

EMERGENCY PLAN

CROSSROADS ACADEMY

2015-2016

***Instructions for an “all-page”:**

Regular Phones:

Pick up phone

Press intercom button

Press all-page button

Hear 2 beeps

Make announcement two times. If possible, start with “This is an important announcement”

Use radios to repeat the same announcement

White Princess Phones:

Pick up phone

Press 33*

Hear 2 beeps

Make announcement two times. If possible, start with “This is an important announcement”

Use radios to repeat the same announcement

Alert other staff who may not have heard the announcement

***See Page 27 for “Blackboard Connect” Emergency Phone System Instructions**

****This plan contains confidential school information- please do not share this plan with anyone beyond the intended users.***

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- C. Crossroad Academy Floor Plans for the South Campus: Klee Building, Middle School, Barn, and for the North Campus: Bancroft Campus Center.

Crossroads Academy Emergency Plan 11/5/15

Emergency Management Team Assignments/Incident Command System

Wait for instructions from commander before mobilizing to your position

Incident Command/Safety Official: Head of School, Brad Choyt; alternate Vicky Price. Bancroft Center emergency command is Rose Grenier, who will report to the incident commander. Manages emergency situations; establishes and manages a command post. Implements emergency protocols and adapts as needed. Will appoint an adult “runner” who will provide the necessary communication between buildings and classrooms. Will turn over Incident Command to EMS Command when they arrive.

Public Information Official/Liaison Official: Marion Frazer, Nancy Mosson, Darlene Gautreau, assisted by Gene Martin. Establishes “media center” near Command Post, prepares media releases, coordinates information with Incident Command, serves as the primary on-scene contact for outside emergency services and for “inside” school staff. Directs traffic on Route 10 for incoming and outgoing vehicles. An orange vest should be worn at all times while directing traffic (in Emergency Go Kit).

Communications: Darlene Gautreau, assisted by Doris Lamontagne, Amy Kreuzburg. Responsible for crisis binder, student information binder, radio, sign-in sheets, a computer. Establishes/Oversees communications center and activities during an emergency; utilizes “Blackboard Connect” for after-hours communication. Will initiate emergency communications system, “Blackboard Connect” to communicate details of the school emergency by phone and email, including evacuation information and pick up details (see p. 27). If possible, call into school and leave a message on the answering machine providing the same information. Darlene will access the daily announcements via computer for a list of absentees for the day. In the event of a fire or evacuation, posts written instructions for parents on the front door of the Klee building (paper, sharpie and tape are in the go-kit). Calls radio stations and First Student with evacuation information. Brings a laptop to all fire drills and evacuations. Communicates with EMS as directed by School Command person.

Student Accounting and Release: Marilyn Wanner; assisted by Trish Smith, Alison Gorman, Libby Robie, Evelyn Lechner, and Lee Emerson, “Runners” for student retrieval. Responsible for student accounting; communicates with each classroom teacher regarding individual classroom student count. Is responsible for overseeing release of students from classroom teacher to home. School Attendance sheets, which should be used to sign students out, are in the student accounting book, in the Emergency Go-Kit. Obtain list of absentees for that day from Darlene. Student Accounting people will wear orange vests to facilitate parents with student pick up.

Student Care Team (All Homeroom Teachers, Coordinator: Cindy Williamson): Supervises and ensures safety of all students during an emergency. Responsible for student attendance. Assists with safe release of students to parents through the student accounting and release team. Documents all release information. Practices monthly classroom drills with students.

See pages 16, 17.

CPR, First Aid, Medical: Kathy Barth, Nancy Tehan, and Rose Grenier, assisted by Christiana Whittington, and Patricia Carle-Smith, and Gene Martin. Is responsible for emergency Go-Kit, radio, emergency medications. Emergency health plans are in the Go-Kit. Establishes medical triage with staff trained in First Aid & CPR, Provides/oversees care given to the injured, coordinates and distributes medical supplies during an emergency. See First Aid attachment.

Crisis Intervention and Response: Vicky Price, Judi Csatari, Juan Garceran, Steve Glazer, and Peter Tenney. Provides psychological first aid services for those in need.

Food, Sanitation, Water: Patricia Carle-Smith and Jeanette Ogomo. Coordinates the rationed distribution of food and water. Establishes secondary toilet facilities in the event of water or plumbing failure. Emergency water containers (240 8 oz bottles located in the Middle School locker area, Klee multi-purpose room, Middle School lunch room, Sweet Pea Bancroft kitchen. Additional 1 quart bottles are in emergency buckets). Emergency food supplies are stored in orange bins, and are located in the Barn lunch room as well as the Sweet Pea Bancroft kitchen. There is an additional small food supply in the health office. Supplies of any food and water are to be checked monthly and maintained for the event of an emergency. Peanut free products must be available as a food alternative.

