



CDS EMERGENCY PROCEDURES

2022-2023

In preparation for any emergency, all teachers in the four Houses of the school have been assigned specific functions. It is important during any emergency to remain calm. The staff on the working "Emergency Teams" are administrators, maintenance, and security staff, who serve as the team leaders. These teams and team leaders include:

Emergency Teams

<u>Team</u>	<u>Team Leader(s)</u>
Emergency Command Center	Jack Young
Communication	Jean Carlo Villalta
Crisis Intervention	Cassandra Rodriguez-Lamas Gerardo de Vega Ivannia Espeleta Isabel Urrutia Paula Mora Sofía Nuñez
First Aid	Natalia Ureña
Operations and Facilities	Mario Calvo
Maintenance	Dagoberto Guillén
Security	Denis Gutierrez
Evacuation Route / Transportation	Alvaro Zamora
Student Organization / Parent Reunion / Student Release	Ariel Weissburg Sabrina Loría Brian Balding Robert Austin



CDS EMERGENCY PROCEDURES

2022-2023

Emergency Team leaders should report to Command Center #1. Principals are to stay at their houses in the initial phase to be visible and to provide leadership and direction. At this point, all team leaders should remain alert and ready to follow instructions. When advised by the school director, everyone will continue with Part B of the emergency plan.

EMERGENCY PROCEDURES

PRE-ALARM

An emergency is detected

- A “Stand by” siren will sound, keep steady and remain calm.
- Teachers and staff must take cell phones to follow the directions on the CDS Emergency chat or through the PA System. Keep distancing at all times whenever it’s possible.
- The Maintenance & Security Teams will locate and assess the emergency, then report back to the Emergency Command Center Leader.
- The Emergency Command Center Leader will communicate:
 - a) FALSE ALARM or EMERGENCY CONTROLLED, RETURN TO YOUR ACTIVITIES. or
 - b) BUILDING EVACUATION

PART A

Building Evacuation Procedures

- The “Evacuation” siren will sound.
- Teachers and students will follow evacuation routes posted in their classrooms. Students and teachers leave the building in an orderly, quiet way, maintaining their bubble. Keep distancing at all times whenever it’s possible
- During non-structured school hours (break, lunch, Panther time HS): Students will evacuate and gather at the muster point with their Advisor. Teachers and Leads will alert Students to gather with their advisor while exiting.
- Assemble in the Parking Lot Area and regroup by class/homeroom:
 - Early Childhood EAST Parking Lot
 - Elementary School Buses Parking Lot
 - Middle School NORTH Parking Lot
 - High School NORTH Parking Lot
 - LRC/Library NORTH Parking Lot
 - ATH/Gym Buses Parking Lot
 - Swimming Pool Buses Parking Lot
 - Art: MS & HS NORTH Parking Lot
 - Art: ES Buses Parking Lot
 - Music: ES Buses Parking Lot
 - Band: MS NORTH Parking Lot



CDS EMERGENCY PROCEDURES

2022-2023

- Band/Choir/Music: HS NORTH Parking Lot
- Administrative Building (OPB) EAST Parking Lot
- Take attendance in class/homeroom group. Report attendance to their respective principals, who will report to the Command Center using their radios.
- Principals/Wardens check the building for unaccounted students and to close doors. Principals/Wardens report to areas outside the gates.

Early Childhood Procedures for Part A

1- Early Childhood will exit through the East gate and assemble in the area where EC teachers and students gather, at the end of the Little Parking Lot (East), near The Fort

2- Students will leave the classroom with the classroom teacher and go to the designated area in the EAST Parking Lot.

NOTE:

-The staff from the Administration Building (Business Office, Human Resources, Admissions, etc) will assist Early Childhood in exiting the building and gathering in the EAST Parking Lot.

