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# EMERGENCY PREPAREDNESS TELEPHONE NUMBERS

## ASCENSION SCHOOL CHESTERFIELD, MISSOURI

<b>ANY EMERGENCY</b>	<b>911</b>
<b>CHESTERFIELD FIRE DEPARTMENT</b> (To Report a FIRE)	<b>(636) 343-4151</b>
<b>General Information</b>	<b>(636) 514-0900</b>
<b>CHESTERFIELD POLICE (dispatch)</b>	<b>(636) 537-3000</b>
<b>D.A.R.E. Officer Susie Ochs</b>	<b>same</b>
<b>S.A.F.E. SCHOOLS HOTLINE</b>	<b>(314) 889-7233</b>
<b>DEPARTMENT OF HEALTH</b>	<b>(314) 845-6000</b>
<b>AMERICAN RED CROSS</b>	<b>(314) 658-2000</b>
<b>LACLEDE GAS</b>	<b>(314) 621-6960</b>
<b>AMERENUE</b>	<b>(314) 342-1000</b>
<b>ST. LOUIS COUNTY WATER</b>	<b>(314) 991-4304</b>
<b>ASCENSION RECTORY</b>	<b>(636) 532-3304</b>
<b>ASCENSION LITTLE SCHOOL</b>	<b>(636) 532-3375</b>
<b>DAVE SOMMERHAUSER</b> (Maintenance Supervisor)	<b>(636) 448-9798</b>

# **EMERGENCY PREPAREDNESS**

**General Guidelines for  
CHAIN OF COMMAND**

**EMERGENCY COORDINATOR  
(Principal)**

**FIRST EMERGENCY COORDINATOR ALTERNATE  
(Office Manager)**

**SECOND EMERGENCY COORDINATOR  
(Administrative Secretary)**

**DRILL COORDINATORS**

**HOMEROOM TEACHER**

**NON-HOMEROOM TEACHER**

**The building is divided into three sections:**

**East Wing – Grades 5,6,7 & 8**

**West Wing – Grades 1,2 & 3**

**West Wing Lower Level – Art, Computer,  
Resource Room, Learning Center**

# PREPARATION FOR AN EMERGENCY

Because most emergencies strike without warning, it is important that as many preparations as possible be made ahead of time. The purpose of these preparations is to enable all persons connected with the school to react quickly and calmly to ensure the safety and the well-being of each student. The advance responsibilities for each staff member, student, and parent are listed below.

## **A. The Building Principal shall:**

1. Establish a defense plan for the school.
2. Instruct all staff members as to their duties.
3. Be responsible for all signals during an emergency.
4. See that emergency equipment and supplies are in usable condition at all times.
5. Know how to cut off utilities if necessary.
6. Schedule regular drills and hold practices at least two times during the school year for emergencies. Hold fire drills periodically. Maintain files in the Office and record the date, hour and nature of each drill.
7. Inform the parents as to the school's civil defense plans.
8. Name two staff members from the building who will assume authority in the principal's absence. Review at least annually with these alternates the procedures to follow should emergency conditions arise.  
(See Chain of Command)

Management Agency

## **B. The Designated Teacher Authority will:**

1. Meet with the principal yearly to review school emergency plans and be prepared to implement such plans if the principal is off-campus at the time of the emergency.
2. Review the teacher emergency responsibilities yearly and be prepared to implement them.

- C. **The Office Manager or Secretary will:**
1. See that emergency kits are supplied with:  
Class rosters  
Signs for parents designated pick-up site
  2. Keep emergency cards in a readily available place
  3. Keep portable P.A. in a readily available place
- D. **The Maintenance Supervisor will:**
1. Have the necessary wrenches readily available to shut off gas and water.
  2. See that fire extinguishers are charged at least once a year.
  3. Know the location of any extra fire extinguishers or fire-fighting equipment.
- E. **The Teachers will:**
1. Know the school procedures for various types of emergencies
  2. See that their students memorize and can carry out emergency procedures
  3. Have their class rosters, emergency handbooks and classroom first aid kits in a readily available place
  4. Have exit maps and procedures posted in their classrooms at all times
  5. Know that they are primarily responsible for the safety and welfare of their students at alltimes.
- F. **The Students will:**
1. Memorize school emergency procedures
  2. Know and use the safest and most direct route to and from school.
  3. Know emergency procedures if an earthquake occurs on the way to or from school:
    - Stay in the open area
    - Move away from building, trees, wires, and DROP.
    - If you are on your way to school, CONTINUE to school. If you are on your way home, go HOME.
  4. Know the Person(s) your parents want you to go with in their absence.

