



Academy of Media Arts

FACULTY EMERGENCY PROCEDURES

&

CRISIS PLAN BOOKLET

2019-2020

EMERGENCY HOTLINES:

1-800-854-7771

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SITE EMERGENCY OR NATURAL DISASTER INFORMATION

The most useful protective measures that can be implemented in regard to a site emergency or a natural disaster are those taken before an emergency or a disaster occurs. Through advanced planning, readiness and prompt action, injuries may be held to a minimum and lives saved in such situations. It is our function, through advanced staff planning, to provide for the maximum practical safety of scholars and other persons present on school property, should an emergency take place.

Teachers will accomplish the following:

1. Train scholars consistently over a long period of time so they react automatically to emergency drills and are fully aware of their responsibilities.
2. Keep informed about up-to-date school emergency and civil defense plans.
3. Have readily available, at all times, the class roll, names, and telephone numbers of parents.
4. Know primary and alternate routes for evacuating the building.
5. Have a copy of school emergency plans in classroom for use by a substitute teacher.
6. Be able to operate on site fire-fighting equipment in the event of an emergency.

Teachers will accomplish the following during an emergency:

1. Teachers will remain with scholars at all times to insure their safety and morale until relieved of such responsibility by direction of proper authority.
2. Teachers will take roll call, evaluate the situation in general, report missing, casualties, or damage to next in command.
3. Teach scholars emergency evacuation plans.
4. Extinguish incipient fires, maintain order, and assist other teachers and children as needed.
5. Set a good example. Model calm behavior.
6. Assume command. Build confidence by giving positive directions. Avoid panic and frightening statements.
7. Keep scholars together.
8. Carry the class roster and account for all children.
9. Be prepared for unusual situations and exercise judgment.
10. Watch for early signs of emotional disturbances in scholars.
11. Administer first aid, if necessary. Contact First Aid team.
12. Release children to return to the classroom only when the "ALL CLEAR" sounds.

(IN A REAL DISASTER, RELEASE CHILDREN ONLY TO THEIR PARENTS OR PERSONS AUTHORIZED BY PARENTS).

A member of the support personnel will accomplish the following:

1. Inspect utilities for structural safety.
2. Check shut-off valves and switches for water and electricity. Turn off if necessary.
3. Operate all heating and ventilating systems as much as possible.
4. Inspect the buildings for damage.
5. Make emergency repairs to vital buildings services as needed.
6. Locate and be prepared to use fire protection equipment.
7. Be responsible for the storage and maintenance of all emergency equipment.

Office workers will accomplish the following:

1. Assist administrator in his/her assigned duties.
2. At the direction of administrator, communicate with proper authorities.

Scholars are expected to:

1. STOP - LISTEN - THINK!
2. Follow teacher's instructions EXACTLY. QUICKLY. CONFIDENTLY.
3. Anticipate emergency drills at a variety of times: changing classes, when in class, during lunch assembly, etc.
4. Be prepared to have their class rerouted due to barricades, simulated hazards, closed rooms or buildings.
5. Respond to signals such as whistles, a hand bell, or messenger service instead of the regular bell signal.
6. Stay with the teacher in charge at all times.
7. Scholars will be released only when the "All Clear" sounds or when instructions for release are delivered.

ALARMS

- Fire- Evacuate Building – Extended Long Ring – EVACUATE
- Earthquake or Catastrophe – Multiple Short Rings – STAY WHERE YOU ARE
- Scholars must respond to all emergency bells or whistles by STOPPING ALL ACTIVITIES AND WAITING FOR DIRECTION.
- When everything is all clear, there will be an announcement over the Voxer App.

LOCATION OF FIRE FIGHTING AND RELATED EQUIPMENT

- Fire extinguishers are located in the classrooms, hallways, near bathrooms, and common areas.
- First aid equipment in all classrooms and the main office.
- The main box for the power shut-off is located in the left wing. Main power supply rooms for the school are located on the right wing.
- The water supply shut-off for the school, is located by the left wing.
- Gas shut off is located in the closet across from the kitchen.

WHEN EVERYONE IS ASSEMBLED IN THE QUAD (RUNWAY), ALL SCHOLARS SHOULD BE ACCOUNTED AND HEAD OVER TO THE SCHOLAR CONTROL TEAM PRIOR TO TAKING CHARGE OF YOUR EMERGENCY TEAM SCHEDULE AND COORDINATE WITH THE ADMINISTRATOR.

EMERGENCY TEAM SCHEDULES

MEDICAL TEAM: (Felishia and Sakina)

1. Check for injuries.
2. Seriously injured persons should not be moved unless they are in immediate danger of further injury.
3. Remember first aid training procedures.
4. Dispense medicine to authorized scholars as needed.

