

# FRENCH AMERICAN AND INTERNATIONAL HIGH SCHOOL EMERGENCY PLAN 2009

## 1. OVERVIEW

### **PURPOSE:**

The purpose of this plan is to provide emergency response instructions, information and guidelines to protect the safety and well being of students and staff at the time of an emergency.

Within the preparedness and response instructions are hazardous materials mitigation strategies and recommendations. These deal with the probability of secondary hazards created by chemical spills resulting from an earthquake or fire. Of particular importance are the proper storage of chemicals and the correct labeling of all containers containing chemicals. OSHA (Occupational Safety and Health Agency) requires documentation of training and a chemical products inventory.

### **OBJECTIVES**

- To protect the safety and welfare of students and staff
- To provide for a safe and coordinated response to emergency situations.
- To protect the School's facilities and property.
- To enable the School to restore normal conditions with minimal confusion in the shortest time possible.
- To provide for interface and coordination between the School, families and the community-wide Emergency Response centers.

### **EMERGENCY POLICY**

The School has established certain policies governing emergency preparedness and response within the School that relate directly to this plan. These include:

- The safety of the students is of paramount importance. All actions taken shall bear in mind the safety and well being of both students and employees.
- If parents or guardians come to the School and properly identify themselves their children will be released to them.
- There shall be a designated Campus Coordinator (the NCIS Facilities Manager) who shall supervise the planning and implementation of the NCIS International Schools Campus Emergency Plan in coordination with the French American and International High School Emergency Plan (EP). An alternate Coordinator shall be named to serve in the event of the absence of the Campus Coordinator.
- The Head of School shall prepare a list of staff volunteers who will be assigned specific emergency response roles as outlined in this EP.
- The NCIS Facilities Manager shall conduct a survey of employees to determine each employee's status in terms of first aid training, disaster preparedness training, and medical and emergency experience or training. Records of such status will be kept current as changes of personnel

occur. Copies of records will be kept on file in the NCIS Facilities Manager and the Head of School's offices.

- Students may be included in the planning and the implementation of the Emergency Plan. Sports teams, clubs and other student organizations should be encouraged to become a source of leadership among students in first aid and disaster preparedness and response training.
- The cooperation of the Parent Associations should be sought in organizing disaster response activities and assignments and communications processes.
- In preparation for the possibility of a long stay at the School, the School's Health Aide shall prepare a list of students and staff who have special conditions requiring medications or special attention and forward a copy to the Campus Coordinator (NCIS Facilities Manager).

## **SITUATIONS AND ASSUMPTIONS**

Situations that could occur include:

- Medical Emergencies
- Fire
- Suspicious Person in the building
- Assault
- Civil Disturbance
- Explosion/Bomb Threat
- Fallen Aircraft
- Earthquake
- Hazardous Materials/Chemical Spill
- Smog Alert
- Biological Threat
- Chemical Threat
- Nuclear Blast
- Radiation Threat

## **LEVELS OF EMERGENCIES**

The School's response to natural disasters or technological incidents will be dictated by the scope and magnitude of the emergency and the availability of personnel and other resources. Three levels of emergency response have been defined:

### **Level I**

A local emergency with limited impact, such as a fire, hazardous material incident or power outage confined to the immediate school area. Response to this level of emergency would be handled by the NCIS Facilities Manager, site personnel, and the San Francisco Fire or Police Departments, if indicated.

### **Level II**

A local event, impacting a wider area of the City, such as a major fire, civil disturbance or widespread power outage. A local emergency may be declared by the Mayor. Depending upon the magnitude of the event, and its impact on the School, this emergency plan may be implemented by the NCIS Facilities Manager and the Head of School, or her designate, or the response may be coordinated directly by one or the other.

### **Level III**

A community – or region-wide event -- such as an earthquake. A Mayor's declaration of local emergency would be followed by a Governor's State of Emergency declaration. The Governor may request a Presidential Disaster Declaration. The Emergency Plan would be fully activated to coordinate with community response efforts.

#### **Integration with other Plans:**

This plan supports and coordinates with other City of San Francisco Emergency Operations Plans and NERT (Neighborhood Emergency Response Team) programs. The Plan is also coordinated with American Red Cross (ARC) plans and procedures for implementing community mass care shelters around the city.

This plan outlines the School's emergency management program (under the supervision of NCIS Facilities Management), including preparedness, response and recovery policies and procedures, concept of emergency operations and organization, disaster-related roles and responsibilities of School personnel, and emergency procedures for specific events.

### **PREPAREDNESS MEASURES**

#### **Hazard Mitigation**

Twice a year, the NCIS Facilities Manager or his designee will undertake a physical survey of all site facilities and grounds for identification and correction of potential hazards, including the storage of chemicals. This inspection should occur in August and February of each year. A Hazard Mitigation Checklist will be used to conduct all inspections.

#### **Floor Plan**

A floor plan of the site buildings and grounds, which indicates the location of all exits, utility shut-offs, fire extinguishers, and emergency equipment and supplies will be maintained and updated, as necessary. The floor plan should also indicate outdoor assembly area(s) and evacuation routes from the Site. Maps showing the floor plan, emergency exits and evacuation routes are posted in each room by the door, and near the elevators and stairs.

#### **Employee Preparedness**

A number of measures are to be taken on an ongoing basis to ensure that employees are prepared to respond immediately and appropriately to disasters. These include:

##### **Orientation to the Emergency Plan**

Employees are oriented to the EP at least annually by the NCIS Facilities Manager or his designate, and new employees are oriented before the first day of school. Orientation includes sign-up and review of employees' voluntary roles on the Disaster Team during declared disasters; the School's emergency management program and the concept of emergency operations; emergency response policies and procedures; and how to conduct and evaluate required drills. (Fire and Earthquake).

## **Employee Skills**

At the beginning of each school year, all faculty and staff will be asked by the Head of School to complete an Employee Skills Form to identify those with special skills or experience that may be helpful during an emergency or disaster. (Medical training, CPR/First Aid training, etc.)