Operations/Logistics: Kathy Barth, School Nurse
Updates Emergency Plan and provides Emergency Plan review for staff each fall.
Communicates Emergency Plan logistics to parents.
Establishes and maintains “Emergency Go Kit” and First Aid items. Monitors inventory of supplies and equipment on a monthly basis. Maintains accurate list of emergency contacts and health concerns.

Administration and Finance: Marie Wesson, Marion Frazer, Alison Gorman.
Responsible for overall documentation and record keeping activities. Develops a system to monitor and track expenses and financial losses. Maintains incident time log (paper and pencils are in the emergency Go-Kit).

Facilities/Search and Rescue: Dick Louzier, assisted by Gene Martin and Peter Faletra. Maintains outdoor, environmentally safe, locked container filled with search and rescue equipment. Monitors site utilities (electric, gas, water). Shuts off utilities if danger exists or if directed by School Commander. Assists in securing facility (locking doors, posting yellow tape). Updates expired emergency water supply, checks and updates airhorns as needed (located in Klee on top of AED, MS Office, Barn lunchroom bucket, PE emergency Go-Kit). Updates MSDS sheets annually. Coordinates search & rescue efforts until emergency personnel arrive. Reviews emergency shut-off procedures annually with Facilities team, the Office Manager, and the Head of School.

Incident Command System Instructions:

- *Members of the Incident Command system will wait for instructions from the Incident Commander before mobilizing to their positions.**
- *Each level of the School Command system is responsible for documentation of activities.**
- *In the event of a crisis, anyone coming in contact with public/media should respond with:
“There is no information I can provide at this time. A school Administrator will make a statement as soon as they have sufficient information.”**
- ***Emergency Contacts and Utilities Services Phone Numbers are on orange or red cardstock at the end of this plan p. 26&27.**

Potential Site Hazards

Propane tank located behind barn (services the barn and Middle School)

Propane tank in front of Klee (services the Klee building)

Science class materials (lower level of Klee building): materials related to program, no butane.

Loss of electricity: no running water, no heat (We currently do not have an Emergency Generator)

In addition to our plowed areas, the following exits need to be clear of objects and snow year round. If for some reason these areas are unintentionally blocked in an emergency, use windows to exit:

- Middle School back doors
- Exit ramps for first grade and behind the Klee main office
- Stairway exit for third grade, fifth grade, and the French room
- Side door to Middle School lunch room
- Back door to art room in Bancroft.

Chemicals are in the locked maintenance room (lower level of Klee building), and in the basement of the Barn.

MSDS sheets are in the Klee building entrance, next to the fire panel.

Kindergarten and 4th grade each have only one exit through one door. Window access is two and three stories from ground level.

Hazardous Materials Procedure

- Avoid contact with hazardous substance by self and others.
- Avoid inhalation of gases or fumes.
- Evacuate all persons from the immediate area.
- Contact maintenance department and Head of School or designee.
- If life-threatening situation exists, pull fire alarm and direct students and personnel away from danger.

In the event of poisoning or contact with hazardous materials, consult MSDS sheets for substance and give to medical personnel. Head of School will determine need for evacuation and, if possible, contact will be made with the Poison Control Center for instructions.

Emergency Shut-Offs for all Buildings

Note: Never touch electrical panels if there is standing water on the floor.

KLEE CAMPUS:

GAS/PROPANE, two tanks:

- At the rear of the barn; lift the black-covered in-ground tank, shut off the valve that is located inside. Valve is labeled with a red tag.
- In front of Klee near the parking area; lift the green-covered in-ground tank, shut off the valve that is located inside. Valve is labeled with a red tag.

ELECTRIC: Main shut-off is in the utility room of Klee. Two panels are on the right wall, after the water tanks, are labeled as “Main Breaker” and “Panel 6”, and are marked with red tags. Open both panels and shut off “Main Breakers” switches labeled with red tags. There are two Middle School shut-off switches. One is in the MS office behind the door in a panel. Open door and switch off the “Main Disconnect” switch. The second Middle School shut-off switch is behind the door of the Middle School Head’s office. Open the panel door and switch off the “Main Disconnect” switch. The barn shut-off is in the inside stairway. Open the door and the gray panel will be directly in front of you. Turn off “Main” switch at top of panel.

