



Emergency Plan

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FORWARD

Earthquakes, floods, winter storms, and hazardous material spills happen. It is the goal of this document to help the staff, children and parents of The Lands End School prepare for these events and handle them calmly. In order for this document to be helpful, it is critically important that both staff and families understand their role and responsibilities in any given situation.

Emergency Communication

Address: The Lands End School – 4150 Clement St. Bldg. T-35

School Phone Number: (415) 751-8511

Director: Joanna Prado

Cell Phone number: (310) 902-0951

In case of an emergency evacuation, we have 3 evacuation locations:

1. Our first evacuation location will be the grassy area next to Building 11.
2. If the grassy area next to Building 11 is unavailable, our second evacuation location will be the grassy area behind Building 7 and we will join families there.
3. If we need to leave the VA property, we will join the VA employees and move with the group as instructed.

The designated teachers in charge, if the Director is not available, are the Lead Teachers of each classroom.

KEY STAFF ASSIGNMENTS

List Name/Duty:

Emergency Coordinator: Joanna Prado

Cell / Email: (310) 902 - 0951 / joanna@thelandsendschool.com

Health / Safety Advocates (First Aid and Medicines):

Preschool Room: Bea Bundang

Toddler Room: Jennifer Quach

Infant Room: Maria Martinez

Emergency Food/Supplies:

Preschool Room: Chantelle Mak

Toddler Room: Yamelin Torres

Infant Room: Marybeth Baldovino

Transportation to Evacuation Locations:

Preschool Room: Caroline Urrutia

Toddler Room: Irma Marie Harvey
Infant Room: Michelle Beirer

CHAIN OF COMMAND

Key staff (with 24/7 contact information) with decision-making authority for The Lands End School during and immediately following a disaster situation, in order of succession:

Order of Succession

Name	Title	24/7 Contact Information
Joanna Prado	Director	(310) 902-0951
Bea Isabela Bundang	Preschool Lead Teacher	(201) 388-3095
Jennifer Quach	Toddler Lead Teacher	(415) 271-1635
Maria Martinez	Infant Lead Teacher	(415) 525-0003
Yamelin Torres	Toddler Teacher	(415) 933-1137
Marie Harvey	Toddler Teacher	(415) 756-6530
Marybeth Baldovino	Infant Teacher	(415) 900-9232
Michelle Bierer	Infant Teacher	(415) 572-7247
Chantelle Mak	Preschool Teacher	(415) 265-4777
Caroline Urrutia	Preschool Teacher	(415) 244-4905
Jocelyn Hernandez	Preschool Teacher	(818) 389-9559

EVACUATION ROUTES:

Preschool: The preschool children will walk out to the front yard with their teachers. Director will stay behind to make sure no one is left behind. The designated teacher will walk through the school to check that everyone is out. *Lead teacher will be in charge of attendance and will call the roll when all the kids are out.*

Toddler Group: The three teachers will each be responsible for their primary groups. The toddler group will walk out of the door to the toddler yard and proceed through the yard, to the preschool yard, where they will meet the infant and preschool groups. Director will stay behind to make sure no one is left behind. *Lead teacher will be in charge of attendance and will call the roll when all the kids are out.*

Infant Group: The teachers will put the non-mobile children into an emergency crib that can be moved out of doors. One teacher will steer the crib. The other two teachers will either walk or carry the other children. The group will go through the door to the yard and walk through the infant yard, through the preschool yard, where they will meet the other groups. Director will stay behind to make sure no one is left behind. *Lead teacher will be in charge of attendance and will call the roll when all the kids are out.*

In case of an emergency evacuation where we must leave the school site, all groups will meet at the grassy area next to Building 11. If the disaster is severe and/or will continue for an extended period of time, VA campus officials will direct the teachers and children to proceed to the secondary evacuation site – inside the canteen – located inside the hospital then check for injuries and apply first aid where necessary, soothe children and help other adults stay calm.

Once inside the evacuation area, teachers will call roll again to make sure all children and staff are accounted for.

If, in the rare chance, we are instructed to evacuate the SF VA property all groups will proceed down the Battle of the Bulge Trail. Signs will be posted on the front gate and back gate of the school informing families of our new location.