The Head of School may ask Faculty or Staff with specific skills to fulfill certain emergency management roles (ie., first aid, CPR, search and rescue and/or fire extinguisher training and certification). She will update the list of trained/certified personnel annually.

Fire Drills and Earthquake Drills will be performed on a regular basis.

## 2. EMERGENCY SITUATIONS

### MEDICAL EMERGENCIES:

Do not move an injured person if he/she:

- is unconscious or could become unconscious
- has a possible head, back or neck injury
- has a possible fracture
- is bleeding profusely

unless not moving him/her would cause an immediate threat to your lives, i. e. the building is on fire or the room is filled with toxic gas, etc.

What you should do:

- If you are alone with the victim — **shout for help.**
- Send a student to the Health Center for the Health Aide or have someone call the Health Aide at **Ext. 2003**, or the Receptionist at **Ext. 2000**. The receptionist will take care of notifying the Emergency Medical Services and NCIS Security as necessary.
- Reassure the victim. Talk to him or her. Let him or her know that help is on the way.
- If the victim is lying in a high traffic area, post students or teachers/staff to keep the area clear.
- Try to keep the immediate area around the victim clear.
- Do not give the victim anything to drink.
- Ask those who saw what happened to stay with you until help arrives.
- When help arrives, please offer your assistance.
- Teachers of students with life threatening allergic reactions that have medication (EPI-PEN) in their classrooms, please begin treatment immediately.
- If the victim is choking or has stopped breathing, or is bleeding severely, please begin treatment immediately. The earliest possible intervention could save a life.

### SAFETY ALERT:

Please be aware that the glass in the windows of our new school is NOT new and not double-paned. It is single-paned, very thin and easily broken. Windows along hallways throughout the school have had a plastic film applied to help prevent injury in case they break.

To minimize the risk of serious injury to our students, it would be prudent to advise your students of this accident; and not allow any student to open windows in the building, and especially not allow anyone to push on the glass. Additionally, be very careful in opening your classroom or office windows. If you have to use pressure to open the window, do not press on the glass. Report stuck or difficult-to-open windows to NCIS Facilities Management.

## **The Three Types of Bleeding:**

1: **Arterial Bleeding:** Arteries carry oxygen-rich blood from the heart through the body. Arterial blood is bright red and usually spurts from the wound. Arterial bleeding is life-threatening and is hard to control. **Apply pressure** and **GET HELP IMMEDIATELY.**

2. **Venous Bleeding:** Veins carry oxygen-poor blood back to the heart. Venous blood is dark red or maroon and flows steadily from the wound.

3. **Capillary Bleeding:** Blood flow is usually slow, often described as oozing from the wound.

If you, or someone you are with, is severely cut, be aware that you (or he/she) can lose consciousness: therefore, it would be best to use the elevators, if it is possible for you to move, if you are on the 2<sup>nd</sup> Floor or above.

## **FIRE:**

1. Our fire alarm signal is an alarm horning rhythmically throughout the school along with a flashing strobe light found in each room.

When the fire alarm sounds, **EVERYONE MUST EXIT THE BUILDING IMMEDIATELY. CLOSE DOORS AND WINDOWS BEHIND YOU.**

2. All students are to assemble by class per the Emergency Assembly locations in this manual, with their teacher(s), Teachers are responsible for taking roll and reporting any missing persons/students to a Fire Marshall.

3. If you discover a fire, immediately activate the school fire alarm system by breaking the glass on any of the fire alarm boxes located throughout the school. This will automatically call 911. Do not attempt to put out the fire yourself.

## **SUSPICIOUS PERSONS:**

1. If you feel comfortable speaking to someone who appears suspicious, ask him or her if you can be of assistance. If you do not wish to speak to the person yourself, or if you remain suspicious of the person, notify NCIS Security (**Ext. 8000**) immediately. Be prepared to describe the person and the location where he or she was last seen.

2. If you are working after hours or on the weekend keep your office door locked. If you are not in a locked room and see a suspicious person in the building, leave and call the police non-emergency number. If you are unable to leave the building safely, lock yourself in a room and call for assistance.

***If you feel that your life is in danger, dial 9-911.***

## **ASSAULT:**

Assaults involve acts of striking or inflicting injury to a person and are regarded as serious matters. Any threat, or assault, on students or employees should be reported immediately to NCIS Security (ext 8000) or to the nearest Administrator who will determine if police officials should be notified.

### **If accosted by an assailant:**

1. Scream – the voice is one of the best weapons and may attract attention.
2. If possible, try to run from the assailant to seek help.
3. If possible, dial 9-911 on school phones, or 911 on a cell phone.
4. Seek first aid or medical attention, if indicated.
5. Have photographs taken of any injuries.
6. Write down a physical description of the assailant (sex, age, height, weight, clothing, and description of any weapon if armed) as soon as possible after the incident.
7. Obtain names and telephone numbers of any witnesses.

### 3. GENERAL SAFETY

#### SECURITY:

Please **close and lock classroom and office windows** at the end of the day. After hours or on weekends: *please leave doors as you find them*, or if in doubt, lock them. **Do not leave front or back entrance doors propped open, the alarms will sound.**

For occupant safety, all of the exits onto the street are secured with alarm-locks. Please enter and exit the building only through the 150 Oak Street or Hickory Street main entrances.

**The front entrance gate is to be closed and latched at all times school is not in session** and the campus is closed.

#### FIRE SAFETY:

##### Fire doors:

Fire doors are located at the elevator shafts and on the stairways. They close automatically when the fire alarm sounds. This helps to slow the spread of smoke and fire into the stairwells but will only work when the doors are not blocked open. **Do not obstruct any of the fire doors.**

To contain smoke and flames, all classrooms, storeroom, and office doors are required to close automatically. All classroom and office doors are "**fire rated,**" which means that they will not burn through for a certain period of time to allow occupants to leave the building in the event of a fire. Disabling the automatic closer or blocking the doors open is a violation of state fire code and negates any safety advantage of the "fire rated" doors.

