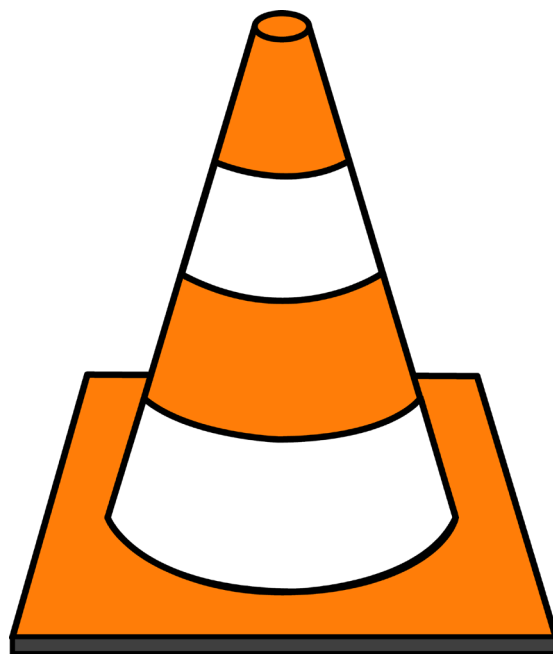


# ST. LOUISE DE MARILLAC SCHOOL

## DISASTER PLAN

Revised Fall 2022



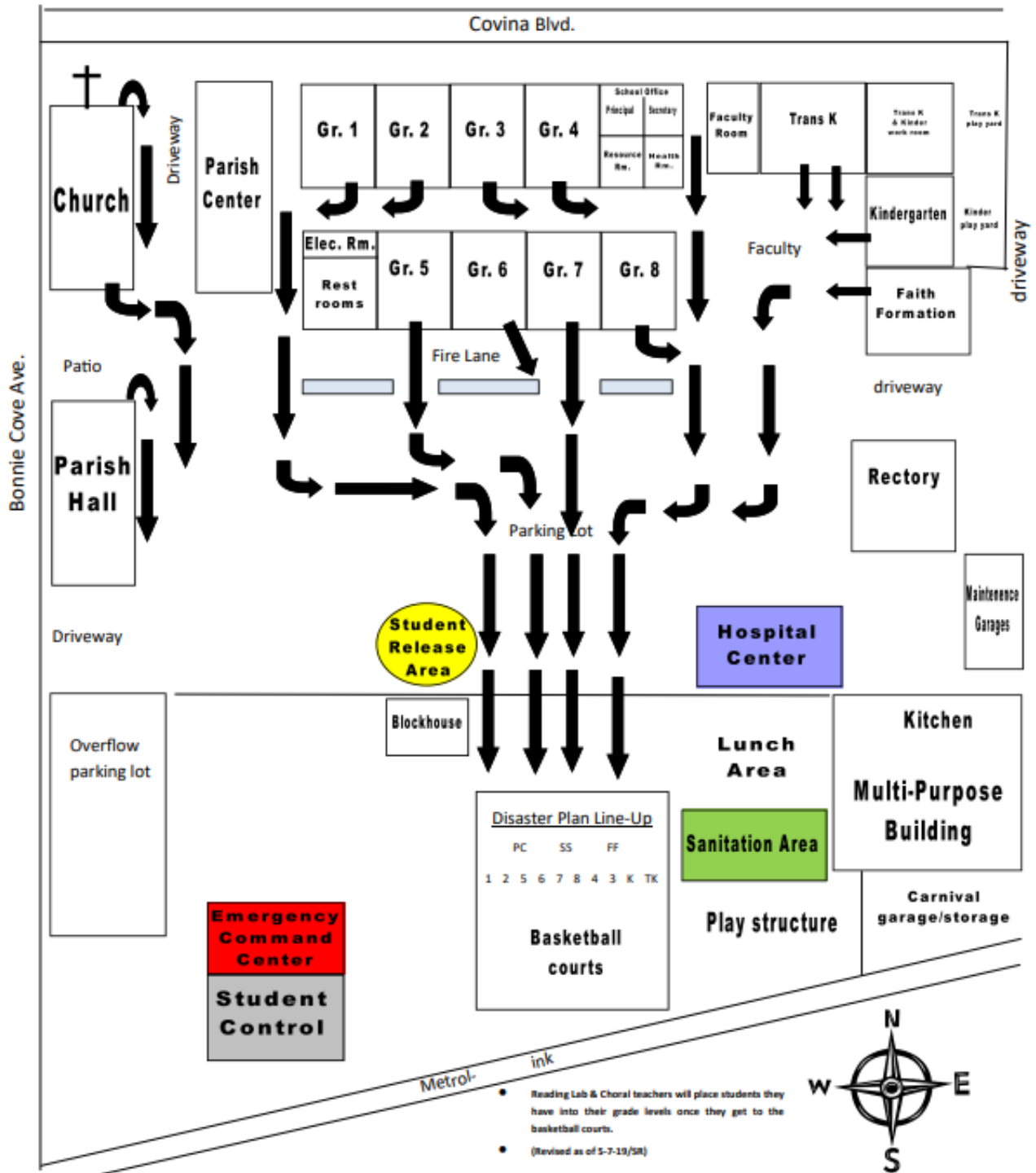
# ST. LOUISE DE MARILLAC SCHOOL

## DISASTER PLAN / EVACUATION MAP

1728 E. COVINA BLVD., COVINA, CA 91724 626-966-2317

