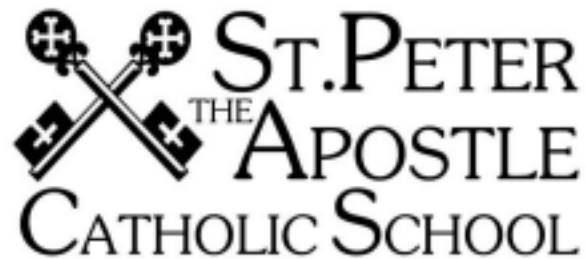


Emergency Response Plan



St. Peter the Apostle Catholic School
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GENERAL INFORMATION

PURPOSE

The primary objective of the Crisis Response Plan is to prepare faculty and students during an emergency situation. St. Peter the Apostle Catholic School's goal is to minimize injury and loss of life during a crisis.

THREAT MANAGEMENT

Any threatening behaviors, overt or covert, will be documented and reported to the proper authorities in an accurately and timely fashion. A threat or potential threat can be conveyed in several different ways, including but not limited to verbal and physical behavior. An individual may convey a threat without posing a threat or even without overtly conveying that threat. In the case of a threat, the administration will utilize resources at their disposal to assess and rectify the situation.

RESPONSIBILITY OF FACULTY

In the event of a crisis during school hours, all faculty are part of a mobilized team effort to minimize injury and loss of life. All faculty will remain on campus to aid in the supervision of the students and assist in maintaining general safety and well-being (Government Code 3100). No employee will leave their assignment, unless officially released by the principal, pastor, or emergency agencies.

RESPONDING TO A CRISIS

The faculty will think through the available options before acting. They will focus on the information they have available, considering what is safe and relying on best practices. They will act quickly to minimize injury and loss of life. If faced with impossible situations, they will choose the safety of the many over the safety of the few.

L.I.E. – Locate, Isolate, Evacuate.

Locate and communicate the problem to administration and or the authorities. **Isolate** the problem if possible so that it does not move to another location and affect a new group of people. **Evacuate** those who are not needed in solving the problem and render aid to the injured.

In the presence of a crime scene, the faculty will make informed decisions. They will watch for involved parties, witnesses, or suspects leaving the area. They will guard any entrance or exit to the crime scene and not disturb the area. They will relinquish control of the crime scene to law enforcement upon their arrival.

GENERAL EVACUATION PROCEDURES

If a crisis warrants evacuation, the front office faculty will unlock the main gate to assist with the evacuation. All faculty will gather their walkie talkie, keys, and cell phone before leaving the building. Classroom teachers will also grab their classroom emergency bag. Prior to evacuation, teachers will do a headcount to account for their students. If students are missing, they will take note of that and continue to evacuate with the rest of the class. Teachers will ensure neighboring classrooms are evacuating. Grade 8 and 2 teachers and the preschool director will check the student restrooms during an evacuation to guide any students who are in the restroom. If at recess or lunch, the faculty on duty will evacuate the students through the main gate or the side parking lot gate. These teachers will not return to their classrooms for their emergency bag. Faculty should not evacuate the building due to the sound of the fire alarm alone. They will confirm there is an emergency with administration and or other faculty before evacuating the building.

St. Peter's Parish Hall courtyard has been designated as the primary evacuation area. If a teacher is not with their class during an evacuation, they should go immediately to the primary evacuation area to meet their class. Alternative evacuation sites may be designated according to circumstances. Such sites include but are not limited to the St. Andrew's Center parking lot, the Parish Hall, and the Bosco Center.

After gathering at the primary or alternative evacuation area, teachers will take attendance of their class. Using the emergency attendance form and class roster located in their class emergency bag, teachers will identify present, absent, missing, injured, and trapped individuals to the Vice Principal. If a teacher does not have their class emergency bag to take roll, attendance will be conducted using the Slack app. Teachers will message their class attendance to the Vice Principal. If students are moved to alternative evacuation sites, teachers will take roll again. After securing safety in the evacuation area and taking attendance, classes will form school groups and faculty will then assume further responsibilities.

