



CDS EMERGENCY PROCEDURES

2019-2020

In preparation for any emergency, all teachers in the four Houses of the school have been assigned specific functions. It is important during any emergency to remain calm. The staff on the working "Emergency Teams" are administrators, maintenance, and security staff, who serve as the team leaders. These teams and team leaders include:

Emergency Teams

<u>Team</u>	<u>Team Leader(s)</u>
Emergency Command Center Communication	Scott Adams Jean Carlo Villalta
Crisis Intervention	Maria Fernanda Cardona Anna Oliveras Ivannia Espeleta Isabel Urrutia Paula Mora Carolina Protti
First Aid Operations and Maintenance Maintenance	Martha Bello Marco Calvo Dagoberto Guillén Eliécer Vargas Alvaro Zamora
Evacuation Route / Transportation Student Organization / Parent Reunion / Student Release	Keitsa Brisson Jack Young James Tucker Jose Luis Menendez

Emergency Team leaders should report to the Pavilion. Principals are to stay with their houses in the initial phase to be visible and to provide leadership and direction. At this point, all team leaders should remain alert and ready to follow instructions. When advised by the school director, everyone will continue with Part B of the emergency plan.



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PART A

Building Evacuation Procedures

- **Emergency siren will sound.**
- **Teachers and students will follow evacuation routes posted in their classrooms. Students and teachers leave building in an orderly, quiet way.**
- **Assemble in the North Parking Lot and regroup by class/homeroom:**
 - Early Childhood North Parking Lot
 - Elementary North Parking Lot
 - Middle School North Parking Lot
 - High School North Parking Lot
 - LRC/Library North Parking Lot
 - Gym North Parking Lot
 - Swimming Pool North Parking Lot
 - Art: MS & HS North Parking Lot
 - Art: ES North Parking Lot
 - Music: ES North Parking Lot
 - Band: MS North Parking Lot
 - Band/Choir/Music: HS North Parking Lot
 - Administrative Building (staff) North Parking Lot
 - Dining Center (staff) North Parking Lot
- Take attendance in class/homeroom group. Report attendance to their respective principals, who will report to the Command Center using their radios.

Principals/Wardens check the building for unaccounted students and to close doors. Principals/Wardens report to area outside the gates.

Early Childhood and Elementary School Procedures for Part A

Students will leave the classroom with the classroom teacher and go to the designated spot in the north parking lot area. Early Childhood will exit the east gate, walk the perimeter of the building to the north parking lot. The staff from the Administration building (Business Office, Human Resources, Admissions, etc) will assist Early Childhood in exiting the building and gathering in the north parking lot.



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Middle School Procedures for Part A

Students will leave with their classroom teacher and then assemble with their Advisor.

Sixth Grade

Epperson, Vargas, Zúñiga, Rose, Montealegre

Seventh Grade

Neuworth, Lubber, Morales, Amores, Stanfield

Eighth Grade

Mercado, Westphal, Pettit, Montero, Madrigal, McLaughlin

High School Procedures for Part A

Students will remain with their classroom teacher. Teachers will line-up by department as per order of evacuation. Teachers will have a red folder with class rosters as well as a red and green laminated "flags."

Teachers will take attendance and hold up the "green" flag if all students are accounted for and the "red" flag if there are students who are not accounted for. The Principal will go to the teacher to see which student(s) are unaccounted for and report that back to central command center.

NOTE: During lunch, break or passing times students will line up with the teacher from their previous period.

Art, PE, Band and Choir will exit to the soccer field with any HS class in session.

Teachers without a class during an Emergency are to assist with evacuation procedures from the high school area and to be in the immediate area where teachers and students gather.



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PART B Campus Evacuation Procedures

- The decision to evacuate the campus is made by: the General Director or designee
- Once the decision is made to evacuate the campus, parents are notified via SMS. Notification will also be posted on the school website, if possible.
- School Director, or designee, will instruct each house to regroup by house in quads on the Main Soccer Field.
- **Assembly procedure to the Main Soccer Field:**
 - Houses will walk from their location in the north parking lot down the parking lot and buses to the main soccer field.
 - Houses will file in accordingly based on their line up sequence from the green (ES, MS, HS, EC).

North

Pool	Elementary School	Early Childhood	Exit Gate
Gym	High School	Middle School	Art rooms
Walkway	Ramp	Ramp	Walkway

- Teachers are to remain with their group from the initial dismissal. Keep students calm and await additional instructions for evacuation.
- As parents arrive, each student/family is called to gate (1 gate, 2 gates) for dismissal. list of staff designated to check students leaving.
- Once all students have been evacuated, staff members may depart.



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Part C

Lockdown Procedures

As part of the CDS Emergency Plan, we must be prepared that there may be a threat of an intruder on campus, or an emergency situation in the area surrounding the school. In these instances, the school will immediately take steps to ensure the safety of students, teachers, staff and any visitors on campus.

A Lockdown can serve several purposes:

- Locate and isolate the danger to ensure safety and to communicate to local police;
- Remove students and teachers from the area of the threat;
- Allow for an accurate accounting of each student in the care of the teacher;
- When possible, organize an evacuation of the campus to a safe haven.

