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### Teachers, in case of evacuation:

- Take your current roster/roll book and with you to the evacuation area.
- Move quickly and quietly as a group to your assigned spot.
- Keep students with you at all times, we must be able to find students!



# CHINESE SCHOOL OF SAN DIEGO DISASTER PLAN

## IMMEDIATE EMERGENCY RESPONSE/CONTACTS

- Assess your own safety and act accordingly.
- Elicit help from a co-worker or another person in the area.
- Act to protect lives, then physical property.

**MAKE THE FOLLOWING PHONE CALLS in the order shown,  
based on the type of emergency**

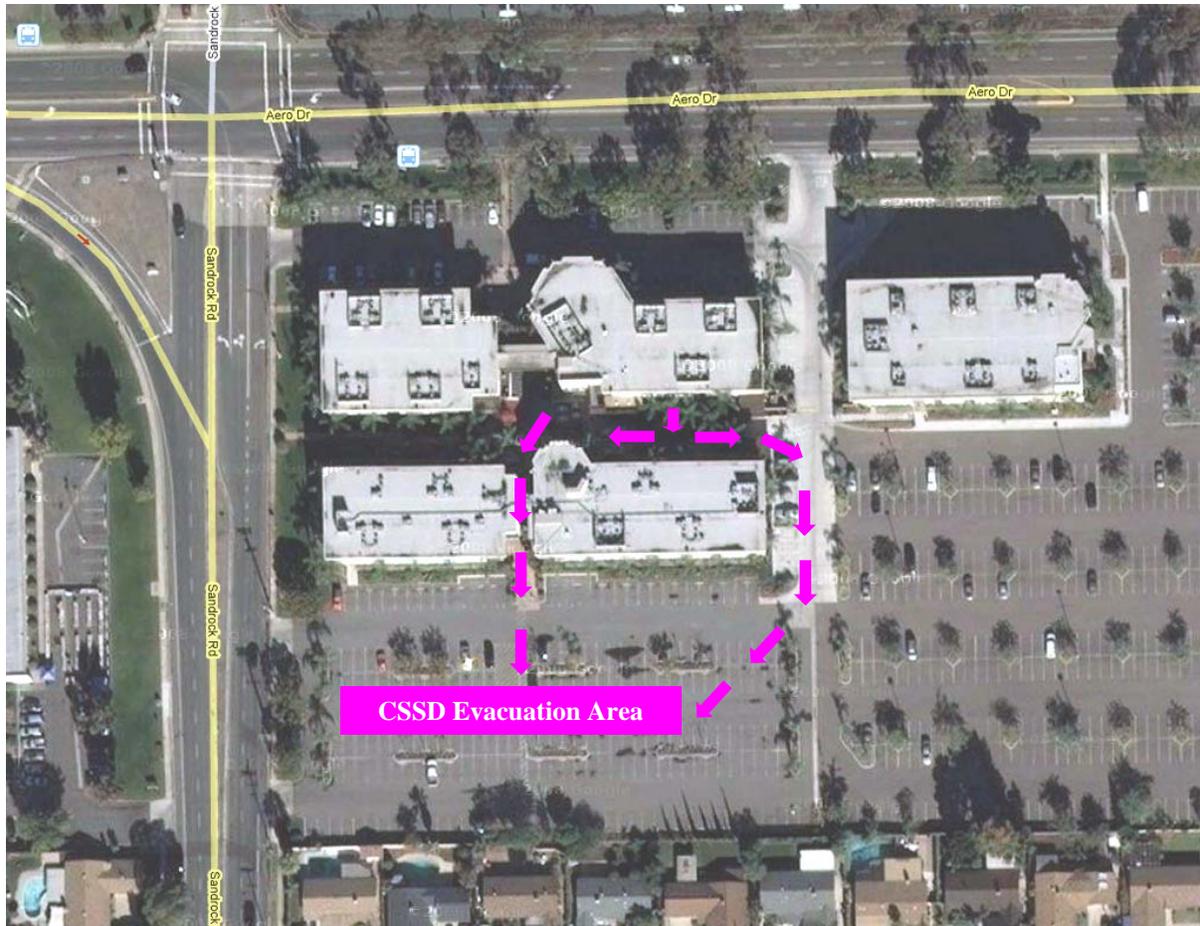
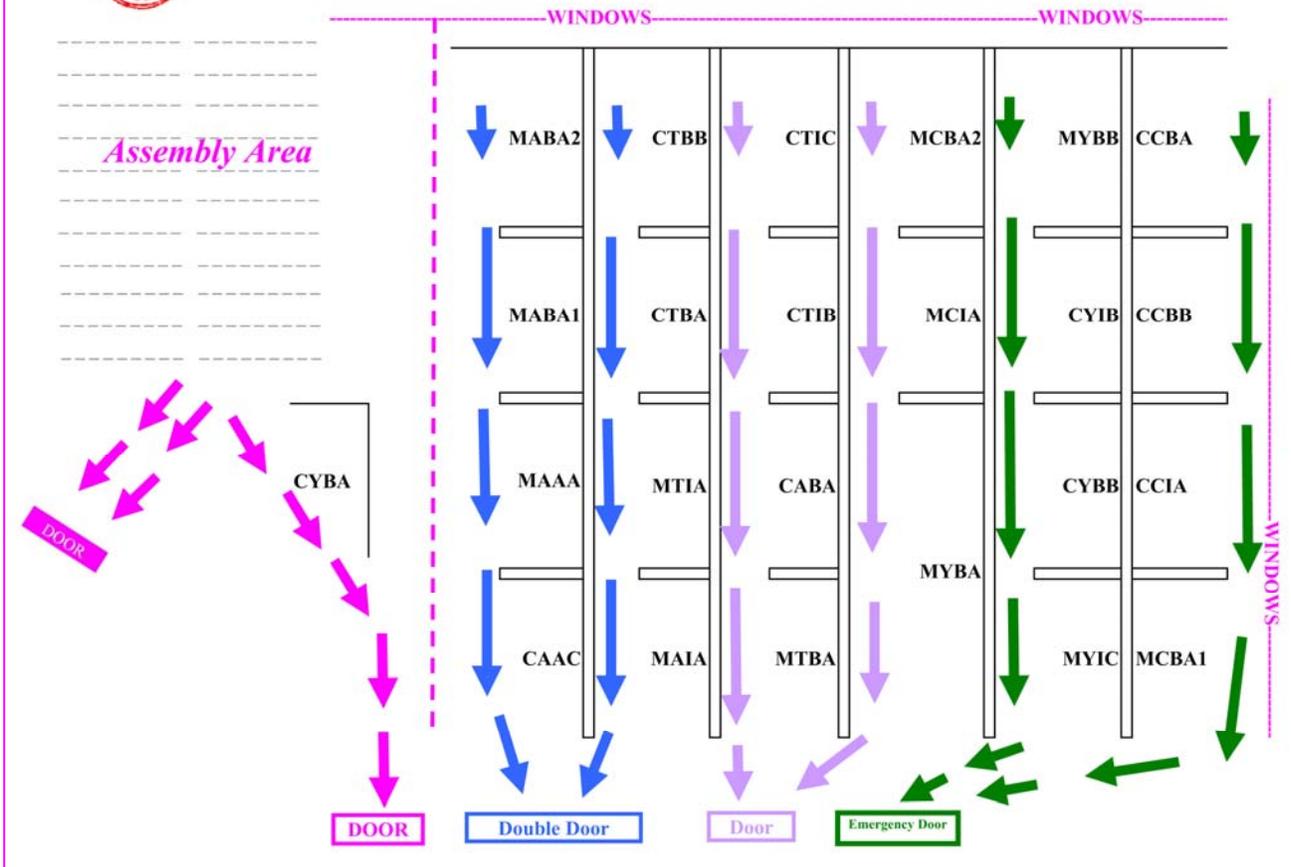
<b>1st CALLS: TYPE OF EMERGENCY:</b>	<b>WHO TO CALL:</b>
<b>Fire</b>	<b>Fire Department 911</b>
<b>People Hurt</b>	<b>Police 911</b>

