will initiate the phone tree to pass along information to room parents and to emergency contacts listed for staff members, as needed. The information will include announcements of school closures, if applicable, and requests for student pick-up.
- If injuries are sustained, School Secretary or designee will maintain a list of staff and students transported to hospitals and will report to parents/guardians or staff family members.

General Return-to-Building Procedures

- If students are outside and an emergency occurs requiring their return to the building, a PA announcement will be made and noon duties will use whistles to get students' attention and direct them to the school building.
- Students will proceed into the building and go directly to their classrooms, without queuing up outside, and without stopping to take off boots, coats, etc.
- Staff members need to close the doors to classrooms after hallways are cleared.
- Upon emergency return to the building, staff will immediately take attendance.
- Principal will initiate check-in procedure to request list of missing or additional students by contacting teachers in the following order:
 - Kindergarten
 - First Grade
 - Second Grade
 - Third Grade
 - Fourth Grade
 - Fifth Grade
 - Sixth Grade
 - Library / Computers
 - Music /Spanish
 - P.E.
- Principal will immediately report any missing students to authorities and parents
- Staff will await instructions reserving radio for life-threatening condition, missing student, and responses to Principal's requests.
- Principal or designee will contact the Parish office to alert them of the emergency
- Students and staff will not be moved to other locations until Principal or response personnel have indicated it is safe to do so.
- Staff is to remain with their students during an emergency until relieved by the Principal or designated alternate.
- Principal will determine when staff may release students to parents/guardians, and when staff may be released.

If an emergency return to building is necessary during After School Care, students will enter the Miki Center gym with BASC teacher.

General Stay-in-Building Procedures

In the event of a situation requiring students to stay in the building, such as a severe winter storm or volcanic eruption that results in an ash plume heading toward Anchorage:

1. Students will be kept indoors during recess.
2. In the event of a volcanic eruption face masks will be available for all students and adults to be able to safely leave the building.
3. Depending on severity, and if determined to be in the best interest of the students, SEAS staff members will call parents to implement an early closure (school will maintain supervision for student's who are not able to be picked up early).

NOTE: Parents of students who have a medical condition, such as asthma, that would be of concern are asked to:

1. Be sure child has enough medication at school to handle an emergency situation.
2. Provide the school with any special instructions that might be required in the event of a heavy dusting of volcanic ash.

FIRE

In addition to the General Evacuation Procedures, the following additional procedures apply to a fire emergency:

- Any person detecting a fire should pull the closest fire alarm and notify the Principal of the location of the fire immediately.
- Principal or designee will commence evacuation procedures.
- Principal or designee will call 911 to report fire.
- Principal will make a quick determination about whether the fire is contained enough to be put out with a fire extinguisher and will do so if it is safely possible.
- Principal will shut off gas on his/her way out of the school if it can be done safely.

EARTHQUAKE

In addition to the General Evacuation Procedures, the following additional procedures apply to an earthquake emergency:

- In the event of an earthquake of any magnitude (keeping in mind that powerful earthquakes are often preceded by smaller temblors), all students, staff and visitors should immediately DUCK, COVER AND HOLD as follows:
 - DUCK: drop to the floor
 - COVER: seek cover beneath a desk, chair, table, or bench with your back to the windows. If hard cover is not available, then in a bent and crouched position, bury your face in the crook of your elbow and place the other hand over the back of your neck.
 - HOLD: If beneath a piece of furniture, hold on to the leg of the furniture.
- Staff should evacuate all students and visitors from the building AFTER the shaking has stopped, per the General Evacuation Procedures.
- Principal will determine the necessity for turning off the gas and water and, if necessary, will do so if it can be done safely before evacuating.

If OUTDOORS when earthquake occurs:

- Keep students away from buildings.
- Stay clear of walls, power poles, trees, loose wires, and fences.
- Have the students sit cross-legged in a circle facing each other.
- If earthquake occurs during recess time, all staff should evacuate building after shaking has stopped to assist Recess Duty Coordinators, P.E. teacher or BASC teacher.

INTRUDER

Code “L” Lockdown Procedures

- The staff member who notices the intruder, whether on the playground, in the school, in the Miki Center, during Before/After School Care, or out the window, OR who takes the lockdown call from APD, immediately notifies the principal.
- Principal determines whether to make the “Code L” announcement over the public address system.
- If students are on the playground when “Code L” is announced, they need to return to their classes as quickly as possible (not removing shoes or outdoor clothing). Staff should usher students inside as quickly as possible and communicate directions as they come in for students to move to their classrooms immediately.
- Teachers should then lock all doors and close the blinds to both interior and exterior windows.
- If students are in the hallway, they need to be moved into the closest classroom by staff members, and then all classroom doors need to be locked.
- If students are in the Miki Center for BASC, “Code L” will need to be announced by the principal or designee by way of cell phone or in person. All students and student assistants need to be moved into the school if possible, or into the main Before/After School Care room, and all doors need to be locked.
- If students are in the gym during P.E., “Code L” will need to be announced by the principal or designee by way of radio or in person. All students need to be moved into the school if possible or onto the stage, and all doors need to be locked and stage curtain drawn closed.

Throughout any lockdown situation, teachers should:

- Stay in classroom and turn on two-way radio.
- Take roll
- Principal will go through each classroom and teachers will indicate whether any student is missing.
- Follow instructions of the principal or rescue personnel at all times.
- Keep classroom doors and windows closed and locked and blinds shut.
- Keep students away from doors and windows.
- Keep classroom dark and silent (as if empty).

- Lockdown procedures will be maintained until an “All Clear” announcement is made by the principal or rescue personnel.
- Lockdown may evolve into a “stay put,” such that doors remained locked, window blinds remain closed, but silence is not necessary. The principal will announce over the PA if this is the case.

If a threatening, intruding person is reported on the school’s campus, office personnel will immediately call the church office so that all exterior doors to the main church building can also be locked.

Special Instructions for Recess, Outdoor P.E., and Outdoor Play Portions of After School Care

- Any intruding person or animal spotted by an After School Care provider needs to be reported to the principal immediately via cell phone or radio and then watched very closely.
- Any person entering the playground while children are outdoors playing will be approached by the staff member responsible for the students and asked about his/her business there. If an intruder is at any time considered a threat or possible threat to the children, the duty will report that threat immediately to the principal so that an outdoor public announcement can be made to get the children back into the building immediately..

Principal will:

- Announce “Code L” in the case of an intruding person, or “students return to your classrooms immediately,” in the case of a threatening animal.
- Call 911 in the case of a threatening, intruding person, or call the Alaska Department of Fish & Game (267-2185) in the case of a threatening wild animal, or Animal Control (343-8119) in the case of a threatening dog or cat (e.g. rabid, acting strangely, etc.).
- Notify the church office so they are aware of the situation.

MISSING STUDENT

In the event a student is discovered missing, the following procedures should be followed:

- Call or send a messenger to the office to get principal.
- Have as much detail as possible when the principal arrives
 - Time student was last seen
 - What the student was wearing
 - Who the student was with
 - Part of school/grounds where the student was last seen
 - Student demeanor
- Principal will search school and grounds for missing student.
- If not found, the principal will report the student missing to the parents and police department.
- Students of parents in two households may have custodial or non-custodial rights. All attempts will be made to have the student leaving with the correct parent, guardian, or parent-approved designee. In the event a SEAS student is discovered to have left campus with a wrong person, it will be reported to the legal parent/guardian.
- Should an abduction occur on campus by an intruder, SEAS staff must report immediately the details of the occurrence to the principal and parish office. The principal will report the details to the police and parent(s)/guardian.