In general, there are two main lockdown situations:

1. **Lockdown with warning: The threat is outside the school building.**
2. **Lockdown with intruder: The threat or intruder is inside the school building.**

1. Lockdown with Warning

The following procedures should be followed when the threat is **outside** of the school building:

- Using the PA system, the General Director, or designee, orders and announces “lockdown with warning.” If the PA system is not working, each house principal issues the warning within their house. The message should be repeated several times to ensure compliance.
- **Important:**
 - Each house principal ensures that lockdown procedures are followed. In particular, any area where students are typically outside (PE, play areas, lunch time) need immediate attention to get students and teachers inside a room/building, or to the designated area of safety.
- **Unless known information prevents it, the first action in a Lockdown Procedure should be to get all students and staff in a classroom, or remain in a closed building.**
- **Control all movement, but continue classes. Do not change classes until given the “all clear” by administration.**
- Lock all doors immediately.
- Administrators and any teacher without children are responsible to clear hallways, restrooms, and other rooms that cannot be secured.
- Secure and cover classroom windows, where possible.
- Take attendance of students in each classroom. It is possible that there may be students who have sought shelter in your classroom but they are not normally in your classroom.
 - Teachers should prepare a list of missing and extra students in the room. If possible, report missing students to an administrator through the CDS Emergency chat.
 - Teachers should take this list with them once they are directed to leave the classroom.
- Once the threat has subsided, the building administrator announces “all clear.”



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2. Lockdown with Intruder

The following procedures should be followed when the threat or intruder is inside the school building.

- The General Director orders and announces “lockdown with intruder.” The General Director, or designee, will use the PA to make this announcement several times.
- Immediately direct all students, staff, and visitors into the nearest classroom or secured space.
- **Lock classroom doors. Keep all students sitting on the floor, and, where possible, under the tables. All students should remain quiet and “in place.” Unnecessary movement may attract the intruder’s attention. Early Childhood classes will enter class bathrooms and lock the door.**
- **In classrooms where it is possible, move to areas where students can’t be seen from the outside.**
- **Teachers and staff must take cell phones (put this on silent mode) to follow the directions on the CDS Emergency chat.**
- Classes that are outside of the building must take refuge in the nearest safe haven, recognizing that the threat is imminent. Entry to a building should only occur if the teacher is 100% sure that the threat is not in that immediate area.
- If possible, move outside classes (e.g. PE) to the nearest area of safety – this is likely to be change rooms or storage spaces in the PE area. Students in the Pavilion area should move to the Theater.
- Take attendance of students in each classroom.
 - Teachers should prepare a list of missing and extra students in the room.
 - Teachers should prepare to take this list with them once they are directed to leave the classroom.
- Await the “all clear” signal before moving any students.
- When or if students are moved out of the classroom, assist them in moving as quietly and quickly as possible.
- When the threat is over/the intruder has left the building, the building administrator announces “all clear.”



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Part D

What to Do During an Earthquake

Stay calm! If you're indoors, stay inside. If you're outside, stay outside.

“Drop, cover and hold on.”

1. Drop to the floor, or ground, as quickly as possible as it is difficult to stand and maintain balance during an earthquake.
2. Cover your head and neck. If possible, get under a table so that you do not get hit by flying debris or heavy objects.
3. Hold on to something so that you move with the motion of the earthquake – this will give you a better sense of stability and safety.

Listen for instructions from a teacher or principal.

If you are inside a building, stay away from windows and doorways. Get under a table as quickly as possible.

Once the shaking stops, move to a safe place away from heavy objects, electrical lines, trees, or buildings.

Be prepared for aftershocks. If you feel an aftershock, “Drop, cover and hold on.”



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Teacher Assignments

Wardens 2019 - 2020

Ivania Espeleta (EC Building A downstairs & bathrooms)	James Tucker (Vanessa/Sec in my absence) (MS all first floor)
Adriana Jiménez (EC Building A upstairs & bathrooms)	James Tucker (Vanessa/Sec in my absence) (MS second floor)
Katia Mendez (PreKinder building) Evelyn Borbon/Jonathan Morera (EC Office Suite)	James Tucker (Vanessa/Sec in my absence) (Office/collab space)
Claudia Gonzalez (Admin building Support Suite & bathrooms)	José Luis Menendez (Alfredo/Sec in my absence) HS building first and second floor
S. Castillo (ES Bathrooms and 1st)	
A. Cohen (ES 2nd)	L. Teeple, H. Channer, G. Pearson, G. Rodriguez (gym, pool, gym bathrooms, locker rooms)
M. Cardona (ES 3rd, bathrooms)	L. Ericks, I. Moya, X. Villafranca (art rooms)
K. Solís (ES 4th)	Isa Urroz (LRC)
Isa Urroz (LRC)	O. Valverde (band room); M. Picado, A. Rodriguez (music rooms)
S. Zamora (ES Spanish, Bathrooms)	K. Angulo (Staff Room, Office Area, Computer)

ATTENDANCE MONITORS

- EC: Vanessa Chavarría
- MS: Vanessa Prendas
- ES: Karyn Solís
- HS: Alfredo Madrigal