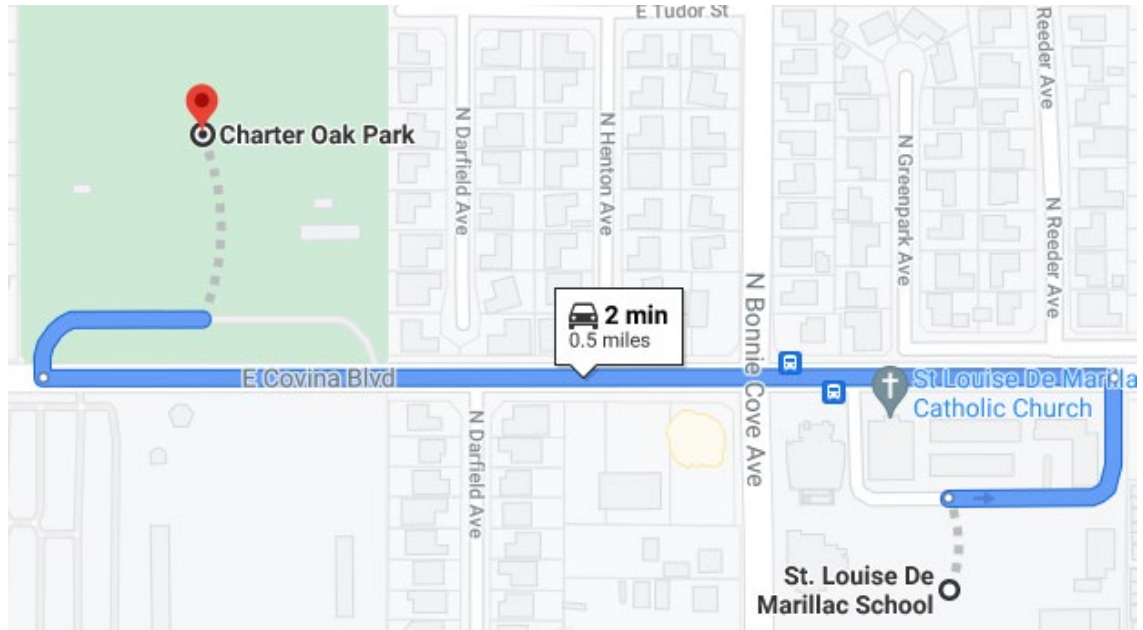
### Map Key:

- PC—Parish Center
- SS—School Staff
- FF—Faith Formation
- TK/Trans K—Transitional Kindergarten
- K—Kindergarten
- Remaining Grades listed by Grade Number



