



# Our Lady of Grace Catholic School

19920 Anita Ave , CastroValley, CA 94546

[www.olgschool.org](http://www.olgschool.org)

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## 2022-2023

# Emergency Preparedness Plan

*Updated 12/15/21*

## Contents

### I. PREPAREDNESS

#### A. Emergency Contacts

- B. Preventative Planning
- C. Policy and Procedure Review
- D. Hazard Analysis
- E. Floor Plans
- F. Informational Distribution
- G. Emergency Supplies

**II. EMERGENCY PLAN OVERVIEW**

- A. Introduction
- B. Purpose
- C. Objectives
- D. Responsibility
- E. Emergency Communication
- F. Emergency Assembly Areas
- G. Emergency Contacts

**III. EMERGENCY TEAMS AND STUDENT RELEASE PROCEDURE**

- A. Emergency Teams 2019-2020 School Year
- B. Staff and Student Responsibilities
- C. Release Procedures

**IV. RESPONSES**

- A. Earthquake
- B. Evacuation
- C. Shelter In Place
- D. Intruder on Campus

**V. EMERGENCY SUPPLY LIST**

- A. Supply List - Classroom Backpacks

**VI. EVACUATION MAPS**

**I. Preparedness**

**A. Emergency Contacts**

<b>Police Department</b>	<b>Phone Number</b>
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Alameda County Sheriff	510-667-7721
<b>Fire Department</b>	<b>Phone Number</b>
Alameda County Fire Department #25 Hayward Police Department	510-670-5884 510-670-5885

Media Outlets	Phone Number
KCBS, 740 AM Radio	415-765-4049
KGO, 810 AM Radio	510-451-4772
KSFO 560 AM Radio	415-216-1056
KTVU Channel 2, TV	510-834-1212
KRON Channel 4, TV	415-441-4444
KPIX, Channel 5, TV	415-362-5550
KGO, Channel 7, TV	415-954-7777

Situation	Who to Call	Response
Emergency	- 911 - Contact the office - All Call using phone	Depends on type of emergency
Fire Evacuation	- Pull fire alarm - Contact the office	Evacuation
Intruder on Campus	- All Call using phone - Initiate a verbal "Intruder on Campus"	Run - Hide - Fight
Earthquake	- All Call using phone - Initiate a verbal "Duck, Cover, and Hold"	Duck and Cover

**B. Preventative Planning**

Working in partnership with the entire school community, OLG does the following to ensure a safe campus for all students, faculty, and staff. Please note that this is only a partial list, but includes daily and annual practices.

- All external doors to the main building of the school and Augustine Center are locked at all times.

- The exterior gates closest to the school (Santa Miguel and Anita) are closed and locked at 8:15 every morning and opened at 2:30 and 3:00 respectively.
- Administrative staff maintain a highly visible profile.
- All visitors are required to sign in at the office and provide a valid photo identification badge while in the building. Visitors are screened through the Megan’s Law database.
- Vendors, contractors, and repair persons are monitored by school personnel while on school property.
- All parents and emergency card contacts are screened through the Megan’s Law database.
- Student activity and trip chaperones are all Virtus trained and fingerprinted.
- The principal monitors absentee trends via PowerSchool.
- Class lists in case of emergency, as well as evacuation area assignments, are in every classroom.
- School staff members are familiar with the emergency procedure plans and know their individual responsibilities. All faculty and staff are trained in emergency procedures.
- Teachers are responsible at all times for the safety of the students in their charge and will never leave them unattended.
- Accident reports are filed when a student, parent, or visitor is injured on school property or during school-related activities.
- Drills are conducted on a regular basis so that students know how to respond to natural disasters.
- Each teacher has been provided information about any student in their care, including special medical needs
- The school has in place an Injury, Illness, and Prevention Policy.
- Each classroom teacher, in partnership with the school counselor and principal, assumes the role of advocate for all students. Students are monitored closely not only in their educational growth, but in physical, spiritual, and emotional well-being as well.

