

# J I E S

Jingumae International Exchange School



## HEALTH & SAFETY HANDBOOK

2014-2015  
School Year

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## **Health and Safety at JIES**

It is the philosophy of JIES that each student and employee of the School has the right to study and work in an environment that is free of health and safety hazards and is protected as far as possible against the risks of contagious diseases or conditions. However, the School cannot take on the role of being or choosing a primary health-care or public health provider for students, employees, or parents.

The School Board charges the Administration with the task of ensuring that adequate facilities, supplies, procedures, inspections, and screening routines are in place to protect the health and safety of the school community. In addition, the Principal shall ensure that the School establishes procedures and guidelines for dealing with emergencies or incidents (such as fire, earthquake, or intrusion by suspicious individuals).

JIES believes that out-of-classroom experience is an important part of the education provided by the School. The Principal shall ensure that adequate procedures are in place to protect students' and employees' health and safety, as far as possible, while on any school-sponsored trips, and to deal with any emergency or incident that may occur. The school reserves the right to require students or staff with allergies or other health concerns stay in school campus.

JIES also believes that every individual has an important role to play in safeguarding their own health (e.g., staying home when sick, etc.) and that of others. To this end, the School will provide age-appropriate health education to students in Preschool through grade 6 as an integral part of the curriculum and will provide training to its employees as appropriate.

### **Health and Safety of School Facilities**

To maintain a high standard of health, safety, and security, the Administration shall ensure that procedures are in place to regularly check and inspect all school buildings, grounds, facilities, and equipment. The Principal shall engage the services of appropriate outside medical, safety, and security consultants to fulfill this duty. The Principal shall report on an annual basis to the School Board the findings and any recommendations following such inspections.

The Principal shall establish a procedure for reporting any health or safety hazard and shall identify personnel responsible for ensuring that corrective work is carried out speedily.

All public school buildings in Shibuya Ward are maintained by Shibuya Ward Office. Since the facilities we are currently using are part of Jingumae Elementary School, inspections such as Earthquake Resistance Check are done by their officers, and schools are informed when relevant.

### **Roles and Responsibilities**

To comply with the policies and requirements set by this handbook, each party has the following roles and responsibilities;

**Principal:**

- Ensure that adequate facilities, supplies, procedures, inspections, and screening routines are in place to protect the health and safety of the school community.
- Ensure that procedures and guidelines for dealing with emergencies or incidents are established.
- Ensure that procedures are in place to regularly check and inspect all school buildings, grounds, facilities, and equipment.
- Report on an annual basis to the School Board the findings and any recommendations following such inspections.
- Incorporate a health component as a part of the orientation for all staff at the start of each academic year.
- Ensure that CPR and first-aid training is provided to at least two fulltime faculty members.

**School Office:**

- Conduct inspections of JIES facilities to ensure they are healthy and hazard free.
- Provide medical supplies and first aid kits for off-campus travel and emergency preparedness.
- Coordinate health screening of JIES employees as required by policy.
- Order and maintain medical supplies and equipment.
- Maintain an updated list of medical facilities (and their specialties) for referral.
- Coordinate first aid training of faculty and other staff as appropriate.
- Develop alert lists for classroom teachers and for off-campus travel.
- Conduct testing of school water supply to ensure it is safe for consumption.
- The maintaining of up-to-date medical records for each student.
- Protect the confidentiality of the health information maintained for each student.
- Provide a confidential Alert List to each teacher within the first month of each School Year, giving details of students in their class with a medical condition.
- Retain medical records for a period of 5 years after a student has left JIES before being destroyed.

**Employees:**

- To be responsible for their own health and safety.
- Submit a comprehensive health examination record when first employed.
- Attend the health examinations coordinated by the School Office at the beginning of each academic year.
- Take the required action depending on the results of the health examinations.
- Learn the steps to be taken in case of injuries and sicknesses
- Learn how to deal with blood-related incidents, and prevention of infection, as appropriate.
- Learn how to use the protective equipment or clothing.
- Attend emergency drills and learn how to take action during emergency situations

**Parents/Students:**

- Inform the school of any medical conditions of their children such as allergies, chronic conditions, and congenital abnormalities.
- Undergo relevant health examinations when required by the School.
- Take the required action depending on the results of the health examinations.
- Provide the school with the completed health forms and information when required.

## **Health Services**

JIES will maintain and supply the School Office with the necessary training, information and supplies for coordinating the health services of the School.

The responsible staff will provide care for students when required, including first aid treatment for students who become ill or are injured at school or while engaged in a school activity. The students and employees may be referred to physicians or other health care providers, as required. However, in the case of students, their parents shall be responsible for making the final decision. Medication will only be administered to a student at the School Office if a medication permission form has been completed by his/her parent(s).

