

ORANGEWOOD ACADEMY



*Disaster
Preparedness Plan*

2016-2017

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Orangewood Academy

Disaster Preparedness Plan

This disaster preparedness plan provides for the welfare and safety of students and staff of Orangewood Academy in the event of a severe earthquake, other major disaster or security lock-downs and establishes a method for evacuation of the school following such an occurrence.

This plan is a result of a growing awareness within our community of the need for readiness in our school and meets the legal requirements of state law.

Much of the material in this plan was drawn from the work of other individuals and groups. This is not the end of our work, it is the beginning. We will continue to evaluate and refine our plan on an annual basis to ensure that it remains current and viable.

An emergency is an unforeseen happening or state of affairs requiring prompt action such as:

1. Fires
2. Earthquakes
3. Advanced Stage Smog Alert
4. Bomb Threats
5. Hazardous Spills/Dump Sites
6. High Winds
7. Floods or Prolonged Rains
8. Civil Disturbances
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Disaster Preparedness Plan

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Section One – Preparation: Pre-Emergency Procedures

- I. ***Preparation of the Schools***
 - A. Hazard Assessment

1. Monthly evaluations (SB198) of interior and exterior portions of all buildings and grounds.
2. This assessment will include proximity of toxic, flammable, corrosive, chemically reactive or radioactive material.

NOTE: None are stored near the school. However, Interstate 5 and the 22 Freeway are major transportation routes for such material.

B. Proximity of high voltage power lines and gas lines.

NOTE: Southern California Gas Company states that there are no major gas lines within the surrounding area. The only existing gas lines are the standard 2-inch lines located under the streets. There are no overhead tension power lines near the school.

C. Interior fixtures such as windows, bookcases, shelving, file cabinets, pictures, etc.

D. Stability of water heaters.
The monthly evaluation will allow for the removal or correction of any hazards.

E. Emergency Supplies
Emergency supplies to be contained in our emergency storage container on site. See Appendix for a list of the contents.

F. First Aid Supplies
These supplies are more extensive than the simple first aid kit kept in each school office. They will be properly boxed and stored in the emergency storage container on-site. See Appendix B for a list of supplies.

II. ***Preparation of Information Cards***

The following information cards will be maintained in the emergency storage container and in the school office.

- A. Plot plan of the school including shut-off valves for gas, water, electricity and the hot water heaters. This plan will also show location of all fire extinguishers.
- B. Emergency telephone numbers for county disaster responding agencies, including the sheriff, fire department, hospital, Red Cross, Civil Defense, gas/electric/water companies, and sister schools.
- C. Call letters of radio stations broadcasting local disaster information. (KEZY – 1190; KWIZ – 1480; and KOCE TV – Channel 50).
- D. Names, addresses, and telephone numbers of those in the surrounding community who have agreed to assist the school in an emergency.

- E. Notation concerning special medication for students and staff.
- F. Copy of preparedness plan and evacuation procedures.
- G. Student emergency and release cards.
- H. Updated student roster and master emergency sign-out sheet.
- I. Pre-lettered signs indicating that the school has been evacuated and where exactly we have gone. Address and telephone numbers of sister schools will be kept in the emergency storage container and in the school office.

II. Preparation of Students

- A. Students will have regular “Duck-N-Cover” Drills.
- B. Teachers and staff will discuss “earthquakes,” and developmentally teach them what to expect when and earthquake happens.
- C. Older students will participate in helping the younger students in case of disaster.
- D. Students will be exposed to simple first aid procedures.
- E. Students and staff will have regular “lock-down” drills.

III. Preparation of Staff

The administration will:

- A. Be knowledgeable of all disaster preparedness plans and keep them updated.
- B. Appoint a backup should both principal and secretaries be off campus.
- C. Set up procedures and plans for annual replenishment of all needed supplies.
- D. See that teachers are trained in specific responsibilities, i.e., first aid, CPR, earthquake preparedness training.
- E. See that earthquake education and drills are completed as designated.
- F. Plan for traffic control during a disaster.
- G. See that parents are informed of school policies and disaster plans.

The teachers will:

- A. Be knowledgeable of responsibilities for disaster preparedness.
- B. Include earthquake education in the curriculum as directed.
- C. Participate in disaster drills.
- D. Take and maintain first aid training as provided.
- E. Know location of all disaster preparedness equipment and supplies.