**C. Policy and Procedure Review**

The faculty and staff of Our Lady of Grace review the following items according to the schedule below, though it should be noted that the following items are discussed frequently:

Training	Schedule of Review
Fire Drills	Monthly
Earthquake Drills	Quarterly
Shelter-in-Place Drills	Yearly
Intruder on Campus Drills	Yearly
Emergency Policies and Procedures (General)	Annually
Safety Policies and Procedures (General)	Annually
First Aid and CPR	Every Two Years

Safe Environment Training	Every Three Years
Emergency Disaster Drill Full (with parents) Partial (without parents)	Alternating years

**D. Hazard Analysis**

The building is inspected annually for hazards by the Diocese of Oakland. Alex Hernandez (Diocese of Oakland, 510-267-8355) coordinates all inspections and all reports are kept on file. Individual classrooms are inspected each year and updated as needed. Prioritized updates are made immediately.

**E. Floor Plans**

Floor plans are visible in every classroom to identify the safest and most efficient exit. These plans are on file with the local fire station and posted on signs outside of the school.

**F. Information Distribution for Parents**

This plan is to be shared with parents and guardians via Lion’s Tales. Changes to the plan will also be distributed in this manner, and this document will be in the school office for reference.

**G. Emergency Supplies**

The School is prepared to meet the needs of students, employees, and volunteers for 24 to 72 hours

- Emergency supply backpacks are located in all classrooms
- Food, water and medical supplies are located in the emergency shed
- Classroom backpacks also include the class attendance list, Emergency Preparedness Plan, and student emergency cards

**II. Emergency Plan Overview**

**A. Introduction**

Our Lady of Grace School is committed to its responsibility to provide a framework for preparation, response, recovery, and mitigation in the event of an emergency. In order for the school to be as effective as possible in any of these situations, a clear and comprehensive outline must be in place. This document serves to provide such an outline.

This plan has been prepared in compliance with Education Code 35295, which requires all Catholic schools to establish an earthquake emergency procedure system. This document also satisfies the requirements for Education Code 39160, otherwise known as the Private Schools Safety Act of 1986. The plan represents mutual concern among school personnel, parents, and students for the safety and welfare of all.

**B. Purpose**

The Emergency Preparedness Plan has been developed to provide a comprehensive guide for responding to emergency situations that may face our school. These include, but are not limited to:

- fires, floods or weather related emergencies
- civil disturbances
- major transportation or industrial accidents

- bomb threats or other acts of violence

### **C. Objectives**

- To comply with the State of California Education Code related to emergency procedures.
- To provide a basis for emergency response, education, and training.
- To ensure that all aspects of an emergency/disaster response are assigned and coordinated to meet the needs of the school in coordination with the Parish, the Oakland Diocese, and Alameda County emergency response plans.
- To provide maximum safety and protect students, staff, and visitors from injury.
- To maintain and restore normal services as quickly as possible following an emergency incident or disaster.

### **D. Responsibilities**

#### **Team Leaders**

##### **It is the responsibility of the Team Leaders to:**

- Collaborate and prepare an annual report to be submitted to the Principal and School Board on emergency preparedness including: updated procedures, drills, expenses, hazard analysis and recommendations for the following year.

#### **Parents and Students**

##### **It is the responsibility of the parents and students to:**

- Submit emergency information and keep it up to date.
- Be knowledgeable of the school emergency preparedness plan.
- Request to sign up for eLion's Tales. Develop a family emergency plan.
- Participate in drills.

#### **School Board**

##### **It is the responsibility of the School Board to:**

- Review the annual safety/emergency preparedness report.
- Collaborate with the principal to authorize budget recommendations for emergency supplies and equipment.

### **E. Emergency Communication**

In the event of a life-threatening emergency or injury that necessitates immediate response, all faculty and staff should call 911.

### **F. Emergency Assembly Areas**

- **OLG Parking Lot**

This is the main assembly area for the school. Each class is to be lined up according to grades

- **OLG Gym**

This is a secondary assembly area appropriate for Shelter-in-Place emergencies or non-threatening emergencies during inclement weather.