STUDENT ACCIDENT/INJURY

In the event of an accident or injury to a student, the following procedures will be used:

- The staff person with supervisory responsibility to the injured student will make assessment of injury for severity and course of medical attention, if appropriate.
- If the staff person in charge cannot properly assess the injury, he/she must seek assistance from the school office.
- A determination will be made whether the injury can be treated with SEAS staff or if it requires outside expertise.
- If outside expertise is deemed appropriate, a decision will be made regarding transportation of the student to obtain medical assistance. Preferred methods of travel in priority order are:
 1. Ambulance
 2. Parent
 3. SEAS staff
- In the event student is sent to hospital via ambulance, principal or designee will accompany injured child.
- The student's parent/guardian will be notified of their child's health status and location, as rapidly as practical.
- The initial SEAS staff person, with responsibility of supervision to the injured student, must assist in gathering all information surrounding the injury, including
 - Who saw the incident, or portion of the incident
 - Who was involved
 - Time of incident
 - Location of incident
 - Activity going on at the time of the incident
 - Names of all eye witnesses
- Off-campus injury of student during school approved activities, such as field trips, must be communicated as rapidly as possible to the principal including details of the injury, names of students involved, condition, medical attention, etc. The school office will then communicate information to student's parent/guardian.
- The principal will notify the Pastor of the injury.

Only medical personnel should move a seriously injured student, unless not moving the student could cause more harm.

BOMB THREAT

In addition to the General Evacuation Procedures, the following additional procedures apply to a bomb threat emergency:

Unidentified Package:

- If an unidentified package of any sort is found in or around the school, students and staff need to notify the principal immediately.
- No one should touch the package.
- If principal deems package a threat, he/she will call 911 on cell phone while pulling the fire alarm to evacuate the school to designated locations, unless otherwise specified (i.e., away from the threatening package).
- Principal will notify the Parish Pastor or Parish Secretary of the situation.

Threatening Telephone Calls:

- Follow the “Bomb Threat Checklist.”
- Alert Principal immediately with completed checklist.
- Principal will determine whether evacuation procedures need to be implemented and will call 911 and pull the fire alarm to evacuate the building if necessary.
- Principal will notify the Parish Pastor or Parish Secretary of the situation.

Emergency Action Training Manual

PHASES OF AN EMERGENCY

There are four distinct phases of an emergency:

1. **Mitigation** refers to activities which actually eliminate or reduce the chance of occurrence or the effects of a disaster;
2. **Preparedness** is planning how to respond in case an emergency or disaster occurs and working to respond effectively;
3. **Response** activities occur during and immediately following a disaster. They are designed to provide emergency assistance to victims of the event and reduce the likelihood of secondary damage; and
4. **Recovery** is the final phase of the emergency management cycle. Recovery continues until all systems return to normal, or near normal.

This manual emphasizes phases 2 and 3.

It is also important to remember that in the early stages of an emergency, information may be incomplete or inaccurate. Staff will move forward with the information at hand and will adjust as necessary as additional information is made known.

Pre-Incident Planning Guidelines

- All staff should be familiar with all aspects of the emergency action plan.
- Principal will review emergency response procedures with staff during the first few in-service days of each new school year, but at the latest by September 15.
- Principal will review emergency check of facility with persons with after-hours responsibility.
- Principal will coordinate with outside groups that use the site, such as extra-curricular teachers.
- Principal will communicate special mobility needs of any student to all staff.
- Principal will receive written permission from parents of a child with special needs to be driven by a teacher or staff member should it become necessary to evacuate to Grace Christian School, or another emergency location.
- Safety Subcommittee will update necessary plans, lists, and maps.
- Principal will schedule date(s) for skills training and drills.
- A drill will be scheduled for the first Tuesday of each month (or the first day thereafter that weather permits).
- Monthly drills will be a fire drill, an earthquake drill, or a lockdown drill.
- Principal will inform substitute teachers or substitute secretary the location of emergency packs and evacuation areas.
- Principal will familiarize substitute teachers or substitute secretary with emergency procedures.
- Principal will send parent information on preparedness each year by Sept. 30.
- Safety Subcommittee will annually check inventory of emergency supplies, replace missing/expired supplies, and change batteries in flashlights and radios.
- Safety Subcommittee will verify copies of plan are in each emergency pack.
- Principal will annually confirm use of Grace Christian facility as tertiary site.
- Principal will confirm with APD Dispatch that SEAS is on the lockdown notification list.

PHONE TREE

The phone tree below will be used to communicate emergency information. The phone tree will NOT be used for regular communications, such as tuition reminders, fundraising, event announcements, etc. Situations where a phone tree would be activated include:

- school closures for any reason (weather, power outage, or emergency event)
- traumatic event regarding any staff member or student when the principal or pastor feels notification to staff and parents is warranted

Each classroom teacher will contact the room parent and request that families be contacted. For families with multiple children, the child in the highest grade at SEAS will be the one contacted by that room parent. For example, if a family has children in grades 1, 4 and 6, only the room parent for sixth grade will contact that family. This will avoid multiple calls to one family. Who calls whom may be established during the first meeting of room parents each school year.

The principal will advise the Pastor or Parish office. If neither of these can be reached, the Principal will contact the office of the Archdiocese.

Principal			
	Pastor		
		Archbishop	
		Dir. Cath. Sch. Dev.	
		Parish staff	
	Janitor (sch. closure)		
	School Secretary		
		Kindergarten	
			Third Grade Teacher
			Fourth Grade Teacher
			Fifth Grade Teacher
		First Grade Teacher	
			Sixth Grade Teacher
			Librarian
			Computer Teacher
			K-1 st Aide
		Second Grade Teacher	
			Music Teacher
			Spanish Teacher
			BASC Teacher

Emergency Telephone Numbers

Parish / Archdiocese	
St. Elizabeth Ann Seton Pastor	345-4466, ext. 715 317-9042 (cell)
Parish, Secretary	345-4466
Archbishop of Anchorage	297-7700
Director of Catholic Schools Development/Superintendent	297-7700
Municipality	
Anchorage Police	911
Alaska State Troopers	911
Anchorage Fire Department	911
Animal Control	343-8119
State Offices	
Alaska Department of Fish and Game	746-6300
Other Numbers	
Grace Christian School	345-4814

In the event of an emergency, an up-to-date listing of all staff emergency contacts is maintained. The staff list should be kept in a secure location available to the principal or designee.