WATER: Main shut off for Klee, Middle School and Barn is in utility room. To shut off Klee only, the water valve is on the right, at floor level, between the blue and tan water tanks. Valve is yellow and is labeled with a red tag. To shut off water to Klee, Middle School and barn, look for a switch on the upper left wall behind the blue water tank, labeled with a red tag. Turn this switch to the off position. To shut off the barn only, enter the basement of the barn from the walkway, look to the left under the sink for the building shut-off valve.

BOILER: Walk toward the back of the utility room, just after the piping on the left, there is a red coated switch on the left wall. Switch this to “Off”.

BANCROFT:

GAS/PROPANE: Two 1000 gallon tanks: Shut off is on the east side of the library, between the garden in front and the driveway. They are 2 large green covers (marked with a colored stick in the winter). Open the top and close the valve. This is the only way to shut these gas tanks off!

ELECTRICAL PANEL: From the gymnasium, enter the electrical room (2 doors to the right of the PE storage closet), double door with round windows. The panel is on the left, large and grey, marked with a red piece of tape- switch the “Main” switch to “Off”.

WATER: From the gymnasium, enter the mechanical room door (the door farthest to the right). Follow the room towards the back, turning left (L shaped room) and walk half way to the end of the room.

On the right wall, look for a yellow valve with a red tag. The valve is labeled “PVF Limited” and the red tag is labeled “Water Shut Off”. To shut off water, pull valve downward. If entering from the electrical room, the water valve is halfway down the room on the left wall.

Emergency Response Plan- reviewed annually in October

In the event of an emergency, the following procedures shall be used to ensure the safety of students and staff of Crossroads Academy.

*If an emergency occurs, the staff person at the site of the emergency will determine the seriousness of the emergency and, if possible, take action to mitigate the hazard and care for the injured without endangering himself or other individuals. Any staff person can announce an emergency response of any kind, depending on the nature of the emergency. Any staff person can (and should) call 911 if necessary. For example, if this staff person determines that evacuation is necessary, he will immediately activate the internal fire alarm system, and begin evacuation of the building. He will then promptly notify the Head of School.

*The Head of School, the Incident Commander, will assess the incident and implement the appropriate emergency response (if not already done by a staff person) and if necessary, will initiate the Incident Command System. Under the direction of the Incident Commander, the Incident Command Team assignments will immediately go into effect. The Head of School will activate EMS and support personnel, if not already done by a staff person. If necessary, the Head of School will instruct the communications person to contact the “Blackboard Connect” emergency communications system (see page 27), and radio stations with the purpose of providing further instructions to parents. In the event of an off-site evacuation, EMS should be called and in turn, EMS will contact the bus company for pick up, and the evacuation location (ie. Lyme School). The Head of School will access “Blackboard Connect” by cell phone or by other means to arrange for parent pick up at the evacuation location. The Public Information Liaison will direct traffic on route 10 for incoming and outgoing vehicles, and the communications team will post necessary information to parents on the front door of the Klee building.

*In an emergency/disaster, the Incident Commander will establish an incident Command Post. In a basic evacuation, the Incident Command Post will be established next to the garbage dumpster/fence at the far end of the parking lot.

*For any evacuation, a staff person from each building must “sweep” the classrooms, the bathrooms and any other area students may be located. Doors should be closed after rooms are checked. For the Klee building, Darlene Gautreau will check the first floor, Cindy Williamson will check the second floor and Marie Wesson will check the basement. The Middle School rooms will be checked by Vicky Price or by the most available Middle School teacher at the time of evacuation. The first and second floor of the barn will be checked by Judi Csatori with Juan Garceran as a back-up. Dick Louzier or Gene Martin will check the barn basement. For the Bancroft building, Libby will sweep the library and conference room on the upper level, and Rose Grenier will check the entire lower level of the building. Lee and Christiana will be her back up and will check this area if Rose is not in the building. If Rose has students in class or outside, she will give her students to Lee or Christiana who will monitor her students while she checks the building. If these staff members are not present, teachers who are evacuating their students will pair up so one can evacuate and the other can check remaining rooms.