<b>2<sup>nd</sup> CALLS: TYPE OF EMERGENCY:</b>	<b>WHO TO CALL:</b>
<b>Fire, People Hurt and all emergency</b>	<b>Sally Wong-Avery (Principal) 619-xxx-xxxx or Natasha Wong (Vice Principal) 619-xxx-xxx or Chun Lee (Manager) 858-xxx-xxx</b>



# Chinese School Evacuation Map

2008 - 2009



## Student Emergency Contact Information

	Student Name	Emergency Contact Person	Emergency TEL	Relationship
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

# Emergency Procedures

## Medical Emergencies: Teacher

If a staff member or volunteer is seriously ill or injured:

1. Notify principal or school administrator immediately.
2. Render the minimum first aid necessary and decide what additional treatment is required (call Fire Department, paramedics, ambulance, other).
3. Do not attempt to move a person who has fallen and who appears to be in pain.
4. Avoid unnecessary conversation with or about the ill or injured person. You might add to the person's distress or fears, increasing the risk of medical shock. Limit your conversation to quiet reassurances.
5. After the person has been taken care of and the incident is over, remain available to help principal or school administrator with pertinent information for a report.

## **Medical Emergencies: Visitor**

When a staff member or volunteer observes a visitor who appears to be ill or injured:

1. Notify principal or school administrator immediately.
2. Render the minimum first aid necessary and decide what additional treatment is required (call Fire Department, paramedics, ambulance, other).
3. Do not attempt to move a person who has fallen and who appears to be in pain.
4. Avoid unnecessary conversation with or about the ill or injured person or members of his/her party. You might add to the person's distress or fears, increasing the risk of medical shock. Limit your conversation to quiet reassurances.
5. Do not discuss the possible causes of an accident or any conditions that may have contributed to the cause.
6. Under no circumstances should a staff or volunteer discuss any insurance information with members of the public.
7. After the person has been taken care of and the incident is over, remain available to help the principal or school administrator with a report.

## **Phone Threat, Mail Threat, and Suspicious Object**

If you receive a **telephone threat**:

1. Remain calm.
2. Listen carefully. Be polite and show interest. Try to keep the caller talking so you can gather more information.
3. If possible, signal a colleague to inform administration for you or call yourself as soon as the caller hangs up.
4. Call the police.
5. Promptly complete a telephone threat report, writing down as many details as you can remember. This information will be needed by security and police interviewers.
6. Do not discuss the threat with other staff.
7. If evacuation is ordered, go to the designated evacuation area (see map).

If you receive a **written threat** or a **suspicious package** or if you find a **suspicious object** anywhere on the premises:

1. Keep anyone from handling it or going near it.
2. Notify principal or school administrator immediately.
3. Call the police.
4. Promptly write down everything you can remember about receiving the letter or package, or finding the object. This information will be needed by security and police interviewers.
5. Remain calm. Do not discuss the threat with other teachers or students.
6. If evacuation is ordered, go to designated evacuation area (see map).

## **Fire**

If a fire occurs in your area:

1. Remain calm.
2. Call the Fire Department.
3. If the fire is small, attempt to put it out with a fire extinguisher. Do not jeopardize your personal safety.
5. Never allow the fire to come between you and an exit.
6. Disconnect electrical equipment that is on fire if it is safe to do so (pull the plug or throw the circuit breaker).
7. Notify principal or school administrator of the location and extent of the fire.
8. Evacuate your area if you are unable to put out the fire. Close doors and windows behind you to confine the fire. Go to a designated area (see map).
9. Do not break windows. Oxygen feeds a fire.
10. Do not open hot doors. Before opening any door, touch near the top. If the door is hot or if smoke is visible, do not open the door.
11. Do not use elevators.
12. Do not attempt to save possessions at the risk of personal injury.
13. Do not return to the area until cleared by emergency personnel.

All fires, no matter how small, must be reported to principal or school administrator.

## **Toxic Events, Chemical Spills and Fires**

If a **chemical spill** occurs within the building:

1. If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water. Use chemical shower if available.
2. Notify principal or school administrator of the extent and location of the spill.
3. If there is any possible danger, evacuate your area.

If a **chemical fire** occurs within the building:

1. Remain calm.
2. Call the Fire Department.
3. If the fire is small, attempt to put it out with a fire extinguisher. Do not jeopardize your personal safety.
5. Never allow the fire to come between you and an exit.
6. Notify principal or school administrator of the location and extent of the fire.
7. Evacuate your area if you are unable to put out the fire. Close doors and windows behind you to confine the fire. Go to a designated area (see map).
8. Do not break windows. Oxygen feeds a fire.
9. Do not attempt to save possessions at the risk of personal injury.
10. Do not return to the area until cleared by emergency personnel.

All chemical spills and fires, no matter how small, must be reported to a supervisor.

In the event of a **toxic spill** outside of the building, most likely caused by a train derailment or tanker truck accident:

1. Notify principal or school administrator immediately.
2. Call Police and Fire Departments, giving location of spill.
3. Evacuate the building only if instructed to do so.

# Earthquakes

## **In the event of an earthquake:**

1. Remain clam.
2. In case of a real earthquake, hold on to the furniture legs you are under to protect yourself from glass windows, overhead hanging objects, light fixtures, etc.
3. OUTSIDE: Drop. Stay away from buildings, walls, trees, utility poles, wires, and other objects which could fall.
4. Stay in the building. Take shelter within a doorway, in a narrow corridor, or under a heavy table, desk or bench.
5. If there are injured individuals in your room, evaluate the injuries, and if the injured can be moved, transport them to the triage area. If transport is not possible, leave injured person and get help!!!
6. Red ribbon will be an indicator to the Sweep and Rescue Team. Remain with your students at all times.

