
Cipriani Elementary School Safety Plan

2011-2012

Belmont-Redwood Shores
School District

Cipriani Elementary School

Safety Plan

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Introduction

Mission Statement

Cipriani School seeks to create a safe learning environment where teachers, students, and parents support each other in pursuit of the knowledge and insight that leads to high academic achievement and success for all students. We want Cipriani students to: attain a strong academic and social foundation; become global thinkers who make responsible decisions; develop confidence; work with persistence and determination; communicate effectively; value and learn from differences. Unique and significant contributions of individual members add richness to the results. We believe in sharing the decisions, the responsibility, and the commitment to our vision of educational excellence among all members of our school community.

Cipriani Elementary School values a safe and secure learning environment for all of its students. Cipriani's campus is clean, attractive, and well maintained by custodial staff. Students take pride in the campus. Scout troops help weed and replant the planters in the courtyards, and the after school program maintains a school garden.

To promote citizenship and a sense of community, character building activities such as conflict resolution, class meetings, and the GREAT Program in fifth grade are implemented. Monday Morning Meetings provide an opportunity for students to unite as a school community, celebrate together and "Roar with Pride!"

Goals

Cipriani's safety goals are to provide a safe, healthy environment for students and staff, and to quickly ensure the safety of all members of our school community in the event of a disaster.

Cipriani School's safety plan includes earthquake and fire drill procedures, a disaster preparedness plan, and lockdown procedures. Procedures are reviewed with school personnel yearly and are practiced with students on a regular basis.

Revised fall 2011

Fire Drill

In a fire drill, the fire alarm will sound in all classrooms.

1. Students walk in a line to the playground following the evacuation route posted in the classroom. The last person to leave the room closes the door.
2. Classes line up in the rear of the playground behind the classroom number painted on the black top. Students in specialist classes such as speech, reading and Learning Center stand in their regular classroom line.
3. Teachers bring out yellow student emergency cards, using them to take attendance. Teachers inform the principal of any students who are missing from class.
4. The school administrative assistant brings out the office copy of the emergency cards.
5. When the principal informs the administrative assistant that all are accounted for, the “all clear” bell is sounded and students may return to class.

Earthquake Drill

1. In the event of an earthquake, either the earthquake bell will be sounded or teachers will call, “Duck and cover.”
2. Students take cover under their desks or other tables in the classroom, staying clear of the windows.
3. Outside, classes assume the “duck and cover” position away from large trees or playground equipment.
4. Students remain in the “duck and cover” position until the fire alarm is sounded. Then all classes follow the fire drill procedure.

Lockdown Procedures

“Lockdown” signifies a dangerous situation in the neighborhood or threat of an intruder on campus. During a lockdown, all staff and students are instructed to stay inside, with doors locked and shades drawn. Wait for further instructions via the telephone or intercom.

A lockdown announcement may be made over the intercom. In the event that the intercom is not working, it may be made over the telephone. In that event, teachers will be called in this order:

The office will immediately alert the custodian, and then call rooms 1, 2, 3, 7, 12 and 18.

In Wing A, room 3 will contact room 4; room 4 will contact room 5, etc. until the entire wing has been alerted.

In Wing B, the teacher in room 7 will call room 8; room 8 will call room 9, etc, until the entire wing has been alerted, including the library, psychologist/reading specialist office, and speech office.

In Wing C, the teacher in room 12 will call room 13, and so forth until the entire wing has been alerted.

If a teacher cannot locate a classroom, he/she must immediately call the office.

If you are outside when the lockdown announcement is made:

- Whole classes (PE, for example): Find the nearest, safest classroom /building and keep the group together.
- Note anyone who is missing.

Individuals:

- Go immediately to the nearest classroom and remain with that group; do not attempt to return to your regular classroom.

Teachers will call the office with names of students who are unaccounted for or are from another class.

NOTE: IN THE EVENT OF A BOMB THREAT, DO NOT USE CELL PHONES.

Evacuation Plan- Overview

Initial Steps

In the event of a disaster that requires evacuation of the campus, the students and staff will:

1. Evacuate students as required in a fire drill. If at all possible, bring emergency pack.
2. Proceed to lower field if instructed to do so.
3. Take attendance
4. Staff members move to assigned stations.
5. Identify injured children and send to first aid with yellow card. Fill out red cards for missing children and give to Search and Rescue team.
6. Enforce security—only staff and students allowed on campus.

Stations

1. Site check/building security/utilities- John Daidone and Josue Mojica (evening custodian), if present.
2. Campus Control/Traffic- Sean Nakamura, Katie Newsom, Tiffany Durand, Kim Donoho
3. Runners- Amber Keeney, Alison Beltramo, Korah Guilar/Julie Levonian parent volunteers present
4. Student Release- Jill Bauer, Julie Alexander
5. Search/Rescue- Noah Mock, Katie Newsom, Matt St. Lezin, Luke Miller, available support staff
6. Command Center- Lisa Zachry, Kim Suydam
7. Safety/First Aid Station- Chris Suydam, Ann Snelling, Christine Allen, Dawn Stewart
8. Student Supervision- Alicia Gray, Jeri Crook, Tia Cilia, Heather Bassett, Lucy Boyle, Helena Tai-Goldau, Julie Oeser, Lynn Valueff, Rosanna Myres

Other Information

1. Students are to be released only to parents or individuals designated on the students' emergency cards. A school staff member must release students before they leave the campus.
2. For communication with other schools and police department, police radio is located in the principal's office.
3. Do not speak with members of the press. Members of the press will be directed to the District Office.

Evacuation

In the event of a disaster that requires evacuation of the campus, the students and staff will evacuate as required in a fire drill. If necessary, they will then proceed to the lower field upon instructions. All staff will move to assigned stations and perform duties as outlined in the plan.