*Teachers will be responsible for the children in their classroom and will collaborate with the assigned School Command team member responsible for Student Accounting and Release. Teachers are responsible for individual Classroom Buckets to be used in the event of an emergency; these buckets should be taken from the classroom and carried by the teacher throughout any incident. Middle school staff and Specials teachers should take disaster buckets from any classroom that is not in use at the time of evacuation. Emergency exits for each classroom should be kept clear and accessible. Teachers will use the “buddy system” in the event that one teacher is not immediately available to the classroom. “Buddies” will be determined based on classroom proximity: All classrooms on the first floor of the Klee building will work together, all classrooms on the second floor of the Klee building will work together and the same for the middle school. If the “Buddy system” is implemented, teachers will provide cross coverage for classrooms as needed.

For Fire and immediate evacuation:

Line your students up calmly and quickly, If possible, close windows behind you as you leave, and immediately evacuate from the building. Students and staff will quietly walk with their classes to the garage area of the “Village Condominiums”. Classes will remain lined up facing the garages while teachers take attendance and the school commander reviews the roster. (see student accounting below). Students and staff in the Bancroft building will evacuate out the closest door and walk to the lower dirt parking lot or PE field. Library staff and students will leave the main upper door and proceed down the sidewalk toward the lower dirt lot. If this route is blocked, this group will evacuate to the South Campus field (behind the Middle School). Rose will use the radio to locate and get attendance from this group, or she will send an adult “Runner” to locate them. Radios will be used for communication between the Klee and Bancroft buildings during all fire drills. The Bancroft elevator will not be used during any school emergency. *Note that the Bancroft elevator phone dials directly to 911 when it is lifted from the cradle.

Student Accounting and Release:

-Each Classroom disaster bucket will have a classroom attendance sheet and attendance sheets for all “buddy classrooms.” Middle School buckets will each have a copy of the Middle School schedule. Attendance will be taken at the start of an emergency.

There are 3 cards in the emergency classroom buckets. During an evacuation, one of the three cards should be held up by each teacher with a class. The green card signals that all students are safe and accounted for. The red card signals that a student is missing. The white card with a red cross signals that a student is injured and that help is needed. Any missing students should be reported immediately to the Student Accounting person (Marilyn Wanner).

-Teachers are responsible for each one of their students until they are released to a parent, a regular carpool driver or emergency contact. Children will not be released to any other adult unless that adult has written permission from a parent.

-At time of release, parents will go through the Student Accounting people (wearing orange vests) for pick up.

The Student Accounting people will check identification of the adult, retrieve each child the adult is picking up directly from the classroom teachers and then release them to that adult. Records of each child’s release will be kept by classroom teachers and by the Student Accounting person. Documentation will include the name of the adult to whom the child was released and the time of release.

In the event that there is an injury or complication with the child being picked up, the parent will be removed from the immediate pick up area and given pertinent information in a private location.

To notify all staff of an emergency situation, use both the intercom system and black radios.

***see page 9 for safety and security procedures and for instructions on phones and radios.**

Emergency Response Guide

Remain calm, first person on the scene makes the announcement (intercom-all page- 2 beeps-announce). Follow with a second announcement on the radio. Someone call 911- don't assume 911 has been notified. Don't hang up once connected to 911. For all emergency responses, wait for further instructions or be prepared to evacuate or implement another response action as the situation dictates.

Lockdown

Announce/yell “lockdown”, multiple times if necessary, press panic buttons (locks doors and activates EMS)

Lockdown is activated when it is necessary to protect students and staff from a violent intruder or any other situation that would entail securing students and staff in classrooms, or other areas of refuge.

- Evacuate (**Run**) if it is safe to do so; Or (**Hide**) move to the nearest room or area of refuge.
- Close and lock doors and windows. Doors remain locked until given an “all clear” by a door-to-door EMS person, or by the incident command person.
- Cover the windows (shades or paper)
- Move students to where they can't be seen
- Shut off lights
- Remain Quiet
- Silence all cell phones. Teachers may need to use a cell phone to communicate with EMS
- If fire alarm sounds, do not evacuate. Choose to evacuate at any time should this be necessary to maintain safety for your students, or if you know it is safe to do so.
- If necessary, use door stops, furniture, any items you have to prevent an intruder in your vicinity from entering your area of refuge. Be prepared to use these items to protect you and your students if necessary (**Fight**).
- If students are at recess, they will not be able to re-enter the locked building. They should evacuate to an outside area of refuge: Bancroft garage, the outdoor classroom, or the Village parking area next door. Older students assist younger students if necessary.
- Take attendance during and after emergency responses and drills

Evacuation

Evacuation is activated when it is necessary for staff and students to exit the school building. When the school fire alarm system activates students and staff should:

- Exit the school by the nearest and safest exit- do not pick up coats or belongings. Bring emergency bucket.
- Buddy teachers evacuate together and cross cover each other if necessary.
- If possible, close windows as you leave the room. Leave doors open for the “Sweep” to close after the room has been checked.
- Gather at the designated meeting area – garage area of the Village condos.
- Take attendance, assess for injury, hold up appropriate card: green (all present), red card (missing student), red-cross card (injured student).
- If cold, use emergency blankets, and other means to keep the students warm. Evacuate to the alternate campus building for extended periods outside. Use off-site evacuation procedure if all campus buildings are at risk.
- If directed by fire or police, rooms may be evacuated one at a time. Again gather at the designated meeting area and follow above instructions.

Scan

Scan is activated in the event of a bomb threat.

- Look for anything out of place.
- Do not move or touch a suspicious object
- Limit use of radios and phones
- If something found, evacuate room and notify command post. Describe suspicious item.

Drop Cover and Hold

Drop Cover and Hold is activated to protect students and staff from falling objects or items that may become projectiles.

- **Drop** to the floor
- Turn face away from windows
- **Cover** by getting under a sturdy table, desk, or other piece of furniture. If there is not suitable furniture available, **cover** face and head with arms. Remain in drop and cover position until given further instructions.
- Stay in position until given an “all clear” signal.

Reverse Evacuation

Reverse Evacuation is activated when it is necessary for students and staff to enter the school quickly in order to avoid a dangerous or potentially dangerous situation outside of the building.

- Use whistle, all page/intercoms, bullhorn, airhorns, and radios to announce Reverse Evacuation.
- Students walk quickly towards homeroom teachers so the class can enter the nearest entrance together.
- Report to homeroom or designated meeting area.
- Take attendance. Report missing students to incident command.
- Remain quiet and wait for further instructions.

Shelter –In –Place

Shelter-in-Place is activated when it is necessary to protect staff and students from airborne hazardous materials, toxic smoke, or nuclear waste.

- Close all windows. Close and lock all exterior doors
- Shut off all heating and ventilation units and fans.
- Close all vents that can potentially carry outside air into the building. Cover vents and cracks in windows and doors with a barrier such as plastic and duct tape.
- Escort all students to a secured room
- Depending on the situation, all entry and dismissals should only be allowed through one point of entry which is monitored.

Secure Campus

Secure Campus is activated when it is necessary to protect staff and students from a threat from outside the school building such as a threat in the local community or a wild animal.

- Close and lock all windows and doors. Cover the windows (shades or paper)
- If students are outside, start with reverse evacuation and then secure campus
- Cancel all outdoor activities
- Continue normal academic functions unless informed to take another action, or there is an “all clear”.

On-site evacuation locations include: the barn, the Bancroft building, the Middle School, and the Klee building. On site evacuation locations will be determined by the Incident Commander. Incident Command Posts for these locations will be: The barn- upstairs, the Bancroft Building- the stage, the Middle School-in the central entrance area, in the Klee building- in the office of the Head of School. Teachers should carry their classroom buckets, and the emergency response team should carry the items they need to fulfill their role in the school command system. This includes medical supplies, food and water, and the emergency Go- Kit.

Off-site evacuation plan:

For off site evacuation, teachers should carry their classroom disaster buckets, and the emergency response team should carry the items they need to fulfill their role in the school command System. This includes medical supplies, food and water, and the Emergency Go-Kit. The School Command Communications person will notify EMS, and EMS will contact the bus company for transport to the evacuation site, and the evacuation location. The Head of School will use a cell phone or other means to activate the emergency phone system “Blackboard Connect” (see page 27) to arrange for an orderly parent pick up at the evacuation location. For both local and bus evacuations, an on-site evacuation may be needed as an intermediate evacuation location. At arrival to the evacuation location, an incident command post will be established by the incident command.

Local on foot: Students will be evacuated to Dartmouth Hitchcock Medical Center in Lyme by order of their classroom. The safest route of evacuation will be determined by the School Commander. Buses will then be called for transport to Lyme School, where parents will pick up their students.

By bus: Bus pick up will be initiated through the EMS system. Buses will pick up students on Lyme Road (or location determined by Incident Commander) and deliver students to the Lyme Elementary School gymnasium. If a southern route evacuation is necessary, the Richmond School Gymnasium will be used. Teachers will remain with their students throughout the event and until each child has been picked up by a parent or emergency contact.

