



KFS SCHOOL EMERGENCY PROCEDURES

EMERGENCY only Phone Numbers:

Call **9-1-1** for all emergencies

San Francisco Police (nonemergency # 415-553-0123)

San Francisco Fire Dept. 415-558-3300

School Office Emergency Number: 415-539-6960

School Address: 2266 California st. San Francisco CA 94115

INTRODUCTION:

1. Emergencies and disasters are unpredictable and strike without warning. KFS SCHOOL has developed this concise “Emergency Procedures” flip chart as a quick reference guide of appropriate procedures to follow during emergencies.
2. Please read and become familiar with this information.
3. Our goals:
 - a. Safety of Students, Staff & Parents
 - b. Protection of property with minimum damage
 - c. Restoration of normal operations with minimum delay
4. If you need additional information, or have any questions, please contact the School Director.

AIRCRAFT CRASH:

- Notify Head of School.
- Move students away from immediate vicinity of the crash.
- If directed, EVACUATE students from the building to a safe assembly area away from the crash scene.
- Leave one of 3 color cards at classroom entry to inform Sweeper (green = all OK & cleared; yellow = person here needs help; red = person missing)
- Take class roster, other set of 3-color cards & emergency supplies in pack.
- Take attendance at the assembly area, show card & report missing students.
- Maintain control of the students a safe distance from the crash site.
- Initiate first aid for any injured students or staff.
- Remain in the evacuation area until further instructions are provided by the Head of School or emergency responders.

ASSAULT / FIGHTING:

- Immediately notify Head of School and call 9-1-1 if necessary.
- Approach in a calm manner and direct combatants to stop fighting.
- Escort combatants to the office, keeping them isolated from other students.
- Assess extent of injuries, administer first aid & seek further medical support as needed.



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BOMB THREAT:

- Check your immediate area for suspicious devices, abandoned backpacks, boxes, etc. that do not belong to anyone or seem to be out of place. Report any finding to HoS.
- Limit use of cell phones, radios or fire alarm system due to the risk of activating a device.
- If a suspicious device or package is found DO NOT TOUCH.
- Clear the immediate area & notify Head of School.
- If directed, EVACUATE students to safe distance away from buildings.
- Leave one of 3 color cards at classroom entry to inform Sweeper (green = all OK & cleared; yellow = person here needs help; red = person missing)
- Take class roster, other set of 3-color cards & emergency supplies in pack
- Take attendance in evacuation area & immediately report missing students.
- Be prepared to treat injuries that may arise.

EARTHQUAKE:

- Give DROP, COVER and HOLD ON command.
- If inside, DROP to floor, take COVER under a sturdy desk or table if available, and HOLD ON. Instruct students to move away from windows, bookshelves and heavy suspended light fixtures. Get under tables or other sturdy furniture with backs to windows. If outside, implement DROP, COVER head & neck with jacket or arms, and HOLD ON if possible. Curl into a crouch/crawl position to protect face and organs.
- Make a visual check of classroom for any damage; structural damage or cracks in walls, broken windows, fallen lights or ceiling tiles, etc., & report findings to Head of School.
- Stay alert for aftershocks. Be prepared to treat injuries that may arise.
- Only EVACUATE if classroom or building is heavily damaged.
- Leave one of 3 color cards at classroom entry to inform Sweeper (green = all OK & cleared; yellow = person here needs help; red = person missing)
- Take class roster, other set of 3-color cards & emergency supplies in pack
- Take attendance in evacuation area & immediately report missing students.
- DO NOT RE-ENTER building until it is determined to be safe. Remain in the evacuation area until further instructions are provided by the Head of School or emergency responders.

FIRE / EXPLOSION:

- Evacuate students to the evacuation area.
- Activate the fire alarm.
- Leave one of 3 color cards at classroom entry to inform Sweeper (green = all OK & cleared; yellow = person here needs help; red = person missing)
- Take class roster, other set of 3-color cards & emergency supplies in pack
- Take attendance in evacuation area & immediately report missing students.
- Be prepared to treat injuries that may arise.



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- Report any suspicious (i.e. arson related) information about the fire to HoS.
- Remain in the evacuation area until further instructions are provided by the Head of School or emergency responders.

HAZARDOUS MATERIALS (HazMat)

- Implement SHELTER IN PLACE or EVACUATION procedures.
- Account for of all students.
- Report any missing students.
- If EVACUATION has been ordered, leave one of 3 color cards at classroom entry to inform Sweeper (green = all OK & cleared; yellow = person here needs help; red = person missing).
- Take class roster, other set of 3-color cards & emergency supplies in pack
- Take attendance in evacuation area & immediately report missing students.
- Be prepared to treat injuries that may arise.
- Remain in the evacuation area until further instructions are provided by the Head of School or emergency responders.
- Wait until “all clear” has been given to return to classroom or to end the Shelter-in- Place procedures.