To best protect the health of the student population, the School's staff may exclude a student from school if s/he is diagnosed or suspected to be suffering from a contagious disease or condition (such as chicken pox, impetigo, lice or conjunctivitis) until the student has recovered or is no longer contagious.

### **Health and Medical Requirements for JIES Employees**

To ensure that the health of students and employees of JIES is protected, as far as possible, JIES has adopted health requirements, screening, and other procedures to protect individual employees and the school community.

#### **1. New employees**

- a) All new employees shall submit a comprehensive health examination record completed by a physician or health clinic approved by the School confirming that the employee is fit for work, immune to vaccine-preventable diseases, and free from contagious diseases. The health information therein shall be kept on file in the JIES Health Office for use in a health emergency.
- b) Overseas hired professional staff shall be required to submit their health examination record prior to their arrival to Japan. If the a new staff member is employed before the beginning of a new school year, he/she should undergo the health check arranged by the school together with the continuing employees.

The cost of the initial medical examination, including any necessary tests and X-rays, shall be borne by the employee.

#### **2. Continuing employees**

All employees are required to undergo a comprehensive health examination through a school approved physician/health clinic before the start of every academic year. The cost of these medical examinations shall be borne by the School. Other health and medical requirements may be implemented by the Principal as circumstances warrant.

#### **3. Medical Fitness for continued employment**

When an employee is found to be suffering from a communicable disease or serious illness, he/she will be required to go on medical leave. Depending on the nature of the disease or illness the Principal may allow the employee to use leave without pay up to one year including all accrued leave days.

## **Health Requirements for Students**

To ensure that the health of the students and employees of JIES is protected as far as possible, JIES has adopted health requirements, screening, and other procedures to protect individuals and the school community. Parents shall inform the school of any medical conditions of their children such as allergies, chronic conditions, and congenital abnormalities. Failure to disclose any medical condition will release the school from any liability that it might otherwise have.

### **1. New students**

To attend JIES, a new student must comply with the following health requirements within 30 days of the first day of attendance.

- a) Health Form: Provide the school with the completed health forms including;
  - Health Record Form
  - Food Restrictions
  - Inhalant Medication Self-Administration Release (optional)
- b) Health Examination: Submit a comprehensive health examination record completed by a physician or health clinic (if requested by the School)

### **2. Continuing students**

Students continuing at JIES must comply with the following health requirements within 15 days from the first day of the current School Year.

- a) Health Form: Provide the school with the completed health forms including;
  - Health Record Form (if changed)
  - Food Restrictions (if changed)
  - Inhalant Medication Self-Administration Release (optional)
- b) Health Examination Record (if requested by the School)

## **Student Medical Records and Reports**

The School Office is responsible for maintaining up-to-date medical records for each student currently enrolled at the School. JIES recognizes that the health information maintained for each student is confidential. However, to protect student health and to assist with potential learning problems, a limited number of professional and teaching staff members may be given information about a student's health problem. The confidentiality of medical information will be maintained by all such school personnel.

The School Office shall provide a confidential Alert List to each teacher within the first month of each School Year, giving details of students in their class with a medical condition that may require treatment or preventive action being taken while the student is under the teacher's supervision. The School Office will maintain a database of health information of students. In addition, information may be given directly to a classroom or specialist teacher regarding an individual student's health, where appropriate.

Medical records shall be retained by the School for a period of 5 years after a student has left JIES before being destroyed. A copy of the records held by the School Office may be provided to a parent on request.

## Health Education and Training

JIES believes that every person has an essential role to play in maintaining their own health and in safeguarding the health of others. For this reason JIES encourages each student to take responsibility for his/her own health and for ensuring that his/her behavior will not endanger the health or well-being of others.

To assist staff to in maintaining a safe and healthy school environment and to also be able to deal with emergencies that may arise, a health component will be incorporated as a part of the orientation for all staff at the start of each academic year. This shall include, among others, a review of steps to be taken in case of injuries and sicknesses, use of protective equipment or clothing, dealing with blood-related incidents, and prevention of infection, as appropriate.

JIES shall provide CPR and first-aid training to at least two fulltime faculty members.

## Health Institutions

When needed the School can provide information about the health institutions for referral. Below is a list of such institutions which are in the close vicinity of the school.