- **Stack Center**

This is a secondary assembly area appropriate for Shelter-in-Place emergencies or non-threatening emergencies during inclement weather (if the gym is not accessible).

- **OLG Church**

This is a secondary assembly area appropriate for chemical accidents when the main parking lot should not be used.

### **III. Emergency Teams and Student Release Procedure**

#### **A. Emergency Teams: 2021-2022 School Year**

**Incident Commander (IC)**- Principal and the Admin Team is second in command.

**Student Release & Documentation Leaders** - Office Manager and Secretary

- **Student Release Team:**

Secretary, Student Council Advisor, and Student Council

**Crowd Control:** 2 - 3 Staff Members

**Student Release Area (Playground)** - 1st Grade Teacher, 2nd Grade Teacher and 3rd Grade Teacher

**Supply Team Supervisors** – TK Teacher

- **Supply Team:** 3 Staff Members

**First Aid Team Leader** – 4th Grade Teacher

- **First Aid Team:** 4-5 Staff Members

**Search & Rescue Team Leader** – 8th Grade Teacher

- **Search & Rescue Team:** 3 Staff Members

**Security Team Leader** - 7th Grade Teacher

- **Security Team:** 3 Staff Members

#### **B. Staff and Student Responsibilities Admin. Team:**

##### **Incident Commander and Emergency Operations Center**

- Located in front of the gated grassy area
- Main communication center
- Responds to inquiries regarding status of children or school conditions
- Identify missing students and missing staff or teachers who don't have a class to lead out (i.e. part time staff), or adult campus visitors
- Tracks and oversees student release to authorized person/hospital

##### **Documentation Leader:**

- Document all cell phone communication
- Gather other documentation from other teams

##### **Supply Team:**

When directed by Incident Commander, runners will:

- Go to shed and get signs and supplies and distribute to all teams
- Set up tables at the Emergency Operations center
- Post signs on tables (Check in Area and Release Area)
- Set up sheltering tents as needed
- Set up bathroom/sanitation areas at least 200 ft away from students and water/food supplies
- Distribute food and water supplies to classes
- Dispose of garbage
- Stay in command center for further instructions

### **Supervising Teacher**

- Assure the students that they will not be asked to go back into the building or be asked to do anything that would put them in danger.
- All Student Council Members will stay with their class until roll is taken and they have their emergency tags
- Train members in their roles, and let them know that during the drill they will assist with pack up and be dismissed last.

### **Tips for supervisor:**

- Make sure runners take release forms from the bottom of the stack • Make sure runners get students with teacher's consent.
- Make sure runners take off student's yellow tags, before they get to the release table.
- Use paper weights to make sure papers do not fly away
- Make sure tables are in the proper location

### **Security**

- Establish contact with the principal
- One teacher will be at the San Miguel gate (entrance only) and 1 teacher will be at the Anita gate (exit only) to direct emergency vehicles, traffic, and parents. One teacher will be at the Somerset gate which may be used as an entrance and exit. Principal, Office Manager, or Secretary to put an open hold on the Somerset gate.
- Make sure all guardians have a picture ID with them and direct them to the Release Area.

## **C. Release Procedures**

### **For Parents/Guardians**

- Step 1: Please park in designated areas and proceed to step 2 • Step 2: Please fill out release form/s and proceed to step 3.
- Step 3: Please form one line behind sign and wait to be called forward. Show I.D. and release form to workers. After I.D. is checked, head to step 4.
- Step 4: Stand in the waiting area and wait for your student/students. Do not approach the table until you are called.
- **DO NOT ENTER THE GATED YARD AREA!**

### **Release Tables:**

- Use cell phones and establish contact with the principal
- Set up release area
- Oversee release of students & make sure to obtain signature of parent or designated adult.
- Document release of students on emergency forms



- If injured or missing, track on attendance sheet
- Report Activities to the principal
- Assure safety of essential school records
- Collect other team logs, forms, and documentation

**Table 1:** Check In

- Check pick up person in and ask who they are picking up. • Inform runner which student/students to get.