##### Cooking:

Cooking *demonstrations* are permitted in lower school classrooms subject to the following guidelines:

1. Use only UL listed appliances.
2. Use electric appliances only. No open flames are permitted.
3. Remove the appliances from the classroom immediately after use.
4. Be aware of your surroundings.
5. **An adult must be in attendance and in control of the class all the time.**

##### Extension Cords:

Extension cords are not to be used as a substitute for a wall outlet and are not legal for use in schools. As long as the cord does not pose a "trip-hazard," we generally permit temporary use as long as they are disconnected and put away immediately following use.

##### Smoking:

**Smoking (by anyone: students, teachers, staff or parents) is not permitted** in the buildings or anywhere on campus, on the sidewalks around campus, or near the campus entrances.

## **EMERGENCY COMMUNICATIONS:**

Alternate telephone, cellular and radio communication systems:

When a major emergency situation occurs, the Head or her designate will initiate the appropriate emergency action plan. Initial efforts to report the emergency and to call for assistance will be directly through existing land-line equipment and procedures. If regular communications systems are disrupted, the staff will carry out the procedures with modifications as may be necessary for the immediate school situation until supplemental communications networks can be established. **In the event of a power failure, the school-wide phone system will go down until a generator is powered up.**

### **1. Two Phone systems**

There are **two** telephone systems on campus - the main French American and International High School system is the **558-2000** number system that requires the power working. The other consists of a few **"Bell Telephone"** phone lines which are less likely to go out when the power is off, but which may go out in a major emergency such as an earthquake. (However, there is a generator to power our system for up to 3 days). A **"Bell Telephone" phone jack** is located in the Hickory reception office (Fax machine line) and also in the NCIS offices. Cell phones may or may not be working during an emergency.

Any **regular** telephone should be brought with you and plugged into the above phone jacks.

### **2. Walkie-Talkie**

The Walkie-Talkie can be used from the Head's Office if the existing telephone systems are down and cell phones are not working. The Walkie-talkie is connected to a "base" in the French Consulate residence and to the other French schools in the Bay Area (Lycée Lapérouse in San Francisco, Ecole Bilingue in Berkeley, Ecole Franco-Américaine de la Peninsule in Palo Alto). This system is tested bi-weekly and it is expected that in a situation such as a major earthquake, the school will be able to receive and send information via this powerful system.

To use the walkie-talkie:

**Turn on** top left lower switch, **Switch to Letter A and Channel 5,**  
**Press** the long button at the side and speak into the front.

(The proper words to begin are *"Allo la base... ici LIFA....."*)

**If no French speaking people are available to use Walkie-Talkie, speak English!**

### **3. Radio Network**

NCIS and French American and International High School have **portable radios/walkie-talkies** that can be operated along with the Reception base station to form an extended network. The radios are utilized by the NCIS Facilities Management staff and Security and also by the After School Program staff. In an emergency, all radios should be operated on channel 1. (Otherwise our radios work on channel 6).

### **4. Emergency Cell Phones**

Many cell phones are available for calling out, however, in a major emergency such as an earthquake it may not be possible to get calls through the busy lines. A list of School emergency cell phone numbers can be found at the back of this manual.

## 4. STAFF ASSIGNMENTS

### HEAD'S RESPONSIBILITIES

The Head, or her designate, in coordination with the Director of NCIS Facilities, is responsible for all pre-disaster planning and preparedness for the Emergency Plan. In the event of an emergency, the Director of NCIS Facilities will assume overall direction of disaster procedures for the International Schools Campus. The Head will assume overall direction of the French American and International Emergency Plan.

### **PRE-EMERGENCY:**

1. The Head will appoint alternates, in succession, who shall assume the duties of the Head in the event of her absence and assign duties to other school personnel. The following alternates are appointed to act in succession in the absence of the Head regarding the administration and supervision of all aspects of the Emergency Plan.

Assistant Head  
High School Principal  
Middle School Principal  
CFO

If the situation permits, the above listed group would act as a team to direct the over all disaster procedures for French American and International High School in coordination with NCIS and CAIS.

2. Subject to the established directives and guidelines, the Head will:

Integrate this Emergency Plan with the NCIS Emergency Plan and keep such plans operative and available at all times.

Ensure that school personnel, parents, and pupils are properly informed of the school disaster plans and procedures and that parent and student contact numbers are available to the Emergency Response team.

Ensure that there is an adequate warning system available and that the various alarm signals and message transmittal methods are known and understood.

Identify areas of comparative safety for groups to use in any type of disaster.

Plan primary and alternative evacuation routes within the school.

Arrange for instruction and training of students to ensure their safety in the event of disaster.

Ensure that all emergency equipment and supplies are in usable condition at all times and that their locations are known.

Know the location and mechanics of utility "cut-offs." (P.G.&E., 9-550-4911, and Water Department, 9-550-4911).

Communicate with parents and other patrons of the school and arrange conferences, if needed, to acquaint them with the school's emergency plan, and request their cooperation and suggestions.

**DURING AN EMERGENCY - THE HEAD OR HER DESIGNATE WILL:**

1. Assume overall direction of disaster procedures.
2. Receive an accounting of the presence of all students and staff.
3. Control and direct internal and external communications with students, staff, parents and media.
4. Assist in the evacuation of the building, if necessary, using prescribed procedures. Conditions warranting evacuation could include fires, indoor chemical spills, explosions, threatened explosions, collapsing building, etc.
5. Transfer students to a safe location when their safety is threatened by approaching fires, etc.
6. Issue orders to teachers if the children are to assemble in pre-selected safer areas on the school campus.

## **TEACHERS' RESPONSIBILITIES:**

Teachers will be responsible for the supervision of students in their charge. In discharging this responsibility, they will be governed by the specific directives or guidelines issued by the Principals and Head.

### **PRE-EMERGENCY - THE TEACHER WILL:**

1. Keep up to date on the hazardous effects of different disasters and know and understand the survival techniques for each of the following: fire, bomb threats, earthquakes, chemical spill, explosion, etc.
2. Read the emergency exit directions posted in their classrooms near the exit doors.
3. Provide instruction and practice for pupils in the possible emergency procedures to be followed and in the techniques of survival. (See specific disaster procedures in the appendices.)
4. Keep a current class list readily accessible at all times in order to take roll in an emergency. Teach students how to “Number Off.” (see Fire and Fire Drill instructions)
5. Have planned activities (music, games, lessons, etc.) for use during periods of confinement to lessen the possible tension and hysteria of a disaster situation.