Clinic Name	Type of Clinic	Tel	Address
Omotesando Clinic	Internal Medicine, Pediatric Clinic, Cardiovascular Surgery, Respiratory Medicine	03-3478-6801	Shibuya-ku,Jingumae 3-13-2
Jingumae Jibika Clinic	Ear, Nose, Throat Clinic	03-3400-3022	Shibuya-ku,Jingumae 6-1-5
Belairgarden Dental Clinic	Dental Clinic	03-3408-3883	Shibuya-ku,Jingumae 4-2-11 4F
Nakao Eye Clinic	Eye Clinic	03-5766-0858	Shibuya-ku,Shibuya 1-5-5 1F
Olympia Eye Clinic	Eye clinic	03-3746-8981	Shibuya-ku,Jingumae 2-18-12
Red Cross Medical Center	General Hospital	03-3400-1311	Shibuya-ku,Hiroo 4-1-22
Metropolitan Hiroo Hospital	General Hospital	03-3444-1181	Shibuya-ku,Ebisu 2-34-10

## Dealing-with Sick Students

If the student doesn't feel so sick he/she may stay in the classroom and have a rest on his/her chair.



If the student continues to feel sick, the teacher sends him/her to the office.



The school secretary informs the parents and asks them to come and pick up the student.  
• Nurse of the neighbouring school can be called when necessary.



If the parents are able to come and pick up the student, the student stays in health room until parents come arrive.

If the parents are not able to come, the student stays in health room until dismissed as usual.



When the parents come, the secretary takes the sick student from the health room and hands them over to the parents.

When the student feels better, he/she may go back to the classroom.

- During the 2014-2015 school year, part of the Multi Media Center or the Teachers' Room will be used as the health/rest room.



## Dealing with Injuries

When a student gets injured when he/she is under your supervision



**Be aware of the situation**

When	Who to
Where	How
Who	What



Minor Injuries



Major Injuries



Take the student to office to apply first aid.



Inform the secretary and the Principal



- Return the student to the class or send them to health care room for a rest.
- Nurse of the neighbouring school can be called when necessary.



Call the ambulance at **119**



- Get the student ready to be picked up immediately when the ambulance arrives.
- Inform the parent through their emergency contact number.



- Inform the Principal.
- Inform the classroom teacher.
- Inform the parent.



- When the ambulance arrives, get the student picked up.
- Inform the parent about the hospital the ambulance will be heading to.
- Write an incident report and submit it to the Principal.
- A staff member should accompany the student in the ambulance.

- All head injuries should be treated seriously even for minor injuries. Parents should be informed about the injury and asked to take the student to a hospital for check up.
- Please do not hesitate to call the ambulance because you can't judge if you really need it, since there is no penalty in doing so. Failure to call an ambulance on time when needed so may have more serious consequences.

## School Plan for Disasters

### 1. Aim

This plan is to prepare the school for disasters such as fire, and earthquake. It also includes the protection of the school building and important documents.

### 2. Prevention equipment

Equipment to be provided by school;

Fire hydrants

Fire extinguishers

Alarm

Radio

Helmets for staff

Emergency food (and water)

Blanket

First aid kits

Emergency contact list

Equipment to be provided by students;

Evacuation hood

Handkerchief

### 3. Prevention duties

- a) The principal and staff will be responsible for different duties.
- b) The duties are:
  - Planning of prevention and drills
  - Improving the equipment and providing regular safety checks
  - Planning disaster countermeasures
  - Educating students about disaster prevention

### 4. Prevention countermeasures

- a) The staff will have different responsibilities regarding specific areas.
- b) Check facilities and equipment
- c) Emergency Evacuation Maps, emergency contact list, and attendance sheets.

Emergency Evacuation Maps: Maps should be placed in each room somewhere close to the exit.

Attendance list: Attendance is taken every day and lists are kept in the office.

Emergency Contacts File: An emergency contacts file is kept in the office including phone numbers and addresses of parents for each student.
- d) Educating about disaster prevention

### 5. Fire countermeasures

If a fire occurs, the following announcement is to be made throughout the school immediately.

There is a fire in/at ..... All students please listen to your teachers' directions and go out to the playground immediately. Do not push, run, talk or try to return to school.

Ring the emergency bell and let the neighbors know about the fire and also contact the fire station. The emergency bell will be rung to let our neighbours know about the fire- as well as reporting the incident to the fire station.

### **Leading the evacuation – Fire**

- Close all windows and turn off any sources of ignition which are in use.
- Students are to wear their emergency hood and keep away from smoke and flames.
- Go outside as quickly as possible and stay in a safe area (Playground).
- The member of staff who is teaching at the time of the fire will lead the evacuation. Other staff should follow evacuation plan directions as appointed.
- After the evacuation, check the number of students and their physical condition, then report to the principal.
- The staff should follow the principal's directions based on the designated staff duties.

### **6. Earthquake countermeasures**

- a) A school emergency announcement is to be made at the time of the earthquake.