CONTACT INFORMATION FOR SEAS SCHOOL STAFF

(Private and Confidential: Remove this page from Reception Area copy)
Updated 10/10/11

Name	Home Number	Emergency Contact / Number	Alt Emergency Contact / Number
Jim Bailey	301-0745	301-1002	
Peggy Dennehy	348-0497	223-9656 (cell)	227-2789 (Mark Cell Phone)
Mary Duer	563-6797	441-4897 (John's cell)	
Daria Seckers	644-6997	602-3570 (cell)	
Lisa Orizotti	345-5185	317-4589	
Vicki Norman	222-6288	360-4929 (cell)	
Lou Caputo	441-7856	267-0205	
Rachel Jansen	320-250-3094		
Ali Ann Stamilov	350-1597	952-6444 (Dmitry)	
Eddie Ezell	344-2290	580-678-3554	564-9723
Beth Lottridge	248-6675	223-3642	
Brenda Almenas	360-220-6107	947-7892 (Peter)	
Maureen Haines	338-8686	441-7508 (cell)	440-8179 (John's cell)
Jill Hogan	222-3776	887-4355	
Heather Andrews	344-7656	310-4793	
John Emery	349-9983	350-8113	
EV Works	276-4555	250-0561	
Father Tom	317-9042 (cell)		

Building Evacuation Routes

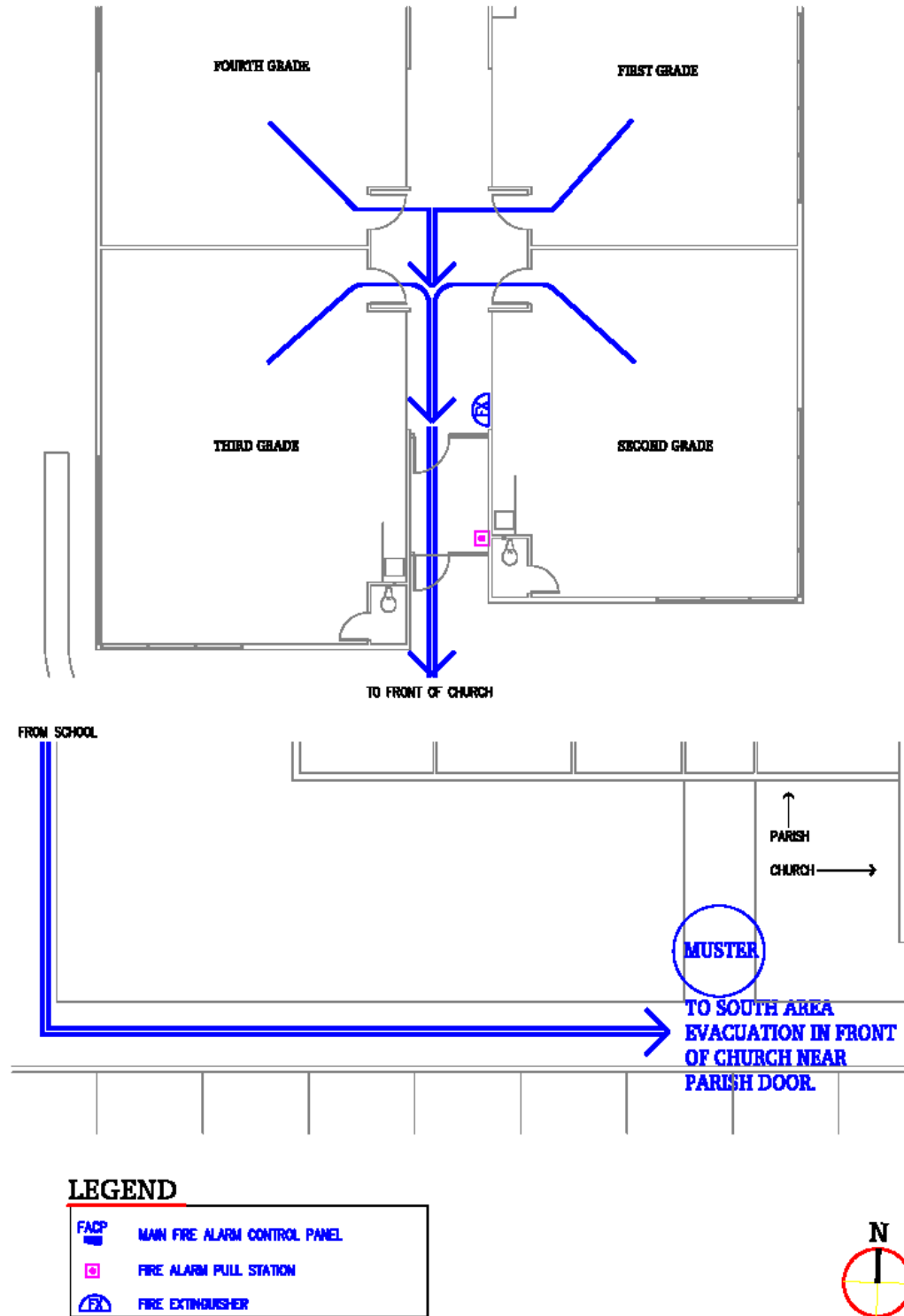
A school map showing evacuation routes from all rooms in all buildings must be maintained.

Every room in the school must have a building map that shows the location of the room, evacuation route and exit to be used in case of a fire or other emergency. Maps should be posted in a prominent location near the exit door and reviewed annually for accuracy.

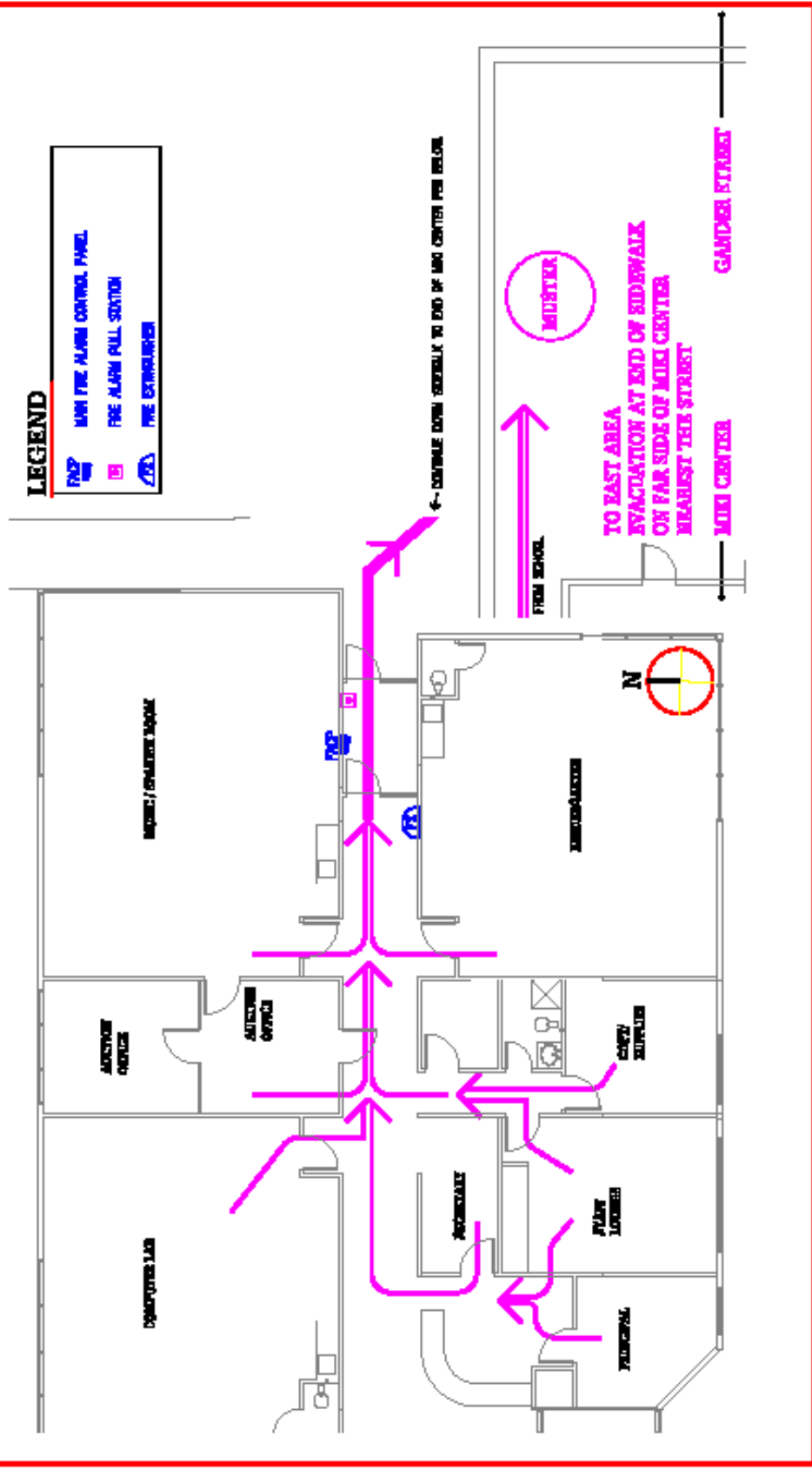
The map will show the location of any rooms that will normally have students or staff with mobility impairments, and note plans to get students and staff out of buildings safely. Students assembled at evacuation areas may need to be relocated to avoid conflict with activities of emergency response personnel. Should a group need to relocate to another area, they will maintain contact with the principal by hand-held radio.