**Table 2:**

- When the runner returns with the student/students, place a check next to the name of the person who picked up the child and put your initials on the yellow emergency form
- Keep student form and place in file bin (by grade and alphabetically). If circumstances allow, note the time of pick up on form.
- If a student is sent to the hospital, mark that information on your master list

**Crowd Control:**

- Supervise and direct guardians at release tables

**Release Table filer:**

- Files student release forms and student yellow cards in an accessible location so that information is readily available

**Student Team:**

- Make sure all students have a release card around their neck
- Keep students calm, quiet, and seated
- Communicate with other teachers on noise level • Retrieve student to runners to take to check in table

**Search and Rescue Team:**

- Establish contact with the principal
- Perform initial sweep of school; shut off gas, water and electricity, if necessary. Do not enter damaged structures!
- Check perimeter of school for damage such as downed wires
- Put out small fires
- Tag doors: X card put on knob, means classroom is clear
- Check every room visually, vocally, and physically. Make notes on tags if additional trapped or injured are found
- Rescue trapped or injured and bring to the first aid area
- Report damage to principal and avoid unsafe areas
- Complete damage assessment: take photos of significantly damaged areas if possible.
- Report findings to principal and request help as needed
- Return all documentation to documentation leaders • When job is complete, go help the student release area

**First Aid Team:**

- Use cell phone group text and establish a connection with the principal

- Set up first aid area
- Tag all students with emergency release form and categorize injured
- Utilize volunteers for first aid treatment
- Log all treated and their disposition
- Report number and types of injuries to the principal
- Assign team member to periodically check staff and students to detect injuries/illness; bring to treatment area
- Communicate with the principal to coordinate transportation and/or request assistance
- When job is complete, go help the student release area

### **Before/After Care Procedures(Kid Kare)**

- After school personnel will follow the teacher responsibilities listed in this disaster plan.
- Follow Post-Emergency instructions
- Evacuate building and gather near gated grassy area
- After school personnel will take on other responsibilities as outlined except for security/safety

## **V. Responses**

### **A. Earthquake - “Duck and Cover”**

An earthquake at Our Lady of Grace is something that all stakeholders need to be aware of at all times. If possible, a verbal command will alert the students to “duck and cover,” but it is more likely that the “duck and cover” command will be initiated with the shaking of the ground and the building.

#### **How to Respond:**

Immediately get under the desks or any other object that can offer protection from falling debris. Turn away from any glass in the area. Once the shaking has ended, additional instructions may follow the announcement, and students will evacuate to the assembly area.

### **Faculty/Staff Responsibilities**

- The teacher, or other person in authority, implements the call to “Duck, Cover, and Hold”
- At this time, students, faculty, staff, and visitors should move under the desk/ tables, facing away from glass, holding onto desks.
- Move away from heavy, suspended light fixtures.
- After the shaking stops, follow directions given over the public address system. If an evacuation order is not given, remain in the room until released by an administrator.

### **Evacuation Procedures**

- Do not return to buildings for any reason until the building has been declared safe by school authorities.
- Campus supervisors and administrators should be posted a safe distance from all building entrances to see that no one re-enters the buildings.
- All personnel and students should assemble in the preplanned assembly area.
- Teachers take roll and make a list of missing students.
- Do not light any fires after the earthquake.
- Turn off the main gas valve if a leak is suspected (4th, K, and 8th grade teacher).

- Keep a safe distance from electrical wires that may have fallen.
- Turn off the main electrical switch (TK teacher, 1st grade teacher).
- Render first aid if necessary (faculty and staff).
- Call 911 for fire or medical help (everyone).
- Notify the Oakland Diocese (administrative assistant, 5th grade teacher, 6th grade teacher).
- Faculty and staff will be stationed near perimeters of the property to ensure people do not enter or leave the property unauthorized (security team)
- The principal will procure the advice of school authorities about the safety of the building and whether students and staff may return.