School Groups

Grade 8, 1, and Kindergarten
Grade 6, 7, and Preschool
Grade 2, 3, 4, 5

INSTRUCTIONS FOR PARENTS AND STUDENT RELEASE

In the case of a community emergency, the school will follow the same procedures as Fallbrook Unified School District. When possible, parents will be notified of the school's plan via ONE CALL, email, Band App, Homeroom App, and or Remind App. In the event of a school evacuation, parents will be directed to the reunification area to reunite with their child. The Bosco Center has been designated as the primary reunification area. Alternative reunification areas may be designated according to circumstances. Such sites include but are not limited to the St. Andrew's Center parking lot, the Parish Hall, the parish lower parking lot, and St. Andrew's Center. As information becomes available, it will be communicated directly to the parents in the reunification center by the student release team, site commander, assistant site commander, or pastor. Students will be released to parents, guardians, or authorized adults listed on the emergency form and such individuals will sign the emergency form prior to leaving the reunification site to document who the student was released to.

FACULTY DUTIES AND RESPONSIBILITIES

Principal	Site Commander
Vice Principal	Assistant Site Commander
School Office Administrative Assistant, School Office Manager	Communication Team
Preschool Director, Grade 7 Teacher	Assembly Area Lead
Preschool and Grade 5 Teachers, Kindergarten and Grade 1 Aides	Assembly Area Team
Grade 6 Teacher	First Aid Lead
Grade 4 Teacher, Art Teacher	First Aid Team
School Maintenance	Site Facility Check and Security
Grade 8 Teacher	Search and Rescue Lead
Kindergarten Teacher, PE teacher	Search and Rescue Team
Grade 3 Teacher	Student Release Lead
Grade 2 Teacher, Resource Room Teacher	Student Release Team

SITE COMMANDER

The site commander will assume overall management of the crisis. Duties include but are not limited to the following:

- Oversee onsite emergency response
- Activate alarm systems
- Order evacuation
- Disseminate information to assistant site commander and or other leads and teams
- Notify Parish office and Diocesan office of crisis
- Determine parent reunification area
- Communicate with media
- Disseminate information to the community
- Relinquish command to authorized emergency agency commander

ASSISTANT SITE COMMANDER

The assistant site commander will assist in the overall management of the crisis. Duties include but are not limited to the following:

- Maintain attendance reports of present, absent, and missing individuals
- Communicate decisions of site commander to different leads and teams
- Conduct check-ins with leads and teams and assist as needed
- Communicate information to site commander
- Assist site commander as needed
- Direct parents to reunification area

COMMUNICATION TEAM

The communication lead will be the direct line of communication to outside agencies. Duties include but are not limited to the following:

- Contact police, fire, and other emergency agencies as needed
- Give crisis box to emergency agencies
- Gather family emergency contact lists for student release lead and team
- Monitor phone calls
- Monitor local radio and TV broadcasts
- Communicate information to Site Commander

ASSEMBLY AREA LEAD AND TEAM

The assembly area lead and team will ensure the safety of students and faculty in the evacuation area. Duties include but are not limited to the following:

- Ensure students are accounted for

- Using masking tape, apply name tags to all students
- Provide emotional support
- Retrieve water bottles as able and provide to students and faculty
- Determine area for restroom if one is not available
- Maintain communication with assistant site commander

FIRST AID LEAD AND TEAM

The first aid lead and team will provide medical response as able. Duties include but are not limited to the following:

- Set up first aid area
- Retrieve supplies from classroom emergency bags
- Provide first aid for the injured
- ID the injured with masking tape on the wrist
- Document first aid using log in emergency bag
- Provide care to injured until emergency personnel arrive
- Maintain communication with assistant site commander

SITE FACILITY CHECK AND SECURITY

The site facility check and security will assess damages to the campus as able. Duties include but are not limited to the following:

- Assess damage of school campus and overall campus condition
- Identify and report potential hazards to site commander and communication team
- Prevent access to unsafe areas
- Turn off gas, water, electricity as needed
- Assist site commander as needed
- Maintain communication with site commander

SEARCH AND RESCUE LEAD AND TEAM

The search and rescue lead and team will conduct search and rescue operations as able. Duties include but are not limited to the following:

- Obtain report of missing individuals from assistant site commander
- Locate missing and trapped individuals if able
- Mark doors of rooms with masking tape while searching
 - GREEN: room has been checked and no injured or trapped inside
 - RED CROSS: injured or trapped inside
- Bring injured to first aid area if able
- Document activities using log in emergency bag
- Maintain communication with assistant site commander

STUDENT RELEASE LEAD AND TEAM

The student release lead and team will maintain the reunification area. Duties include but are not limited to the following:

- Gather family emergency contact information from communication team
- Obtain attendance report from assistant site commander
- Maintain calm atmosphere among the parents
- Update the with parents with pertinent information regarding the crisis
- Retrieve students from evacuation area and bring to reunification area
- Released students to parents, guardians, or authorized adults listed on the emergency form
- Ensure Student Emergency Release Form is signed by parents before leaving
- Maintain communication with assembly area team and assistant site commander

EMERGENCY PROCEDURES

FIRE

If you smell smoke, check your surroundings for the source and notify administration immediately. Southern California is known for dangerous wildfires that can spread rapidly. So if you smell or see smoke, do not ignore it. Stay indoors for PE, recess or lunch, and after care if the air quality is not safe to breathe. Depending on the location of the wildfire, evacuation may be necessary.

In the case of a school fire, follow general evacuation procedures. If time permits, **close classroom doors and windows** during the evacuation to prevent the spread of the fire. All faculty should know of the closest fire extinguisher in their room.

EARTHQUAKE

In the event of an earthquake, remember to **drop, cover, and hold on**. Drop where you are onto your hands and knees. This position protects you from being knocked down and allows you to crawl to a protected space. Next, cover your head and neck with your arms. For protection, crawl underneath a desk or table if one is closeby. If you are not near a table or desk, crawl to an interior wall away from windows or glass. While on your hands and knees, hold on until the shaking stops. Once the shaking has stopped, follow general evacuation procedures. If able, leave classroom doors propped open when evacuating.

PRECAUTIONARY LOCKDOWN

In the event of an emergency in the Fallbrook community that could threaten the safety of the school, a precaution lockdown will be announced by the administration. Teachers should immediately lock all classroom doors and take attendance. They will notify the principal of any students not accounted for. The office faculty and maintenance will do a walk through of the campus to ensure all students are in their classroom. Do not open locked doors for any individuals until the lockdown has been lifted by the administration or emergency agencies. Do not let students leave the room for any reason. If needed, set up the emergency restroom using the camping toilet, bags, and kitty litter. Teachers will maintain communication of the lockdown using their walkie talkies. If able to buddy up with a neighboring classroom without leaving the building, do so. If possible, continue teaching or turn on a movie to distract the students.

ACTIVE SHOOTER

In the event of an active shooter or intruder on campus, the best protective measures are **RUN, HIDE, and or FIGHT**. Assess the situation and make quick, reasonable decisions to save the most lives possible. Do not hesitate. When able, call 911 or activate emergency SOS on your cellphone or smartwatch.

RUN • Have an escape route and plan in mind • Instruct students where to run to seek safety
• Do not stop until you reach the reunification area • Leave belongings behind, but if possible take cell phone and keys

HIDE • If there is no escape route, hide in an area out of the shooter's view • Barricade the entry to your hiding place and lock the doors • Silence your cell phone • Instruct students to remain silent

FIGHT • Fight as a last resort • Use available items as improvised weapons and mace • Use teamwork and surprise to ambush and incapacitate the shooter • Fight for your life

In the event of an active shooter, the parish office is the planned reunification area for students and faculty who are able to run. The parish staff will be a source of aid. They will be able to alert emergency agencies.