### **DURING EMERGENCY - THE TEACHER WILL:**

1. **Respond** to the specific emergency as prescribed and direct students in appropriate safety procedures or in evacuation of the premises.
2. **Give commands** during an earthquake or other emergency.
3. **Remain** with the pupils until relieved by authority of school Principals or the Head.
4. **Direct evacuation** of children under their supervision to inside or outside assembly areas, in accordance with signals, warnings, written notifications or common sense.
5. **Take roll call** if class relocates, as soon as conditions permit such action.
6. **Report missing students** to Head or her designate. If there is reason to believe such students may be endangered in the school structure, attempt rescue with any available competent personnel.
7. **Send** students in need of first aid to school health aide or first aid station when appropriate.
8. **Help** to restore order and assist other teachers and children, as needed.
9. Teachers **not** on classroom duty with students, **report** to pre-assigned station or to section head.

## **NCIS FACILITIES MANAGEMENT**

### **PRE-EMERGENCY - The Director of Facilities Management will:**

1. Designate an assistant Facilities person and other members of his staff in succession, who shall be instructed in all the disaster duties of the Director of Facilities Management, to assume those duties in his absence. These persons must know locations of emergency supplies and turn-offs and have access to all school keys.

NCIS Personnel responsible for shutting off building utilities in case of need:

Facilities Manager  
Assistant Facilities Manager  
Facilities Assistants

2. Plan control procedures for different types of building damage following a disaster.
3. Regularly check and service all fire equipment (extinguishers, hoses, etc.) and check that battery-operated equipment is in working condition
4. Stock proper hand tools (axes, crowbars, wrenches, shovels, etc.) for immediate damage control following a disaster.
5. Stock and provide access to emergency water and provisions for use in a major emergency such as an earthquake.

### **DURING THE EMERGENCY - The Director of Facilities Management, or his designate will:**

- Establish a site command center in the 1<sup>st</sup> Floor Facilities office to centralize the response.
- Shut off utilities as necessary. (Utilities should not be turned off unless absolutely necessary, i.e., broken gas lines, broken water mains, downed electric wires.) In the event of a major seismic occurrence the gas lines have seismic safety valves and will shut off automatically.
  - **There are two Gas Shut-offs:**  
Both are on Franklin and Hickory (tools are stationed at those cut-offs to be used in case of need).
  - **The Water shut-off** is  
on Oak Street near the mid-block crosswalk.
  - **The Electrical shutoff** is:  
in the basement and can only be accessed by Facilities Management or P.G& E..
- Conduct rescue operations as required and to extent of capabilities.
- Survey and report damage to the Heads for their use in planning their internal response determining what to do with staff and students, parents and media.
- Follow damage control procedures insofar as practicable to provide safest possible environment and limit damage to the facility.
- Safeguard all usable water within building (water heater...etc.)

### **AFTER THE EMERGENCY HE WILL:**

1. Turn utilities back on as appropriate and as suggested by P.G. & E.
2. Have emergency packs and flashlights returned to proper rooms.

3. Inventory supplies and provide for replacement of used supplies.

**PUBLIC INFORMATION OFFICE:**

Public information duties reside with the **Advancement Director**, who will:

1. Become an integral part of the command post of the Head.
2. Be responsible for any media contacts during and following the disaster period.

\*\* Information on the condition of the school and pupils will be received through the emergency communications network of the Head and will be forwarded to and analyzed by the Advancement Director.

3. Secure information from the field concerning the status of the school, pupils, and staff members.
4. Prepare information and press releases for dissemination to families, relatives, and the general public, following direction of the Head.

## 5. EMERGENCY ACTION PLANS

### DEFINITION OF TERMS:

All Principals are responsible for developing detailed plans for the teachers, students, and staff under his/her purview for emergency actions. She/he may implement one or more of these actions in coping with a disaster.

### **ACTIONS "STAND BY" AND "SHELTER IN PLACE"**

1. The **"STAND BY"** warning at the school shall be by messenger, public address system, and/or telephone as appropriate.
2. Action **"SHELTER IN PLACE"** means bringing students into classrooms or holding them in classrooms pending receipt of further instructions.

### **ACTION "LEAVE BUILDING"**

1. "LEAVE BUILDING" WARNING at the school shall be by **FIRE ALARM** or appropriate alternate means.
2. Action "LEAVE BUILDING" means an immediate, orderly movements of students and staff from inside school building to predesignated outside areas of safety.
3. Action "LEAVE BUILDING" is considered appropriate for, but not limited to, the following:
  - \* Bomb Threat
  - \* Chemical Accident
  - \* Explosion or Threat of Explosion
  - \* Fire / Fire Drill
  - \* Post Earthquake
  - \* Other similar occurrences that make school buildings uninhabitable.

### **ACTION "CONVERT SCHOOL"**

1. Action "CONVERT SCHOOL" is appropriate for the preparation of converting the campus into an emergency hospital, first aid station or community care center. Action "CONVERT SCHOOL" will be a notification to the school staff by public address system, telephone and messenger. There may be a possible dismissal of classes, if they are in session.
2. Action "CONVERT SCHOOL" will be implemented only upon request or direction of proper Office of Emergency Services officials or the Red Cross acting as the Welfare Division of the Office of Emergency Services of San Francisco.

**Other ACTION definitions will be explained in the context of the topic they belong to, as they are discussed in the following pages.**

## 6. ACTION PLANS FOR SPECIFIC DISASTERS

### **BIOLOGICAL THREAT**

**OVERVIEW:** A biological attack is the deliberate release of germs or other biological substances that can make you sick. Many biological agents must be inhaled, enter through a cut in the skin or be eaten before it will make you sick. Some biological agents, such as anthrax, do not cause contagious diseases. Others, like the smallpox virus, can result in diseases you can catch from other people.