The map should also include surrounding streets showing the primary and secondary access to the school. The following pages show the SEAS building evacuation diagrams for the South, East, North and Miki Center areas of the facilities.

SEAS BUILDING EVACUATION DIAGRAM - SOUTH AREA

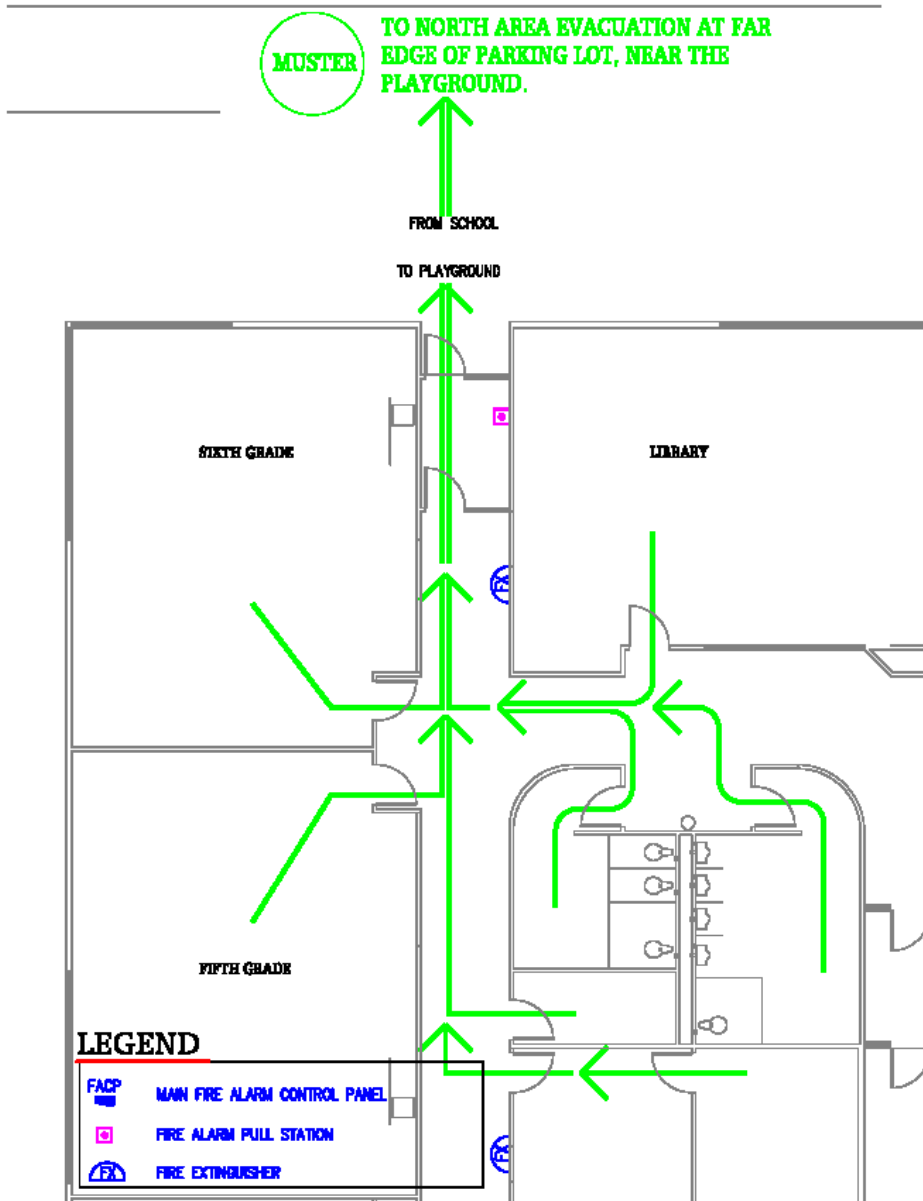


SEAS BUILDING EVACUATION DIAGRAM - EAST AREA

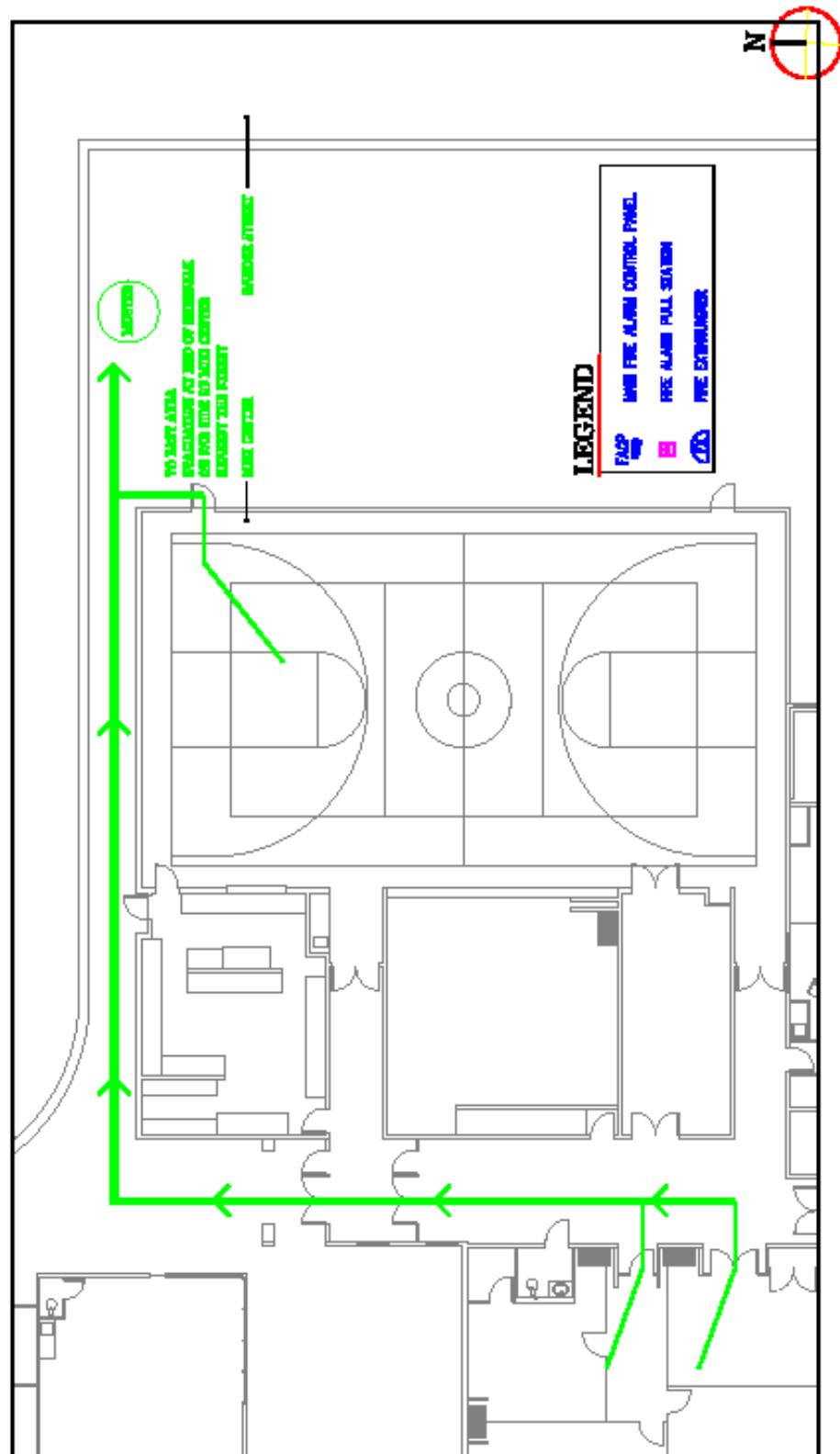


SEAS BUILDING EVACUATION DIAGRAM - NORTH AREA

(PLAYGROUND)



MIKI CENTER EVACUATION DIAGRAM - EAST AREA



EVACUATION

Evacuation means getting students, staff and visitors out of the building as quickly as possible **WITHOUT** stopping at lockers for outdoor clothing. If teachers are in their classrooms at the onset of an emergency, they should take Emergency Packs, radios and attendance lists (and the school secretary will take the emergency contact information and the early sign-out list). For this reason, staff members should carry their room keys and school keys with them at all times and post their attendance sheets near their evacuation packs. Likewise, kindergarteners should keep their shoes **ON** during the daily rest time.

During an evacuation, teachers need to be the last person to leave the classroom **and** must lead classes to the assigned evacuation locations. To avoid classes queuing up inside the hallway while teachers grab Emergency Packs, close doors and lead their classes out, a team approach to evacuation will be implemented as follows:

[NOTE: the following are general guidelines. In many instances, a class will not be in the classroom so a particular teacher may not be available to “lead” or “check.” Any teacher or staff may lead or check classrooms, so long as communication is made at the time about who is doing what. In the event only one teacher is using an exit, the teacher should put himself in the check position, and be the last to exit.]

The second grade teacher will lead **BOTH** the second and first grades out of the building. The first grade teacher will check both the first and second grade classrooms to be sure all students have evacuated, and will shut both doors. The first grade teacher will then follow the first and second grade students out the door.

The third grade teacher will lead **BOTH** the third and fourth grades out of the building. The fourth grade teacher will check both the fourth and third grade classrooms to be sure all students have evacuated, and will shut both doors. The fourth grade teacher will then follow the third and fourth grade students out the door.

The sixth grade teacher will lead **BOTH** the sixth and fifth grades out of the building. The fifth grade teacher will check both the fifth and sixth grade

classrooms to be sure all students have evacuated, and will shut both doors. The fifth grade teacher will then follow the fifth and sixth grade students out the door.

The kindergarten teacher will lead the kindergarteners and the kindergarten aide, librarian, music teacher, or other staff member will check the classroom.

Students who are in the Spanish/Music room or the computer lab will follow kindergarten out of the building to the east end of the property and the teacher will check the rooms and close the door.

Students who are in the library will follow grades 5 and 6 out of the building and queue up on the north end of the property.