Recovery: Following a disaster, the Incident Commander will contact professionals needed for group counseling and debriefing. These services will be available to any school employee or student needing support or intervention related to the incident or occurrence. Utilization of grief skills would be helpful when working with children in response to loss.

Student Care: Teachers Responsibility

Personnel: All classroom Teachers and Substitutes, or adults with students

Responsibilities:

- ☐ Assess the situation and remain calm
- ☐ Remember the emergency Response Actions; Drop, Lockdown, Shelter-In-Place, Evacuation, Reverse Evacuation, Scan, and Secure Campus
- ☐ Listen for direction and keep students quiet
- ☐ Give instruction to students in a calm manner
- ☐ Retrieve your emergency buckets including attendance sheets, a small first aid kit, paper and pens for documentation
- ☐ Wear Crossroads Academy identification at all times.

In designated Evacuation area:

- ☐ Instruct students to sit on the ground if weather permits
- ☐ Take attendance and begin student accounting procedures
- ☐ Inform accounting staff of missing or additional students in your group

Continued Supervision of Students:

- ☐ Supervise and reassure students
- ☐ Administer First aid for minor injuries (Document all First Aid)
- ☐ If you need help from the Medical team contact the staff in charge of the First Aid team to assist you.
- ☐ Keep all students together- Keep record of students who are with the first aid team, or who have been released.
- ☐ Observe students for signs of hypothermia or over heating (use 'space blankets to protect students)
- ☐ Be alert for latent signs of injury or shock in all students
Signs of shock may include pale clammy skin, irregular breathing, and/or weak and rapid pulse.
- ☐ Follow Individual Health Plans as well as Individual Emergency Plans during any emergency.

Student Release:

- ☐ Runners (student accounting) will individually request release of a student
- ☐ Inform the runner if the student is in medical area or with the crisis team
- ☐ Note that the student has left with the runner on the form, time and who the student was released to.
- ☐ Send information about minor first aid given
- ☐ Student will go with the runner to the release area

- If a parent demands their child after you have informed them of the release procedure, release the student, document the incident (note witnesses), and avoid a confrontation.
- The staff needs to speak with one voice. Only the Public Information Officer will release information or inform you of the information to be released to parents, the general public, and or the media.

Teacher Response to Injury

Assess the need for medical assistance.

1. Establish and maintain control of the incident scene, remove bystanders from the immediate area. Send for assistance as needed
2. If illness/injury appears serious call 9-1-1 immediately and notify School Nurse, School Office and closest First Aid/CPR-trained staff member
3. If injury appears minor utilize classroom First Aid kit
4. Use gloves and other available protective barriers when treating wounds
5. Maintain the patient's airway, if illness/injury appears serious do not move the patient unless in immediate danger or directed by medical personnel
6. If ill/injured patient cannot be evacuated, have staff member remain with patient while second staff member removes class from area
7. Post incident, document observations, treatments and scene actions

List of First Aid/CPR-trained staff members at Crossroads:

Kathy Barth
Kathy Bonyai
Patricia Carle-Smith
Judi Csatai
Lee Emerson
Steve Glazer
Rose Grenier
Hope Kremer
Amy Kreuzburg
Evelyn Lechner
Gene Martin
Marj Martin
Nancy Mosson
Jeanette Ogomo
Vicky Price
Libby Robie
Nancy Tehan
Heather VerHeeck
Christiana Whittington
Cindy Williamson

First Aid and Emergency Medical Response

AED: located in entrance of Klee building and in Bancroft north entrance.

A First Aid area should be established immediately after a disaster. It should be shielded from the assembly area and parents and protected from weather and contamination by the use of a tarp (drop cloth with string is in the search and rescue shed). The area should be clearly defined and accessible to ambulances. The space should be large and divided into major and minor injury areas with a triaging area at the entrance.

Morgue: In most cases, bodies are left in place. In the event of mass casualties in which there may be delayed professional response, a morgue should be established. A cool, secure space with an impermeable floor is crucial. The space should be located away from the first aid area.

Triage in a disaster environment begins with an overall assessment of the situation and should include the following:

- Assess Scene Safety. Continue to assess scene safety because the situation may change.
- Conduct Voice Triage. Call out “First Aid Team. If you can walk, come to the sound of my voice.” Instruct ambulatory survivors to remain at a designated location and continue with the triage operation.
- Begin with victims closest to you and work outward in a systematic fashion. Each victim should be immediately assessed for airway/alertness followed by basic resuscitation measures if necessary. Each victim should then be tagged for level of rescue categories.

