



# Forest Ranch Charter School

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## Board Policy – Emergency Plan

### 1. Purpose

- a. The governing board recognizes that the safety of students, staff and visitors while on campus is a primary concern. The purpose of this policy is to ensure campus-wide safety and clarify school procedures in case of an emergency. The objectives of this emergency plan are:
  - i. To provide for action which will minimize injuries and loss of life should an emergency occur during operating hours;
  - ii. To provide for the efficient use of school personnel and school facilities should an emergency occur during operating hours;
  - iii. To ensure the safety and protection of our students and school personnel immediately following an emergency;
  - iv. To arrange for a calm and efficient plan for parents to retrieve their children from school or a reunification center, should it be necessary, following an emergency.

### 2. Responsibilities

- a. Teachers
  - i. Give “duck, cover and hold” instructions in event of an earthquake.
  - ii. Evacuate building in case of fire or after an earthquake
    1. Take emergency materials and first aid kit, then evacuate students to assigned area.
    2. Hold students in assigned yard area, take roll, and wait for further instructions from authorized school or emergency personnel.
    3. Remain with class and report anyone who is missing.
    4. Take appropriate first aid action.
    5. Refrain from re-entering buildings until deemed safe.
  - iii. Dismiss students to go home only to parent, legal guardian, or person designated on child’s emergency release form. The parent, legal guardian or designated person must sign out the student.
- b. Director or designee
  - i. In the event of a fire, shut off gas, electricity and water (in that order).

- ii. In the event of an earthquake, if gas is smelled, turn off gas; if there is an electrical problem, turn off electricity; if there are water leaks, turn off water.
  - iii. Inspect buildings for damage.
  - iv. Set up and coordinate a first aid center.
  - v. Assign available adults to tasks as needed.
  - vi. Decide if evacuation to a designated shelter is necessary.
- c. Office Manager
- i. If telephones are operable:
    - 1. Notify the police department and/or fire department.
    - 2. Monitor incoming phone calls.
  - ii. Maintain communication with staff and outside agencies.
  - iii. Checking against the sign in book, ensure that all adults signed in as being on campus are safe and accounted for.

### **3. Special Information for Parents**

- a. Telephones and Communications – in the event of an earthquake, flood or other natural disaster, keep your radios tuned to your local radio station for advisory information. Please do not call the school as we must have the lines open for emergency calls. The school will make every effort to contact families in an emergency, using as many methods of communication that are available and practical at the time, such as website postings, texts, phone calls, social media postings, or media announcements.
- b. Food and Water – in the event that children would need to remain on campus for several hours after any sort of a disaster, we have a supply of fresh water and limited food.
- c. Fire Drills and Evacuation – in the case of fire at the school, the school will be immediately evacuated according to the floor plan set forth at the beginning of each school year. Teachers are required to keep a student roster with them at all times, checking attendance immediately after evacuation. Fire drills including evacuation practice coordinated with the local fire department will be conducted at least once per year.
- d. Bomb Threats – in the case of a bomb threat at the school, the school will be immediately evacuated according to the fire evacuation plan; appropriate emergency personnel will be summoned. Students and teachers will not re-enter the building until it has been deemed safe by emergency personnel.
- e. Dismissal – should it be necessary to evacuate the school, children will remain under the supervision of school authorities until parents, legal guardians, or persons designated on the emergency contact form can pick them up.

- f. Reunification Plan – should it be necessary to immediately evacuate the campus, parents will be notified as soon as practical of the reunification site, children will remain under the supervision of school authorities until parents, legal guardians, or persons designated on the emergency contact form can pick them up.

#### **4. Student Release Procedure**

- a. A staff member will bring students to the Student Release Tables just outside the school or reunification site entrance. Parents, legal guardians, or persons designated on the emergency contact form must sign a Student Release form for each child they are taking.
- b. Parents, guardians, and designated persons will leave as quickly as possible after signing out their child.
- c. Staff members will help with first aid, dismissing students, helping with classes, monitoring traffic, etc.

#### **5. Adoption**

- a. This board policy was initially adopted by the Forest Ranch Charter School governing board on January 21, 2014.
- b. The most recent review of this policy was on November 19, 2019.
- c. The next annual review will occur on or before November 19, 2020.