EC-Evacuation Route

Pre Kinder

PreKa) Vivian Quintana -

PreKb) Francine Monteil – Isabel Hinestrosa

Kinder

Kinder a) Evelyn Cruz – Evelyn Delgado

Kinder b) Shirley Garro - Veronica Carvajal

Prepa

Prepa a) Lourdes Soler – Christian Obando

Prepa b) Anabelle Jervis - Wendy Staben



CDS EMERGENCY PROCEDURES

2022-2023

Elementary School Procedures for Part A

1- Elementary School will exit through the Buses gate and assemble in the area where ES teachers and students gather, at Buses Parking Lot

2- Students will leave with their classroom teacher and then assemble with their Teacher, at the Buses Parking Lot

ES-Evacuation Route

First Grade

- 1a) Monin Urroz – Mariana Chávez,
- 1b) Camille Perera – Gabriela Cubero

Second Grade

- 2a) Lori Pent
- 2b) Amie Knott
- 2c) Paola Chavarría

Third Grade

- 3a) Laura Fernandez
- 3b) Ana Patricia Quintana

Fourth Grade

- 4a) Mariana Montelagre
- 4b) Catalina Castro
- 4c) Katherine Granados
- 4d) Natalia Garduño

Fifth Grade

- 5a) Kylie Ramirez
- 5b) Lauren McNiven
- 5c) Maria Jose Rivera



CDS EMERGENCY PROCEDURES

2022-2023

Secondary (Middle School & High School) Procedures for Part A

1. Secondary will exit through the NORTH Gate and assemble in the area where MS & HS teachers and students gather, at Big Parking Lot (North)
2. **Students will line up with the teacher from their current period.**
3. Teachers will have a red folder with class rosters as well as red and green laminated "flags."
4. **Students will leave with their classroom teacher and then assemble in the designated area with the classroom teacher, keeping distancing whenever possible**
5. Teachers will take attendance and hold up the "green" flag if all students are accounted for and the "red" flag if there are students who are not accounted for. The Principal will go to the teacher to see which student(s) are unaccounted for and report that back to the central command center.

MS-Evacuation Route

HS-Evacuation Route

NOTES:

- **During non-structured school hours (break, lunch, Panther time HS):** Students will evacuate and gather at the muster point with their Advisor. Teachers and Leads will alert Students to gather with their advisor while exiting.
- **PE, Art, and Band** will exit to the NORTH Parking Lot with any Secondary class in session.
- Teachers without a class during an Emergency are to assist with evacuation procedures from the High School-Middle School area and to be in the immediate area where teachers and students gather.
- **Students with free periods:** Students will evacuate the building and gather at the muster point with the school counselor.

PART B

Campus Evacuation Procedures

- The decision to evacuate the campus is made by: the Director General or designee
- Once the decision is made to evacuate the campus, parents are notified via SMS. Notification will also be posted on the school website, if possible.
- School Director, or designee, will instruct each house to regroup by House in quads on the Main Soccer Field.



CDS EMERGENCY PROCEDURES

2022-2023

- **Assembly procedure to the Main Soccer Field:**

- Houses will walk from their location in the parking lot to the main soccer field.
- Houses will file in accordingly based on their line-up sequence from the green (ES, MS, HS, EC).

North

Pool	Elementary School	Early Childhood	Exit Gate
Gym	High School	Middle School	Art rooms
Walkway	Ramp	Ramp	Walkway

- Teachers are to remain with their group from the initial dismissal. Keep students calm and await additional instructions for evacuation.
- As parents arrive, each student/family is called to the gate (North Gate, East Gate) for dismissal. list of staff designated to check students leaving.
- Once all students have been evacuated, staff members may depart.

Part C

Lockdown Procedures

As part of the CDS Emergency Plan, we must be prepared that there may be threat of an intruder on campus or an emergency situation in the area surrounding the school. In these instances, the school will immediately take steps to ensure the safety of students, teachers, staff, and any visitors on campus.

A Lockdown can serve several purposes:

- Locate and isolate the danger to ensure safety and to communicate to local police;
- Remove students and teachers from the area of the threat;
- Allow for an accurate accounting of each student in the care of the teacher;
- When possible, organize an evacuation of the campus to a safe haven.