SCHOLAR CONTROL TEAM: (Diana and Dimirti)

1. Supervise children in an assembled group.
2. Make sure all children are safe and accounted for.
3. Provide activities that will create a calm atmosphere.

SUPPLIES TEAM: (Jonnelle and Gayane)

1. Be aware of location of all first aid supplies.
2. Gather equipment necessary and disperse where needed.
3. Gather food and supplies and determine system for distribution.

PARENTAL RELEASE TEAM: (Gayane and Dana)

1. Gather emergency forms in case parents need to be called. (Have the information in one location).
2. Mark off children's names on master list as they are released.

DEBRIS - CLEAN-UP TEAM: (Armine and Frederick)

1. Get supply kit located in the earthquake kit outside of the main office.
2. Check property for safe routes, entrances and exits.
3. Remove hazardous debris or rope off dangerous areas.

FIRE – UTILITIES TEAM: (Devora and Eli)

1. Check for fires and fire hazards.
2. Check utility lines to school (gas, water, and electricity) and appliances.
3. Check for gas leaks.
4. Do not use matches, lighters or open-flame appliances until you are sure there are no gas leaks.
5. Do not use electrical switches or appliances if there are gas leaks, because they give off sparks, which could ignite the gas.
6. Shut off electrical power if there is damage to the wiring.

SEARCH & RESCUE TEAM: (Armine, Dana, Devora and Carlos)

1. Emergency Pack near Administrative Office will contain:
 - a. bandannas to cover face when searching smoky buildings
 - b. chalk to mark doors when going in and exiting
 - c. bright caps for identification

2. Entering a smoky room
 - a. check door for heat - if hot DO NOT OPEN
 - b. place foot against door and crack door open slightly
 - c. stay low after opening

3. When searching a smoky room
 - a. work in pairs
 - b. hold hands
 - c. one partner with hand on wall
 - d. search room right to left

4. If you find an injured person, move outside unless an obvious neck or back injury. If in danger, move anyway. Try to have one person hold the injured area stable while the other person carries/draggs person out.

5. Team Leaders during the emergency will:
 - a. break team into pairs
 - b. tell each group exactly which areas to cover
 - c. allow groups to overlap locations to check on each other

6. Search Teams will:
 - a. mark their team number on the door in chalk upon entering with one slash through it
 - b. keep door to room open while searching
 - c. place a slash across their number in the opposite direction when they are done in the room

ADDITIONAL NOTES FOR ALL STAFF:

1. When the responsibilities of any team have been completed, members should join another team and help as needed.
2. Water lines may be damaged to such an extent that the water may be off. Emergency drinking water can be obtained from the water fountain and flowater center. Toilets should not be flushed until both the incoming water lines and the outgoing sewer lines have been checked to see if they are open.
3. Do not use the telephone unless there is a genuine emergency. Emergencies and damage reports, alerts and other information can be obtained by turning on the radio.

4. Adults should stay with scholars who may suffer psychological trauma during the occurrence of aftershocks.
5. Site administrator (or designee) will decide when to release emergency supplies, personnel, and scholars.
6. Staff and faculty will be on duty until emergency clears irrespective of time and length of emergency.

AIR POLLUTION EMERGENCY

First- Stage Alert Procedure:

Adults and scholars of all ages with special health problems will follow the precautions recommended by their physicians and will refrain from all vigorous and strenuous activities.

Scholars will refrain from vigorous and strenuous competitive activities such as running, physical education testing, games and individual competitions. Scholars may be sent to the play area but they may not engage in strenuous physical activities.

Second-Stage Alert Procedure:

All regulations which apply to first-stage alert apply to second-stage. Scholars are to be kept indoors. All trips or excursions must be canceled. The use of electrical power must be reduced.

Third-Stage Alert Procedure:

All regulations which apply to first-stage and second-stage also apply to third stage. Eliminate all but most essential driving. Postpone all events to prevent commuting. Reduce the use of electrical power. Close school if necessary.

EVACUATION PROCEDURES

Emergencies which require complete evacuation from the school site will have to be dealt with on a situational basis. No two emergencies are going to be the same. Common sense and maximum safety for scholars must be top priority. The administrator should contact the closest fire department for its advice on total evacuation. Fifteen minutes is the approximate time needed to totally evacuate our school population.

Alternative evacuation is G&J Market at the corner of W. Martin Luther King Jr. Blvd. and S Van Ness Ave. under the flag area.

FIRE DRILLS AND EMERGENCY EVACUATIONS

Emergency Drills will be conducted once a month and will be scheduled on a rotating basis. Upon hearing the prescribed alarm, all faculty, staff and scholars will leave the buildings and line up in an orderly fashion in the quad (runway). The following procedures will be implemented for **FIRE AND OTHER EMERGENCY EVACUATIONS**.

