

**CIVIL AND NATURAL DISASTER
POLICY AND PROCEDURES**

Revised 2016

This document and the Crusader Defense Plan serve as the Emergency Procedures for Ascension of our Lord School. No policy can cover every emergency or disaster, however great care and consideration has gone into thoroughly addressing school concerns.

CHAIN OF COMMAND:

Principal

Pastor

Senior Staff Member

Senior Secretarial Member

RESPONSIBILITIES OF THE ADMINISTRATOR:

The Principal is responsible for all pre-disaster planning and preparedness for the school, subject of directives and guidelines from the Office of Catholic Schools, the Office of Civil Defense, St. John the Baptist Parish and other Emergency Service Departments. In the event of an emergency, the Principal or the designated representative will assume over-all direction of disaster procedure for the school.

The Principal shall:

1. Review all policies with the staff.
2. Ensure that at least one member has First Aid training and is designated as the First Aid Administrator in the event of an emergency.
3. Have all faculty and staff trained in CPR.
4. Distribute Emergency Dismissal Forms to all parents annually for updated information.
5. Maintain First Aid supplies for all classes.
6. Assign specific tasks annually as the year beings.
7. Hold monthly fire drills and yearly drills for all other codes.

After the Disaster/Emergency, the Principal shall:

1. Make contact with each staff member and ascertain class conditions.
2. Inspect buildings for damage and structural hazards with the Maintenance Director.
3. Give the proper codes, including, but not limited to, evacuation.
4. Notify hospital and/or EMT concerning any seriously injured students or staff members.
5. Determine that each faculty and staff member is completing assigned tasks.
6. Supervise retention and dismissal procedures.
7. Remain in contact with the Office of Civil Defense.

RESPONSIBILITIES OF THE TEACHERS:

1. Know and understand this plan.
2. Participate in CPR training.
3. Keep the Emergency Pack hanging by the pocket for the Crusader Defense Plan.
4. Discuss disaster procedures with students and participate in all drills.
5. Check the Emergency Pack and determine that the following items are included:

Solar Blanket (for a seriously injured person)

First Aid Kit

Flashlight in working condition

Pen or Pencil, Pad of Paper

Binder containing: Civil and Natural Disaster Procedures, Centers for Casualty and Mass Care, Location of Utility Mains, Student Information Sheet (Demographics), Emergency Attendance Sheet for the Class, Emergency Dismissal Form for each student.

6. Have activities such as games, songs or prayers prepared in case of an evacuation or prolonged stay.

During an Emergency/Disaster, Teachers are to:

1. Follow all directives in the Crusader Defense Plan and this document.
2. Report to the Principal that all procedures have been followed.
3. Maintain a calm atmosphere among the students, continually reassuring them of their safety.
4. Do not light any matches or candles because of possible gas leaks.
5. Avoid touching any electrical wires.
6. Remain at post until relieved by the Principal. Faculty and Staff Members will be dismissed in the following order:
 - A. Those with families, who are pregnant, and those who must care for elderly or ailing parents.
 - B. Married Staff
 - C. Single Staff
 - D. Principal

The following tasks are assigned to school personnel:

1. First Aid – Designated First Aid Personnel
2. Utility Shut Off and Radio Contact – Maintenance Personnel
3. Extinguish small fires – Closest Faculty or Staff Member
4. Supervising Dismissal – Principal and Office Staff
5. Traffic Control at Dismissal – Librarian and Cafeteria Staff
6. Communications – Principal and Pastor

RESPONSIBILITIES OF PARENTS:

Parents are to follow all safety regulations as determined by the school or civil authority in the event of a disaster.

POLICY REGARDING DISMISSAL OF STUDENTS: Each child must be signed out by an adult as indicated on the Student Information Sheet (Demographics). Children will not be dismissed to someone not listed on this sheet. Proper photo ID will be needed.

Parents Must:

1. Complete the Student Information Sheet (Demographics) for their children and update with changes during the year.
2. Be familiar with this plan.
3. Be familiar with the policy regarding dismissal of students (see above).
4. Have a home plan:
 - A. Who is responsible for picking up the children in the event of a disaster?
 - B. Where will the children be taken?
 - C. Be sure that your child understands that you will be there to pick them up as soon as possible.
 - D. Keep a copy of this document somewhere easily accessible.

During and After the Emergency/Disaster:

1. DO NOT PANIC. Your child will be taken care of.
2. Follow the policy of the school regarding dismissal of students (see above).

PROCEDURES FOR A NUCLEAR DISASTER

In the event of a nuclear disaster, students will be bussed to Hammond High School, 45168 River Road, Hammond or the RiverCenter in Baton Rouge, 275 S. River Rd, Baton Rouge. Radio or TV will broadcast locations of where each school's students are sent.

SCHOOL CLOSINGS

In the event of a school closing, parents are asked to listen to AM radio station 870 or local TV channels for any emergency precautions and procedures which St. John the Baptist Civil Parish and/or School Board will follow. Ascension of Our Lord School will send out a text or voicemail via Admin Notify to alert parents of procedures that will be followed.

EMERGENCY PHONE NUMBERS

In case of emergency, dial 911 or contact the Sheriff's Department at 985-652-9513.