The P.E. teacher, or any other teacher using the gym, will need to lead the class through an external door on the east side of the building, queue up outside beside kindergarten / music class / computer class, check the gym and restroom to be sure everyone has evacuated, then proceed to the evacuation location.

Any teacher using one of the Miki Center classrooms should exit the building through the hallway, if it is safe to do so, and proceed to the evacuation location at the east end of the property. If that mode of egress is unsafe, they should go through the church building and exit on the south side (main church entrance) and proceed to the south evacuation location in front of the church. The BASC teacher should bring the sign-in/out log upon leaving the building.

The principal and secretary will do a second sweep of the building, paying particular attention to areas not previously checked, including:

- Work room
- Teacher's lounge
- Teacher's restroom
- Principal's office
- Secretary's office
- Reception area
- SEAS Closet area
- Auction room

- Restrooms
- Janitor's room
- Storage room

If it is safe to do so, the Principal will take the large first aid kit and two-way radio before exiting the building.

Should an evacuation be necessary during recess, students should queue up by grade at the north evacuation area in front of the playground. Teachers will immediately join their classes.

Should an evacuation be necessary between morning bells or after school while students are leaving, students should queue at the north evacuation location, taking care to walk along the pedestrian zone along the far west end of the parking lot so as to avoid traffic and parked vehicles.

Should an evacuation be necessary while students are in the church, classes occupying the front rows will egress the church using the exit at the southeast corner of the building, turn right, and queue up in front of the parish offices. All others will egress the church through the main doors, exit through the front doors, and queue up in front of the parish offices.

Evacuation needs to be practiced through regular evacuation drills.

Leaving the building is easy during drills, but will be made more challenging when children are scared, the hallway is filling up with smoke, or if an earthquake has just occurred potentially leaving debris in the walkways. For this reason, it is important that students practice leaving the building during drills precisely the way they need to do it in an actual emergency: quickly, quietly, and purposefully.

The more calm and confident the teachers and staff, the more secure the students will feel, thus the more likely the students will quickly comply. What adults do in the first ten minutes of an emergency will help to reduce panic students may feel.

The school will practice fire drills, earthquake drills, return-to-building drills, and lockdown drills procedures at least once per year. These practice runs should include taking emergency packs and attendance lists, checking restrooms, closing doors, taking roll, and using the radios. The secretary

should practice taking the emergency pack, emergency contact information and early sign-out sheet.

Staff members are to remain with their students during an emergency until relieved by the principal or designated alternate. The principal will determine when staff may release students to their parent/guardian, and when staff may be released.