## **After the earthquake has stopped:**

1. Remain alert for aftershocks.
2. Listen to local radio stations for instructions.
3. Assist those who have been trapped or injured by falling debris, glass, etc. Do not move seriously injured persons unless they are in obvious, immediate danger (of fire, building collapse, etc.).
4. Evacuate the building if safe to do so. Do not re-enter until the building has been declared structurally sound.
5. Check for broken water pipes or shorting electrical circuits. Do not use a match, candle or lighter to find your way, since there may be flammable gas in the air. Shut off utilities at main valves or meter boxes. Turn off appliances.
6. Do not use the telephone, except in a real emergency. The lines should be kept free for emergency rescue operations.
7. Ensure that sewage lines are intact before running water or flushing toilets.

## **Explosion**

1. Remain calm.
2. Be prepared for possible further explosion.
3. Crawl under a table or desk.
4. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, and electrical equipment.
5. Be guided by principal or school administrator. If evacuation is ordered, go to a designated area (see map).
6. Do not move seriously injured persons unless they are in obvious, immediate danger (of fire, building collapse, etc.).
7. Open doors carefully. Watch for falling objects.
8. Do not use elevators.
9. Do not use matches or lighters.
10. Avoid using telephones.
11. Do not spread rumors.

## **Power Outage**

If a power outage occurs:

1. Remain calm.
2. Provide assistance to visitors and staff in your immediate area.
3. If you are in an unlighted area, proceed cautiously to an area that has emergency lights.
4. If you are in an elevator, stay calm. Use the intercom or the emergency button to notify building security.
5. If instructed to evacuate, go to a designated area (see map).

## **Flooding and Water Damage**

If a water leak or flooding occurs:

1. Remain calm.
2. Notify principal or school administrator. Give the exact location and severity of the leak. Indicate whether any part of the collections is involved or is in imminent danger.
3. Do not walk in standing water which may have contact with wiring and may be electrified. If there are electrical appliances or electrical outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area.
4. If you know the source of the water and are confident of your ability to stop it (unclog the drain, turn off the water, etc.), do so cautiously.

# Teachers and Students Evacuation Procedure

In advance, each teacher and student should:

1. Understand the evacuation plan.
2. Recognize the sound of the evacuation alarm.
3. Know at least two ways out of the building from your classroom.

When you hear the evacuation alarm or are told to evacuate the building:

1. Remain calm.
2. Immediately shut down any hazardous operations.
3. Leave quickly.
4. Each teacher is responsible for insuring all members of his/her students to evacuate the area. In addition, teachers should check that all others in the school are leaving as instructed.
5. As you exit, quickly check nearby rest rooms, supply rooms, closets, etc.
6. Accompany and help handicapped personnel, visitors, and any co-workers who appear to need direction or assistance.
7. Take with you: your car keys, purse, briefcase, etc. Do not attempt to take large or heavy objects.
8. Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke, and water.
9. Proceed as quickly as possible, but in an orderly manner. Do not push or shove. Hold handrails when you are walking on stairs.
10. Once out of the building, move away from the structure.

## Teachers:

- Take your current roster/roll book and with you to the evacuation area.
- Move quickly and quietly as a group to your assigned spot.
- Keep students with you at all times, we must be able to find students!



# 聖地牙哥中文學校

Chinese School Of San Diego

## Accident/Incident Report

Date: \_\_\_\_\_

Class: \_\_\_\_\_

Name of Person(s) involved: \_\_\_\_\_

Teacher: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Telephone: \_\_\_\_\_

Emergency Situation? \_\_\_\_\_ Was 911 called? \_\_\_\_\_

Describe nature of Incident/Accident (Attach additional sheet, if required)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If minor, was Parent(s) notified? \_\_\_\_\_ Who was notified? \_\_\_\_\_

Witness(es) to incident: \_\_\_\_\_

\_\_\_\_\_

Follow-up by Chinese School administrator : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Report filed by: Staff\_\_\_\_, Teacher\_\_\_\_, Individual\_\_\_\_, Parent \_\_\_\_\_.

Signed: \_\_\_\_\_

**Other Notes:**



# 聖地牙哥中文學校

Chinese School Of San Diego

## Accident/Incident Report

Date: \_\_\_\_\_

Class: \_\_\_\_\_

Name of Person(s) involved: \_\_\_\_\_

Teacher: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Telephone: \_\_\_\_\_

Emergency Situation? \_\_\_\_\_ Was 911 called? \_\_\_\_\_

Describe nature of Incident/Accident (Attach additional sheet, if required)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If minor, was Parent(s) notified? \_\_\_\_\_ Who was notified? \_\_\_\_\_

Witness(es) to incident: \_\_\_\_\_

\_\_\_\_\_

Follow-up by Chinese School administrator : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Report filed by: Staff\_\_\_\_, Teacher\_\_\_\_, Individual\_\_\_\_, Parent \_\_\_\_\_.

Signed: \_\_\_\_\_

**Other Notes:**