INTRUDER:

- If you observe a possible intruder, take note of behavior and report to Head of School.
- When directed by Head of School or law enforcement, implement LOCKDOWN procedures and ensure all students are in classroom.
- Ask students to remain quiet in their designated secured area, away from windows and doors, with all lights turned off.
- Remain in LOCKDOWN until the Head of School or law enforcement gives the “all clear” command.
- If law enforcement or the Head of School order EVACUATION, leave one of 3 color cards at classroom entry to inform Sweeper (green = all OK & cleared; yellow = person here needs help; red = person missing).
- Take class roster, other set of 3-color cards & emergency supplies in pack.
- Take attendance in evacuation area & immediately report missing students.
- Be prepared to treat injuries that may arise.
- Remain in LOCKDOWN or in the EVACUATION area until further instructions are provided by the Head of School or emergency responders.

POWER OUTAGE:

- Remain calm. Try to re-assure others.
- Keep students in class and in their seats. Do not leave the classroom.
- If at lunch, break, or recess, the teacher should go to the classroom & wait for students.
- Locate flashlights as soon as possible.



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- Turn off power to all computers, copiers & refrigerator units, in an effort to protect them from power surges when power is restored.
- If power is anticipated to be off for an extended amount of time, wait for further direction from the Head of School.

WEAPONS:

- Initiate LOCKDOWN procedures.
- Direct students who are in bathrooms or halls to enter the closest classroom; inform the office about their location when possible.
- During a gun incident, instruct students to “drop to the floor”.
- If outside, direct students to “drop to the ground” or “run into the building”.
- Remain in LOCKDOWN mode until the Head of School or law enforcement orders an EVACUATION or calls an “all clear” command.
- If law enforcement or the Head of School order EVACUATION, leave one of 3 color cards at classroom entry to inform Sweeper (green = all OK & cleared; yellow = person here needs help; red = person missing).
- Take class roster, other set of 3-color cards & emergency supplies in pack.
- Take attendance in evacuation area, show card & immediately report missing students.

EMERGENCY ACTION: BUBBLE UP SAFETY AT THE PARK OR ELSEWHERE AWAY FROM SCHOOL:

BUBBLE UP is a term to alert adults to a potentially unsafe condition away from school in a manner that does not alarm students, and specific actions to implement.

STAFF ACTION:

- Whenever an adult notices something or someone that looks/sounds/feels potentially unsafe, call to other adults "Bubble Up" and point in a direction to move students away from the source of concern
- Other adults immediately gather students, move them to a safer area and, if it the situation warrants it, return students to school.
- The adult who called "Bubble Up" quickly takes stock of the situation and determines if the police should be called by asking, "Is this person/situation putting children in danger?"
- If the answer is yes, call the S.F. Police nonemergency number: 415-553-0123.
- Notify Head of School.
- Fill out an incident report (see Chief Operating Officer for form).
- If need be, follow-up with families.

EMERGENCY ACTION: EVACUATION

EVACUATION is implemented when conditions make it unsafe to remain in the building. This ACTION provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated outside area of safety.



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ANNOUNCEMENT

1. Fire alarm or bell, horn signal, PA system announcement, bullhorn, etc.).
2. If time and equipment are available, an announcement will be made over the public address system.

STAFF ACTIONS:

- Instruct students to leave the building in an orderly manner using the designated evacuation routes and reassemble in the assigned Evacuation Area.
- If law enforcement or the Head of School orders EVACUATION, leave one of 3 color cards at classroom entry to inform Sweeper (green = all OK & cleared; yellow = person here needs help; red = person missing).
- Take class roster, other set of 3-color cards & emergency supplies in pack.
- Take attendance in evacuation area & immediately report missing students.
- Remain in the evacuation area until further instructions are given.

EMERGENCY ACTION: LOCKDOWN

LOCKDOWN is used to prevent intruders from entering occupied areas of the building, or when it is necessary to isolate students and school staff from danger in the neighborhood, on the school grounds, or within a building.

ANNOUNCEMENT:

1. An announcement is made in person or over the public address system:

Example: "Attention please. We have an emergency situation and need to implement LOCKDOWN procedures. Teachers are to lock classroom doors and keep all students inside the classroom until further notice. Do not open the door until notified by the Head of School or law enforcement."

STAFF ACTIONS:

- Immediately lock doors and close any shades and/or blinds if it appears safe to do so.
- Instruct students to move away from the windows and to get down on the floor.
- Remain in the classroom or secured area until further instructions are provided by the Head of School or law enforcement.

EMERGENCY ACTION: SHELTER IN PLACE

SHELTER-IN-PLACE is a short-term measure implemented when there is a need to isolate students and staff from the outdoor environment to prevent exposure to airborne contaminants. The procedures include closing and sealing doors, windows and vents; shutting down the classroom/building heating, ventilation and air conditioning systems to prevent exposure to the outside air.

ANNOUNCEMENT:



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1. An announcement is made in person or over the public address system:

Example: "Attention please. We have a hazard in the community and are instituting SHELTER-IN- PLACE procedures. Students and staff should remain inside with windows and doors securely closed and air conditioning units turned off. Those who are outside should immediately move to the protection of an inside room. Do not go outdoors until you receive further instructions."

STAFF ACTIONS:

- Immediately clear students from the halls.
- Keep all students in the classroom until further instructions are received. Assist those needing special assistance.
- Secure individual classrooms: a) close and lock doors and windows; b) shut down the classroom HVAC system; c) turn off local fans in the area; d) seal gaps under doors and windows with wet towels or duct tape; e) seal vents with aluminum foil or plastic wrap; Remain in the classroom or secured area and wait for further instructions from the Head of School or emergency responders.