IV. Preparation of Parents

- A. Annual informational meeting held during the first month of the school at the beginning of each new school year.
- B. The school will provide general instruction for earthquake preparedness.
- C. We will recruit volunteers, skills and disaster supplies from parents.
- D. Parents and other adults in the community will be urged to take first aid and CPR training.
- E. Parents who live closest to the school will be encouraged to commit themselves to join us on campus for drills and in the event of an actual emergency. Skilled volunteers might include doctors, nurses, psychologists, and those trained in first aid/CPR and licensed CB and Ham radio operators.
- F. Parents will have access to this disaster plan in the school handbook and on the school website and at the school office. They will be informed of sister school sites in case of evacuation and the out-of-state telephone number to reach for information should our local lines all be down.

Section Two: Emergency Procedures

I. In the event of an earthquake.

- A. If inside the school building at the times of an earthquake:
 - 1. Move away from the windows or other potential hazards.

2. Get under a desk or table or other shelter or against the inside wall. If shelter moves, move with it and stay under it.
 3. Assume drop position “Duck-N-Cover” and be silent so directions can be heard above the noise of the earthquake.
 4. Stay in drop position until the earthquake is over and/or until further instructions are given.
- B. If outside the school building or walking to or from school when an earthquake occurs:
1. Get clear of all buildings, trees, exposed wires, or other hazards that may fall. The safest place is in the open.
 2. Assume drop position until the earthquake is over.
 3. After the earthquake, if on the way to school, continue to school. If on the way home, continue home.
 4. If conditions do not permit such continuation, send message if possible and wait for assistance.
- C. Following the quaking, any classroom aides, noon duty, or day care personnel not supervising children will report immediately to the principal for assignment.
- D. The principal or designated personnel will contact any emergency medical personnel needed. If the telephone is not working, attempt will be made to use cell phones or public telephones located on campus. If neither of these is working, school will resort to use of alternate electronic equipment or face to face contact, if need be, in order to establish communication with medical help.
- E. The principal or designated personnel will turn off electricity at the circuit box. If there appears to be a broken water pipe, water will be turned off at the main valve. The designated personnel will also check the school building for possible gas leaks and if necessary to shut off main gas valves.
- F. The designated personnel will monitor the release of students to their parents or other authorized persons.

II. In the event of other emergencies such as nearby toxic spill, fire, tornado, flooding, terrorist attack, or nuclear disaster.

- A. Some 450 million tons of toxic waste are transported on the San Diego Freeway and Garden Grove each year. We must be prepared to evacuate depending upon where the spill is located. Evacuation procedures are outlined in Section III.
- B. Fire – Evacuation procedures are outlined in Section III.
- C. Tornado or high winds – Follow the procedures outlined in Section III for earthquakes.
- A. Flooding – As soon as it is apparent that the school is experiencing or will experience an unusual amount of flooding, school administration will decide whether to close school early. When the decision is made office personnel will attempt to call all parents using the emergency cards. Remaining students will be taken either to the auditorium or to another room and will keep the students on campus and indoors until a person listed on the emergency card is able to pick up the student.
- B. Nuclear disaster or Terrorist attack – If or when such disasters take place in a nearby area which may negatively affect the campus or the students, office personnel will attempt to call all parents using the emergency cards. Remaining students will be taken either to the auditorium or to another room and will keep the students on campus and indoors until a person listed on the emergency card is able to pick up the student. If evacuation is necessary, procedure delineated in Section III will be followed.
- C. Lock-Down – Lock-down procedures are outlined in Section Four

III. Evacuation Procedures

- A. In the event of a major emergency the school will not evacuate unless the physical condition of the property absolutely demands it.
- B. In the event of a nuclear disaster, the school will not be evacuated unless directly advised to do so by the authorities. In our best judgment, the safety of the children would be better served by staying on campus and following the procedures found in Section I.
- C. In the event of a nearby toxic spill, impending flood or threatening fire, the school would evacuate to the Garden Grove Korean SDA Church on Trask Street in Garden Grove.

D. Evacuation procedures are as follows:

1. School office will be notified that school is being evacuated.
2. The secretary will call the pre-determined families who live closest to the school for assistance in evacuating the students.
3. All vans and staff vehicles will be used.
4. Faculty will escort their classes to the boarding area behind the gym. All faculty and assisting parents will begin loading students into respective vehicles in an orderly manner. The teacher will take role as he/she places the students into a vehicle and will report to the principal that all students are present and accounted for.
5. The principal or his/her designee will secure the premises and leave a sign at both entrance gates notifying parents where the students have been transferred.
6. All vehicles will follow the principal. All vehicles will stay with the caravan.
7. Upon arrival at the Garden Grove Korean Church, all students, faculty members and parents will remain in their vehicles unless told to exit by the principal or his/her designee. After exiting, all faculty personnel will line the students up according to their classes and escort them to the receiving area.