#### **If there is a Biological Threat:**

Unlike an explosion, a biological attack may or may not be immediately obvious. While it is possible that you will see signs of a biological attack, as was sometimes the case with the anthrax mailings, it is perhaps more likely that local health care workers will report a pattern of unusual illness or there will be a wave of sick people seeking emergency medical attention. While at school, we will probably learn of the danger through an emergency radio or TV broadcast, or by a telephone call or emergency response workers coming to the school.

In the event of a biological attack in the community, public health officials may not immediately be able to provide information on what we should do. It will take time to determine exactly what the illness is, how it should be treated, and who is in danger. NCIS Facilities Management and the administration will follow the situation as it develops and determine:

- If the school is in an area authorities consider in danger
- What are the signs and symptoms of the disease
- If and where medications or vaccines are being distributed
- Who should be treated
- Where we should seek emergency medical care if someone on campus becomes sick.

#### **Protect Your Students and Yourselves:**

If you become aware of an unusual and suspicious release of an unknown substance nearby, it does not hurt to take precautions. Quickly leave the area. Cover your mouth and nose with layers of fabric that can filter the air but still allow breathing and have your students do so. Examples include two to three layers of cotton such as a t-shirt, handkerchief or towel. Otherwise, several layers of tissue or paper towels may help. Wash off with soap and water and contact authorities.

#### **Symptoms and Hygiene.**

At the time of a declared biological emergency, and you or someone at school becomes sick, it is important to be suspicious. Do not automatically assume, however, that you should go to a hospital emergency room or that any illness is the result of the biological attack. Symptoms of many common illnesses may overlap. Use common sense, practice good hygiene and cleanliness to avoid spreading germs, and seek medical advice.

## **BOMB THREAT:**

An employee receiving a threat of a bomb by telephone or other means will (to the best of his/her ability under the circumstances):

1. Try to determine as much information from the caller or source as possible. Verbatim responses to the following questions are especially desired:

**When** is the bomb to explode?

**What** kind of bomb is it?

**Why** was the bomb placed?

**Where** is the bomb right now?

**What** does it look like?

Receptionists and others receiving threats will be asked to describe the caller's voice (sex, age, tone) and whether it was familiar to them or not. Any background noise should also be noted. A detailed form for recording the above information is located at the reception desks and on the back page of this plan.

2. Notify NCIS Security (extension 8000) and the Head Ext. 2022, or the Principals Ext, 2080, ext. 2052, and Ext. 2006.
3. NCIS Security will notify the Police Department at **9-911**.
4. Anyone discovering a **suspicious** package, box or strange device should:
  - \* **NOT TOUCH OR REMOVE STRANGE OBJECTS.**
  - \* Notify NCIS Security or the Head or the Principals.
  - \* NCIS Security should notify the Police Department at **9-911**.

Whenever a bomb threat is received or a suspicious package is found, NCIS Security or the Head or the Principals should call the police:

- \* A police officer will respond.
- \* Security shall evaluate the threat or object and make the decision whether to evacuate the building by sounding the fire alarm or to institute a search of the premises. The police officer who responds to the call may be used to assist and advise what action to take.
- \* If it is decided to institute a search of the building before evacuating it, an informal search should be made by volunteer staff familiar with the building assisted by the police when they arrive (in particular, the boiler room, mechanical rooms, janitor's closets, store rooms, and lavatories).

Should any suspicious item be found, it shall not be touched until investigated by the police, but the building shall be evacuated by sounding the fire alarm. A thorough search of an evacuated building shall be made before students are instructed to re-enter it. **NOTE: Do not use walkie-talkies, cellular phones or other radios within 500 feet of a suspected bomb.**

## **CHEMICAL ACCIDENT:**

### **OUTDOORS WHEN YOU ARE INDOORS:**

- Call NCIS Security at Ext. 8000 to report incident. NCIS Security will call the **Fire Department at 9-911** and Emergency Response Unit, Department of Public Health at **9-558-5141**. Give the name of the School, reporting person, location and nature of incident, and any information that may be pertinent to NCIS Security.
- DO NOT EVACUATE students or staff unless instructed to do so by the Fire Department -- the Fire Department has ultimate authority.
- Close all windows and shut down all ventilating systems.
- If the Fire Department orders an evacuation, transportation will most likely be necessary and will be directed by the Fire Department either by Muni, school bus company or others, to another site.
- If directed to evacuate -- keep calm, keep students and staff together, and take roll.

## **CHEMICAL ACCIDENT**

### **OUTDOORS WHEN YOU ARE OUTDOORS**

- Call NCIS Security at 558-2000 Ext. 8000 to report incident. NCIS Security will call the **Fire Department at 9-911** and Emergency Response Unit, Department of Public Health at **9-558-5141**
- Give name of the School, reporting person, location and nature of incident, and any information that may be pertinent to NCIS Security.
- Or, call the **Fire Department at 9-911 or 9-861-9020** to report the incident.
- Evacuate students and staff from the immediate area if necessary. If the School premises must be evacuated, pre-develop alternate plans for a safe and orderly evacuation procedure, e.g., leave by the Oak entrance, Hickory entrance, etc.
- Follow directions from the Fire Department and, if directed to evacuate the entire campus, keep calm, keep students and staff together, take roll.
- Do not re-enter campus unless directed by the Fire Department.

## **CHEMICAL THREAT**

### **OUTDOORS WHEN YOU ARE OUTDOORS**

A chemical attack is the deliberate release of a toxic gas, liquid or solid that can poison people and the environment.

#### **Possible Signs of Chemical Threat**

Many people suffering from watery eyes, twitching, choking, having trouble breathing or losing coordination.

Many sick or dead birds, fish or small animals are also cause for suspicion.

#### **If you see Signs of Chemical Attack:**

Quickly try to define the impacted area or where the chemical is coming from, if possible.

Take immediate action to get your students and yourself away from the area.

If the chemical is inside a building where you are, get out of the building without passing through the contaminated area, if possible.

Otherwise, it may be better to move as far away from where you suspect the chemical release is and “shelter-in-place”.

