



# ST. ODILIA SCHOOL

*A TK-8 Catholic School Serving the Community of South Los Angeles Since 1950*

## St. Odilia School Emergency Preparedness Plan

The faculty is committed to the safety and well-being of all students. St. Odilia School has developed an Emergency Preparedness Plan to respond effectively to any school crisis. The Emergency Preparedness team, consisting of the Principal and faculty members, is responsible for implementing the plan if needed. Students are taught predetermined signals and procedures to respond effectively in the event of an emergency. Emergency Drills are conducted on a monthly basis. St. Odilia Parish is our designated location should we need to evacuate the campus.

### **Principal/Vice-Principal**

The Principal and/or the Vice-Principal will determine if the situation warrants the implementation of the Emergency Preparedness Plan, initiate contact with key personnel, implement the plan, and serve as spokespersons for the school.

Specifically, the Principal will:

1. Act as the School Emergency Management Spokesperson.
2. Implement the policies and decisions of the Department of Catholic Schools.
3. Organize the school's emergency preparedness program and identify personnel, equipment, and facility needs.
4. Ensure that school personnel and students participate in emergency planning, training, and exercise activities.
5. Conduct drills and initiate plan revisions as needed.
6. Encourage the incorporation of emergency preparedness material into the regular curriculum.
7. Monitor developing situations, such as weather conditions or incidents in the community, which might impact the school.
8. Assign school emergency responsibilities to staff as required.



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## **Teachers and Support Staff**

Teachers and support staff are to follow the directives of the Emergency Preparedness Plan,

Teachers will:

1. Prepare and replenish classroom emergency kits.
2. Participate in emergency training, drills, and exercises.
3. Direct and supervise students en route to pre-designated safe areas within the school grounds or to St. Odilia Church.
4. Maintain order while in the student assembly area.
5. Verify the location and status of every student.
6. Remain with assigned students throughout the duration of the emergency unless otherwise instructed or the student has been released to the parent or authorized emergency individual.
7. Teachers should have walkie talkies in their hands
8. Teachers need to have class rosters, and take roll after reaching a safe area.

## **Students**

Follow instructions of the principal, vice-principal, and teachers and cooperate on all matters of concern in the crisis.

## **Parents**

The most helpful parental responses to a school emergency are to remain calm and wait for accurate information to be sent by phone, text, or email through REMIND Text. We understand it is a natural instinct for parents to want to rush to their children. It is important that you understand that, during such an event, St. Odilia School has prepared to deal with these incidents. Your cooperation in an emergency is essential to the safe and swift resolution of the incident.

**Please do not call the school.** It is essential to keep phone lines open so school officials can make outgoing emergency calls. If students are ill or injured, the parents of those students will be notified first.



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**Please do not go to the school.** Past school emergencies have shown that one of our greatest challenges is managing the number of parents and concerned citizens rushing to the scene to "help." By doing so, parents can inadvertently create traffic jams that may block emergency responders from getting to the scene or leaving if necessary to transport injured students or staff to emergency medical facilities.

## **Parents should:**

1. Remain calm, follow procedures, and cooperate with school and public safety officials,
2. Remain close to the phone listed as your emergency contact number. Communication will be updated as the incident unfolds.
3. Understand that emergency pickup procedures may be different from routine pickup procedures. If you are notified to pick up your children at school or at St. Odilia Parish, bring your photo ID. If you must send someone else to pick up your child, be sure it is someone who is an authorized individual and that they have their photo ID. Your children will not be released to anyone who is unauthorized or who cannot provide appropriate identification.

## **Critical Incident/Emergency Management**

### **First Aid, CPR, and AEDs**

At St. Odilia School every classroom and the office is equipped with basic First Aid kits. The faculty and staff are trained in First Aid, and CPR. A report of accident or injury is filed when there is an accident or injury on campus or while at a school event. Parents are called when a student experiences a head injury, broken or sprained bone, and other serious injuries.

### **Fire Evacuation**

In each classroom and the office, there is a fire evacuation route posted. When the fire alarm is activated, students, faculty, and staff follow the evacuation procedures, and the Fire Department is automatically contacted. Students, faculty, and staff assemble on the school yard when a drill occurs. Fire drills are held periodically to prepare students, faculty, and staff for emergencies.



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## **Shelter-in-Place**

Shelter-in-Place is used during an environmental emergency, such as earthquakes. Students and staff retreat to safe zones to seek shelter during a Shelter-in-Place. Students or staff who are outdoors are to go inside the building in a safe way (if it's an earthquake, all students and faculty will have to meet in the middle of the school yard, or in the front parking lot of the church parish). Students will not be released or dismissed until the situation has been resolved.

## **Lockdown**

Lockdowns are usually used in response to acts or threats of violence to students and/or staff directly impacting the school, such as criminal activity in the school's vicinity or an active shooter. It may also result from any incident that calls for an administrative search. When a possible threat is identified, law enforcement officials are contacted immediately.

There are two possible threat levels:

Level I – Lockdown means a soft lockdown is in effect. All doors to and within the school are locked. No one is permitted in or out of any area once it has been locked. When there is no longer a threat, the lockdown is lifted, and we resume normal operations.

Level II - means a hard lockdown is in effect. During any lockdown, hallway traffic is suspended, outside traffic is suspended, and perimeter doors are locked. During a hard lockdown, law enforcement and parents are notified. No one other than law enforcement is permitted access to the building until the lockdown is over.

## **Evacuation**

An Evacuation requires all students and staff to leave the school and go to St. Odilia Church parking lot. Parents will be informed of the evacuation by phone, text, or email through Remind Texts.



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