IV. Extended On-Site Care

A. The administration will:

1. Check the status of the facility and students.
2. Confer with the police, fire and county officials.
3. Immediately seal off campus by locking all of the front gates.
4. Oversee the distribution of all supplies (first aid, food, water, blankets, etc.)
5. Set up the master sign-out sheet in a centrally located spot, and monitor the release of all children.

6. Establish a communication system and have the telephone manned by office personnel.
- B. The teachers will:
1. Remain at the school until the disaster is over and he/she is released by the administration.
 2. Take roll and send notices to administration immediately of any student who is not with their class group, noting possible whereabouts, i.e., at the library or restroom, absent from school, etc. Take roll periodically throughout the disaster period.
 3. Be in charge of all first aid for the students in their class groups until an emergency first aid station is established. Students with major injuries are to remain in the classroom, supervised by a teacher from the buddy group. Children with minor injuries are to be cared for after evacuation.
 4. Check with buddy classes when evacuating. If there are seriously injured persons who cannot be moved, assign one teacher to remain. Other teacher evacuates the rest of the children.
 5. Note on the class roster the name of anyone who for any reason leaves the class group to go to the first aid center, disaster center, home, or the home of an authorized person.
 - a. Teachers are not to release a student to anyone without having that adult sign the child out on the master sign-out sheet.
 - b. Note on record the time the student was released.
 - c. Record any unusual behavior or any first aid given.
 6. If the child is released to anyone other than a parent or authorized person, i.e., to the first aid center, write the child's name on the child in permanent ink. The child might go into shock or become unconscious later and not be able to give their name. If the child is sent to a medical center away from the school, identification is even more essential.
 7. Be aware that there are many members of the community who are expected to assist those at the school: search and rescue volunteers, persons with special skills or equipment, those who have stored supplies, and volunteers to help teachers.
 8. Encourage students to talk about their experiences and feelings.
 9. As the time period extends, remind the students that they are in perhaps the safest place possible under disaster conditions. Fill in the time with games, songs, stories, exercises and rest periods.

- C. The secretarial staff will:
 - 1. Under the direction of the principal, provide for the preservation of essential school records.
 - 2. Monitor the master sign-out sheet, emergency cards, and all release cards.
 - 3. Monitor radio emergency broadcasts.
- D. Some specific duties and designated persons:
 - 1. Game Leaders: Mr. Felix & Ms. Tobing.
 - 2. First Aid Leaders: Mr. Aragon & Mrs. Karsten.
 - 3. Food Preparation: Mrs. Leon & Mrs. Oswald.
 - 4. Water Preparation: Mr. Zeller & Mr. Eugenio.
- E. Food Service

Food has been stockpiled on-site in order to care for approximately 200 people for 72 hours. A detailed menu can be found in Appendix C.

V. Our Communication Plan

Following an earthquake, all systems of communication that are dependent on electrical power or telephone lines may be partially or totally disrupted for several hours or days. This section of the plan details how to provide alternative communications during an emergency of the magnitude of an earthquake at ORANGEWOOD ACADEMY.

By development of this plan, parents will be aware of how to obtain information about the status of their child or children and what they should do in case of an emergency.

- A. If telephones are operative, the secretarial staff will monitor the release of children and have updated information available to parents. If local calls are not available, but out-going long-distance calls are possible, we will set up an out of state message center through **Thunderbird Academy (480-948-3300)** in Arizona. You will be able to get information from us through this message center until telephone service is again available.

- B. We will continually monitor the Emergency Broadcast Systems via radio and TV. Car batteries will give us back-up source of radio broadcasts.
- C. Only staff personnel or parent volunteers will be used as runners. Emergency shelters will be established in our area. Possible sites might include the Garden Grove Korean SDA Church at 11711 Trask Avenue, Garden Grove, CA 92843, 714-590-2000 or other local churches.
- D. Outdoor visual communication:
 - 1. Aerial surveys by plane and/or helicopter are a certainty within hours of an emergency such as an earthquake. The ability to “communicate” to these search aircraft may be the only way to get help from the outside.
 - 2. “Signs” are the simplest and most understandable. We will have several made up ahead of the time and stored in the storage container.
 - 3. We will also have a combination spot and floodlight with battery stored for night use.
- E. In-House Message Center
 - 1. Posted in the main office (command center) will be a message center monitored by a secretary.