### **First Responder and Leadership Team Responsibilities**

- At the moment of shaking, take cover and instruct others to do the same. After the initial occurrence, be aware of additional tremors and keep students near safe areas.
- Assess damage in your area and be ready to report damage or give the "all clear." ● Keep students quiet. Do not allow students to run.
- An online electronic notification announcement may be sent out via eblast.
- In the event of a sustained situation, the announcement should go out as soon as the situation is recognized as an extended stay on campus.
- A final message will go out after resolution with the student release plan.
- In the event of a quickly resolved situation, an announcement will go out after the situation is resolved.
- Teachers and students are released by face-to-face communication only.

### **First Responder Arrival**

- The principal will take the lead in coordinating with first responders.
- Once first responders arrive, they take over the situation and are in charge. - Administrators will supply first responders with keys.

### **Following the Incident**

- On fire department decisions, teachers and students will be released by a face-to-face command by an administrator.
- The leadership team will meet to determine how to proceed with the rest of the day: continue school day, all school assembly, presentation from the administration, emergency release, counselor availability, process with teachers.
- Follow up via eLion's Tales from the principal will be sent.

### **B. Evacuation**

There are times on campus when a decision is made to evacuate students out of the building and to have them move to the assembly area. The initial command will be a fire bell ringing with no PA announcement. The key components of reacting to a fire bell are keeping calm and quiet and moving methodically through the building exits.

### **Faculty/ Staff Responsibilities**

- The classroom teacher's primary responsibility is to lead students to a place of safety. Keeping children calm perhaps through deep breathing exercises would be good.

- The classroom teacher should remind students to close windows, turn off lights, and close the doors to the classroom.
- Adults in charge should instruct students to help those who are injured or need assistance down the stairs.
- The classroom teacher leads and directs students using the posted evacuation route, keeping students quiet, and determining the safest route.
- If major injuries occur, one teacher will take two classes to the evacuation area.

#### **Once in the assembly area:**

- No one will be allowed to return to buildings for any reason until told to do so by an administrator.
- Teachers take roll and make a list of missing students..
- Teachers should support first aid efforts and help to calm students.
- The administrative assistant and/or bookkeeper will bring the student folders, accumulate roll sheets, and check absences with the support of the principal.
- Once the leadership team has cleared the building, the principal determines the next steps. • Teachers and students will be released by face-to-face command from an administrator.

#### **First Responder and Leadership Team Responsibilities**

- Assess damage in your area and be ready to report damage or give an "all clear." • Keep students quiet; do not allow students to run.
- Stay in communication and in control of your area.

#### **First Responder Arrival**

- The fire department (or other group) is greeted by the principal, a or a member of the admin. team.
- Once the first responders arrive, they take over the situation and are in charge.
- Keys need to be made available to first responders by the administrative assistant. Gates will be locked on command of the fire department.
- Radio communication needs to be handled by the person taking the lead on the situation, and all messages need to be quick and measured.
- The principal will keep direct contact with the first responders.

#### **Following the Incident**

The leadership team will meet to determine how to proceed with the rest of the day: continue school day, all-school assembly, presentation from the school, emergency release, counselor availability, process for teachers.

#### **C. Shelter In Place**

A shelter in place may be called in response to a situation in the external community that could impact the Our Lady of Grace school campus. For example, this might include a gas leak, an incident in a nearby area, a power line down, or criminal activity in the area posing an immediate threat to the school. Like all emergencies, shelter in place requires a calm, practiced response.

It is the responsibility and duty of anyone on campus to initiate a shelter in place if there is an immediate threat. A shelter in place is initiated by any person on campus with the help of a public address announcement (through the school phone system); if the public address is not working through the phone, a verbal call should be given. The words over the PA system should be, "Shelter in place; this is not a drill; shelter in place, now." Additional instructions may also follow the announcement.