A large earthquake has occurred. Stay under the desk until it stops shaking. (Repeat a few times until the earthquake stops shaking)

It has stopped shaking. Students please evacuate and listen to the teacher's directions. Remember, do not push, run, talk or return to the school and move immediately to the playground.

### **Leading the evacuation – Earthquake**

- Open the class door
- During the earthquake students should get under their desks and protect their heads with their emergency hood and the staff should put their helmets on.
- (After the earthquake) Open classroom windows, doors, and make the hall way clear.
- Turn off any sources of ignition in use.
- Lead students outside and check the number of students and report to the principal.
- All staff should follow their designated duties until the principal's directions for any further action.

### **Notifying others**

- The principal will contact the fire station.
- The school will endeavour to contact parents either directly by email or through school website. This will be notified to you that there has been an emergency situation at the school and that we will be ending the school day early. You will be notified that there has been an emergency situation at the school and that we will be ending the school day early.
- The school will ensure that the children can get home safely.
- If it is decided that the school building is not safe for us to return to or that we are evacuated out of the school premises entirely we will try to communicate where we have been evacuated to parents so parents may come to collect their children.

- If parents are able to get to the school, we will ask them to collect their children as soon as possible. Also if parents are able to get in touch with the school in any way (telephone, email, school website or twitter), parents should inform us of when they expect to be at the school so the school is aware of which parents are on their way.
- If parents are intending to collect their child but are experiencing difficulties getting to the school, parents should stay in contact with us with their location.
- If parents believe they will be unable to reach the school for a long period of time, use a ‘hosting system’ with a fellow family where your children can stay with them for a period of time. If parents choose to do this, they need to make sure to contact the school to confirm which family will be collecting their child.

\*Immediately after an emergency situation our staff have designated roles in maintaining communication and the safety of the children. There will be staff monitoring school website/Twitter awaiting word from parents as well as continuing to update you on the situation at the school. However, please note that we can only begin updating these websites once we have been allowed to return to the school building. When it is safe to re-enter the building we will begin to process of notifying parents as soon as possible.

### **School bus riders**

- The school will ask parents whether they wish to have their child take the school bus home or have them stay at the school. If the school is unable to contact parents and confirm their decision, the child will not travel on the school bus and will remain at school for parents to collect personally. As the school will have many families to contact, parents can help the process by communicating with the school via the internet through Facebook/Twitter/Skype or e-mail and informing the school of parents’ decision that way.
- If the school bus driver is unable to get the bus to the school due to unsafe roads or any other problems due to the emergency situation **the school bus will not be running**. Naturally the school will inform all families in this eventuality.
- During an emergency situation the school will be sending extra staff on the school bus to ensure that children are directly placed back into the care of the person collecting them.
- If when the school reaches a scheduled bus stop there is no one to collect your child they will be returning with the bus back to school. It will then be necessary for parents to come to the school to collect your child.

### **Injuries**

- In the unfortunate occurrence of any of our students receiving an injury during an emergency situation the school will be working with Jinsho and treating the situation according to our health and safety procedures.
- In the event of an emergency situation Jingumae Elementary School’s school nurse will be at hand to help any of our students who require medical attention.
- The school will also intend to make use of the NTT 171 Disaster Emergency message board to leave a recorded message containing information on the situation at the school.

The service is in Japanese so please refer to the English explanation which can be found here: [http://www.ntt-east.co.jp/saigai\\_e/voice171/](http://www.ntt-east.co.jp/saigai_e/voice171/)

b) When an earthquake occurs on the way to or from the school

- Students and parents should be informed what actions should be taken beforehand.

- Students should protect their heads with objects that they have.
- Students should move to a safe area and go back to either home or school, whichever is closest.

### **An emergency situation during the bus ride**

- In the event of an emergency situation arising while the school bus is either travelling to or from school we will again try to communicate with families with the children on board. Our bus driver and onboard staff will contact the authorities to determine whether the route is safe, and if it is, the school bus will complete its journey.
- Emergency provisions and equipment are kept on the school bus in case of this type of situation
- If the road is not safe or blocked and we are unable to move, children will be evacuating with onboard staff to a safe area.

#### c) When a student is at home

- Parents should act on their own evacuation plans, and students should stay home if necessary.
- School will contact students' homes by e-mail and school website/Twitter.

### **Communication**

- During an emergency situation such as an earthquake communication becomes difficult over cellular networks. However, it should be easier to communicate with each other using online services such as Skype, e-mail, school website, Facebook and Twitter.
- Our Twitter account is designed for **relaying messages during an emergency** please refer to our Twitter page for frequent updates should an emergency situation arise. The school also recommends that Twitter is an excellent way to communicate with the school if the phones are busy/not working. If parents become a follower of the school's Twitter feed you can post messages/communicate with the school, and the feed will be monitored by our staff during an emergency situation.
- The school will also be using school website to relay emergency information too.

