



**Saint Mary of the Immaculate Conception School Emergency Preparedness Plan A**  
**DATE January 13, 2012**  
**Updated December 3, 2011**  
**Evacuation Drill Objective/Mission**

The purpose of the drill is to prepare faculty, staff, parents, and students for the inevitability of the need for an emergency evacuation. In the event of a small non-destructive emergency, this drill will work extremely well. In the case of a large, very damaging incident, we will have this plan in place so that way we are better prepared to adjust and modify the safety of our school community to the needs of the moment. Being prepared and proactive is the main objective of our Emergency Preparedness Plan. We pray for non-emergency school days.

**On the day of the school evacuation drill, January 13<sup>th</sup>, 2012, all students may wear school appropriate free-dress bottoms, accompanied with their regular uniform school polo and sweatshirt. This is for the comfort and safety of all students during the drill.**

- 1) Review the St. Mary of the Immaculate Conception School Emergency Preparedness Plan (available online).
- 2) Follow the diagram of the pick-up protocol during this drill attached to the back page of this packed. **Enter at Bont Lane only.**
- 3) Follow the cones to the available pick up lane coordinated by the Transportation Team teachers from grades 1,2,8, and P.E. Last name beginning with A-D arrive at the pick-up point in front of the school office at 12:45 P.M., E-L arrive at 1:15 P.M., M-R arrive at 1:45 P.M., S-Z arrive at 2:15 P.M. Pick up will be slow so we greatly appreciate your patience. We will move as efficiently as possible. **PHOTO IDENTIFICATION IS REQUIRED FOR ALL STUDENT PICK UP.**
  - a) Please pick up you child/carpool at your designated time. Arriving before or after your assigned time will be difficult for the faculty and for other parents. In the event of a true emergency, parents will arrive randomly and will not need to arrive at their assigned times.
- 4) **PHOTO IDENTIFICATION WILL ALWAYS BE REQUIRED BY ANYONE PICKING UP A STUDENT.** This applies to our drill, as well as in the case of a true emergency.