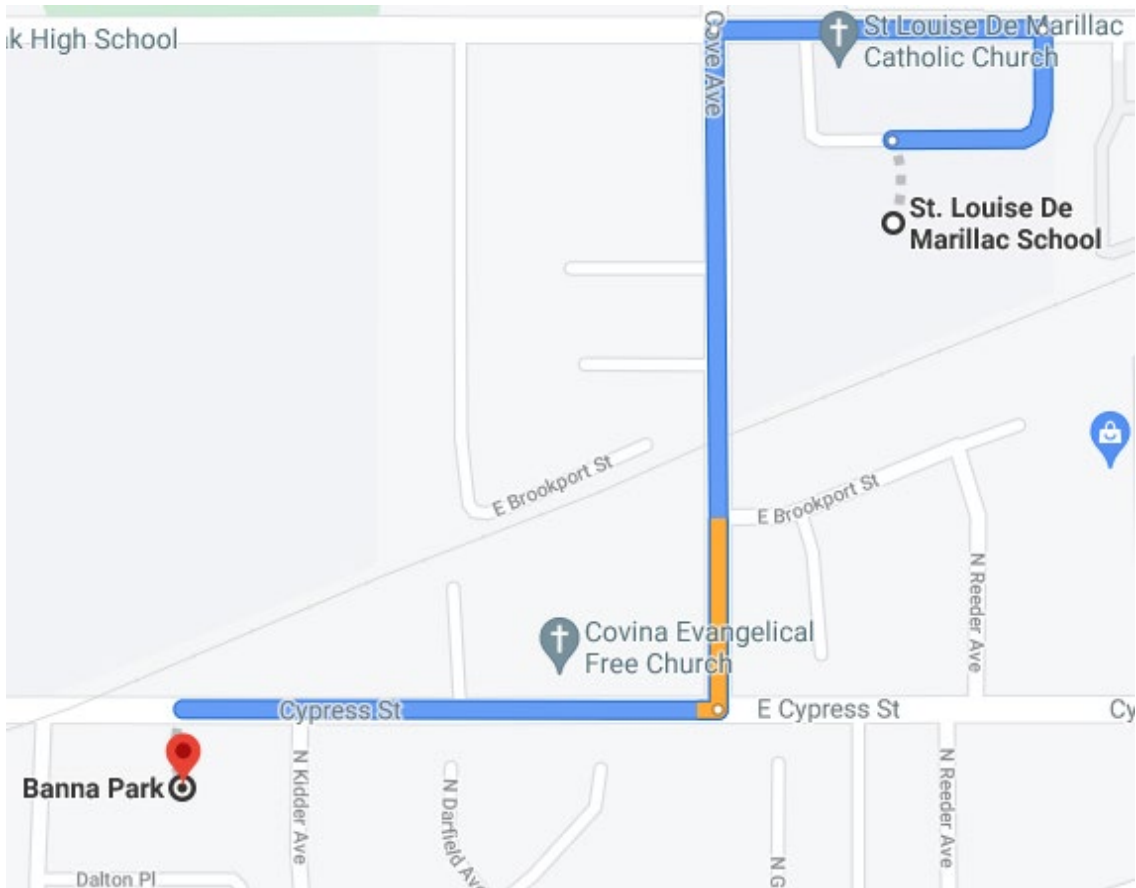
Secondary Safe Spaces

Charter Oak Park- 20261 E. Covina Blvd. Covina, Ca 91724 **(626) 339-0411**





Banna Park- 1537 Dalton Place Covina, CA 91724



# DISASTER TEAM DUTIES

## Team 1: Emergency Command Center

1. Catherine Ossa
2. Mara Chimenti (if available)
3. Chris Avila
4. Fr. Robert Fulton (if available)

**Team 1 will assess the situation whether or not to activate the following plan: (*Principal takes out the megaphone*)**

- **Tape off driveways using yellow tape.**
- **Open storage bins by the Rectory- Team 1 assists Team 3 in transporting food, water and other supplies to black top if needed.**
- **Assess overall condition of school plant and make the decisions concerning activation of the disaster plan.**
- **Interface with emergency agencies as they arrive on campus.**
- **Give school map, indicate injuries, and point out any hazards.**

**Team 1 monitors Team 6 completion of final student check.**

1. **Move benches to First Aid area**
2. **Take out First Aid items: blankets, ice packs etc.**
3. **Take out food and deliver it to Team 6, Student Control Area**
4. **Help in First Aid area as needed.**
5. **Continue to monitor all "Team Areas"**

**Materials: remove all emergency materials from garage which include:**

map of school  
status report of: missing, trapped, injured students  
megaphone  
walkie talkie  
cell phone  
pen & notepads

## **Team 2: Search and Rescue**

*Voice and sight check of school building. Locate injured or missing children. Transport injured to First Aid area. Transport emergency equipment to school building for search and rescue team. Report to First Aid Station.*

1. Brent Whitfield
2. Melanie Richardson
3. Mark Ebner-Gavit or Sergio Gutierrez

After receiving command from command center start procedures:

- Determine the number of missing students
- Read teachers' report to determine if location is known
- After clearance from emergency command center, begin search
- Secure building with emergency yellow tape & lock to prevent people from entering