ASSEMBLY AREAS AND EMERGENCY MAP

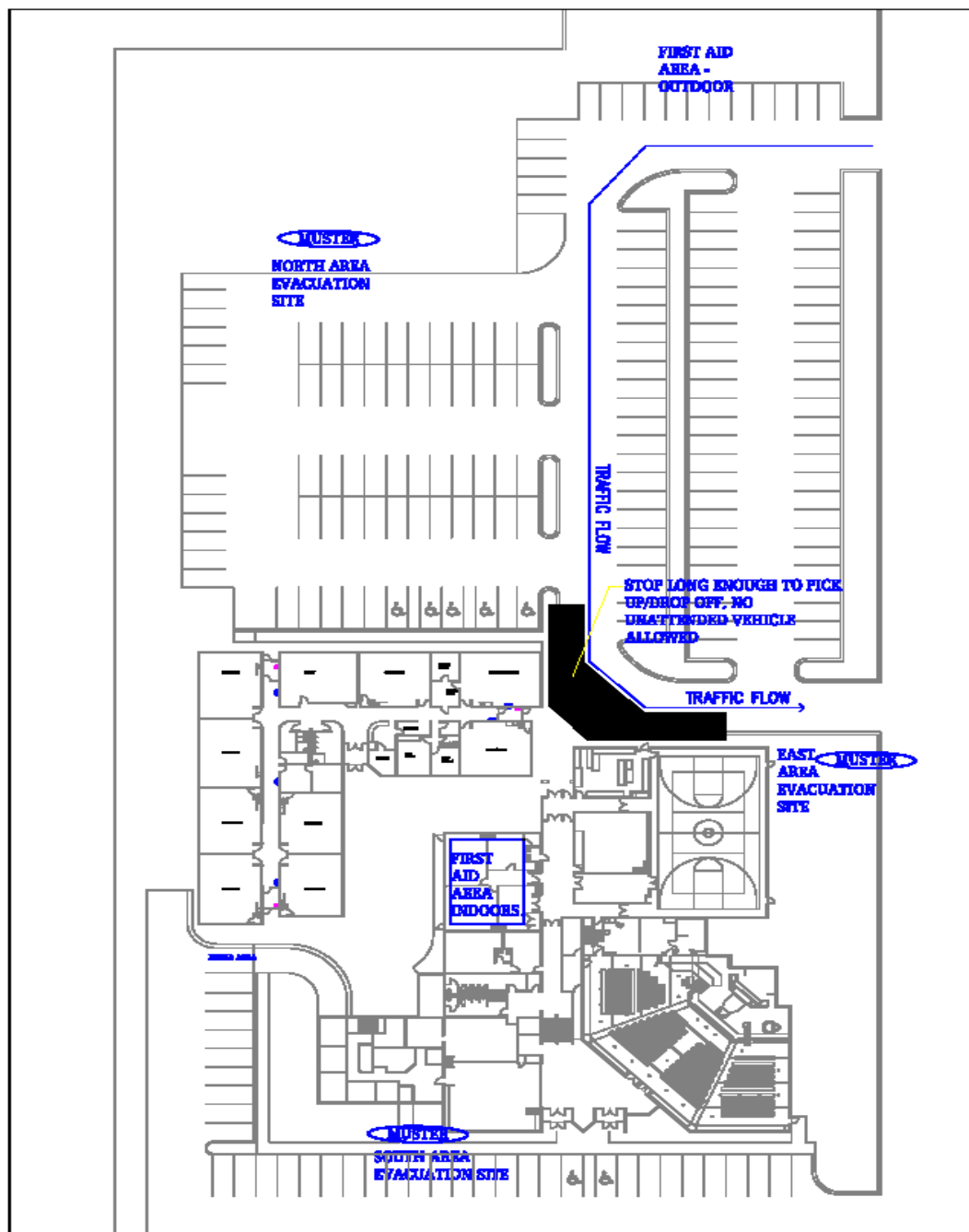
Mark school map with the Assembly Areas outlined and the following areas marked: (Consider safe distance from buildings and other potential hazards.)

- Student Assembly Areas
- First Aid Area: (Consider access for emergency vehicles, a site not readily visible to students, press, or parents.)
 - Outdoor first aid area is the play field. It is near a road to facilitate ambulances and it is far enough away from evacuation areas for some measure of privacy, which is important to keep students from becoming spectators of the injured.
 - Indoor first aid area is the music room. It is near an exit and can be easily cleared of students and furniture.
- Pick-up Area
 - If the regular pick-up area on the north side of school is not available, the alternate pick-up area is the front of the church between the two exits. Vehicles should enter on the east side, turn left in front of the church, and exit on south-facing driveway.
- Traffic control pattern
- Media Center
 - Outdoor media area is the area immediately beside the parish offices. Students will not be permitted to speak to media personnel without a parent being present.
 - Indoor media area is a Miki Center classroom.
 - Only the Principal or Pastor will communicate with the media.
- Critical Incident Stress Debriefing Area for parents (A waiting area for adults whose children are not immediately available for release.)
 - Outdoor waiting area is the playground.
 - Indoor waiting area is the library.
- Critical Incident Stress Debriefing Area for staff
 - Outdoor debrief area is the playground, after all students have been picked up from school.

- Indoor debrief area is the staff conference room.

Additional alternate sites may be necessary should any of these locations be unavailable at the time of an emergency. The principal will designate alternate locations for assembly areas, as necessary. The following page shows the school grounds and various emergency response areas.

VEHICLE ROUTING



Relocation Site Map

In the event the school is not safe to re-enter during or immediately following an emergency and the Miki Center is also not available, Grace Christian School is our tertiary relocation site. On an annual basis, the principal needs to reconfirm with the principal of Grace Christian School its willingness to be St. Elizabeth Ann Seton School's tertiary relocation site. Principal must also review recommended routes to Grace Christian School, and a building plan that shows the following:

- Student Assembly Area at Grace Christian School;
- First Aid Areas;
- Pick-up Area (Consider the logical place for parents to arrive at Grace Christian School to pick up their students.);
- Traffic control pattern for Grace Christian School.
 - Traffic should turn south onto Pintail Street, then turn left into Grace Christian's parking lot for pick-up.

To relocate to Grace Christian School, teachers will lead students out of the parking lot, across Gander Street, and up to Huffman Road. At that point, teachers will make an assessment of the walking conditions on the near side of Huffman Road to the east. If there is sufficient space to walk safely on the north side of Huffman Road, teachers will lead students up Huffman to Pintail, cross Huffman, and enter Grace Christian School. If teachers deem it hazardous to use the north side of Huffman, the group will cross Huffman at Gander and proceed up Huffman to Pintail on the south side of the street.