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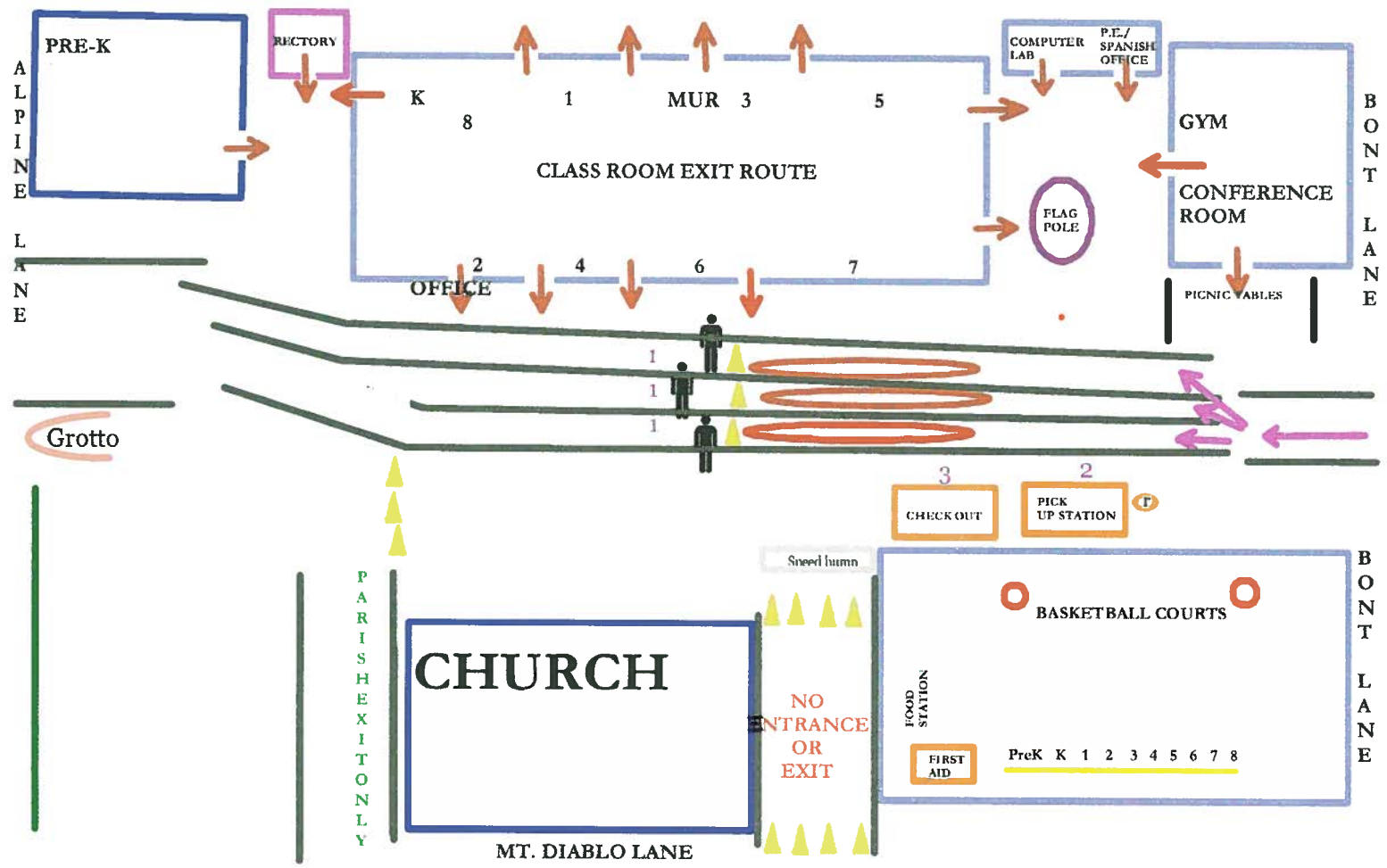
- 5) **All cars must follow the diagram attached to the back of this packet.** Entrance will only be permitted using Bont Lane, and exit will only be allowed using Alpine.
- 6) Student Council students will get students or families and bring them to the “Check Out” station to be dismissed to their parent or carpool’s care. Student Council runner will form a line to the right of the “Pick Up” station. Transportation Team teachers, grades 1,2,8, and P.E., will be coordinating the pick-up lanes. Parents are to remain in their car and traffic control teachers will communicate with the “Pick Up” station. Be sure to have your photo ID ready in order to pick up your child, carpool, or family. **PHOTO IDENTIFICATION WILL ALWAYS BE REQUIRED.**
- 7) Once students have been checked out at the “Check Out” station, students will be escorted to their car by the Transportation Team. Please remain in your car at all times.
- 8) Exit the school site by passing the school on the right and exiting on Alpine.
- 9) All students not picked up by 2:45 will be escorted to Kids’ Club immediately following the conclusion of the drill.
- 10) Faculty will debrief for 20 minutes following the conclusion of the emergency drill.