\*Because of this we **strongly recommend** that all families take the time to link to the school Twitter, Facebook and school website. The school also has a Skype account too; this is another optional method of communication in an emergency situation.

## **7. Heavy rain, typhoon and heavy snow countermeasures**

- 1) When the school can predict weather, such as a typhoon, which may cause trouble, we will inform you what will/may happen during the following day(s).
- 2) If the school definitely decides to close the school that day at 7 am, we will contact you immediately by mobile/PC email and announce on school website.
- 3) If we cannot make a definite decision by 7 am, please check the following sources and make your own decision whether your child should come to school or not.

#### A: Media information:

- *7 am NHK news [Both English and Japanese depending on the function of your TV]*
- *Japan Meteorological Agency (www.jma.go.jp) [English and Japanese]*
- *Japan Weather Association (www.jwa.or.jp) [English and Japanese]*

B: When an official warning announcement (Tokyo area) is made, the following action should be taken:

- |                         |       |                   |
|-------------------------|-------|-------------------|
| i) Both storm and flood | ----- | no school         |
| Storm                   | ----- | no school         |
| Heavy snow              | ----- | no school         |
| ii) Heavy rain          | ----- | parents' decision |
| Flood                   | ----- | parents' decision |
| Other warnings          | ----- | parents' decision |

iii) If transportation is blocked due to these circumstances at the time of 7am and your child may be/is affected by them, he/she should stay home.

C: While students are at school

If the weather changes suddenly and the students are unable to return home, the parents should arrange to pick up their children from school.

### 8. Making a emergency contact list

- Be aware of how students come to school and go home
- In the Emergency Contact List include; student's name, home, work and mobile phone numbers of parents, languages parents speak.

### 9. Leaving school with parents/guardians

- a) Depending on the disaster situation, students should stay at school until their parents pick them up. The school will contact the parents.

It is an emergency. We would like you to come to ..... to pick up your child.
---

- b) Procedures for taking a child from the school
- Only a parent can pick up a child from school. The teachers should also check who is supposed to come in case of an emergency.
  - If the parent wants someone else to be responsible for picking their child up, they should notify the school in writing.
  - If a child is left for a long time, the school will continue to contact the family.
  - The school is responsible for students' safety when they are at school.

### 10. Others

- a) The school supplies staff with helmets.
- b) Always consider students' safety when they are on the way to and from school.
- c) Aim to provide a bus service if this is required.

## Annual Drill Plan

Drills are done carried out together with the neighboring Jingumae Elementary School. For new staff and students, JIES does complete a drill during the first week of the school year. Below is the annual drill plan from April 1<sup>st</sup> 2014 to March 31<sup>st</sup> 2015;

Date	Content	Time	Site of Incidence	Evacuation Place	Remarks
4 / 1	Learning evacuation routes and equipment	After 15:00			Beginning of the academic year Staff only
4 / 9	Earthquake	11:15		Playground sandpit side	Basic actions during earthquake. Learning OKASHIMO*
5 / 9	Intrusion by suspicious individuals	9:40		Playground center	Response to an intrusion
6 / 5	Fire	9:40	Cafeteria	Gym	Gather in gym then evacuate.
7 / 16	Natural Disaster	13:40			Dismissal in groups (No JIES )
9/ 6	Earthquake	10:45		Playground	Dismissal to Parents (No JIES)
9/4	Learning procedures during evacuation			Playground	JIES only
10 / 6	Earthquake followed by fire	10:05	Gym	Playground entrance side	Emergency staircase (southside) will be used. The fire brigade set up a smoke room for children to practice evacuation in a smoky environment.
11 / 4	Earthquake	14:10		Playground sandpit side	Evacuation during Suisha activity
12/1 ~12/5	Fire	No prior notice	No prior notice	Playground sandpit side	Even staff will not get prior notice.
1 / 20	Earthquake	8:35		Playground sandpit side	No prior notice. Confirming action during early in the morning.
2 / 17	Fire followed by power outage	12:05	Teachers' Workroom	Alley next to Omotesando Hills	When broadcast equipment does not work
3 / 6	Earthquake	10:35 (during recess)		Playground sandpit side	No prior notice. Review of the year.

\*the dates and times may change

Fire Station contact number: 119



Since the Japanese School runs in an annual cycle starting from April, during the staff orientation in August staff should work on the evacuation routes and equipment.