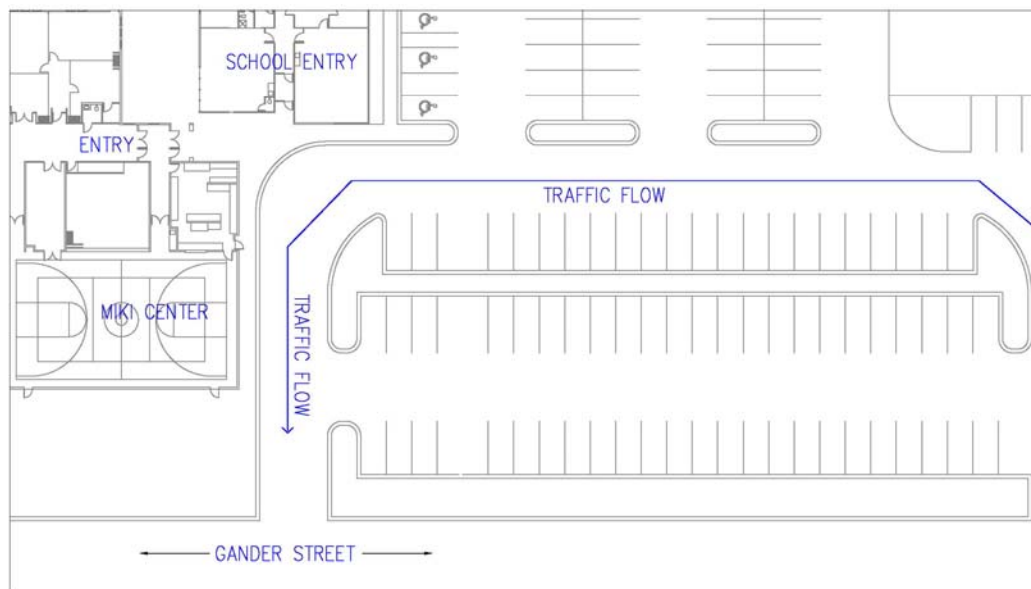
EMERGENCY PICK-UP PROCEDURE AND CAR ROUTING – FROM SEAS

Procedure

Students are NOT to be released to the care of others without a name and photo ID and on the approved pick-up list. Further, all persons picking up SEAS students must enter the building and/or classroom to sign out a SEAS student.

Car Routing

Whether picking up from the School or the MIKI Center, the normal traffic flow will be used. In either case, vehicles can only park for a short period next to the curb to allow continuous unobstructed traffic flow to occur.



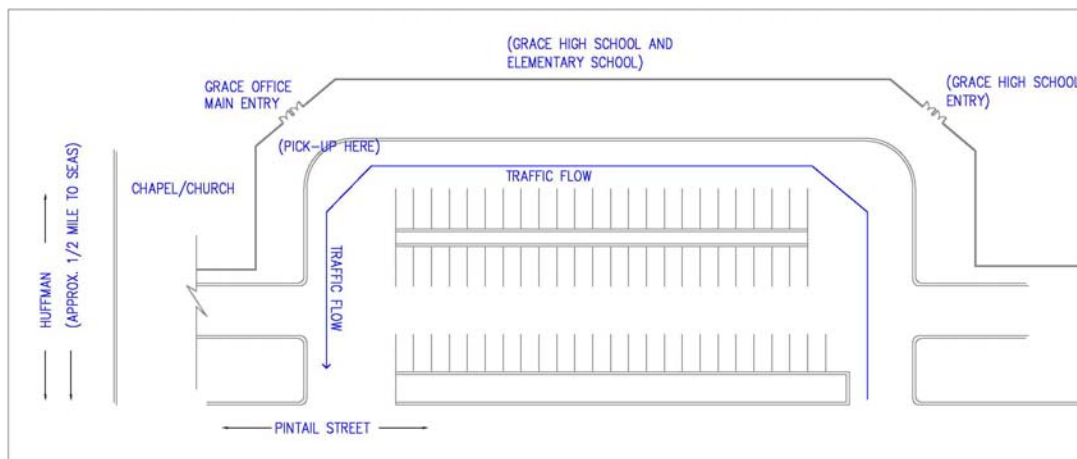
EMERGENCY PICK-UP PROCEDURE AND CAR ROUTING – FROM GRACE CHRISTIAN SCHOOL

Procedure

Students are NOT to be released to the care of others without a name and photo ID and on the approved pick-up list. Further, all persons picking up SEAS students must enter the building and/or classroom to sign out a SEAS student.

Car Routing

Vehicles shall enter the Grace parking lot at the south entry (nearest the High School side) and follow the building down to the Main Office Entry to enter for Student Pick-up.



EMERGENCY PACKS

Each classroom will be outfitted with an Emergency Pack, intended to be used during an evacuation situation, which will include the following items:

- space blankets
- hand warmers
- first aid kit
- flashlight
- extra batteries
- two writing utensils
- current class roster
- principal's cell phone number
- Emergency Action Plan

One Emergency Pack will be stored in each classroom within three feet of the door (preferably hanging on a hook), so it can be grabbed easily on the way out. It is important to select a standard location for the Emergency Packs so that substitute teachers will be able to easily locate them in each classroom.

Emergency Packs will also be stored in the library, the computer lab, the music room, by the 6th grade door, and by the kindergarten door for use by the P.E. teacher while in the gym.

Emergency Packs will be stored at the Principal's office and School Secretary's office and will contain:

- first aid kit
- flashlight and extra batteries
- up-to-date phone tree for all classrooms
- pad of paper
- at least two writing utensils
- a copy of the emergency plan.

In addition, the School Secretary will also take the emergency contact information for all students and staff, as well as the early sign-out sheet.

Each classroom will have a hand-held radio to be stored near the emergency pack. Upon evacuation, staff will take both the radio and emergency pack with them.

If an emergency occurs while a class is outside the classroom (either for recess or other classes, for example), the teacher will retrieve the Emergency Pack ONLY if it is safe to do so, then meet their class and assist Spanish/music/computer/P.E. teacher or playground duties, and proceed to the appropriate evacuation site.

Contents of the first aid kits will be reviewed annually to see if any items need replacing. Individually-wrapped first aid ointments in the Emergency Packs will be replaced by or before their expiration dates.

Any time the principal changes his cell phone number, he will update each Emergency Pack with the new number. Likewise, as students are added or dropped, class rosters will be updated with the new information.

Current class rosters for each class will be included in Emergency Packs for those classrooms.

Upon enrollment changes, the school will update the class roster and distribute copies to each emergency pack.

All seven class rosters will be included in the following Emergency Packs

- Library
- Computer Lab
- Music Room
- Outdoor Pack (hanging beside 6th grade door)
- Gym (hanging beside kindergarten door)
- School Secretary
- School Principal

In addition to the first aid kits contained in the emergency packs, the principal has a separate first aid kit, and more first aid equipment is available throughout the church and Miki Center classrooms and hallways.

INVENTORY OF EMERGENCY PLAN AND PACKS

		Location of Plan	Rosters, Schedule?
1.	Principal	Desk	Yes
2.	School Secretary	Emergency Pack	Yes
3.	Kindergarten	Emergency Pack	Yes
4.	First Grade	Emergency Pack	Yes
5.	Second Grade	Emergency Pack	Yes
6.	Third Grade	Emergency Pack	Yes
7.	Fourth Grade	Emergency Pack	Yes
8.	Fifth Grade	Emergency Pack	Yes
9.	Sixth Grade	Emergency Pack	Yes
10.	Library	Emergency Pack	Yes
11.	Computer Lab	Emergency Pack	Yes
12.	Music / Spanish	Emergency Pack	Yes
13.	Gym / BASC	Emergency Pack	Yes
14.	“Outdoor” (by 6 th)	Emergency Pack	Yes
15.	Reception Area	Reception Counter	No
16.	Parish Office	Desk	No
17.	Archdiocese Office	Desk	No
18.	Safety Subcommittee	Desk	No

Copies of Plan: 18

Number of Classroom Emergency Packs 12

- Space blankets (13)
- Hand-warmers (26)
- Flashlight and extra batteries
- Hand-held radio and charger
- Small first aid kit
- Whistle
- Writing utensils
- Copy of plan

Number of School Principal/Secretary Packs 2

- Space blankets (5)
- Flashlight
- Hand-held radio
- Large first aid kit
- Whistle
- Duct Tape
- Pad of Paper
- Writing utensils
- Copy of plan

OTHER EMERGENCY EQUIPMENT

In addition to the emergency packs intended to be used during a building evacuation, the following emergency equipment is kept inside the school for use during an emergency return-to-building:

- Bottled water
- Blankets
- Dust masks, to be used in the event of a volcanic eruption that results in ash being deposited in the area, or for any other heavy dust-related emergency
- Extra flashlight batteries
- Extra first aid equipment
- One hand-held radio per classroom, secretary office and principal office

TWO-WAY RADIOS

Two-way radios are located with the principal and inside each classroom emergency pack.