**Plan A is in effect during good weather.**

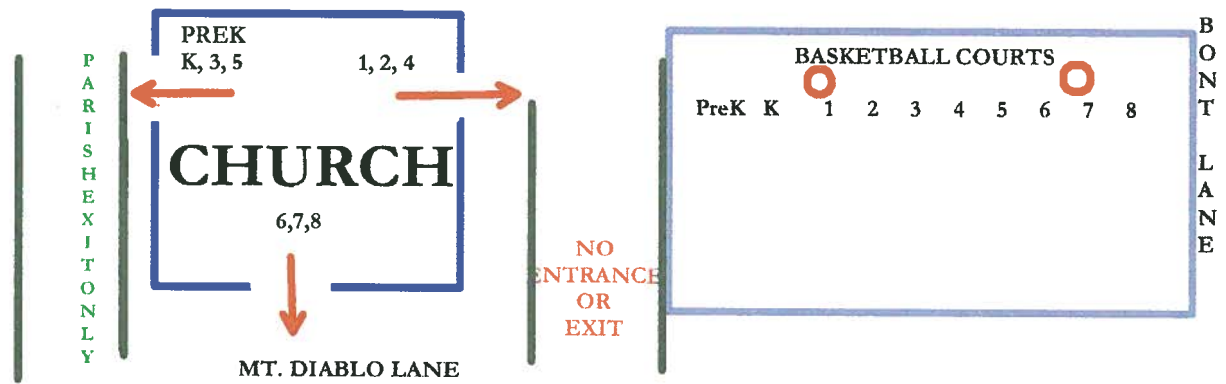
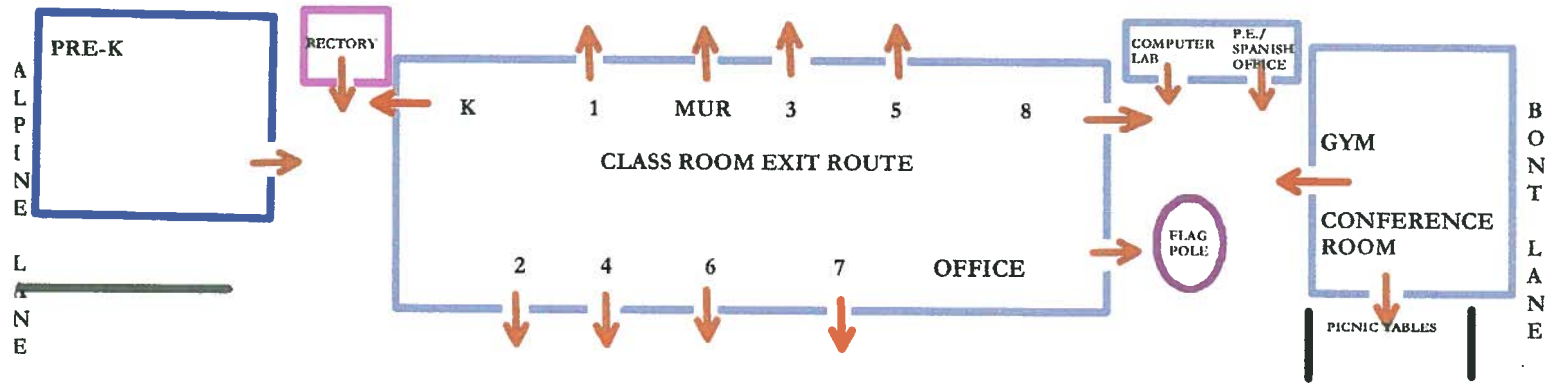
**Plan B:**

**\*In the event of poor weather, such as rain, enclosed areas will be used for the protection of students. The “Pick Up” and “Check Out” stations and procedures will remain the same, as well as photo identification requirements.**





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Each teacher and instructional assistant will exit the building after Mrs. Edwards has made the announcement, "Emergency Preparedness Drill."

### Faculty Evacuation Drill Assignments

#### **Directors**

1. Suzanne Edwards- Student Council will report to Mrs. Edwards or Student Council Moderator for pre-assigned duties
2. Jennifer Cushing, Denise Cirelli, Haley Harris- assistant directors

#### **Student Council**

St. Mary Student Council will play an important part in assisting the faculty and staff. The presidents, vice presidents, secretary, and treasurers will report to the principal or Student Council Moderator as soon as the instructional assistants have taken attendance. At that point, these Student Council members will go to their "runners" location next to the "Pick Up" station. These Student Council members will be given the names of the students to be brought back to the "Check Out" station. The Student Council cabinet members will find the instructional assistant assigned to each class and report the student(s) requested for pick up. The instructional assistant will get the student(s) requested and bring them to the Student Council member. This is a drill. In the event of a real evacuation, additional Student Council members may be asked to assist.