Section Three: Our Annual Review

Each school year in September, the administration will carefully review the entire disaster plan. All procedures and assignments will be updated.

At that time, on-going staff and student training will be rescheduled. All first aid equipment and supplies will be inventoried. All food and water supplies will be replenished as needed. Special medical information and prescription drugs for the staff and the students will be updated. Each teacher will do a hazard survey report on classroom conditions and take necessary action to remove or correct hazards.

Section Four: Staff Assignments

I. Fire Drill

- A. Directions for students:
 - 1. At the first sound of the fire alarm, teachers and students are to stop their work and evacuate the classroom in a pre-established order using the posted evacuation routes under the direction of their teacher.

2. At the first sound of the fire alarm, librarian and students are to stop their work and evacuate the library in a pre-established order using the posted evacuation routes under the direction of the librarian or supervisor.
3. Students in P.E., band, choir, or handbell classes are to follow the instructions of the teachers or the posted evacuation routes and evacuate to the grassy playfield.
4. Students outside the classroom (during lunch, etc.) are to follow the evacuation routes posted in each room in the school or the instructions of the first teacher or staff member they meet. They are not to return to the classroom.

B. Directions for teachers:

1. At the first sound of the fire alarm bell, all classroom activities should cease.
2. Teachers should dismiss their class in a predetermined order.
3. Teachers should be the last one leaving the classroom taking their daily registers or class rosters with them. If not in the classroom at the time, do not return to the classroom for your roster.
4. Teachers should take the First Aid kit with them.

C. Conducting a fire drill:

1. Students should remain quiet and listen for the teacher's instructions.
2. Students should not go to the restroom or their lockers.
3. Students should not talk or run in the hallways.
4. Students should not stop for drinks.
5. Students that are in the restroom should report to the designated spot on the field where their room meets to take record.
6. Students and teachers should assemble quickly and quietly at their designated spot, and record should be taken.
7. Students are to remain quietly with their teachers until the all clear bell has sounded.

8. In case of an actual fire, teachers should remain with their students at their designated spots unless directed to move by the principal or fire officials.
9. When the all clear is sounded, students should return quietly to their classroom.

II. Earthquake Drill

A. Students Inside Building:

1. At the first sign of earth movement, the teacher or one in authority implements action DROP.
2. Try to avoid glass and falling objects. Move away from windows where there are large panes of glass.
3. Mr. Hernandez will take Front Office First Aid bag to field.
(Communication apparatus will be in bag.)
4. Mr. Macey, Mr. Olson, and Mr. Hernandez are to lock all gates. **TURN OFF ALL GAS, WATER, AND ELECTRICITY AS DIRECTED BY ADMINISTRATION.**
5. Leave the building only after the earthquake is over and there is no earth movement or falling objects. **DO NOT RUN OUT OF THE BUILDING!**
6. Do not return to the buildings for any reason until they have been declared safe. Stay in your designated area on the field until instructed otherwise.
7. Do not light any fires, flames or stoves, etc.
8. Avoid touching any electrical wires that may have fallen.
9. Render first aid, as needed.
10. Mrs. Olson will take Student Consent to Treat Binders and record sheets to field.
11. Each teacher should take roll and report missing students.
 - a. Pre-school to Ms. Railey or Mrs. Tameifuna.
 - b. Elementary to Mrs. Karsten or Mrs. Leon.
 - c. Junior High & High School to Mr. Eugenio or Mr. Zeller.
12. Request assistance as needed.