\*OKASHIMO means;

Osanai : Don't push

Kakenai : Don't run

Shaberanai : Be quite

Modoranai : Don't go back into the school

## Fire Alarm Procedure

Students	Teachers	Administrator in Charge
<p><u>Inside the school</u></p> <ul style="list-style-type: none"> <li>• Immediately and quietly line up single file (no one may stop for any personal property).</li> <li>• Follow the teacher’s directions.</li> <li>• No talking.</li> <li>• Remain in single file.</li> <li>• Walk. Do not run.</li> </ul> <p style="text-align: center;">*****</p> <ul style="list-style-type: none"> <li>• Students not with a class should go to the hallway and join any class, or <u>if necessary</u>, leave the building and report to the administrator in charge. They must not return to their classrooms.</li> </ul>	<p><u>Inside the school</u></p> <ul style="list-style-type: none"> <li>• Take the class roster.</li> <li>• Open the door and determine the route to be taken. (If the primary exit route is blocked, quickly choose an alternate route).</li> <li>• Hold the door for students, assigning them a spot to wait for their teacher.</li> <li>• Make sure everyone is out of the room.</li> <li>• Lead the students quickly and quietly out of the building.</li> </ul> <p style="text-align: center;">*****</p> <ul style="list-style-type: none"> <li>• The teacher with the students at the time of the alarm is to take action. Do not wait for the class teacher.</li> <li>• Teachers without students in their care when the alarm sounds are responsible for checking all the restrooms. If this is a class teacher, he/she is to take over responsibility for his their class <u>once outside the building</u>.</li> <li>• Teachers must have on file special evacuation plans for individuals with disabilities.</li> <li>• If your class is in the gym, please use the exit near the piano.</li> </ul>	<p><u>Inside the school</u></p> <ul style="list-style-type: none"> <li>• Take all class rosters, attendance sheets and the Emergency Contacts binder.</li> <li>• Take a cell phone.</li> <li>• Make every effort to ensure that no students remain in the school. Check the bathrooms, teachers’ room, playroom, and computer room.</li> </ul>

<b>Students</b>	<b>Teachers</b>	<b>Administrator in Charge</b>
<p><u>Outside the school</u></p> <ul style="list-style-type: none"> <li>• Follow the teacher’s directions.</li> <li>• No talking.</li> <li>• Remain in a single line until told to do otherwise by the teacher.</li> <li>• When the teacher tells you, quickly form pairs.</li> </ul>	<p><u>Outside the school</u></p> <ul style="list-style-type: none"> <li>• Quickly check attendance.</li> <li>• Report attendance to the administrator in charge, noting any additional students or absent students.</li> <li>• Quickly get students in pairs.</li> </ul>	<p><u>Outside the school</u></p> <ul style="list-style-type: none"> <li>• Check teachers’ attendance as they leave the building.</li> <li>• Make every effort to ensure that no students remain in the school.</li> </ul>
<p><u>Walk to the evacuation area (if designated)</u></p> <ul style="list-style-type: none"> <li>• Follow the teacher’s directions.</li> <li>• Speak only in quiet voices.</li> <li>• Walk. Do not run.</li> <li>• Remain to the side of the road.</li> <li>• Remain in pairs.</li> <li>• When any teacher says, “Stop!” do so immediately. Do not move until the teacher permits.</li> </ul>	<p><u>Walk to the evacuation area (if designated)</u></p> <ul style="list-style-type: none"> <li>• Lead the class to the park.</li> <li>• If a car approaches, loudly inform the students, “Stop!”</li> <li>• Inform the students when it is clear to continue walking.</li> </ul>	<p><u>Walk to the evacuation area (if designated)</u></p> <ul style="list-style-type: none"> <li>• Designate someone to remain at the school for the fire personnel.</li> <li>• If possible, one administrator should lead the way to the park and another administrator should be at the rear. If this is not possible, the administrator in charge should be at the rear.</li> </ul>
<p><u>At the evacuation area (if designated)</u></p> <ul style="list-style-type: none"> <li>• Follow the teacher’s directions.</li> <li>• Remain in pairs.</li> <li>• Remain in your designated location. This is not a time to play.</li> </ul>	<p><u>At the evacuation area (if designated)</u></p> <ul style="list-style-type: none"> <li>• Designate a spot for your students to form a paired line.</li> <li>• Check attendance.</li> <li>• Report attendance to the administrator in charge.</li> <li>• Do not leave your students unless another staff member has been placed in charge.</li> <li>• Keep your class in the designated location until dismissed by the administrator in charge.</li> </ul>	<p><u>At the evacuation area (if designated)</u></p> <ul style="list-style-type: none"> <li>• Check teachers’ attendance.</li> <li>• Keep all staff and students at the evacuation area until an “all clear” call has been received.</li> <li>• Decisions regarding dismissal or other actions will be made by the administrator in charge.</li> </ul>
<p><u>Return to the school</u></p> <ul style="list-style-type: none"> <li>• Follow the teacher’s directions.</li> <li>• Speak only in quiet voices.</li> <li>• Walk. Do not run.</li> <li>• Remain to the side of the road.</li> <li>• Remain in pairs.</li> <li>• When any teacher says, “Stop!” do so immediately. Do not move until the teacher permits.</li> </ul>	<p><u>Return to the school</u></p> <ul style="list-style-type: none"> <li>• Lead the class to the school.</li> <li>• If a car approaches, loudly inform the students, “Stop!”</li> <li>• Inform the students when it is clear to continue walking.</li> </ul>	<p><u>Return to the school</u></p> <ul style="list-style-type: none"> <li>• If possible, one administrator should lead the way to the school and another administrator should be at the rear. If this is not possible, the administrator in charge must lead the way to the school.</li> </ul>