## **Faculty/Staff Responsibilities**

- Get all people behind a locked door (classroom, bathroom, work area). -- Get all people quiet and calm within the room.
- Turn off lights, pull shades, and cover all windows and glass if possible. -- Hide all people inside the room from vision as best as possible.
- Do not allow students to use their cell phones.
- Do not open the door under any circumstances.
- The door will be opened for you by an administrator or police officer.
- Work to secure doors and exits with strong barricades that will prevent entry; these barricades may include, but are not limited to: brooms and wood pieces with handles, chairs and desks strategically placed, and other room furniture (such as televisions or bookcases).

## **First Responder Arrival**

- The principal is the primary lead for contact with first responders and is the only person to clearly communicate the situation.
- Once the first responders arrive, they take over the situation and are in charge.
- Keys need to be made available to first responders by the administrative assistant.
- Gates will be locked on command of the fire department.
- Radio communication needs to be handled by a person taking the lead on the situation, and all messages need to be quick and measured.
- The principal will send electronic communication (Lion's Tales and Text Messaging) as appropriate.

## **Following the Incident**

- The leadership team will meet to determine how to proceed with the rest of the day: continue school day, all-school assembly, presentation from the school, emergency release, counselor availability, process for teachers.
- Upon recommendation by first responders, teachers and students will be released by an administrator or a police officer unlocking the door.

## **D. Intruder on Campus**

Increased violence at schools across our nation demands that we are prepared for the worst. In response to acts of heinous violence, the school has consulted with various entities to adopt a plan that addresses the complexities of recent scenarios. The following stems from plans designed by the Department of Homeland Security and addresses procedures for an active shooter on campus.

## **Department of Homeland Security -- Considerations for Active Shooter Scenarios**

- 
- Be aware of your environment and any possible dangers.
- Take note of the nearest exits in any facility you visit. If an exit is open and there is no threat, exit immediately.
- If in an enclosed area:
  - a. Shelter in place.
  - b. Lock all doors.
- If in a hallway, find a room and secure the doors.
- Last resort measures/ enhanced survival.
  - a. Attempt to engage the shooter.
  - b. Use any measures or at-hand weapons; continue to engage until the shooter is no longer a threat or is incapacitated.
  - c. Be aware of multiple shooters.
- Call 911 at the safest time to do so.

### **Run, Hide, Fight**

#### **Faculty/Staff Responsibilities**

In the case of an active shooter on campus, situations are unpredictable and develop quickly. Because active shooter incidents are often over within 5-15 minutes and often involve time before law enforcement arrives, individuals must be prepared mentally and physically to deal with an active shooter situation.

Quickly determine the most reasonable way to protect your own life and the lives of students. Remember that students will follow the lead of teachers and staff members during an active shooter situation.

#### **Steps to follow:**

- 1. Evacuate (“RUN”)** If an escape route is possible, attempt to evacuate the premises and head to the Church.
  - Have an escape route and plan in mind.
  - Evacuate regardless of others’ decisions to stay or follow.
  - Leave belongings behind.
  - Assist others in escaping, if possible.
  - Prevent other individuals from entering the area where the shooter may be.
  - Keep hands visible to security or law enforcement.
  - Follow first responders’ instructions.
  - DO NOT attempt to remove wounded individuals.
  - CALL 911 when it is safe to do so. It is important to all involved that you are accurate with information.

- 2. Hide Out (“HIDE”)** In many cases, locking down or barricading a room is the best defense. This is different from simply ducking and covering, but involves making oneself a difficult target so that a shooter would not be inclined to enter a room. Only police personnel or the principal should enter using keys. Do not open the door for anyone.

**Get all people behind a locked door (classroom, bathroom, work area), and remember the following:**

- Barricade the door, if possible, with any and all available items.
- Once the door is closed, it stays closed. No exceptions.

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- Get all people quiet and calm within the room.
- Be out of the shooter's line of view; provide protection if shots are fired your way.  
Do not trap yourself or restrict options for movement when at all possible.
- Turn off lights, pull shades, and cover all windows and glass, if possible.