**G. The Parents are asked to:**

1. Be certain that emergency cards are accurately and completely filled out and returned to school. Any changes to phone numbers made during the year must be reported to the school office immediately.
2. Make certain that their child/ren know where to go when an emergency arises en route to and from school.
3. Make certain their child/ren know and use the safest and most direct route to and from school.
4. Be aware of, support and reinforce the emergency procedures information your child receives at school.
5. Mark all children's clothing with a permanent marker with the child's name.

# **DRILL PROCEDURES**

## **FIRE**

1. All school personnel, students and visitors shall leave the building immediately.
2. Students should not take anything with them (books, jackets)
3. There should be no talking, running, or pushing. Speed is subordinate to safety, control and order.
4. The first person to reach any door shall open and secure it.
5. The teachers shall take the class rosters, close classroom doors and proceed with the class outside the building.
6. Students shall proceed to assigned places.
  - Students who are out of the room shall join the nearest lines in exiting the building, and once outside shall join their own group(s).
  - In no case shall any group stop less than fifty feet from the building.
  - No students shall stop in front of gates or other entrances that may be used by the fire department.
  - Under no circumstances may a student or teacher re-enter the building until instructed it is safe to return.

## **EARTHQUAKE**

The principal or her delegate shall use the p.a. system to signal an earthquake. Teachers shall immediately give the command to "duck and tuck".

Students shall:

1. Get under a desk or table.
2. Drop to both knees with backs to the windows and knees together.
3. Grasp equipment with both hands and hold tight.
4. Keep bodies under or below equipment. If not possible to get under cover, "duck and tuck".
5. Wait for further instructions.

Outside:

1. Get clear of buildings, power lines, light poles, etc.
2. Drop down to ground and hold on to some object if possible.
3. Stay clear and wait for further instructions.

# EMERGENCY RESPONSIBILITIES

## Bomb Threat

Police and Fire Department are informed in the event a Bomb Threat is phoned in to school, or the school is informed formally or informally that there is a threat of a bomb or similar explosive device on the premises.

If such an accident were to happen, the principal would direct the following procedures:

1. The person receiving the threat should try to authenticate the message. Delay the caller with such statements as "I am sorry. I didn't understand. What did you say"?
2. Get as much information as possible from the caller:
  - where is the bomb located?
  - when (what time) is it scheduled to explode?
  - what have you placed a bomb in the school?
  - what does the bomb look like?
  - what is your name?
  - what is the source of your information?
3. Note the following if possible:
  - sex of caller and approximate age
  - voice quality: accent, peculiar speech mannerisms, etc.
  - exact time call was received
  - background noises: Music (type), motors, traffic, etc.
4. Immediately after the caller hangs up, the following steps are taken:
  - Call Chesterfield Police (636) 889-2345
5. In consultation with the Police and Fire Departments, the building principal shall decide to hold a fire drill or take other actions.
6. If the building is evacuated, the students are to remain in their area until the Fire Chief declares the building is safe, or directions are given to move to another area.
7. If the building is declared unsafe, the home and school phone system is used to call parents to take children home.
8. No publicity is to be given to bomb threats even within the school.

# **EMERGENCY RESPONSIBILITIES**

## **CHEMICAL ACCIDENT**

Police, fire department officials or civil defense officials usually notify the school if the chemical accident occurs sufficiently near the school to be a threat to the school. Accidents of this type might include an overturned tanker, a broken fuel line or an accident in a commercial establishment. These accidents might be a danger if they happen close to school or if the wind is such that it would carry fumes to the school.

If such an accident were to happen, the principal would direct the following procedures:

1. Determine the need to evacuate the building (fire drill procedure)
2. Determine the need to leave the school grounds (see earthquake evacuation plans)
3. If it is necessary to evacuate the area, move crosswind, never directly with or against the wind which may be carrying fumes.
4. Give first aid, if necessary.
5. Notify:
  - Fire Department
  - Police Department
  - Sheriff's Department
  - Archdiocesan Offices
6. The principal or designated teacher authority will direct further action as required. Students and staff must not return to school until fire department officials have declared the area to be safe.