Students will be released only to parents or individuals designated on the student's emergency card. A school staff member must release students before they leave the campus.

If the fire or police departments require further evacuation, they will designate the site and assist with relocation. Announcements will be made on Bay Area radio and television stations. A Public Information line will also be maintained at the District Office, (650) 637-4800 and the PTA will initiate a telephone tree.

Parents are asked to help in the following ways:

- **DO NOT CALL THE SCHOOL. We must have lines open for emergency calls.**
- **Please pick up or have a designated person pick up your student as soon as possible.**
- **When picking up students, please park in designated areas only.**
- **Leave the driveway on Monserat clear for emergency vehicles.**

Student Security

Where:

- **Black Top at fire drill positions, then lower field if necessary. When seated, “buddy classes” may sit together.**

Who:

- **All staff initially, including specialists and support staff who are present at the time (may be asked to assist in setting up stations).**

What:

1. **Take attendance; fill out index for missing children, and give to search and rescue.**
2. **Identify injured children and send to first aid with yellow card.**
3. **Quiet and calm children.**
4. **Pass out yellow cards- place in baggie and attach with safety pin**
5. **Watch for runners who will be looking for children to release.**
6. **Enforce security- only staff and students present.**

Supplies: Walkie Talkies, safety pins, baggies

When other stations open, teachers will move as assigned to those stations and remaining staff will cover classes.

Building Security

Where: Gas/Electricity/Water Shut off

Who: John Daidone – head custodian (Evening custodian, Josue Mojica, if present)

What:

- **Shut off gas/electric/water mains (Gas shut off is outside Room 1- wrench is inside the cage; administrative assistant, custodians, and principal have the key.)**
- **Secure gates or buildings where people may enter safely.**
- **Support search and rescue, and crowd control; set up emergency restrooms.**

Supplies

- Wrenches and keys
- Yellow tape
- Felt pen
- Flashlight
- Walkie talkie to release station

Campus Control/Traffic

Where:

- Pedestrian entrance to Cipriani Park on Buena Vista by Tot Lot
- Driveway to Cipriani Park on Monserat
- Front entrance of school by flagpole
- Stairs in front of kindergarten breezeway

Who:

- Sean Nakamura (Monserat)
- Katie Newsom (Tot Lot)
- Kim Donoho (Flag pole)
- Tiffany Durand (Kindergarten breezeway)

What:

- Patrol driveway
- Radio in to release station as parents arrive
- Inform parents to remain in car; parents park only if instructed that child is in First Aid station.
- Verify release
- Support loading student(s) into car(s)

Runners

Who:

- Amber Keeney, Alison Beltramo, Korah Guilar/Julie Levonian, parent volunteers. 4th/5th graders if necessary.

Where:

- Release station

What

- Carry messages from station to station
- Collect students from classes and return them with their yellow cards to the release station, then to campus control.

Supplies

- Vests, flashlights, knotted rope

Student Release

Where:

- Front courtyard by flagpole
- Alternate exit: Tot Lot

Who:

- Jill Bauer, Julie Alexander, available support staff

What:

- Track students as they are released to parents
- Sign students out and collect yellow cards as released
- Track students in first aid

Search/Rescue

Where:

- Custodial office

Who:

- Katie Newsom
- Noah Mock
- Matt St. Lezin
- Luke Miller
- Available support staff

What:

- Collect red cards from fellow teachers
- Seek/find lost children and adults
- Retrieve medication box and key, if required.

Supplies

- Masking tape
- Picks
- Crow bars
- Flashlights
- Blanket
- stretcher
- Gloves
- Shovel
- Locking pliers
- Felt pen (mark unsafe areas “no trespassing”)

Command Center

Where:

- Southwest corner of blacktop next to parking lot

Who:

- Lisa Zachry
- Sean Nakamura

What:

- Police/Fire contact
- Direct all media to District Office
- Set up of other teams
- Identify safe location for children
- Monitor parking lot situation

Notify:

- District office of condition
- Office of Emergency Services for emergency food

Brief Students

- Set up staff rotation schedule

Supplies

- area map with responsibilities
- Hard hats
- Cell phone, walkie talkie
- Megaphone (principal's office)
- Pocket knife
- Yellow tape
- Emergency binder
- Hardhat
- Master keys
- Large portable white board
- Dry erase markers/erasers
- Flashlight(s)

First Aid Station

Where:

- **southeast corner of black top**

Who:

- **Chris Suydam**
- **Ann Snelling**
- **Christine Allen**
- **Dawn Stewart**

What

- **Move/treat those needing continual monitoring**
- **Tend to wounds, broken bones**
- **Log in/out the students seen and use runners to notify release desk**

Supplies

- **Water for cleaning wounds**
- **Tarps**
- **Clip boards**
- **Pencils**
- **Sign/masking tape**
- **Stretcher**
- **First aid supplies/manual**
- **Walkie-talkies**

Location of Supplies

Principal's Office/Storage Closet

- First Aid Kit
- Megaphone

Small Shed near Kindergarten Wing

- Hardhats (5)
- Water
- Batteries: AAA, C, D, 9 volts
- Gloves
- Classroom snacks/student emergency bags
- Garbage bags
- Dixie cups
- Tarps
- First aid kits
- Masks
- Eye protectors
- Table/chairs
- Rolodex/Emergency card
- Clipboard
- Rope with knots
- Flashlights
- Yellow tape
- Sign/white board
- Whistle
- 3 plastic shoe boxes marked k-5 for yellow cards
- Crowbars
- Lanterns

Location of utility shut off

Water- in front of K-1 building/curbside

Alarms system - Red box in front office

Natural gas-outside wall room 1

Electricity- behind custodial room/wing B