DIRECTOR RESPONSIBILITIES:

- Identify available disaster preparedness training from the VA and City of San Francisco
- Ensure that all staff are trained and familiar with this emergency plan. In particular all new staff should be oriented to the school's emergency plan; their responsibilities during an emergency; the location of first aid and emergency supplies, fire extinguishers, and evacuation routes and sites (including alternative exits should typical routes be unsafe).
- Schedule and keep records of regular school-wide fire, earthquake and lockdown drills monthly throughout the year.
- Work with the VA to keep this Emergency Plan current and coordinate with their emergency plan.
- Equip each room with a backpack for teachers containing emergency supplies.
- Inventory and refresh the emergency supplies for the children and staff every six (6) months, which will be kept in rolling trash cans in the shed behind the school.
- Ensure evacuation route signs are posted in each classroom.

LEAD TEACHER RESPONSIBILITIES:

- Ensure that discussions of classroom emergency procedures are included in the monthly curriculum for their classroom.
- Equip each emergency backpack with up-to-date copies of children's Emergency Information Sheets, Medical Consent Forms, and Child Pick-Up Authorization Forms for use in a Major Disaster only.
- Ensure that classroom teachers are informed of any medications their students might need, where they are located and are included in emergency backpacks.
- Activities/materials are included in their classroom emergency backpacks for entertaining and soothing children if a prolonged evacuation is needed.

TEACHER RESPONSIBILITIES:

- Know their individual responsibilities as outlined in this handbook and in the "Emergency Disaster Plan for Child Care Centers" posted in their classroom.

- Be prepared to fulfill their responsibilities in the event of a disaster.
- Participate in providing instruction to children and monthly drills.

GUIDELINES FOR PARENTS:

It's possible that after a major widespread disaster, you may not be able to get home right away and/or local phone service may be unavailable. Establish an out-of-area contact that your family or friends can call to relay your condition and get information on other family members. In the case that you are unable to get to The Lands End School after a disaster, think about who and how your child will be cared for. The school has the Child Pick-Up Authorization form on hand. Please keep it up to date.

PREPARE:

1. Arrange alternative friends or relatives to be responsible for picking your child up from school if you will not be able to get home immediately. These people must be listed on your Child Pick-Up Authorization form.
2. Develop a system of notifying your designees in the event that you need them to pick up your child. For example, ask them to call your out-of-area contact to find out if you have reported in yet and if they need to pick up the child.
3. Make certain that you and your designees know about the school and have your out-of-area contact's phone number. Ensure that the person who picks up the child knows to call your out-of-area contact to tell them that she/he has the child.

AT THE TIME OF THE DISASTER:

1. Do not call the school. Telephone lines may be needed for emergency communication.
2. After a major disaster local phone lines may be down. You may call the Director's cell phone (310-902-0951) after an emergency to get updated information regarding the children, staff and their location.
3. Parents and designees **MAY NOT** pick up children until all students and staff are accounted for and the director approves the release of students. **NO EXCEPTIONS.**
4. Staff will stay with the children until all children have been picked up.

STUDENT RELEASE PROCEDURES:

In case of a major earthquake or other disaster, students may be evacuated from their classrooms. Depending on the severity of the event, students will evacuate to the designated areas and wait to be released to a parent or authorized designee. Children will **ONLY** be

released to those you designated on the Child Pick-up Authorization Form. Make sure this is up to date.

1. When you arrive at the school or evacuation area the director or teacher will check your Driver's License/ID and then tell the next free Escort the child's name and location. The Escort will bring your child to the release area.
2. While your child and Escort are in route to the release area, the person in charge will get your signature on the Student Release Form.
3. Students WILL NOT be released to an individual not listed on the Child Pick-up Authorization Form. NO EXCEPTIONS. Bring a picture ID or your child will not be released.

*At the beginning of the school year you filled out a Child Pick-Up Authorization form. The designees will be called in case you cannot be reached. Please make sure they know to have proper Identification on them when picking up your child.

EMERGENCY BACKPACKS for CHILDREN

In the event of an emergency this is what your child will need. A storage bag will be provided and the bag will be stored at school. Each September and March, we will return the bag to you for refreshing and/or to replenish it.

Basic Contents for Children's Emergency Bag:

Suggested items to include in your child's emergency backpack:

- Blanket
- Emergency light stick/ small flashlight
- Family Photograph
- Change of warm clothing
- Small hand wipes
- Small Kleenex
- Non Perishable food item (fruit snacks, granola bars, 2 each)
- Juice Box
- Letter written to child with emergency numbers on it
- Small Stuffed animal or cuddly toy

For infants and young children who are still using bottles and diapers/pull-ups

- Diapers/pull-ups (3-4)
- Bottle
- Small Formula Packets (2)
- Diaper rash ointment/cream

If you have any questions on obtaining supplies, please feel free to contact the Director. We appreciate your help in this effort.