CDS EMERGENCY PROCEDURES

2022-2023

In general, there are two main lockdown situations:

1. **Lockdown with a warning: The threat is outside the school building.**
2. **Lockdown with intruder: The threat or intruder is inside the school building.**

1. Lockdown with Warning

The following procedures should be followed when the threat is **outside** of the school building:

- Using the PA system, the General Director, or designee, orders and announces “lockdown with a warning.” If the PA system is not working, each house principal issues a warning within their house. The message should be repeated several times to ensure compliance.
- **Important:**
 - Each house principal ensures that lockdown procedures are followed. In particular, any area where students are typically outside (PE, play areas, lunchtime) needs immediate attention to get students and teachers inside a room/building, or to the designated area of safety.
- **Unless known information prevents it, the first action in a Lockdown Procedure should be to get all students and staff in a classroom or remain in a closed building.**
- **Control all movement, but continue classes. Do not change classes until given the “all clear” by the administration.**
- Lock all doors immediately.
- Administrators and any teachers without children are responsible to clear hallways, restrooms, and other rooms that cannot be secured.
- Secure and cover classroom windows, where possible.
- Take attendance of students in each classroom. It is possible that there may be students who have sought shelter in your classroom but they are not normally in your classroom.
 - Teachers should prepare a list of missing and extra students in the room. If possible, report missing students to an administrator through the CDS Emergency chat.
 - Teachers should take this list with them once they are directed to leave the classroom.
- Once the threat has subsided, the building administrator announces “all clear.”

2. Lockdown with Intruder

The following procedures should be followed when the threat or intruder is inside the school building.



CDS EMERGENCY PROCEDURES

2022-2023

- The General Director orders and announces “lockdown with an intruder.” The General Director, or designee, will use the PA to make this announcement several times.
- Immediately direct all students, staff, and visitors into the nearest classroom or secured space.
- **Lock classroom doors. Keep all students sitting on the floor, and, where possible, under the tables. All students should remain quiet and “in place.” Unnecessary movement may attract the intruder’s attention. Early Childhood classes will enter class bathrooms and lock the door.**
- **In classrooms where it is possible, move to areas where students can’t be seen from the outside.**
- **Teachers and staff must take cell phones (put this on silent mode) to follow the directions on the CDS Emergency chat.**
- Classes that are outside of the building must take refuge in the nearest safe haven, recognizing that the threat is imminent. Entry to a building should only occur if the teacher is 100% sure that the threat is not in that immediate area.
- If possible, move outside classes (e.g. PE) to the nearest area of safety – this is likely to be change rooms or storage spaces in the PE area. Students in the Pavilion area should move to the Theater.
- Take attendance of students in each classroom.
 - Teachers should prepare a list of missing and extra students in the room.
 - Teachers should prepare to take this list with them once they are directed to leave the classroom.
- Await the “all clear” signal before moving any students.
- When or if students are moved out of the classroom, assist them in moving as quietly and quickly as possible.
- When the threat is over/the intruder has left the building, the building administrator announces “all clear.”

Part D

What to Do During an Earthquake

Stay calm! If you're indoors, stay inside. If you're outside, stay outside.

“Drop, cover and hold on.”

1. Drop to the floor, or ground, as quickly as possible as it is difficult to stand and maintain balance during an earthquake.
2. Cover your head and neck. If possible, get under a table so that you do not get hit by flying debris or heavy objects.



CDS EMERGENCY PROCEDURES

2022-2023

3. Hold on to something so that you move with the motion of the earthquake – this will give you a better sense of stability and safety.

Listen for instructions from a teacher or principal.

If you are inside a building, stay away from windows and doorways. Get under a table as quickly as possible.

Once the shaking stops, move to a safe place away from heavy objects, electrical lines, trees, or buildings.

Be prepared for aftershocks. If you feel an aftershock, “Drop, cover and hold on.”

Part E

What to do in case of a snake bite

- Keep calm.
- Do not pick up the snake or try to catch it.
- Get away from the snake as soon as possible, trying to identify what type of snake it is if possible.
- Immobilize the affected limb.
- In the case of being a student, notify the teacher or responsible person as quickly as possible.
- Call medical emergencies.
- Go to a medical center.