CRUSADER DEFENSE PLAN

The *Crusader Defense Plan* consists of the following instructions for faculty, staff and students:

TORNADO WATCH/WARNING

A tornado watch means that tornadoes are possible in the area. A warning is issued when a tornado has been sighted or indicated on weather radar.

1. Watch for approaching storms.
2. Close outside doors and windows.
3. Direct students to move away from windows.
4. Explain and model for your students the proper protective position of "Drop and Cover" which is: crouch to your knees and cover head with hands and arms.
5. Wait for further instruction from administration.

NO STUDENTS WILL BE ALLOWED OUTSIDE DURING A TORNADO WARNING.

LOCKDOWN

A lockdown will happen when there is a potentially threatening situation on campus or the surrounding neighborhood.

1. Immediately lock classroom door. Direct any students in the hallway into the classroom.
2. Instruct students to move away from doors and windows. Do not open the door for any reason. Authorities will have keys.
3. Close blinds on windows.
4. If no threatening actions are occurring in your classroom, slide the safe classroom form (last page in the flip chart) under the door to allow sheriff to easily identify problem areas.
5. Take attendance of students and be prepared to give it to authorities as needed.
6. If gunshots are heard, instruct students to lie on the floor and you do the same.
7. Remain in lockdown and **do not** send students out of the classroom until otherwise instructed **face-to-face** by an administrator or law enforcement officer.

DISREGARD ANY REQUESTS MADE OVER THE INTERCOM SYSTEM EVEN IN MADE BY ADMINISTRATION. Only face-face instruction by an administrator or law enforcement officer should be followed.

FIRE

In the case of a fire:

1. Direct students to line up at the door, leaving their personal belongings in the classroom.
2. Leave door unlocked and turn off the lights.
3. Bring your roll book and emergency bag.
4. Escort students out of the classroom following the posted evacuation route.
5. If heavy smoke is encountered, direct students to crawl on their hands and knees.

6. If visibility is greatly diminished, form a human chain by maintaining physical contact with the person in front of you while crawling.
7. Maintain contact with an exterior wall until you reach an exit.
8. Once you have safely exited the building, take attendance of your students.
9. Stay in the evacuation area until further instructions are given.

If the fire is directly outside of your classroom and is preventing evacuation:

1. DO NOT open door.
2. Notify administration via intercom
3. Place a towel or garment under the door. Wet the towel if possible.
4. If classroom has a window, direct the students to stand near the window.
5. Open or break the window if it becomes necessary.
6. Prepare to evacuate quickly once the window is open as the oxygen will fuel the fire.
7. Follow direction of fire department regarding evacuation.

Each classroom must have one window that is clear of obstructions at all times as an evacuation route.

BOMB THREAT

In the event of a bomb threat, the entire school will be evacuated and the Sheriff's Department will be called.

1. Teachers will be instructed to quickly and quietly bring their students to the church for a prayer service. This will be a quiet evacuation; no fire alarms will be pulled.
2. Wait for further instructions from the administration. Classes will be allowed to return to the school after a thorough search has been performed by authorities.

EVACUATION

In the event that it becomes necessary to leave the classrooms because of a disaster, the following steps will be taken by teachers, staff and students. **When you leave, take your emergency bag.**

1. When the command to evacuate the classrooms is given, all students will proceed with the teacher to the safety area indicated by the Principal:

Safety Area 1 – Don Bosco Hall

Safety Area 2 – Ascension of our Lord Church

Safety Area 3 – Soccer Field adjacent to building 2

Safety Area 4 – Riverlands Golf and Country Club, 500 Fairway Dr. 985-652-6316

Walk south on Greenwood Dr., west on Fairway Dr. to the Country Club.

Safety Area 5 – Sheriff's Training Facility Parking Lot (former bowling alley),
947 Cambridge Dr.

Safety Area 6 – Hammond High School or The Centroplex in Baton Rouge. Buses will be provided.

2. Each class will assemble in the designated Safety Area with the teacher. Teachers will proceed to take attendance and account for all students. Any deviations from the information on the Emergency Attendance list must be noted by the teacher directly on the list and reported to the information center immediately.
3. All students will be retained at school or safety area with school personnel until dismissed to the care of an adult who has been authorized by the parent on the Student

Information Sheet (Demographics). **Students will only be dismissed to an authorized adult.**

- A. Adults will be allowed only at the designated information and dismissal center. This is for the safety of the students.
- B. Students must be signed out by an adult. The time and place of destination should be noted on the sign-out sheet.

AFTER ANY INCIDENT

1. Take attendance. In each class's emergency bag is a class list. Teachers are to ascertain the whereabouts of each student under the proper heading:
P = present and accounted for
A = absent, did not attend school that day
E = errand, before incident, the student was sent out of the classroom (office, restroom, etc.)
M = missing and unaccounted for
D = dismissed, the student left school before the incident or was duly dismissed to an authorized adult from the dismissal station set up for the emergency

Students with E or M status must have their status updated accordingly when a change occurs.

2. Determine the extent and gravity of personal and student injuries. Report all serious injuries to the Principal and attend to these first. Give students with lesser injuries medical attention after you have treated all seriously injured students. If you are not able to attend all injured students adequately, request assistance from the team teacher.
3. In the event that the team teacher is not able to render help, report your need to the Principal who will be responsible to take steps to provide additional assistance while you continue to tend to the students.