### **Materials:**

Hard hats  
pry bar  
walkie talkie  
flashlights  
emergency tape  
blanket for transporting injured  
shovel

## **SEARCH AND RESCUE: AREAS TO CHECK:**

1. **Office Area**  
*Front office, faculty room, library, TK, Kindergarten, Health Room*
2. **Primary Wing**  
*Resource room, Grades 1-4, Reading Lab*
3. **Junior High Wing**  
*Grades 5-8, bathrooms, Music/Youth Room*
4. **Multi-Purpose Building**  
*Daycare, Bathrooms, Kitchen*
5. **Church**  
*Church, Parish Hall*

## **Team 3: Utilities**

*Turn off gas, electricity and water if needed. Stand by for emergencies.*

1. Linus Durkan
2. Catherine Ossa
3. Mara Chimenti

**After checking with command unit and receiving the go ahead:**

- Turn off gas shutoff and mark with tape, turn in status report to principal or designated person.
- Turn off water shutoff and mark with tape, turn in status report to principal or designated person.
- Turn off electricity and mark with tape, turn in status report to principal or designated person.

**Materials:**

Wrench  
scissors  
screwdriver (large)  
gloves  
tape  
flashlights (one per person)  
batteries  
lock out tags

Once the job is completed & signed off by command center, receive future assignment.



## **Team 4: Student Release Area**

*Give Walkie-Talkie to assigned individuals. Release students to parents or those who have been delegated by parents on emergency cards. (Use Release Form)*

1. Sue Reyes (Walkie-Talkies)
  2. Frankie Jauregui
  3. Maria Campos
- Team 1 members will set up one table at release center
  - Commence releasing students to their parents or a pre-authorized adult listed on the emergency card after the final clearance from the Emergency Command Center (ask for ID if you do not recognize)
  - Maintain all emergency cards with signed releases

Materials:

1 long table and 4 chairs

Emergency Binders

Pens

walkie talkie

## **Team 5: Student Retrieval for Parents**

*Wait for Team 4, Student Release Area, to notify Team 5 for retrieval of students.*

1. Jennifer New (Walkie-Talkie)
  2. Genova Linares
  3. Donna Murray
- Team 5 member listens for student names
  - Team 5 retrieves students from Team 6, Student Control Area and walks them to Student Release Area.

## **Team 6: Student Control Area (General Assembly)**

*Supervise students.*

1. Ana Luna
2. Amor Cervantes
3. Melanie Richardson
4. Vivian Vasquez/Sharon Durkan
5. Erin Pompey
6. Mark Ebiner-Gavit

- Team Members should maintain calm & order
- Children are to remain seated at all times
- Children should be escorted to bathroom areas or first aid
- Make sure that students have emergency card with them at all times
- Emergency Command Center will provide you with water, food & trash bags.

### **Materials:**

ABC order signs

Sign out sheets

Water

Food

Trash bags

Popup Bathroom tents

## **Team 7: First Aid Station**

*Area designated for First Aid area. Give basic First Aid as necessary. Record all First Aid given. Monitor and report important information to Team I Emergency Command Center.*

1. Catherine Ossa (walkie talkie)
  2. Katie Wold
  3. Ellen De Groot
  4. Health Room Volunteers (if present during disaster)
- Help escort/transport injured to triage
  - Assess and apply first aid
  - Review emergency card to check for pre-existing conditions and/or allergies
  - Rank seriousness of condition with "I" being critical & label with tape
  - Ready patient for outside transport if necessary
  - Ready patient for school hospital

### **First Aid Materials:**

First Aid Sign  
Tape & Sharpie markers  
Gloves  
blankets  
First Aid Status Report Sheet  
Health Room Walkie-Talkie  
Triage Tags

### **Tape Should Have:**

NAME OF STUDENT, SCHOOL & CITY  
KNOWN ALLERGIES  
HOME PHONE  
RANK:

## **Injury Triage**

*Area designated for School Hospital. Record injuries, arrange for emergency transport of seriously injured.*

- Set up hospital center with tarps, and/or tables
- Set up emergency supplies
- Review emergency card to check for pre-existing conditions and/or allergies
- Rank seriousness of condition with "I" being critical & label with tape ID the patient with masking tape placing around ankle or wrist (follow above tape format)

- Begin treatment of patients
- Record patient's name and injury and time of first treatment
- Fill out status reports and turn in to command center