1. Teachers will evacuate their classrooms and then walk their scholars quietly to the quad (runway) area near the corner of W. Martin Luther King Jr. Blvd. and Wilton. ***TEACHERS MUST BRING THEIR FIRST AID BAG AND CLASS ROSTER WITH THEM TO THE ASSEMBLY AREA.***
2. Teachers are to make sure all scholars have left the room and the classroom door is ***CLOSED but unlocked.***
3. At the emergency staging area, advisory teachers are to make a head count. Teachers are responsible for knowing where all their advisory scholars are.
4. Search and rescue team will check the rest rooms for scholars and escort them to their classroom staging area.
5. The all clear signal will be an announcement over the Voxer App. At this signal, teachers are to return to the classrooms or another safe area.
6. When it is necessary to evacuate the school site, a verbal direction will be given by the Principal. We will then follow our evacuation procedures.
7. When leaving the classroom do not take time to close windows, but close all doors along exit route after children have evacuated. If roll book is not readily available to you when emergency or drill occurs, do not return to building to retrieve it.
8. If a fire is discovered and no signal has been sounded, immediately evacuate scholars, use the fire pull located in the building, contact the school office to report the emergency so the proper action is taken.

EARTHQUAKE DRILLS

Earthquake Drills (Duck, Cover and Hold Drills) will be scheduled on a rotating basis. This drill may not be announced. Teachers will need to determine their action (Fire Drill or Duck, Cover and Hold Drill) by the sound of the bell that is being rung.

1. Repeated short bells will sound to announce the duck, cover and hold drill/emergency.
2. At the sound of this bell, teachers will instruct the scholars to **"DUCK, COVER AND HOLD"**. Scholars and Faculty/Staff are to go under a table or desk, and cover the head and neck.
3. If a class is outside of the classroom, Faculty/Staff are to drop to a crouched position **AWAY FROM** buildings and windows and cover their faces with hands and arms.
4. Everyone is to stay in their duck, cover and hold position until either, site administrators, office staff, and/or designated emergency staff personnel make the fire alarm sounds or a verbal announcement.
5. When the fire alarm sounds or the verbal command is given, you then go into the room evacuation procedure as outlined in the "Fire Drill and Emergency Evacuations"
6. For further information, please review the site Disaster Plan given to you.
7. Do NOT rush outside. Stairways, ramps, and exits may be broken or may become jammed with people. If you must leave a building, choose your exit with care and, when going out, take care to avoid falling debris and collapsing walls.

LOCK DOWN/INTRUDER PROCEDURES

Announce the following:

Teachers/Staff please excuse the interruption. At this time, we are having a "Lock Down".

1. All classroom teachers are asked to check the corridors outside of their rooms for any stray scholars.
2. Lock your doors, check that all classroom windows are locked, and all blinds are closed.
3. If you have scholars that don't belong to you, call the office and give their names and the names of any of your missing scholars.
4. It is very important that scholars and faculty/staff remain very quiet during the lock down.
5. If the lock down occurs during lunch time, teachers assemble all scholars to Commons and have them remain there until further notification.
 - The purpose of a "Lock Down" is to check that all your scholars are present and accounted for.
 - Continue the "Lock Down" until you hear the **ALL CLEAR** from either the Principal or designee.
 - When you hear this announcement, unlock your doors, open windows/blinds and resume your regular day.

All Personnel:

- DO NOT PANIC! Remain calm and listen to instructions. If you panic, the scholars will panic.

FIELD TRIPS OR SCHOOL SPONSORED AWAY ACTIVITIES

During a school sponsored activity, i.e. field trips, away games, picnics etc, the supervisor in charge or teacher should carry at all times the following items:

1. Class Roster with emergency numbers.
2. Trip Permission Documents including medical treatment authorization from parents.
3. First Aid Kit.
4. A card on the supervisor in charge that will have the information about our school. This card will be provided by the school administration (if the answers are not included in the field trip form).

Conclusion

We are responsible for the safety of the scholars of our school. No plan, however carefully thought out, will provide for all contingencies in an emergency. It is the absolute responsibility of each school staff member to remain calm, cool, and collected in any type of disaster and then to exercise sound, reasonable judgment to secure the safety of the scholars.

In the event of a disaster, NO child will be released from school until the child is claimed by the parent/guardian or a person authorized by parents/gaurdians.

An emergency demands a team effort with each member preparing scholars properly for all eventualities and then executing the signals correctly.

The members of the Management Team are the **ONLY** people authorized to speak with media personnel or other outside agencies.

The members of the Management Team include:

School Administrator	Armine
CEO	Dana
School Counselor	Diana
Office	Jonnelle and Gayane

Management Team Members responsible for:

Parents:	Gayane
Media:	Armine
Scholar Counseling:	Diana
School Wide Emergency Procedures:	Armine

Safety Committee Members for 2019-2020:

Any Volunteers?