## **EARTHQUAKE**

The principal or designated teacher authority shall:

1. Ring the hand bell or send a verbal message from teacher to teacher (if the electricity is out) to evacuate the building. Bring the earthquake kit and radio to the field area.
2. Send emergency guards to their posts.
3. Direct emergency personnel to render first aid to the injured. Emergency personnel will be dispatched to locate missing students/staff.
4. Direct the maintenance supervisor to notify utility companies of breaks or suspected breaks.

# **EMERGENCY RESPONSIBILITIES**

## **EARTHQUAKE (continued)**

5. Request aid from civil defense agencies, fire department, and police as necessary.
6. Determine the advisability of closing the school. Direct the release of students to parents or appropriate adults.

The Designated Teacher Authority will:

Assume the building principal's responsibilities if she is off-campus during an emergency.

The Secretary will:

1. bring emergency cards, class rosters, and first aid kits
2. monitor radio broadcasts and keep principal informed
3. post signs for student pick-up/release gate
4. secure parents' signatures as students are released
5. if other than parent picks up child, check emergency card for name. If not named on card, ask for letter from parent. Check parent signature with emergency card.  
Ask child: Do you recognize this person?  
Do you feel safe with him/her?
6. Help out setting up first aid station

# **EMERGENCY RESPONSIBILITIES**

## **EARTHQUAKE (continued)**

5. Request aid from civil defense agencies, fire department, and police as necessary.
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### **The Designated Teacher Authority will:**

Assume the building principal's responsibilities if she is off-campus during an emergency.

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1. bring emergency cards, class rosters, and first aid kits
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4. secure parents' signatures as students are released
5. if other than parent picks up child, check emergency card for name. If not named on card, ask for letter from parent. Check parent signature with emergency card.  
Ask child: Do you recognize this person?  
Do you feel safe with him/her?
6. Help out setting up first aid station

### **The Maintenance Supervisor will:**

1. shut off gas, electricity and water
2. lock all building doors and school gates
3. survey school plant and report damage to principal or designated teacher authority

### **The Teachers will:**

1. Give "duck and tuck" command
2. Open classroom doors when shaking stops
3. Listen for hand bell/oral directions from principal or designated teacher authority
4. Leave building as in fire drill
5. Leave room as is
6. Alert runner of any injuries in classroom. If a teacher or student is injured, 1 teacher takes 2 classes and 1 teachers stays with injured student. Send message in writing if teacher is hurt.
7. Leave building to go to assigned place on grounds
8. Check "buddy teacher"
9. Once outside, classes sit together
10. Call attendance. Notify runner of missing students.

# **EMERGENCY RESPONSIBILITIES**

## **EARTHQUAKE (continued)**

### **The Students will:**

1. Duck and tuck
2. Listen for hand bell/teacher directions
3. Evacuate to designated outside area and listen for further instructions
4. Sit and be calm.

### **Parents are asked to:**

1. Refrain from phoning school. Staff will not be in the building.
2. Listen to local radio stations
3. Report to student pick-up/release gate
4. Volunteer if you are calm and able to help. In an emergency, you may be able to assist school officials.
5. Sign out children BEFORE taking them from school.

# EMERGENCY RESPONSIBILITIES

## EXPLOSION

Duck and tuck command is to be given by the teachers immediately in the event of an explosion at the school or within a school building. If the explosion occurs within the building or threatens the building, the building principal or designated teacher authority will direct the evacuation of the building and the following procedures:

1. Sound the fire school alarm.
2. Move to an area of safety and maintain control of the students.
3. Give first aid as necessary.
4. Notify:  
Fire Department (636) 394-2212  
Emergency 911
5. Notify the utility companies of any break or suspected break in lines.
6. Students and staff must not return to the school until fire department officials declare the area safe.

# **EMERGENCY RESPONSIBILITIES**

## **FALLEN AIRCRAFT**

Warning of a fallen aircraft is usually by sight, sound or fire. If an aircraft falls near the school, the following actions will be directed by the principal or the designated teacher authority.

1. Determine which emergency action should be implemented. When necessary, the teachers will take any immediate action to ensure the safety of the children.
2. Evacuation of the building is to occur only if it would be unsafe to remain in the building.
3. If evacuation does occur, the students and staff must be kept at a safe distance from the aircraft in case it may explode.
4. Administer first aid as necessary.
5. Notify:     Fire Department   (636) 343-4151  
                  Police Department   (636) 537-3000  
                  Emergency            911  
                  Catholic Education Office   (314) 792-7300

# EMERGENCY RESPONSIBILITIES

## FIRE

In the event of a fire, the following actions will be taken:

1. Sound the school fire alarm
2. Assemble staff and students at a safe distance from the fire and away from fire-fighting equipment
3. Notify:       Fire Department (636) 343-4151  
                  Police Department (636) 537-3000  
                  Emergency         911
4. Keep access roads open for emergency vehicles
5. Notify utility companies of a break or suspected break in the lines
6. Determine whether students and staff should evacuate campus.
7. Students and staff will not return to the school until the fire department officials declare the area safe.
8. Notify the Catholic Education Office.