# **EARTHQUAKE**

## **INTRODUCTORY STATEMENT:**

In the event of an actual earthquake of sufficient magnitude to cause injury to people or damage property, the number of variables present makes it very difficult to compile a plan that is foolproof. No one really knows where he/she will be or what will actually happen in such an event. Because of this, a back-up person is assigned to each task and a back-up location is assigned to each need.

Because it is quite possible that, in an earthquake, the electricity will be affected, as well as other means of communication, EACH ADULT IN THE BUILDING should realize that he/she may have to make an individual assessment of the situation and may have to act independently.

## **Evacuation:**

In most cases, an evacuation will not be necessary or advisable. If it is, follow the usual evacuation procedures explained under Fire/Fire Drills. If there are students/adults with disabilities please note the following suggestions:

### **1. Non-Ambulatory Persons:**

Frequently, non-ambulatory persons have respiratory complications: Remove them from smoke or fumes immediately. Non-ambulatory persons' needs and preferences will vary. Always consult the person as to his/her preference with regard to:

- Ways of being removed from the wheelchair. Wheelchairs should not be used in the stairwells, if at all possible.
- The number of people necessary for assistance.
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
- Whether a seat cushion or pad should be brought along with him/her if he or she is removed from the chair.
- Being carried forward or backward on a flight of stairs
- After-care if removed from the wheelchair (ie., whether they prefer a stretcher, chair with cushion pad, car seat, or perhaps paramedic assistance is necessary).

### **2. Visually impaired persons:**

Most visually impaired persons will be familiar with the immediate area they are in. In the event of an emergency, tell the person the nature of the emergency, and offer to guide him/her. (This is the preferred method when acting as a sighted guide: as you walk, tell the person where you are and advise him/her of any obstacles. When you have reached safety, orient the person to where he or she is and ask if any further assistance is needed. Do not leave them alone.

### **3. Hearing impaired persons:**

Persons with impaired hearing may not perceive emergency alarms and an alternative warning technique is required. Two methods of warning are:

- Writing a note telling what the emergency is and the nearest evacuation route:  
(e.g., Fire – go out rear door to the right and down, NOW!)
- Turning the light switch on and off to gain attention, then indicating through gestures or in writing what is happening and what to do.

## TEACHERS RESPONSIBILITIES

### During the Earthquake

- Give the commands: **DROP, DUCK and COVER, DROP and HOLD, or BRACE to your students, having** them take this protective position under desks or furniture with their backs to windows or glass. (See Drop, Duck, Cover illustrations at the end of this manual.)
- Try to avoid glass and falling objects. Move far away from windows where there are large panes of glass and out from under heavy suspended light fixtures. In rooms where falling hazards exist, such as books on shelves of library, supplies and equipment on shelves in glass-front cabinets in science labs, above instructions should be modified to minimize injury of students and others in the space.
- If possible, a signal using the fire alarm will be given to LEAVE THE BUILDING when the earthquake is over. If the alarm system does not work and it is possible to send messages, the teachers will receive a message. If neither system will work, then each teacher will have to act individually to evacuate the building using common sense.

**Note:** Because the building has been earthquake retrofitted and is considered safe, the case may be that staying inside the building is the best option. If it is unsafe, evacuating to the outside areas or the gymnasium may be the better options or eventually to a site outside the immediate area.

- Special consideration should be given to exit routes if structure or masonry near an exit is damaged. **AVOID TOUCHING ELECTRICAL WIRES** which may have fallen. **EXTINGUISH SMALL FIRES** when possible.
- **Relocate** the class outside and **TAKE ROLL**. (Number Off if possible)
- NCIS Facilities staff will make an assessment of building safety.

### Areas of Relocation

All Lower School Students and Staff should report to **Site #1 Hickory Street yard** unless it is not accessible. **Sites #2 Oak Street Gym** and **#3 Oak Street Gym yards** are alternates should the others not be safe. Middle and High School Students and Staff should report to **Site#2, Oak Street Gym** and **Site #3 Oak Street Gym yards** if Site #2 is not safe. If these school sites are not safe, then an alternate site will be announced taking into consideration safety and the surrounding conditions.

**Site #1** – Hickory Street yard

**Site #2** – Oak Street Gym

**Site #3** – Oak Street Gym yards

Teachers should remain with their students until other instructions are received at the area of relocation.

Teachers NOT WITH A CLASS, follow the steps of Drop, Duck and Cover, then, when it's safe, report to the areas of relocation for their section.

## After the Emergency

- When the signal is given, move into homeroom groupings.
- Take roll again. Send this accounting to the attendance officers located in the center of area of relocation.
- If the earthquake is of sufficient magnitude to cause extensive damage city wide, and we are able to remain on this site, each homeroom will have the following tasks assigned to each student:
  - a. message runners (2)
  - b. first aid attendants (2)
  - c. emergency supply runners (4)
  - d. activity organizers (2)
  - e. food distribution assistants (1)

## EXPLOSION OR THREAT OF EXPLOSION

### TEACHERS RESPONSIBILITIES:

1. Give command "**DROP**" .

If you catch fire, do not run, **Stop, Drop and Roll**. Teach your students how to respond to this emergency.

2. Sound the fire alarm, (alarms are located near every stairwell on each floor)

3. Notify Fire Department **9-911**

Provide the following information:

Building address: 150 Oak Street (between Gough/Franklin)

School name: French-American International School

The location or approximate location of the explosion

Your name and phone number or extension.

3. If the explosion occurs within the building, or threatens the building, teachers and staff shall immediately implement the Action "**LEAVE BUILDING**".

4. Move to an area of safety and maintain control of students.

5. Render first aid as necessary.

6. Notify the following:

NCIS Facilities Manager: 864-6040,

Head of School: 558-2022,

Assistant Head: 558-2080,

CAIS Head of School: 668-6088

7. If possible, fight small fires without endangering own life. Do not risk going back into a burning building.

8. Take roll.

9. Students and staff shall not return to the building until emergency service officials declare the area to be safe.

## **FALLEN AIRCRAFT**

- The Director of NCIS Facilities shall determine which emergency action, if any, should be implemented. Where necessary, teachers shall take prompt action to ensure the safety of students using common sense without waiting for directions.
- All students and staff to be kept at a safe distance from the downed aircraft, allowing for possible explosion.