**Materials:** water  
 Tarps, tables if available  
 emergency supplies  
 Student Hospital Sign  
 patient injury reports  
 School Hospital Center Status Report Sheet (report patient injuries and file patient injury reports)  
 blankets  
 masking tape

## Team 8: Sanitation

1. Linus Durkan – set up
2. Brent Whitfield
3. Chris Avila

After first tasks are completed from Emergency Command Center set up:

- toilets
- tarps around toilets
- pass out toilet paper
- waste/trash bags
- maintain the lines
- disposal of waste

**Materials:**

Toilets	tarps
Signs	waste bags
toilet paper	hand sanitizer

## **Team 9: Supply Station**

1. Linus Durkan

- Hand out all supplies to areas on the school grounds

**Materials:** Key for shed if not open (see Catherine or Mara)

## **DISASTER PLAN~GENERAL INFORMATION**

St. Louise will conduct monthly disaster drills in order to prepare the students for emergency situations. There will be a minimum of 2 fire drills, 2 earthquake drills and 2 lock down/shelter in place drills amongst these monthly drills during the year. A record shall be kept in the principal's office of the date and time of each drill. Teachers/Staff Members are expected to orient students concerning proper procedures, not only in the classroom, but various places of campus and off-site safe spaces.

Communication during and after disasters is extremely important- both internally as a campus and directives to Parents/Guardians. The Principal/Designated Person will assess any disaster and will communicate with parents via email or phone depending on the situation. Please note that, depending on the situation, it may not be in the best interest of the safety of the children, teachers and visitors to campus to communicate play by play during a disaster. The Principal/Designated Member will follow this Disaster Plan and the recommendations of Police/Fire/Emergency Personnel will track necessary information in the attached safety logs.

Parents should wait for instructions and refer to any communication from the Principal. Parents should not call the Office for updates during an emergency as this may tie up needed phone lines and cause delays in getting communication out to all Parents.

This Disaster Plan will be reviewed annually and updated as needed.

# EARTHQUAKE

## **1. Initial Response**

Response by all persons (students, teachers, parents, staff):

- Drop down to knees with back to windows.
- Duck and cover under desk, chair, or table if available.
- If not available drop where you are and assume classic "Earthquake Position" with arms covering the back of head.
- Hold furniture securely with both hands, if possible, when taking cover under it.

## **2. Evacuation**

Teacher will give order to evacuate upon her/his own discretion:

- Evacuate upon your own discretion when shaking has stopped, and outside area looks clear.
- Take your emergency backpack containing emergency cards.
- If a class or student is outside the building when earthquake occurs, they are not to return but are to go to their class's area in the designated safe space.

## **3. Take Your Positions**

- After evacuation, have students seated away from the school.
- Teachers should take roll call by handing emergency card to student. Extra emergency cards signify that student is absent or missing. Place absent student's card in emergency backpack and make a note.
- Teachers should utilize the color sheets in the emergency pack to indicate student status to Emergency Command/Search and Rescue Team 2. A green sign indicates all students are present who were in attendance that day; a red sign indicates students missing other than absent.
- Share the names of the absent/missing students or staff members with a search and rescue team member. Indicate on the form in the bag last known location of missing students, if known.

Once the situation has been fully assessed (with the proper authorities if needed), the Principal/Designated Person will call for Student Dismissal or an ALL CLEAR. If Dismissal is called, refer to the Emergency Cards for



contact information. If an ALL CLEAR is called, Teachers/Staff Members may lead children back into the building.

## **SHELTER IN PLACE/LOCKDOWN PROCEDURES**

St. Louise School requires that all visitors must check in through the office. The lockdown procedures are designed to isolate the students and staff from unwelcome visitors and violence and reduce/eliminate injury.

There are two types of lockdowns. One is Shelter in Place in which you carry on with normal activities. The other is Lockdown with students being asked to sit on the floor. Please use discretion when you are in your classrooms. If the school is in Shelter in Place, but you hear or see anything that indicates a change, please proceed to lockdown.

### Shelter In Place Procedures

1. Any and all hazardous materials emergency or nonviolent disturbance should be reported to the administration immediately. The principal, vice-principal, or secretary will determine action needed. If the

disturbance poses no immediate danger, the principal may call for the teachers to initiate the SHELTER IN PLACE.