In the event of a fire near the school, the principal or the designated teacher authority shall determine which of the foregoing instructions are required.

Evacuation plan/route for the building follows.



# Fire Emergency Procedure

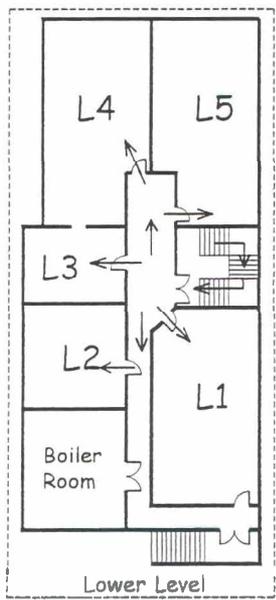
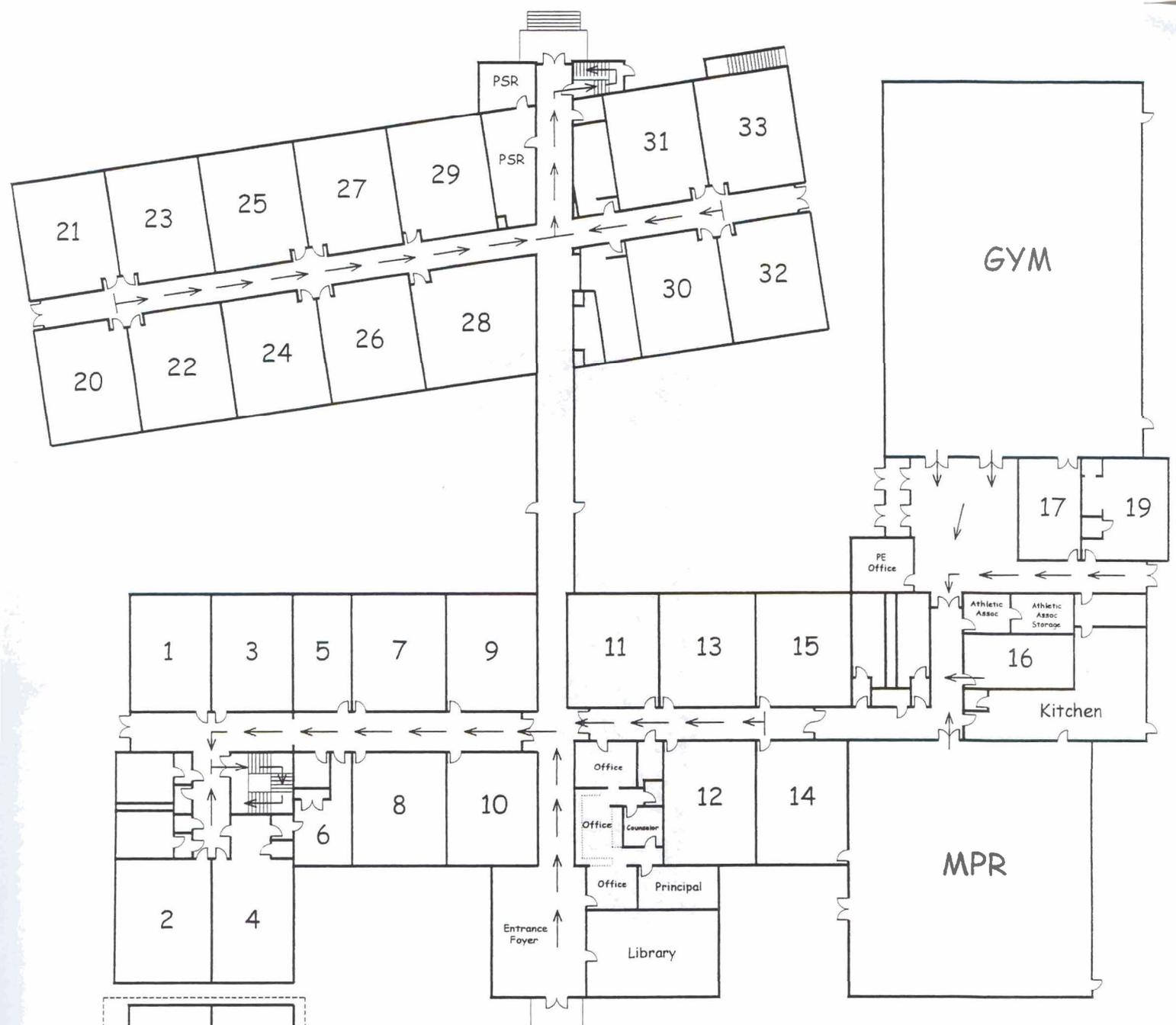
# **EMERGENCY RESPONSIBILITIES**