It is important that all staff communicate quickly, clearly, and in order with the principal. The principal will initiate a call-out in the following order:

- Kindergarten
- First Grade
- Second Grade
- Third Grade
- Fourth Grade
- Fifth Grade
- Sixth Grade
- Library / Computers
- Music
- Spanish
- P.E.
- BASC or Recess

The playground duty coordinators have also been issued radios and they need to carry their charged two-way radios with them while on the playground.

All radios should be functioned tested on the first school day of each month.

EMERGENCY OVERNIGHT STAY AT SEAS SCHOOL

In the event an emergency of any type causes the need for an overnight stay of students at SEAS School, the following procedures will be used:

- Students will remain under the direct care of their classroom teacher, or another individual designated by the principal.
- The classroom teacher or designee will take student attendance to identify who is remaining overnight and health conditions of students, and provide that list to the principal or principal designee.
- The principal or principal designee will attempt to reach parent/guardian to notify that their child(ren) will be remaining at school overnight, or to have their child(ren) picked up if possible, and to communicate their child's health condition, if applicable.
- Classrooms will be used as the primary overnight location for each grade, assuming the physical structure is sound.
- An alternative overnight location will be sought if classrooms are not structurally secure. The parish and/or Grace Christian School will be alternative overnight location facilities, and will be communicated to parents.
- Students will secure their personal clothing from lockers if deemed safe by school personnel.
- Student health conditions will be assessed and necessary action taken.
- Overnight care of students will be accommodated as conditions allow. The priority order for accommodating conditions are as follows:
 - A structurally-sound facility
 - Utilities available (heat, lights, restrooms, phone, etc.)
 - Food availability and/or food preparation facilities
- Communication with staff families to share emergency status, overnight location, when duties of student coverage may be complete, etc.

IN CASE OF A DEATH

In the event of the death of a student or staff member:

- Emergency staff meeting will be called
- In the event news of a death occurs when any staff member is away from the school, those staff members will be called at their homes by the Principal.
 - If a message must be left, the person leaving the message will say the call is “urgent” but will refrain from giving specific details.
- The first school day after a death, the door by the Kindergarten will be locked and all parents and students must enter the building by the sixth grade classroom.
- A staff member will meet each vehicle in the drop-off/pick-up line to inquire as to whether the parent/guardian is aware of the death. If not, the parent/guardian will be invited into the building to receive the information.
- A staff member will meet each parent as they enter the building to inquire if they are aware of the situation.
 - If the parent is aware of the situation, they may bring their child into the school or leave with their child.
 - If the parent is NOT aware of the death, they will be asked to go into the library to receive the information.
 - The principal may choose to separately inform parents. In that case, children may remain in the library while parents are informed in the computer room.
- Principal will determine whether “Room Parents” should attempt to contact all parents in each grade to apprise them of the death. Principal will instruct the callers to avoid leaving the details of the situation in a message, but to simply request the parent/guardian return the call to the Room Parent.
- Principal will determine whether to request assistance from counselors and/or psychologists. If so, counselors/psychologists will speak to students as needed.

In the event the school is notified of the death of a student’s family member:

- The student will be brought to the Principal's office to await the arrival of a parent/guardian, or someone from the student's emergency contact list.
- It will generally be left to the parent/guardian or emergency contact person to deliver the news of the death to the student.

BLOOD-BORNE PATHOGENS

Precautions to be taken in order to avoid contact with pathogens potentially present in human blood include:

1. Promptly remove blood or body wastes from skin by washing with soap and running water.
2. Handle discharges from another person's body, particularly fluids containing blood, with gloves, and wash hands thoroughly with soap and running water
3. Avoid punctures of objects that may contain blood or other body fluids
4. Dispose of trash that contains body wastes and sharp objects. Use leak-proof containers for disposal of refuse that contains blood or any body spills that contain blood.
5. Clean surfaces that have blood or body wastes containing blood on them with a 1:10 solution of household bleach and water. The solution should be fresh to ensure proper strength.
6. Each classroom used by students shall have readily accessible the following items:
 - a. Supply of disposal gloves
 - b. Leak-proof bags
 - c. Paper towels
 - d. A 1:10 solution of household bleach and water

AFTER AN EMERGENCY

Following an emergency, it will be important to return to normal routines as soon as possible. If counseling is deemed appropriate, the school will make appropriate arrangements.

It is essential that parents and guardians are aware of the emergency procedures.

- Parents need to know evacuation locations.
- Parents may be in the building during an emergency and need to know proper evacuation procedures (quietly proceed out closest exit and queue up with classes)
- Students may need parental support and consolation after the school practices evacuation and/or return to school drills.

Annual parent handbook should include the proper safety procedures and include the following advice for parents:

- In the event of an emergency, listen to the Emergency Broadcasting System on the radio for information
- Attempts to call the school may not be successful if the power is out or phone lines are down.
- Check road accessibility before attempting to pick up children at the school.
- After an emergency, children will need to be picked up **IN PERSON** from the classroom, Miki Center, outside evacuation area, or from Grace Christian School, and they will need to be signed out.
- Rest assured that children will be cared for by school personnel until parents or guardians are able to pick them up, regardless of how long it may take.
- Keeping emergency contact information current is of utmost importance. Waiting until after an emergency is too late to update emergency contact information.

EMERGENCY PICK-UP OF SEAS STUDENTS

SEAS Staff in Charge _____

Date _____

List of students in your care	Date and time of pick-up	Student picked up by:
1		
2		
3		
4		
5		
6		
7		
8		
9		
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ANNUAL REFRESHER

During times of high stress, students will desire to be reunited with their families. With each passing hour, they will become more anxious. Reassurance and encouragement from staff will be needed to alleviate these fears, and formal training needs to be provided to the staff so that they are better equipped to help students cope during times of high stress.

Refresher courses to help staff deal with the human element of emergencies may be taught by an outreach officer from the Anchorage Police Department, a trained psychologist, or professional emergency responder, and may include the following elements, among others:

1. Practice procedures to follow in each type of emergency in the Emergency Procedures Manual
2. Use different hypothetical situations, such as an emergency evacuation with injuries
3. Use of two-way radios and practice in different settings (classroom, Miki Center, playground)
4. Use of principal's cell phone
5. Location and use of fire alarm and fire extinguishers
6. Instructions for preparing each year's classroom phone tree
7. Training on returning to normal after an emergency
8. First Aid and CPR training