1. **Red tag:** Victims with immediately life threatening injuries who, through rapid intervention, are considered viable. These victims need definitive care or a higher level of care than is available on the scene. ie. Head injuries, evisceration, symptomatic shock and collapsed lung.
*Note- unless there is a clear external airway obstruction, compression or internal airway obstruction, respiratory failure in adults usually follows circulatory failure or catastrophic head injury. An apneic adult often has endured enough cardiac injury to make his or her condition relatively non-salvageable in a disaster setting. **In children the opposite is more often true; circulatory failure follows respiratory failure.** Apnea may occur and the child may not yet be pulseless. In this period, airway clearance and a brief trial of ventilation are crucial and often stimulate spontaneous breathing. This brief period of potential salvageability is a *jumpstart* for the child, similar to that provided by electrical defibrillation for adults in pulseless ventricular fibrillation.

2. **Yellow tag:** Victims with injuries that are not immediately life threatening but who require care beyond basic first aid within 1-3 hours. Delayed transportation to a hospital would not place the victim in jeopardy, but transport by ambulance is indicated. Ie. extremity fractures without shock, abdominal trauma without shock, moderate blood loss and moderate burns.
3. **Green tag:** Victims who do not have a direct need to be transported by ambulance other than convenience, the *walking wounded*. Examples include minor burns, lacerations, possible joint injuries in extremities and abrasions.
4. **Black tag:** Victims who are legally dead and victims who have sustained injuries incompatible with life. ie. exposed brain material, cardiac arrest, respiratory arrest unresponsive to airway opening, severed trunk, a decapitation.

Victims with red tag receive immediate care followed by victims with yellow tags and then green tags. After the primary assessment indicates who is at risk of a life threatening condition, individuals providing first aid should move to secondary assessments which includes a thorough head-to-toe assessment within the First Aid area.

Universal Precautions and basic hygiene should be maintained throughout a disaster. This can be accomplished by washing hands frequently, wearing latex or vinyl gloves and changing gloves after contact with each victim. Waste products must be bagged in plastic bags marked as biohazard material.

EMERGENCY GO KIT- KLEE ENTRANCE

1. A copy of the School Emergency Plan
2. Student attendance/ sign out sheets
3. Site plan of grounds. Floor plan of buildings
4. Emergency Release/Medical Information (red book)
5. Current local phone book & Student Directory
6. Flashlight with extra batteries
7. Bullhorn with extra batteries
8. Portable radios with extra batteries. Cell phone optional
9. Paper and pencils, enough for each level of Incident Command system
10. Fire Extinguisher
11. Whistle
12. 2 sets of air activated hand warmers
13. 4 Space blankets
14. 6 Orange vests (or 3 orange and 3 yellow)
15. First Aid Kit
16. List of locations of valves and emergency shut-offs
17. Key to search and rescue box
18. Scotch tape, sharpie, and paper to post information to parents
19. AED located on shelf above the Emergency Go-Kit

First Aid Kit

AED: one in Klee entrance, one in Bancroft north entrance

Stethoscope

Tube cake frosting

Epipens

Benadryl

Sterile compresses (4x4 & 8X10)

Kerlix bandages

Acewraps

Triangular bandages

Cardboard splints

Steri-strips

Sterile water

Antibiotic ointment

Scissors

Tweezers

Vinyl gloves

Eye patches

Band-aids

Tape

Dust masks

First Aid book

10 pairs of gloves

Biohazard bags

Triage tags

Odorless sanitary pads

CLASSROOM EMERGENCY BUCKET

- Have at least the following;
 - Class roster/ Middle School schedule, nametags, one for each child
 - Copy of Emergency Plan
 - First Aid Supplies/ gloves (3 pairs)
 - Towelettes/toilet paper
 - Duct tape/scissors
 - Flashlight with batteries
 - 4 ‘Space Blankets’, 1 plastic tarp, and 1 small plastic trash bag
 - 1 quart of bottled water, 3oz cups (1/person)
 - 2 sets air activated hand warmers
 - Activities for students (age specific)
 - Any other site/student specific items
 - Optional snacks
 - 20 feet of rope for grades K-2
 - Sanitary napkins 2 per bucket
 - 3 cards: one red, one green, one white with a red cross on it
 - Paper and pen or pencil

Search and Rescue Equipment (In shed behind Barn, key in Emergency Go-Kit)

Hard hat- 2

Dust mask-2

Safety goggles-2

Leather gloves-2 pairs

Whistles-2

Flashlights with extra batteries-2

Duct tape

Shovel

Pliers-adjustable

Utility shut off wrench

Hammer

Screw driver

Utility knife

Mini folding hacksaw

Pry bar

4 garbage bags

Tote to carry equipment

Yellow tape

Tarp or drop cloth with string

Bibliography

Disaster Preparedness Guidelines for School Nurses, National Association of School Nurses, Doyle, Janice, MSN, RN; Thomas R. Loyacono, MPA 2002.