## **TORNADO**

When the warning is sounded either by alarm or by notification of the principal or designated teacher authority of an impending tornado, students should:

1. Proceed quickly to an interior hallway on the lowest floor.
2. Stay out of structures with wide, free-span roofs, such as the cafeteria or church.
3. Kneel, tuck your head and cover your head with your arms.
4. Maintain this position until all-clear signal is sounded.
5. If the area is secure, return to classrooms.
6. If there is damage to the building, evacuate as soon as it is safe to leave.

Evacuation plan/route for the building follows.



# Tornado Emergency Procedure

# EMERGENCY RESPONSIBILITIES

## WAR

Strategic Warning: Notification that enemy initiated hostilities may be imminent if disseminated by the news media. No public warning will be sounded, and no estimate can be made of the duration of the strategic warning condition. The following will be done:

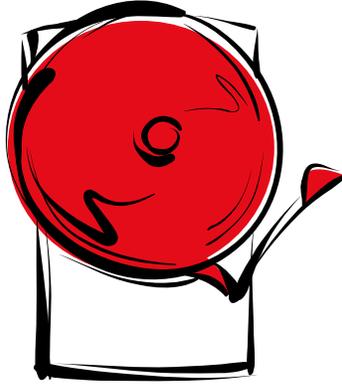
- Upon direction of the Civil Defense authorities, the building principal or designated teacher authority sees that parents are notified and the school will be closed.
- The Archdiocesan Office will be contacted.

Attack Warning: Warning may be disseminated by public warning device and consist of a three minute warbling or series of short blasts. The following will be done:

- Teachers will direct the children to take cover.
- Teachers will take precautions to minimize the possibility of persons being struck by flying objects such as broken glass
- Teachers will plan quiet recreation activities that will relieve tension
- The secretary will monitor the emergency broadcast system on the radio for official information and instructions
- Students and teachers will remain in the classrooms until further advisement by the principal or designated teacher authority

Surprise Attack: Initial information is the detonation of a weapon. This is accompanied by extremely intense light and heat. The light is followed by heavy shock (blast) waves. The following will be done:

- Teachers give the DROP command.
- When the blast has passed, the principal or designated teacher authority will order all to remain in the classrooms for protection from fall-out, or she will give the order for evacuation.
- Teachers will administer first aid as necessary.



# FIRE DRILL ACCOUNTABILITY REPORT

Teacher Name: \_\_\_\_\_

Grade: \_\_\_\_\_  
(list as homeroom)

Number of students in this class: \_\_\_\_\_

Number of students present at drill: \_\_\_\_\_

Students ABSENT from class: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Teacher(s)/Student(S) in addition to class:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# EMERGENCY RESPONSIBILITIES

## INTRUDER ALERT

In the event that an unauthorized person or persons enter our school building, and we determine there is a potential or actual threat to the safety of our children and staff members, the following procedures will be in effect:

- An office staff member will use the public address system, if at all possible, to announce "**Green Assembly**". These are the code words to inform staff that children and staff members should enact safety measures.
- Teachers close the classroom door, which should always be in the "lock" position. Leave doors open if possible during the school day, but doors that are set to lock are safer for all concerned.
- Turn off classroom lights.
- Move children out of view of the windows in the classroom doors, behind the partitions if at all possible.
- Maintain silence, and do not leave the classroom until you are advised by office staff to do so.
- In the event you see a person attempting to enter the school through any entrance other than the front doors, contact the office immediately by way of the intercom buzzer. Do NOT send a child with the message.
- Any child who is in the hallway, restroom, in transit between rooms, must quickly enter the nearest classroom.