#### **Headquarters**

**"Pick Up" Station-** Team members will place a cone in front of the car that is in front of their designated carpool lane. This indicates that the parents are being helped and that they are to wait in their car until given further instruction. After looking at each parent's driver's license, team members will write on a post-it the name of the parent

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picking up the student(s), along with the name and grade of each student they are picking up. Parents will wait in their car while the Transportation team members bring over to this table the post-its of the name of the adult picking up the student, and the name(s) of the child(ren) to be picked up. "Pick Up" station members will confirm the name(s) and grade(s) of the children being picked up by matching with an alphabetical school roster. They will then check off the students who are being requested. Team members will hand over the post-it paper to the Student Council runner (located near the "Pick Up" Station) who will walk quickly and get each student for that carpool and bring them to the "Check Out" station.

Team Members:

1. Linda Zahorak (head)
2. Ann Giusti
3. Gina Hurley

**"Check Out" Station-** While parents are waiting in their car, Student Council runners are to bring the student(s) ready for pick up to the "Check Out" station. Before child(ren) are walked to their car by the Transportation team, members from the Headquarters team at the "Check Out" station will collect each child's yellow Emergency Dismissal Form (along with the yellow lanyard around their neck), and write the date and time on the dismissal form. The name of the parent/adult picking them up will be written down as well. Once filled out, these forms will be filed in the hanging file cabinet (in ABC order). Additionally, another member of this team will check off on an alphabetical school roster the name of every student who is picked up. This is to prevent confusion if another person from the emergency list arrives.

Team Members:

1. Jodie Russi (head)
2. Patti Garcia and/or Michele Eichers
3. Leslee Frey
4. Denise Cirelli (facilitates communication between the Transportation team and "Pick Up" and "Check Out" stations).

**Transportation-** The Transportation team is in charge of directing car traffic. Three lanes will be set up. One team member will be in charge of each lane. Each team member will place a cone in front of the car currently at the head of the pick-up line. Next, each team member will write down on the provided white post-it the driver's name (first and last) and license number, along with the first and last name, and grade of every child being picked up. Once the post-it is properly filled out, each member will walk the post-it over to the "Pick Up" Station. A team member at the "Pick Up" Station will match the name(s) on the post-it with an alphabetical school roster. After confirmation (by placing a check next to the student(s) name), the team member from the "Pick Up" Station will hand the post-it over to one of the Student Council runners. The Student Council runner will collect the student(s) from their designated class line and take them to the "Check Out" station. Student Council runners will return to the "Pick Up" Station for their next post-it. After check-out completion, the Transportation team member will walk the student(s) to their car. The Transportation team member may then dismiss the car, allowing another one to take its place.

Team Members:

1. Denise Cirelli (head)
2. Jenny Bellows
3. Paula Bryant
4. Chad Mortensen
5. Danielle Graham

**Water & Sanitation-** Team members in this group will NOT have a designated duty during our Emergency Preparedness Drill. Team members will check in with Mrs. Edwards to see where assistance is needed.

Team Members:

1. Elizabeth Johnson
2. Joanne Millette

**First Aid-** First Aid bin should be in the main office for the office staff to pull to evacuation site. The First Aid team will set up the “First Aid” station.

Team Members:

1. Linda Barry (head)
2. Ed Lucido
3. Yvonne Prickitt
4. Kim Bonney

\*Once members have fulfilled the duties above, they will assist the Transportation team if necessary (check in with Suzanne Edwards).

**Food Preparation & Serving-** The team members of this group will retrieve emergency food supplies from the storage area and will set up the “Food Station.”

Team Members:

1. Haley Harris
2. Carl Alioto (head)

\*Once members have fulfilled the duties above, they will assist the Headquarters team.

**Student Care-** Each teacher and instructional assistant will exit the building after Mrs. Edwards has made the announcement. Teachers and instructional assistants will take the blue emergency bag and red backpack out with the students. Once classes have lined up in their Fire Drill locations near the basketball courts, instructional assistants will take attendance and allow students to take out cards, games, etc. Instructional assistants will send 2 students to the “Check Out” station to report attendance. While instructional assistants remain with classes at their Fire Drill location, teachers will report to their assigned location. Any teachers, instructional assistants, or specialty staff members without duties should check in with Mrs. Edwards.

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