13. Field supervision and responsibility are as follows:
 - a. Pre-school: Ms. Railey (Mrs. Tameifuna, assistant)
 - b. Elementary: Mrs. Karsten (Mrs. Leon, assistant).
 - c. Junior High and High School: Mr. Zeller (Mr. Eugenio, assistant).
14. Mrs. Cuevas will check elementary rooms for casualties.
 - a. In her absence, Mrs. Montalban will check rooms.
 - b. Mrs. Oswald will assist Ms. Cuevas as needed.
15. Mr. Eugenio will check Junior High and High School and Pre-School for casualties. In his absence, Mr. White will check rooms.
16. Mr. Macey, and Mr. Olson will assist search teams as needed. They will then assist any area needing additional help.
17. Mrs. Karsten will be in charge of making elementary first aid assignments on the field. Mrs. Leon will assist her.
18. Mrs. Dowser will be in charge of Junior High and High School first aid assignments. Mr. White and Ms. Shultz will assist her.
19. Mr. Aragon will be in charge of the first aid station on the field. Mr. Felix and Mrs. Yguerabide will assist him.
20. Those in charge of the first aid assignments on the field will determine who will be sent to the first aid station for assistance.
21. All students are to remain on the field until they have been given into the custody of their parents, relatives, or others as designated by parents.
22. The following persons will check out students to parents:
 - a. Pre-school: Ms. Railey, assisted by Mrs. Tameifuna.
 - b. Elementary: Mrs. White, assisted by Mrs. Mrs. Montalban.
 - c. Junior High and High School: Mrs. Tobing and Mrs. Provonsha
23. Mrs. Cuevas and Mr. Hernandez will man the front gate to the campus, located by the auditorium. They will be assisted by Mrs. Olson and Mrs. Schmitz. Parents may only request student custody from this point. They will contact Mrs. White, Ms. Railey, and Mrs. Provonsha on the field for students to be checked out.
24. Mrs. Taffe and Mrs. Dowser will distribute food and bedding for all students.
25. Ms. Manrique, Mrs. Morales, and Mrs. Lopez will assist with on-field supervision.

III. Lockdown Drill

The Office of Education should be notified if a lockdown is initiated at your school. This call should be made as noted in the guidelines below. Superintendents will decide with you, based on the situation, if we can be of assistance in any way such as parent management, media, or student release.

This is an Emergency Lockdown. It is initiated when the **danger threatens the campus.**

1. Verbal **“Emergency Lockdown”** signal is given via long continuous bell and communicated by hand held radios.
Supporting information given (exact location and situation transmitted by mobile phone call or text to teachers).
2. Students/staff move to secured rooms
3. Teachers step to hallways if possible to verify they are clear – all students in rooms.
4. Doors locked, lights turned off, and blinds/curtains closed.
5. Students/staff on floor away from windows
6. Remain silent
7. If possible, Office of Education is notified and given updates by principal (or designated senior office staff)
8. “All clear” notification is given by one of the three administrators in person when they use a master key to unlock your door and give a verbal all clear.
9. Notify the Office of Education when incident has concluded.

C. If Students are outside

1. Students will be led to the elementary library, gymnasium or cafeteria (whichever is closer).
2. If it is deemed safer for students to climb over the fence to get away to safety, the designated meeting place will be Doig Middle School.
3. Procedure will remain in place after students have been secured and quiet.
4. Personal notification of “all clear” will take place.

Section Five—List of Emergency Supplies

I. 4-Man Rescue Team

- 4 hard hats
- 4 pairs of leather palmed gloves
- 4 eye guards
- 12 dust masks
- 4 flashlights

II. Entry 7 Debris Removal Tools

- 1 shovel 27" D-grip Square or Round Point
- 1 fire axe 6 lbs.
- 1 hacksaw plus extra blades
- 2 wrecking bars 30"
- 1 jack 6-ton hydraulic
- 1 trash can on wheels 33-gallon
- 1 bolt cutter
- 1 role 100' x ½" nylon

III. Emergency Hand Tools

- 1 pipe wrench
- 1 adjustable wrench
- 1 screwdriver set 4-pc.
- 1 pliers set 3-pc.
- 1 hammer claw wood handle
- 1 knife electricians

IV. Other Emergency Gear

- 1 radio AM/FM + batteries
- 1 tarp 15' x 19' heavy duty
- 1 duct tape roll
- 1 lantern and candles
- 1 tool bag – nylon
- 2 bottle normal saline solution
- 4 rolls adhesive tape
- 1 box adhesive bandages
- 4 each sterile abdominal pads
- 2 each multi trauma pads
- 2 boxes sterile gauze pads
- 1 bag gauze bandages
- 4 each instant ice packs
- 1 box ammonia inhalants

5 each triangular bandage with safety pins
3 each eye pads
1 pair utility scissors
1 pair kit tweezers
1 each penlight
2 rolls tensor bandage
1 box antiseptic wipes
1 tube antiseptic cream
1 each tourniquet
2 each padded splint – arm
1 box XL bandages
1 package gauze sponges
1 box non-aspirin
1 3a first aid guide
1 package tongue depressors
4 each disposable gloves
5 each disposable blankets
205 each solar blankets
1 package water purification tablets
1 CB radio