2. Upon hearing the call for SHELTER IN PLACE, all students will enter the nearest classroom as quickly as possible. If students are in the restrooms, they are instructed to remain there until the shelter in place procedure is complete.
3. Immediately after students have entered the nearest room (no more than 10 seconds), teachers will secure and LOCK the classroom door. Students on the playground, in the bathroom or walkways are to enter whatever building is the closest and remain there until all clear is called. NO ONE SHOULD LEAVE THE CLASSROOM FOR ANY REASON UNTIL THE ALL CLEAR IS CALLED.
4. Teachers will take roll of the students in their room and keep all students/staff members inside regardless of the bell schedule.
5. Teachers/staff members may continue classroom instruction unless Shelter in Place is replaced by a call for LOCKDOWN. If this occurs, Teachers/staff members should move immediately into Lockdown Procedures- see next page.
6. The principal or the police department will signal ALL CLEAR, ending the Shelter in Place. Teachers should not open the door prior to the ALL CLEAR signal.

### Lockdown Procedures

1. Any and all threatening disturbances should be reported to the administration immediately. The principal, vice-principal, or secretary will notify the police department of the threat. If the disturbance poses immediate danger, the principal will call for the teachers to initiate the LOCKDOWN PROCEDURES.
2. Upon hearing the call for LOCKDOWN, all students will enter the nearest classroom as quickly as possible. If students are in the restrooms, they are instructed to remain there until the lockdown procedure is complete.

3. Immediately after students have entered the nearest room (no more than 10 seconds), teachers will secure and LOCK the classroom door. Students on the playground, in the bathroom or walkways are to enter whatever building is the closest and remain there until all clear is called. NO ONE SHOULD LEAVE THE CLASSROOM FOR ANY REASON UNTIL THE ALL CLEAR IS CALLED.
4. Teacher/Staff Member will instruct students to move away from windows and doors, sit on the floor and turn off the lights. Keep out of sight.
5. Teacher/Staff Member will take roll of the students in their room and keep a list of any missing children.
6. Teachers/Staff Members are instructed to NOT open the door for any reason regardless of who is attempting entry into the room.
7. If the situation is violent (sound of firearms/explosions), instruct the students to move to the center of the room and lie face down.
8. If Law Enforcement evacuates a classroom, Teachers/Staff Members should move as directed as quietly and quickly as possible. Do not respond to voice commands without verifying they are from Law Enforcement.
9. The Principal or Law Enforcement will signal ALL CLEAR, ending the lockdown procedures. Teachers should not open the door prior to the ALL CLEAR signal.

<b>ARMED INTRUDER/ACTIVE SHOOTER ON CAMPUS/IN CLASSROOM</b>
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- If possible, notify administration of the situation.
- Run, Hide and Fight- Depending on the location of the Intruder, if it is safe to do so, Teachers/Staff Members should instruct Children to run out

of the classroom and towards a Secondary Safe Space. If running is not a safe option, Teachers/Staff Members should instruct Students to hide. If confronted with an armed individual up close, Teacher/Staff Members should fight to allow Students to run or LOCKDOWN. Find anything to use as a weapon (stapler, lap top, elbow, etc,) and utilize distractions to create distance between an intruder and the children to allow for an “Opening of Opportunity” to run.

If Intruder comes into the Classroom:

- Try to run or hide.
- Attack to overpower the Intruder or push Intruder out of the classroom and initiate LOCKDOWN.
- If the intruder starts shooting, instruct the students to run out of the class immediately to a Secondary Safe Space.

If Intruder takes a hostage:

- Do NOT argue with, threaten or stare at the intruder.
- Assume the intruder is armed, even if a weapon cannot be seen.
- Answer any questions when asked by the intruder.
- Avoid any sudden movement that could panic the intruder.
- Try to shift the intruder’s attention away from the children.
- Keep your students as calm as possible
- Mentally record a detailed description of the individual and the weapon
- Remember what objects the intruder touches and preserve them for Law Enforcement for it is critically important to preserve the crime scene

## **BOMB THREATS/UNKNOWN DEVICE**

Immediately after receiving a "bomb threat" the following procedures shall be followed:

- The Police and Fire Department are to be called per directive of the Principal/Designated Person.
- The decision to hold a fire drill or to take action shall be made by the Principal/Designated Person in consultation with the fire and police officials.
- If the building is evacuated, the students remain at their designated areas until the fire chief declares the building safe
- Wait for the police to arrive before a search is conducted
- If, after an extensive search, no suspected bomb or device is found, the decision of whether or not to permit pupils and staff to re-enter the building must be made. This is the Principal/Designated Person's decision, tempered by the advice of the police/fire officials.