<b>Students</b>	<b>Teachers</b>	<b>Administrator in Charge</b>
<u>Upon return to the school</u> <ul style="list-style-type: none"> <li>• Follow the teacher's directions.</li> </ul>	<u>Upon return to the school</u> <ul style="list-style-type: none"> <li>• Check attendance.</li> <li>• Immediately notify the administrator in charge if there are any discrepancies.</li> </ul>	<u>Upon return to the school</u> <ul style="list-style-type: none"> <li>• Check each classroom to ensure there are no attendance discrepancies.</li> </ul>

THIS PROCEDURE CANNOT ANTICIPATE EVERY CONTINGENCY.

THROUGHOUT AN EVACUATION, COMMON SENSE MUST PREVAIL.

## Earthquake Procedure “Drop, Cover, and Hold!”

Students	Teachers	Administrator in Charge
<p><u>Inside the school – during the quake</u></p> <ul style="list-style-type: none"> <li>• DROP under a desk or table. Face away from windows.</li> <li>• COVER your head with the emergency hood and/or clasp your hands on the back of your neck.</li> <li>• HOLD on to one leg of the desk or table.</li> <li>• Do not move until the evacuation announcement has been made.</li> </ul>	<p><u>Inside the school – during the quake</u></p> <ul style="list-style-type: none"> <li>• Open the class door</li> <li>• DROP under a desk or table. Face away from windows.</li> <li>• COVER your head with the emergency helmet and/or clasp your hands on the back of your neck.</li> <li>• HOLD on to one leg of the desk or table.</li> <li>• Do not move until the evacuation announcement has been made.</li> </ul>	<p><u>Inside the school – during the quake</u></p> <ul style="list-style-type: none"> <li>• Open the entrance doors</li> <li>• DROP under a desk or table. Face away from windows.</li> <li>• COVER your head with the emergency helmet and/or clasp your hands on the back of your neck.</li> <li>• HOLD on to one leg of the desk or table.</li> <li>• Once the earthquake has stopped, make the evacuation announcement: “The earthquake has stopped. The building is to be evacuated. Students, follow your teacher’s directions.”</li> </ul>
<p><u>Inside the school – after the quake</u></p> <ul style="list-style-type: none"> <li>• If your emergency hood is not already on, put it on.</li> <li>• Immediately and quietly line up single file (no one may stop for any personal property).</li> <li>• Follow the teacher’s directions.</li> <li>• No talking.</li> <li>• Remain in a single file line.</li> <li>• Walk. Do not run.</li> </ul> <p style="text-align: center;">*****</p> <ul style="list-style-type: none"> <li>• Students not with a class should take cover wherever they are. Once the evacuation announcement has been made, they are to join any class, or <u>if necessary</u>, leave the building and report to the administrator in charge. They must not</li> </ul>	<p><u>Inside the school – after the quake</u></p> <ul style="list-style-type: none"> <li>• Turn off any sources of fire.</li> <li>• Take the class roster.</li> <li>• Open the door and determine the route to be taken. (If the primary exit route is blocked, quickly choose an alternate route).</li> <li>• Hold the door for the students, assigning them a spot to wait for the teacher.</li> <li>• Make sure everyone is out of the room.</li> <li>• Leave the door open.</li> <li>• Lead the students quickly and quietly out of the building.</li> </ul> <p style="text-align: center;">*****</p> <ul style="list-style-type: none"> <li>• The teacher with the students at the time of the quake is to take</li> </ul>	<p><u>Inside the school – after the quake</u></p> <ul style="list-style-type: none"> <li>• Take all class rosters and the Emergency Contacts binder.</li> <li>• Take a cell phone.</li> <li>• Make every effort to ensure that no students remain in the school. Check the bathrooms, teachers’ workroom, library, and multi-media center.</li> </ul>