**3. Take Action Against the Intruder (“FIGHT”)** Take last resort measures for survival when facing imminent injury or death. Attempt to disrupt or incapacitate the shooter by: engaging in a physical attack; throwing items or improvised weapons; yelling; staying committed to your actions (i.e. do not stop until the shooter is incapacitated or disrupted).

Your primary responsibility is the safety of the students and adults in your vicinity. If you are away from your primary work area, stay in the area you are located, support faculty and staff in moving students into locked areas, or lead a group in evacuating the premises.

**At no point are you required to confront a shooter on campus or take any action that puts you in harm's way, save for a dire situation when you are required to counter for survival (see above).**

- At the sight or sound of an incident, immediately call for a “shooter on campus” using the nearest phone. Tell the administrative assistant to call out, “Active shooter on campus. This is not a drill. Active shooter on campus.”
- Everyone should call 911, and be sure to start with, “This is Our Lady of Grace School in Castro Valley. We are in a state of lockdown, and we have an active shooter on campus and we need an immediate police response.”

**Be prepared to provide the police with the following information:**

- What are they armed with? What kind of gun? Rifle, shotgun, handgun?
- Race-What do they appear to be? White, Black, Hispanic, Asian? It's not time to be politically correct. Those are the law enforcement categories.
- Sex-male or female
- Age-They are either an adult or a juvenile. Approximately how old are they?
- Description - How tall are they? It does not need to be down to the inch. If there is no frame of reference they are either tall, medium, or short. --Weight? Use common descriptors for weight- over weight, thin, muscular, medium build. Clothes-From head to toe what are they wearing?
- Keep all communication to a minimum to allow for emergency announcements.
- Support the movement of students off campus or into locked rooms, if safe.
- Following the incident, the principal or member of the Administrative Team will call the Diocese of Oakland (510)-628-2154 to notify them that there was a shooter on campus; the Diocese will alert the Crisis Management Team.

**First Responder Arrival**

- Arriving law enforcement's first priority is to engage and stop the shooter as soon as possible.
- Once law enforcement arrives, they are in control of the situation. • The principal is the main contact for law enforcement.

**Note: It is important to remain calm, follow instructions, and listen carefully to law enforcement when they arrive. Keep your hands visible at all times, refraining from carrying**

●  
**anything in your hands. Refrain from yelling at officers or asking questions while evacuating, Simply proceed in the direction indicated by the officers.**

### **Leadership Responsibilities / Post-Event**

The principal takes the lead. This role needs to be held by one person to clearly communicate the situation.

- Upon recommendation by first responders, teachers and students will be released by an administrator or a police officer unlocking the doors.
- Gates are locked/unlocked on command of police.
- An electronic notification announcement (e-blast ) will be sent out.

### **Following the Incident**

- The leadership team will coordinate student release and pick-up.
- Follow-up via an electronic notification from the principal will be sent.

### **Notification and Release Plan**

Following an emergency like the ones listed above, email will be sent by the principal to outline next steps. In the instance where students are to be picked up immediately, follow the release procedure in Section III.

### **IV. Emergency Backpack Checklist (Every Classroom) \* = mandatory items**

	1	Functional Flashlight*
	1	Bandage Shears
	1	Pen*
	1	Water Bottle*
1		Penlight w/pupil gauge
2		Cold Packs/Disposable Ice packs*
	1	Baggie of Tissues*
	1	2" Tape
	3	5" x 9" Combi Pads
	3	3" Conforming Gauze*
	3	4" Conforming Gauze*
	1	2" Elastic Wrap*
	1	3" Elastic Wrap*
	2-4	4" x 4" Gauze Pads*
	1	Assorted Band-Aids*
	5	Pairs of Gloves*
	1	CPR Mask*
	10	Antiseptic Wipes
	10	Alcohol Prep Pads
	1	Multi-Trauma Dressing
	1	Foil Rescue Blanket
	4	Triangular Bandages
	1	Emergency Pressure Dressing



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Emergency shed key – (on teacher's key ring)\*

Gate key – (on teacher's key ring)\*

Emergency Forms\*

Class List\*