**UNKNOWN SUBSTANCE/CHEMICAL THREAT**

- Threats received by telephone, e-mail, in person or by U.S. Mail will be reported immediately to the local police and/or local fire department.
- The emergency numbers should always be readily available for the school telephone.
- School personnel who receive the threat by phone, by mail or in person shall attempt to get the exact words of the threat so as to assist the investigating agencies in the task of locating the reporting person(s).
- The individual who opened the mail or received the threat, and other persons who were in the immediate area of exposure shall remain isolated in the office in case they are already contaminated.
- Shut down the centralized air/heat system. (Team 3- Utilities)
- The Principal or Designated Person will send a message to all locations in the school by intercom notifying the school of a SHELTER IN PLACE, LOCKDOWN or EVACUATION.
- If Evacuation is called, Teachers/Staff Members will lead students out to the designated safe place; one of three areas \*See Map for details:
  1. School Field/Greenspace
  2. Charter Oak Park - 20261 E. Covina Blvd. Covina, CA 91724
  3. Banna Park- 1537 Dalton Place Covina, CA 91724
- If Shelter In Place/Lockdown is called Teachers/staff members will move immediately into the SHELTER IN PLACE/LOCKDOWN procedures. No one should be allowed into the school office or contaminated area.
- Once the situation has been fully assessed with the proper authorities, the Principal/Designated Person will call for Student Dismissal or an ALL CLEAR. If Dismissal is called, refer to the Emergency Cards for contact information. If an ALL CLEAR is called, Teachers/Staff Members may lead children back into the building.

# FIRES

The following is the Fire Exit Procedure:

- If fire occurs in a classroom/school area, it should be immediately reported to the main office.
- School Office Personnel calls fire department and sounds the alarm. The fire alarm emits repeated loud successive short intermittent signals for a period of time.
- All school personnel and visitors must leave the building regardless of their activities.
- Students exit per evacuation map route in each classroom. Students should walk in a quiet line out to the designated safe area. Students should not take books or personal belongings with them during evacuation.
- Teacher/Staff Member must take out the emergency backpack, be the last person out of the room and should be certain that all doors are closed.
- After reaching the designated safe area, Teachers/Staff Member will take roll of the students. Teachers will indicate on fire report sheet the names of missing students. Teachers will utilize the color sheets in the emergency pack to indicate student status to Emergency Command. A green sign indicates all students are present who were in attendance that day; a red sign indicates students missing other than absent.
- Once the situation has been assessed, the Principal/designated person will alert the school to return to class in an orderly manner.
- If the situation warrants, the Principal/Designated person will call for secondary location evacuation and/or student dismissal.

# PANDEMIC

An increasingly important health issue is one of a pandemic, in which the nation and our world faces a global disease outbreak. It is important that adequate planning take place to prepare policies and procedures that will ensure the health and safety for school families and staff.

All decisions in a pandemic situation are guided by the recommendations of local agencies such as the State Department of Public Health, Los Angeles Department of Public Health and the Archdiocese of Los Angeles. Local agencies will determine the appropriate steps in response to a pandemic situation, including possible school closure.

Possible scenarios to plan for include:

1. All students remain in school, but measures that include increased sanitation and hygiene as well as social distancing and face masks will be implemented.
2. Small clusters of students may be at school part-time in a hybrid situation where some students are on campus and other students are participating in distance learning
3. A school closure occurs in which all students are in distance learning.

Additional precautions will be put in place as directed by the Public Health Department and include but are not limited to the following items:

- Additional sanitizing of the school campus
- Access to hand sanitizer and hand washing stations for all
- Daily health screenings will take place before the start of school
- Students and staff are asked to remain at home if ill or any symptoms are present
- Measures that encourage social distancing will be put into place
- Essential technology needs will be kept current so as to ensure that the school is able to meet the learning needs of its students
- The school will maintain a supply of Personal Protective Equipment (PPE) for staff and volunteers
- Administration will develop and communicate the school learning plan in any of the above scenarios with school families











