



St. Catherine of Siena Emergency Plan

CHEAT SHEET

Saint Catherine's School is committed to providing our families a framework for preparation, response, recovery and mitigation in the event of an emergency. If in the case of an emergency, families will be contacted and directed as to what to do, or where to go to your collect your children.

▶ EARTHQUAKE

When an earthquake occurs, each teacher shall announce immediately - **"DUCK AND COVER"** to students in their room area. Stay away from windows and glass, if possible. Upon the signal, each student should immediately **A)** get under his/her desk, **B)** kneel and put one hand over their neck and the other over their eyes. If students are outside, or in PE, stay in open area. Assemble in fire drill lines by class when given the all-clear signal. In halls, stairways, or other areas where cover is not available, move to an interior wall. If in the church, take shelter under the pews and cover head with hands. Check for injuries as soon as possible. It may be necessary to pry open the door or break windows to exit. If it is still not possible to exit the classroom, blow the whistle to alert rescuers.

▶ FIRE

In the event a fire is detected, office staff will sound the school fire alarm-this will automatically implement action: **LEAVE BUILDING** Staff and students will assemble in the upper yard (at a safe distance from the fire and away from the fire fighting equipment). Teachers will take roll and notify the principal of any students that are unaccounted for. Teachers must take EMERGENCY PACK AND MEDICAL RELEASES with them. If necessary, emergency list will be called and students will be released to go home.

▶ CHEMICAL ACCIDENT

Principal will have all students report to their classrooms. Announce, on the loud speaker, **"SHELTER-IN-PLACE"** until advised to do otherwise. Monitor emergency radio. Announce evacuation if necessary. Check to see everyone has been evacuated. Close all doors and windows, shut off ventilation. Take roll, and notify the office of any missing students. Depending on air quality, students maybe evacuated to emergency family members with a wet towel over the mouth and nose.

▶ FLOODS

Principal determines if evacuation is required. Monitor emergency radio. Notify emergency response personnel of any missing students.

Staff will evacuate students using evacuation plan. Take class roster and emergency backpack to evacuation site. Upon arrival at evacuation site, take roll and report attendance to the Principal. Do not return to the building, or the area, until emergency response personnel have determined it to be safe.

▶ THREATENING INDIVIDUALS (lock them out)

If any students are outside, get them inside the school building. Give the secret code over loud- speaker, which will lock the students inside their classrooms. Students lie down away from windows in the dark. Once students are inside, lock doors and secure the facility and notify police and fire departments. Staff calls student emergency list and evacuates children when it is safe.

*Emergency supplies are available in the upper yard and also in the individual classrooms.