

EMERGENCY PLAN

Don Bosco Cristo Rey High School

School Year 2015 - 2016

<p>School Name: Don Bosco Cristo Rey High School</p> <p>Main Office Phone #: 301-891-4750</p> <p>FAX #:301-270-1459</p> <p>Emergency Kit Cell Phone #: 443-492-8688</p> <p>Address of School: 1010 Larch Avenue Takoma Park., MD 20912</p>	<p>Principal: Larry Savoy Cell Phone #: 202-341-3811</p> <p>Assistant Principal for Student Life: Elias Blanco Cell Phone #: 443-492-8688 or 240-643-0009</p> <p>Student Start Time <u>7:45 a.m.</u></p> <p>Student Dismissal Time <u>3:20 p.m.</u></p> <p>Name of the person who completed this plan: Elias Blanco</p> <p>Date plan was submitted: <u>08/5/2015</u></p>
Number of students: 400	Number of staff: 58

ICS CHAIN OF COMMAND, COMMAND TEAM, AND OSET POSITIONS

The **Incident Command System (ICS)** is a nationally recognized organizational and management tool that is utilized by when responding to an emergency that identifies an incident commander and **on-site emergency team (OSET)** members who are assigned specific duties/responsibilities to respond to an emergency. **Command team** members will follow the structure of the ICS and coordinate emergency efforts with OSET members. Staff must be identified in advance due to the critical nature of these positions.

Assignment	Full Name of Team Member and Back-up Member
Incident Commander: Principal	Larry Savoy> Fr. Michael Conway, SDB
Operations Team Leader (Occupants): Assistant Principal for Student Life	Elias Blanco> Tiffani James
Facility Team Leader: Business Manager	Benjamin Runyon> Steven Ager
Triage- Health Team Leader: Front Office Receptionist	Jessica Garcia> Elias Blanco
External Relations Leader: President	Fr. Michael Conway, SDB> Susan Wallace
Community Liaison: Executive Director of the Corporate Work Study Program	Ana Chapa> Tiffani James
Supplies Coordinator: Assistant Business Manager	Stephen Ager> Jessica Garcia
Transportation Coordinator: Athletic Director	Chris Lesesne> Freidricka Camille

COMMAND POST

Indoor and outdoor command post locations must be determined. The indoor command post is a securable location/room from which the command function/incident management will operate during the emergency. Access to computer(s), printer, phone(s), fax, and emergency kit is recommended. Also, it is imperative that the school's emergency Nextel phone, emergency kit, and a laptop computer, if available, are brought to the outdoor command post.

Indoor Command Post Locations (i.e., main office, workroom, principal's office):

Primary Location Main Conference Room **Alternate Location** Principal's Office

Outdoor Command Post Location (i.e., parking lot, athletic field, stadium):

Upper Parking Lot

TASKS TO BE CONSIDERED BEFORE, DURING, AND AFTER AN EMERGENCY

During the school year, a staff member will be responsible for the following:

Responsibility	Name of Responsible Staff Member
Maintain emergency kit.	Jessica Garcia
Maintain emergency kit phone.	Elias Blanco
Maintain the Nextel emergency phone.	N/A
Maintain the NOAA weather radio.	Benjamin Runyon
Bring the emergency kit when the school evacuates	Jessica Garcia or Jessie Kaplan

Location of Emergency Kit Front Office and Cafeteria Closet

Location(s) of First Aid Kit(s) Front Office, Classrooms, and Cafeteria Closet

TYPES OF EVACUATION

Fire: Evacuate at least **50 feet** from the building.

Bomb Threat or Multi-hazard Threats: Evacuate at least **300 feet** from the building.

EVACUATION SITES

On-Campus Multi-hazard Evacuation Locations (i.e., athletic field, stadium, parking lot, playgrounds)	
Primary Location	Upper Parking Lot
Alternate Location	Lower Parking Lot
Off-Campus Multi-hazard Evacuation Locations (i.e., church parking lot, shopping center, another school, vacant field, cul-de-sac). During inclement weather, OSP should be contacted regarding special needs.	
Primary Location	Grace Methodist Parking Lot (7001 New Hampshire Avenue Takoma Park, MD 20912)
Alternate Location	Shopper's Food Warehouse (6881 New Hampshire Avenue Takoma Park, MD, US 20912)

STUDENT/STAFF ACCOUNTABILITY

Students/staff must be accounted for during an emergency. Staff with computer access should use the Outlook private folder. If there is no access to a computer, staff should text attendance to emergency phone.

SAFE LOCATIONS

If outdoor activities are in progress when a Lockdown is activated in school building, students and staff who are outdoors should be notified by public address system and move away from the threat to a predetermined safe location(s). Staff should first visually scan, if practical, the safe locations for potential danger. Staff should, if possible, notify the school of their location. Depending on the circumstances of the emergency, the safe location(s) may need to be reconsidered. Please identify at least one and up to three safe locations for use by students and staff who are outdoors when a Lockdown is activated.