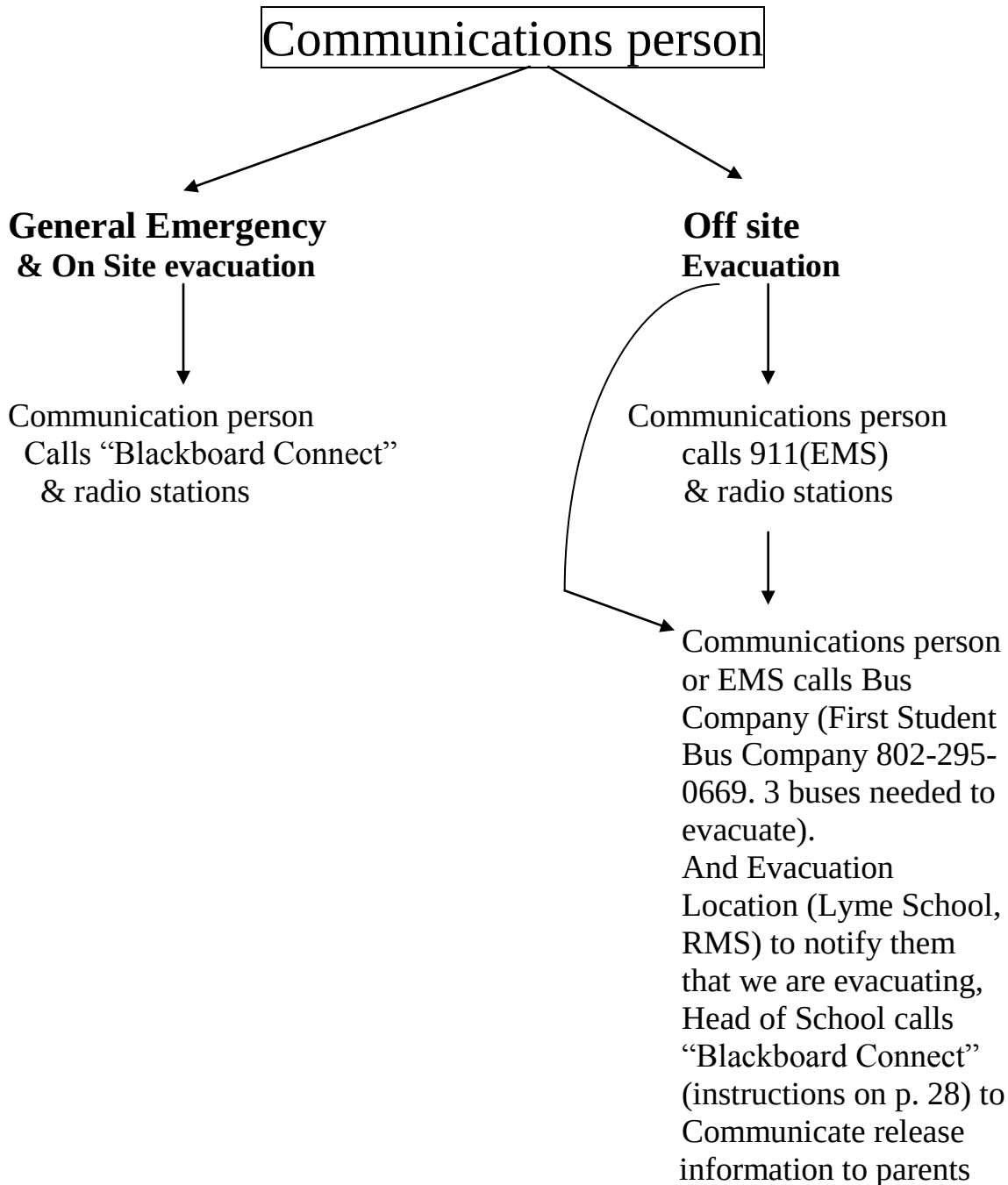
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Communication Response in an Emergency



These 2 pages are not available to the public

The public version of this plan is available on the Crossroads Academy website.

The public plan does not include page 8, page 9, page 26 and 27.