What NOT to do in case of a snake bite

- Do not make tourniquets or ligatures.
- Do not make cuts.
- Do not apply home remedies, creams, herbs, or ice, or any other substance to the wound.
- Do not suck with the mouth.
- Do not attempt to kill or capture the snake.

Tips or recommendations

- If you come across a snake, DO NOT run and slowly back away.
- Check well the place where you step when walking, or where you are going to sit, that it is a place clear of leaves, brush, or fallen tree trunks.
- If you find a dead snake you don't pick it up with your hands, the fangs may still contain venom.



CDS EMERGENCY PROCEDURES

2022-2023

Part F

Procedure in case of volcanic activity.

Contribute to maintaining calm in the educational center and in your community, while adverse condition prevails.

Ensure that the student body, teaching, and administrative staff, remain, if possible, in a closed physical space within the educational premises. It is advisable to cover the cracks in doors and windows through which ash could enter with damp cloths. Pay special attention and assistance to people with health problems in the respiratory tract (cases of asthma, flu, bronchitis, severe cough, among others). If you are outdoors, wear a mask, scarf, or cloth over your nose and mouth and try to protect yourself in a building, closed space, or, failing that, a vehicle, while the contingency passes.

Security measures for cleaning staff:

For the cleaning and collection of ash accumulated on ceilings, floors, sidewalks, driveways and other outdoor spaces, masks, glasses and adequate protective clothing should be used. As well as brushes, or brooms.

People who climb the roofs for cleaning actions should preferably lean on wooden boards or planks placed on the nailing/screwing points of the zinc sheets to the trusses, to prevent them from collapsing.

Recommendations:

Although the Ministry of Health will be monitoring the risk conditions that may arise in the communities, for your safety, please take note of the recommendations detailed below:

- Try not to expose yourself unnecessarily and protect yourself in safe and covered places from falling ash.
- Wear protective clothing to cover skin and hair, as well as glasses, bandanas, or masks if there is direct exposure to gases and/or vapors. Ash can damage skin and affect vision.
- Try not to wear contact lenses as you could be exposed to corneal abrasion if ash falls into your eyes.
- Avoid exercising outdoors.
- Make sure that the water you are going to consume is not contaminated with ash and is drinkable.
- Under no circumstances self-medicate.



CDS EMERGENCY PROCEDURES

2022-2023

- If necessary, go to the Health Centers.

Teacher Assignments

Wardens 2022 - 2023

Primary	Secondary
Ivania Espeleta (EC Building A downstairs & bathrooms)	Isabel Urrutia (MS all first floor)
Adriana Jiménez (EC Building A upstairs & bathrooms)	Robert Austin (MS second floor)
Melody Herrera (EC Office Suite)	Vanessa Prendas (Office/teacher lounge)
Katia Mendez (PreKinder building)	Gerardo de Vega (HS building second floor)
Claudia Gonzalez (PreK & bathrooms)	Brian Balding (HS first floor)
Camille Perera (ES Bathrooms and 1st Floor)	Tatiana Gutierrez (HS-office, teacher lounge, senior lounge)
Amie Knott (ES 2nd)	All School Areas
Laura Fernandez (ES-c first floor)	Xavier Villafranca, Giancarlo Hwu (Art rooms)
Mariana Montealegre(ES-a second floor)	L. Teeple, C. Tretti, Gustavo Mena (gym, pool, gym bathrooms, locker rooms, big soccer field)
Kylie Ramirez (ES-a Second Floor)	O. Valverde (band room); A. Rodriguez (music rooms)
Gina Anchía (ES-c second Floor)	
Jonathan Morera (ES Staff Room, Office Area, Kitchen)	

ATTENDANCE MONITORS

- EC: Ivania Espeleta
- MS: Vanessa Prendas
- ES: Sofía Nuñez
- HS: Tatiana Gutierrez

REPORTING TO COMMAND CENTRAL

- EC: Sabrina Loría
- MS: Robert Austin
- ES: Ariel Weissburg
- HS: Brian Balding