EMERGENCY SUPPLIES FOR TEACHERS:

Included with the children's backpacks will be:

- Extra flashlights/lanterns
- First aid kit
- Paper, pens, sharpie markers
- Tissues / Wipes
- Extra snacks and bottled water
- Thermal blankets
- Light sticks
- Strong tape
- Solar powered radio and cell phone charger

PROCEDURES FOR SPECIFIC DISASTERS

FIRE

In the event of a fire:

1. Touch closed doors. Do not open them if they are hot. If you are caught in smoke, crawl out. The smoke density in a room is less at floor level. Pull the fire alarm as you leave the building. Close doors behind you if there is time. Try to remain calm as you quickly start evacuation procedures.
2. If possible, teachers should check each room for children and adults, including bathrooms, cubbies, and small spaces. Hold the children and try to soothe them. Try to remain calm.
3. Building occupants are required by law to evacuate the building when the fire alarm sounds.

EARTHQUAKE

In the event of an earthquake:

1. When you feel an earthquake, teachers should help children to take cover under the nearest sturdy object (like a table) and hold onto it. If you are not near a sturdy object, duck and protect your head with your arms. Avoid windows, filing cabinets, bookcases, and heavy objects that could shatter or fall. Watch out for falling light fixtures, plaster and ceiling tiles.
2. Stay under cover until the shaking stops. Hold the children and try to soothe them. Try to remain calm. Wait for the all clear signal. Evacuate if necessary.

LOCKDOWN

A lockdown drill will be initiated when there is an individual present who poses a threat to the safety of our students, staff, themselves. (i.e. someone who has a gun or weapon, an intruder, etc.)

In the event of a lockdown drill:

1. Teachers will direct students and other staff members into classrooms immediately.
2. Lock all doors and lower / close any blinds. Place students to a “safe corner” away from doors and windows. Turn out lights and computer monitors. Keep students quiet.
3. Hold the children and try to soothe them. Try to remain calm. Wait for the all clear signal. Evacuate if necessary.

LOSS OF UTILITIES

1. Loss of electricity is likely in many disaster situations. Having adequate flashlights, battery-operated lanterns, and solar powered radio and cell phone charger should meet our needs for a short time.
2. Make sure to check the flashlights on a regular basis to ensure that they are fully operational.
3. Store extra batteries in emergency supplies.

GAS LEAK

If you smell natural gas:

1. Cease all operations immediately
2. Do not switch lights on / off
3. Notify VA Police as well as PG&E
4. Evacuate as soon as possible

EMERGENCY CLOSURES:

In the event that TLES must close as a result of a federal, state, or county mandate:

1. Confirmed decision from Director and Board of Directors
2. Communication to parents and staff immediately, or as soon as possible via phone, text, and / or email
 - a. Board members: contact families by program
 - b. Director: contact all staff

EMERGENCY CLOSURES FOR AN EXTENDED DURATION OF TIME

1. Confirmed decision from the Director and the Board of Directors
2. Communication to parents and staff immediately, or as soon as possible via phone, text, and / or email
 - a. Board members: contact families by program
 - b. Director: contact all staff

3. Working from home
 - a. Planning curriculum and lesson plans via Zoom
 - b. Completing assessments (DRDPs) and other forms of paperwork
 - c. Providing virtual lessons / meetings via Zoom, Microsoft Teams, or other forms of web conferencing
4. Staff wages and Paid Time Off accrual (depending on your current policy) for all staff deciding to work from home will remain intact.
5. Medical, Vision, and Dental Benefits offered by TLES will remain intact.
6. 401K Benefits offered by TLES will remain intact.

REOPENING AFTER EMERGENCY CLOSURE DUE TO GLOBAL PANDEMIC

1. Communication to parents and staff immediately, or as soon as possible via phone, text, and / or email
 - a. Board members: contact families by program
 - b. Director: contact all staff
2. Current operations, policies, and procedures are subject to change based on confirmed decisions from the Director and the Board of Directors.
3. Staff trainings as a result of the global pandemic will be facilitated by the Director and / or outside agencies in preparation for reopening