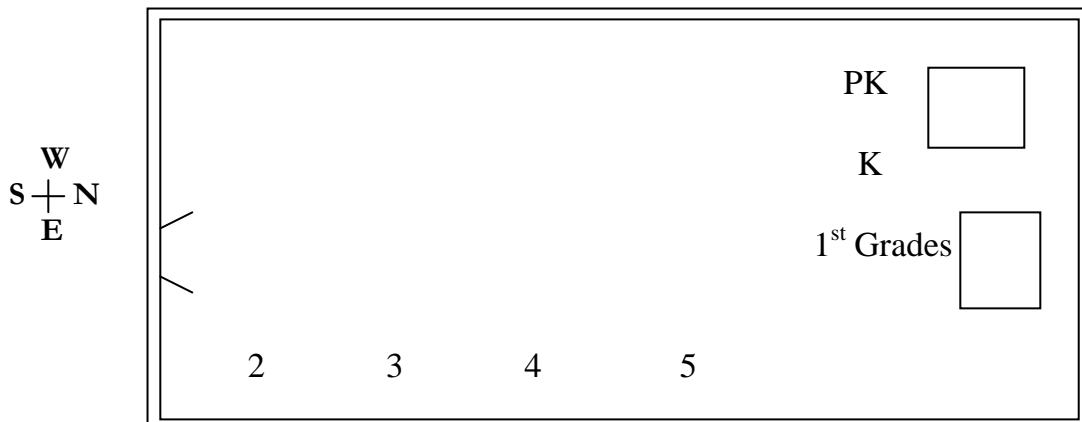
**Notify the Fire Department: 9-911.**

# **FIRE and FIRE DRILL ROUTINES**

## **Lower School Teachers:**

Please follow these steps when you hear the fire alarm horn or see the strobe lights flashing:

- Instruct your students to leave all their belongings in the classroom (or wherever they are) and maintain silence while exiting the building.
2. Exit the classroom with your students, making sure none are left behind. Take your roll book.
3. Lock the door behind you.
4. Lead your students to the closest stairway -- including the center stairway even though the doors will be closed. (They close automatically when the alarm rings to impede the flow of smoke through the building in the event of a fire.) Lower School students should not exit through the Oak Street doors.
5. Exit the building with your students and line them up on the Hickory yard as follows:



- **Pre-K, K and 1<sup>st</sup> grades** line up along the north side of the Hickory Street play yard in front of the play structure and the picnic tables.
- **2<sup>nd</sup> – 5<sup>th</sup> grades** use the same area where they line up in the morning.

**Note to PreK, Kindergarten and 1<sup>st</sup> Floor 1<sup>st</sup> Grade Teachers:** You must exit the building using the exterior stairway at the loading dock. If your students are at recess, you do not need to leave the Oak Yard. Have your students line up on the lower level of the yard facing away from the building and windows. In the event of a fire, you will leave the yard through the emergency gates.

**From the café-torium or lower level library:** exit through the café-torium doors. Line students up on the inside of the fence. Wait for older students to leave before re-entering the building. Use the main entrance to re-enter the building.

**Upper elementary students in the computer lab** should use the central stairway and exit through Hickory Street exit.

6. Take roll by having students **Number Off**. (You should assign each student a number according to their position in the roll book.) The main receptionist is responsible for bringing the roll books to you.

7. The Assistant Head and Assistant Lower School Principal will check with each teacher to make sure all students are accounted for.
8. Wait for the "all clear" from a member of NCIS or the administration.
9. **Re-enter the building with oldest students leaving the yard first** unless it is their recess time. For safety reasons, Pre-K, K and 1<sup>st</sup> grade should wait until older students have left the yard before they exit.

In the event of a real emergency, names of missing students and/or staff will be reported to the Fire Department or other rescue services and families will be contacted.

### **FIRE Drill/Building Evacuation Procedures**

#### **Upper School Teachers:**

Please follow the steps listed below when you hear the fire alarm horn or see the strobe lights flashing:

Immediately instruct your students to leave all their belongings in the classroom and maintain silence while exiting the building at the nearest exit.

- Teachers will exit the classroom with students making sure no one is left behind. Bring your Roll Book. Lock the door behind you. Ensure students remain with you from the moment you leave the classroom until the "all clear" message is given.
- Do not use the elevators. Lead students to the closest stairway – including the center stairway – even though the doors will be closed. (They close automatically when the fire alarm horns to impede the possible flow of smoke through the building and can be opened).
- Ensure that students move quietly and purposefully in anticipation that the evacuation may be the result of a real emergency.
- Exit the building with your students and keep them with you at the designated grade level assembly areas along Oak Street (High School) and Franklin Street (Middle School).
- Take roll.
- The Principals, or their delegates, will check with each teacher systematically to make sure that all students are accounted for.
- Wait for the general "all clear" message from the Principal, or other administrator.
- Return with your students to the classroom using the stairs, if more than 5 minutes of class time remains.

In the event of a real emergency, names of missing students and/or staff will be reported to the Fire Department or other rescue services and families will be contacted.

A master Upper School schedule, student/faculty contact database and class lists – kept at the security desk – will also be taken out to Oak Street in the event of evacuation to ensure follow-up with students and faculty who are off campus.

If the assembly areas on the Oak Street or Franklin Street sidewalks are unsafe, the traffic on Oak Street will be stopped by the traffic guards or NCIS staff, and students will be escorted across Oak Street to the outside yards next to the gymnasium.

## NUCLEAR BLAST

A nuclear blast is an explosion with intense light and heat, a damaging pressure wave and widespread radioactive material that can contaminate the air, water and ground surfaces for miles around. While experts may predict at this time that a nuclear attack is less likely than other types, terrorism by its nature is unpredictable.

If there is warning of an imminent Nuclear Blast:

Take students to cover immediately, below ground if possible, though any shield or shelter will help protect from the immediate effects of the blast and the pressure wave that follows.