**TEAM 1: STATUS REPORT CHECKLIST**

**DATE:** \_\_\_\_\_

**TEAM 1: STATUS REPORT TIME:** **INITIALS:**  
**COMMENTS:** \_\_\_\_\_

**TEAM 2: STATUS REPORT TIME:** **INITIALS:**  
**COMMENTS:** \_\_\_\_\_

**TEAM 3: STATUS REPORT TIME:** **INITIALS:**  
**COMMENTS:** \_\_\_\_\_

**TEAM 4: STATUS REPORT TIME:** **INITIALS:**  
**COMMENTS:** \_\_\_\_\_

**TEAM 5: STATUS REPORT TIME:** **INITIALS:**  
**COMMENTS:** \_\_\_\_\_

**TEAM 6: STATUS REPORT TIME:** **INITIALS:**  
**COMMENTS:** \_\_\_\_\_

**TEAM 7: STATUS REPORT TIME:** **INITIALS:**  
**COMMENTS:** \_\_\_\_\_

**TEAM 8: STATUS REPORT TIME:** **INITIALS:**  
**COMMENTS:** \_\_\_\_\_

**TEAM 9: STATUS REPORT** **TIME:**  
**INITIALS:**  
**COMMENTS:** \_\_\_\_\_





## Important Phone Numbers

### Law Enforcement

Agency	Phone
Covina Police Department – Non-Emergency Dispatch	(626) 384-5595
Covina Police Department – Desk Officer	(626) 384-5595
Covina Police Department – General Info	(626) 384-5808
Covina Fire Department	(626) 974-8371
San Dimas Sheriff Department	(909) 450-2700 (626) 332-1184
West Covina Police Department	(626) 939-8500 (626) 939-8556
Glendora Police Department	(626) 914-8250

### Medical

Distance	Facility	ER Services	Phone
1.2 mi	San Dimas Community Hospital	Yes	(909) 599-6811
2.8 mi	Glendora Community Hospital	Yes	(626) 852-5000
3.1 mi	Inter-Community Hospital	Yes	(626) 331-7331
3.5 mi	Foothill Presbyterian Hospital	Yes	(626) 963-8411
7.8 mi	Queen of the Valley Hospital	Yes	(626) 962-4011
N/A	American Red Cross		(909) 624-0074

N/A	Poison Control		(800) 222-1222
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Public Health Department <http://publichealth.lacounty.gov/>

### Transportation

Metro-Link Train Safety Cypress St at Banna Ave CPUC #SG-24.73/DOT #747313F Bonnie Cove Ave, South of Campus CPUC #SG-25.00/DOT #747314M Covina Blvd, West of Sunflower CPUC #SG-25.40/DOT #747315U Sunflower Ave, North of Covina CPUC #SG-25.53/DOT #747316B	(888) 446-9721
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### Utilities

Agency	Phone
Covina Public Works	(626) 858-7294
Covina Public Works – Engineering (Traffic Control)	(626) 384-5490
Covina Public Works – Engineering (Traffic Control) – Alternate	(626) 384-5808
Covina Water	(855) 354-7579
Southern California Gas Company	(800) 427-2200
Southern California Edison	(800) 655-4555
Covina City Hall	(626) 858-7212



## Emergency Assistance Form

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

Hello, My name is \_\_\_\_\_

I am at: St. Louise De Marillac School  
1728 E. Covina Blvd. Covina, CA 91724  
School phone number 626-966-2317

We are at the intersection of Covina Blvd and Bonnie Cove Ave

My call back number is: \_\_\_\_\_

**We are reporting (circle and complete):**

Fire

Injured Person(s) [Qty. and Injuries] \_\_\_\_\_

Trapped Person(s) [Qty and Location] \_\_\_\_\_

Medical [List Conditions] \_\_\_\_\_

**Problem :** Bomb Threat / Chemical Event / Electrical /  
Explosion / Flood / Water Hydrant / Natural Gas / Quake /  
Sewer / Structural Failure / Traffic / Traffic Signal / Train /  
Water / Wind /

Other: \_\_\_\_\_

**Property Damage [List]** \_\_\_\_\_

**Fight / Assault / Other:** \_\_\_\_\_

**Trespass**

**[Describe]:** \_\_\_\_\_

**Property Crime:** Burglary / Theft / Vandalism / Vehicle / Other

**Vehicle Collision with:** Vehicle / Pedestrian / Building / Utility Pole  
/ Traffic Signal /

Other \_\_\_\_\_

Injuries [ Y | N ] [Qty & Type] \_\_\_\_\_

**sp**

On Campus / The Church / The Field / The Playground /  
Building \_\_\_\_\_

At Intersection of: \_\_\_\_\_

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

Ave/St/Pl/Dr