1) Cafeteria

2) Our Lady of Sorrows Church

3)

MEDIA STAGING AREA

This area must be separate from any multi-hazard evacuation location or parent/child reunification area.

Off Campus (i.e., nearby street, park, open area, commercial area) *location/address*

Grace Methodist Parking Lot
7001 New Hampshire Avenue Takoma Park, MD 20912

AREAS OF REFUGE (AOR)

An AOR is established to shelter students/staff only, during a fire emergency evacuation, who cannot traverse stairways and when the use of elevators is prohibited.

Location of AOR Rooms 107 and 207

Schools should identify students/staff with special needs and plan specifically for their needs.

- AORs on the second floor should face the outside (so you have outside windows)
- AORs should be close to the emergency exit stairwells
- AORs should be separated by fire doors/smoke doors in the hallways
- AORs should have signage posted on the exterior window stating "Areas of Refuge," and also in the hallway by the classroom door
- There should be two-way communications in that room and/or a telephone that can be used for communications
- AORs should be identified on the School Emergency Plan.
- Students and staff using AOR will be identified on the School Emergency Plan.

SCHOOL FLOOR PLAN (8 ½" x 11" – one page per floor)

Each emergency plan must include the building's floor plan indicating the following information: classroom numbers; weather-safe areas; gas; **main** electric, water, and HVAC emergency cut-off locations; and all relocatable classrooms, including their designated room numbers and locations of their exit doors. Do not include staff names.

Have there been any **physical changes** in your building and/or relocatable classrooms since last school year? YES

PARENT/CHILD REUNIFICATION (PCR) PROCESS

Your school's **parent/child reunification process** should include the details of reuniting children with their parents/guardians. The methods of communicating the PCR process to parents/guardians also should be included in the emergency plan (i.e., principal's newsletter, school web page). The parent/child reunification process is an integral part of the emergency plan. Procedures for completing the PCR process and the Authorization for Release form are included in the attached instructions.

Name of Parent/Child Reunification Coordinator Antionette Parks, School Counselor

Method(s) to inform Parents/Guardians About the PCR Process Call blast using school reach, post on website

Name of Staff Person Who is Responsible for the PCR Process Administrative Assistant to the Principal

The PCR box is a file box, or similar container that can be easily recognized and labeled and should be kept near the school's emergency kit. The contents should include student schedules, MCPS Form 565-1, *Student Emergency Information*, preprinted PCR process logs, completed Authorization for Release forms, clipboards, pens, pencils, directional signs, and tape for hanging the signs, Additional materials may be needed for reunification, such as portable two-way radios, tables, and chairs.

Guidelines for Implementing the Parent/Child Reunification Process

1. Post signs on entrance doors and hallways to direct parents/guardians/ to the PCR area.
2. Use available staff members to assist with the implementation.
3. Assign available staff members and OSET members to locate and release students.
4. Implement *the three-step approach*:
Step 1: Use a parent/child reunification process log to sign in parents/guardians and check identification. If necessary, refer to the child's Authorization for Release form.
Step 2: Use the current student database/schedule cards to locate the student's current teacher and room number.
Give the assisting staff member the student's name, current teacher, and location.
Staff member will retrieve the student and direct/escort him/her to the PCR area.
Step 3: Release student to the authorized guardian.
5. Special procedures for students with custody concerns should include a document that identifies the specifics of the custody concerns.

Location of Indoor, On-Campus PCR Area Savio Hall- Gym

Location of Outdoors, On Campus PCR Area Lower Parking Lot

Location of Off-campus PCR Area Grace Methodist Church

Phone number 301-891-2100

Address 7001 New Hampshire Avenue, Takoma Park, MD 20912

Step 1: Assignments/Tasks

Name	Assignment
Jessica Garcia	Have roster ready for parents to sign their sons/ daughters out

Step 2: Assignments/Tasks

Name	Assignment
Elias Blanco	Locate the student and ask house teacher to escort the student to the release site

Step 3: Assignments/Tasks

Name	Assignment
Antionette Parks	Release the student to the authorized guardian

Students/Staff Who Require Special Assistance

Don Bosco Cristo Rey High School

Takoma Park, Maryland

This page must be attached to the school's emergency plan.

Name of Student/Staff	Type of Assistance that is Required	Name of Staff Member Assigned to Assist	Name of Back-up Staff Member

School Staff Trained to Render First Aid and/or CPR

Don Bosco Cristo Rey High School

Takoma Park, Maryland

Name of Staff Member Assigned to Assist	Name of Back-up Staff Member
Jessica Garcia- First Aid/ CPR/ CMT	Elias Blanco – First Aid / CPR/ CMT
Chris Lesesne – First Aid/ CPR/ CMT	Ana Chapa- First Aid / CPR/ CMT

Joint Occupancy Users

Don Bosco Cristo Rey High School

Takoma Park, Maryland

Organization's Name	Our Lady of Sorrows Church
Name of Person in Charge	Fr. Raymond Wadas
Phone Number	301-891-3500
Location in Building	Savio Hall, Cafeteria, Classrooms
Days/Times on Site	Friday 6PM- Sunday 12AM