If you are outside: quickly assess the situation. Consider if you can get out of the area or if it would be better to go inside a building and follow the emergency action: “**Shelter in place**”.

In order to limit the amount of radiation anyone is exposed to, think about *shielding, distance and time*.

**Shielding:** A thick shield between a person and the radioactive materials will reduce the amount of radiation that will be absorbed.

**Distance:** The farther away we are from the blast and the fallout, the lower our exposure will be.

**Time:** Minimizing time spent exposed will reduce risk.

Use available information to assess the situation. If there is a significant radiation threat, health care authorities may or may not advise people to take potassium iodide. Potassium iodide is the same ingredient added to table salt to make it iodized. It may or may not protect the thyroid gland, which is particularly vulnerable, from radioactive iodine exposure.

## **RADIATION THREAT**

A radiation threat or “Dirty Bomb” is the use of common explosives to spread radioactive materials over a targeted area. It is not a nuclear blast. The force of the explosion and radioactive contamination will be more localized. While the blast will be immediately obvious, the presence of radiation will not be clearly defined until trained personnel with specialized equipment are on the scene. As with any radiation, you want to try to limit exposure.

If there is a Radiation Threat or “Dirty Bomb” explosion:

To limit the amount of radiation exposure, think about *shielding, distance and time*.

**Shielding:** A thick shield between a person and the radioactive materials will reduce the amount of radiation that will be absorbed.

**Distance:** The farther away we are from the blast and the fallout, the lower our exposure will be.

**Time:** Minimizing time spent exposed will reduce risk.

As with any major emergency, local authorities may not be able to immediately provide information on what is happening and what the community should do. NCIS Facilities Management staff and the administration will be checking for official news and information as it becomes available and will disseminate that information to Teachers and Staff and students.

## LIST OF STORED EMERGENCY SUPPLIES

### EMERGENCY SUPPLIES

NCIS is responsible for providing and maintaining current emergency supplies for the two schools. Included are stores of water, food bars, and emergency first aid supplies. There are currently **six emergency supply storage locations on the International Schools campus: five are in the main building and one in the gym.** A new location will soon be prepared in the main building basement. The following describes the type of supplies stored in these locations. Currently there are emergency supplies stored in closets in the bathrooms by the elevators on each floor of the Oak Street building, the doors are labeled: **DISASTER EQUIPMENT**. Closet doors can be opened with the SA key.

#### **Type of supply:**

#### **Notes:**

<b>Food</b>	2.5 million calories, vacuum sealed food bars
<b>Water</b>	1500 gallons, preserved and sealed
<b>Sanitary Supplies</b>	15 Portable chemical toilets w/privacy shelters
<b>First aid and Trauma supplies</b>	Multiple kits in all storage locations
<b>Search and Rescue</b>	Includes 2 heavy Search and Rescue team kits, other medical kits
<b>Communication</b>	AM/FM radios, bullhorns, whistles
<b>Lighting</b>	Including (20 year shelf life) batteries
<b>Safety Supplies</b>	Stretchers, comfort items, miscellaneous

In addition, the Health Center on the 1<sup>st</sup> floor has a large amount of emergency first aid supplies: An **Extra-Large Trauma Kit** is located on top of the storage cabinet in the northwest corner of the Health Center. It is a Large Orange duffel bag.

### MISCELLANEOUS SUPPLIES

**Clothing:** Lost & Found closets, Drama Department  
**Garbage bags:** Janitors' closets

### Bell Telephone System Telephones or lines:

In a major emergency, such as a major earthquake, NCIS has a backup generator to serve the main phone system. In the event that the generator goes down (it has about 3 days of fuel in it), there are 5 analog extensions including 558-2020 (the reception Fax line) the security station phone, and phones in the Facilities Management 1<sup>st</sup> Floor and Basement offices. These extensions can be used with a standard analog phone. All of the phones in the gym are also independent of the main power source.

**EMERGENCY WALKIE-TALKIE --** Head's Office

Emergency **CELL PHONES for calling out:** Facilities Maintenance, LS Principal's Office.

**Credits and Resources:**

This plan has been compiled using information from the following resources:

- San Francisco Unified School District Emergency Operations Plan
  - The Governor’s Office of Emergency Services (OES)
  - SEMS – Standardized Emergency Management System
    - French Consulate of San Francisco
    - California Department of Health Services
  - San Francisco Mayor’s Office of Emergency Services
- U.S. Department of Homeland Security – WWW.READY.GOV
- Centers for Disease Control and Prevention, Atlanta, GA (404) 639-3311
  - Red Cross Organization

## EMERGENCY PHONE NUMBERS

Fire, Law Enforcement, Medical Emergency 9-911  
Ambulance 9-911  
PG&E – Utility Hazard (line down/gas leak) 9-911 or 1-800-743-5000

### SAN FRANCISCO FIRE DEPARTMENT

Communications Center (Dispatch) 558-3268  
 NERT 558-3456

### SAN FRANCISCO POLICE DEPARTMENT

SFPD Non-Emergency 553-0123  
 Bomb Squad 671-3100

Red Cross 1-888-443-5722

Poison Control 1-800-876-4766

San Francisco Health Department of Disease Control 554-2830

San Francisco Water Department – Emergencies 550-4911

### Mayor’s Office of Emergency Services: 1011 Turk

Emergency Operations 558-2700  
 Emergency Communications Dept. 558-3800  
 Neighborhood coordinator 558-2703  
 Plans Coordinator 558-2790  
 Recovery Coordinator 558-2702

### Nearest Hospital:

California Pacific Medical Center: **Davies Campus** 600-6000  
 Castro and Duboce Streets  
**24 hour emergency room 600-0600**

### Alternate Medical Care:

California Pacific Medical Center: **Pacific Campus** 600-6000  
 2333 Buchanan  
**24 hour emergency room 600-3333**

### Emergency Broadcast Stations (EBS)

KNBR 680 AM	
KGO 810 AM	954-8142 (KGO newsroom)
KCBS 740 AM	765-4112 (KCBS newsroom)
KFOG 104.5 FM	