<b>Students</b>	<b>Teachers</b>	<b>Administrator in Charge</b>
return to their classrooms.	action. <ul style="list-style-type: none"> <li>Teachers without students in their care are responsible for checking all the restrooms after the quake. If this is a class teacher, he is to take over responsibility for his class <u>once outside the building</u>.</li> <li>Teachers must have on file special evacuation plans for individuals with disabilities.</li> </ul>	
<u>Outside the school</u> <ul style="list-style-type: none"> <li>Follow the teacher’s directions.</li> <li>No talking.</li> <li>Remain in a single line until told to do otherwise by the teacher.</li> <li>When the teacher tells you, quickly form pairs.</li> </ul>	<u>Outside the school</u> <ul style="list-style-type: none"> <li>Quickly complete a thorough attendance check.</li> <li>Report attendance to the administrator in charge, noting any additional students or absent students.</li> <li>Quickly get students in pairs.</li> </ul>	<u>Outside the school</u> <ul style="list-style-type: none"> <li>Check teachers’ attendance as they leave the building.</li> <li>Make every effort to ensure that no students remain in the school.</li> </ul>
<u>Walk to the evacuation area (if designated)</u> <ul style="list-style-type: none"> <li>Follow the teacher’s directions.</li> <li>Speak only in quiet voices.</li> <li>Walk. Do not run.</li> <li>Remain to the side of the road.</li> <li>Remain in pairs.</li> <li>When any teacher says, “Stop!” do so immediately. Do not move until the teacher permits.</li> </ul>	<u>Walk to the evacuation area (if designated)</u> <ul style="list-style-type: none"> <li>Lead the class to the evacuation area.</li> <li>If a car approaches, loudly inform the students, “Stop!”</li> <li>Inform the students when it is clear to continue walking.</li> </ul>	<u>Walk to the evacuation area (if designated)</u> <ul style="list-style-type: none"> <li>If possible, one administrator should lead the way to the evacuation area and another administrator should be at the rear. If this is not possible, the administrator in charge must be at the rear.</li> </ul>
<u>At the evacuation area</u> <ul style="list-style-type: none"> <li>Follow the teacher’s directions.</li> <li>Remain in pairs.</li> <li>Remain in your designated location. This is not a time to play.</li> </ul>	<u>At the evacuation area</u> <ul style="list-style-type: none"> <li>Designate a spot for your students to form a paired line.</li> <li>Check attendance.</li> <li>Report attendance to the administrator in charge.</li> <li>Do not leave your students unless another staff member has been placed in charge.</li> <li>Keep your class in the designated location until dismissed by the administrator in charge.</li> </ul>	<u>At the evacuation area</u> <ul style="list-style-type: none"> <li>Check teachers’ attendance.</li> <li>Keep all staff and students at the evacuation area until an “all clear” call has been received.</li> <li>Decisions regarding dismissal or other actions will be made by the administrator in charge.</li> </ul>

<b>Students</b>	<b>Teachers</b>	<b>Administrator in Charge</b>
<u>Return to the school</u> <ul style="list-style-type: none"> <li>• Follow the teacher’s directions.</li> <li>• Speak only in quiet voices.</li> <li>• Walk. Do not run.</li> <li>• Remain to the side of the road.</li> <li>• Remain in pairs.</li> <li>• When any teacher says, “Stop!” do so immediately. Do not move until the teacher permits.</li> </ul>	<u>Return to the school</u> <ul style="list-style-type: none"> <li>• Lead the class to the school.</li> <li>• If a car approaches, loudly inform the students, “Stop!”</li> <li>• Inform the students when it is clear to continue walking.</li> </ul>	<u>Return to the school</u> <ul style="list-style-type: none"> <li>• If possible, one administrator should lead the way to the school and another administrator should be at the rear. If this is not possible, the administrator in charge lead must lead the way to the school.</li> </ul>
<u>Upon return to the school</u> <ul style="list-style-type: none"> <li>• Follow the teacher’s directions.</li> </ul>	<u>Upon return to the school</u> <ul style="list-style-type: none"> <li>• Check attendance.</li> <li>• Immediately notify the administrator in charge if there are any discrepancies.</li> </ul>	<u>Upon return to the school</u> <ul style="list-style-type: none"> <li>• Check each classroom to ensure there are no attendance discrepancies.</li> </ul>

THIS PROCEDURE CANNOT ANTICIPATE EVERY CONTINGENCY.

THROUGHOUT AN EVACUATION, COMMON SENSE MUST PREVAIL.

# Appendix

## Emergency Exits