SEVERE WEATHER

In the case of severe weather, such as rain, hail, thunder and lightning, students and faculty should remain indoors until the weather has passed. Close classroom doors. Remain teaching if possible. Administration will direct further action as needed.

WATER MAIN BREAK

In the case of a water main break, maintenance will need to shut off the water. Administration will notify faculty of what buildings do not have water. If bathrooms are not available on the school campus, faculty and students will use the restrooms in the church, parish hall, or Bosco Center. If needed, pass out water bottles from the emergency supply for students who need water.

SWARM OF BEES

If a swarm of bees moves on campus, calmly and quickly move students away from the swarm and indoors. Do not run or cause panic. Notify the administration of the last known location of the swarm. Notify all faculty on campus to stay indoors until swarm has moved off campus.

WILD ANIMAL

If a potentially dangerous animal is on campus, move students away from the threat and contact the administration immediately. Faculty should move students indoors to a safe location. Initiated a precautionary lockdown. If safety permits, administration will observe the animal until it moves off campus. Call emergency services as needed.

BOMB THREATS

Bomb threats should never be ignored and emergency agencies should always be involved. If the threat is made by phone, obtain as much information as possible by keeping the caller on the line if possible. If the threat is made by note, pay attention to the person delivering the note. If the threat arrives by email, save the email. In all bomb threat situations, notify administration and emergency agencies immediately. Do not look for the bomb, leave that to the authorities. Do not use cell phones or walkie talkies because radio transmissions could detonate a bomb. Administration should walk the campus announcing an evacuation in person. Evacuate to St. Andrew's parking lot to give as much space between the evacuation site and the bomb.

DOMESTIC OR CIVIL DISTURBANCE

In the case of a domestic or civil disturbance, remove students from the area to prevent them from witnessing the situation. Administration should be notified immediately. Do not antagonize the situation and individuals involved. Be a voice of reason and offer assistance, but keep your safety in mind. If needed, get emergency agencies involved.

SUICIDE ATTEMPTS AND THREATS

All threats and attempts of suicide should be taken seriously. Administration and emergency agencies should be involved. The individual should not be left alone and other students should be removed from the situation. If a weapon is involved, a lockdown should be called.

RESOURCES

CLASSROOM EMERGENCY BAG

The purpose of the classroom emergency bag is to provide support for the school population during a crisis. In the event of an evacuation, the emergency bag will be taken to the evacuation area. Each classroom emergency bag is located near the door of the classroom. The following are the contents of the emergency bag:

- 3-5 water bottles
- Bandages
- Masking tape
- Sharpie and pens
- Gloves
- Flashlight with batteries
- Emergency Attendance Form (multiple copies)
- Updated class roster with faculty names (multiple copies)
- First Aid Log (multiple copies)
- List of students with medical needs
- Crisis Response Plan
- list other contents

CRISIS BOX

The purpose of the crisis box is to support emergency agencies in response to a crisis on the school campus. The crisis box is located on the bookshelf in the principal's office. The following are the contents of the crisis box:

- Aerial photo of the school and parish campus
- Map of the school and parish campus with
- Faculty roster
- Master keys
- Turn off instructions/location of fire alarm, gas, electric, water, telephone lines, and cable lines
- Faculty roster
- Student roster
- Evacuation Sites
- List of students with medical needs

COMMUNITY PHONE NUMBERS

POLICE 911
EMERGENCY/PARAMEDICS 911
CA HIGHWAY PATROL 911

FALLBROOK SHERIFF DEPARTMENT 388 E. Alvarado Fallbrook, CA 92028 (760) 451-3100
Dispatch: (760) 728-1113
Fallbrook Graffiti Report: (760) 728-1113

NORTH COUNTY FIRE PROTECTION DISTRICT (Fire and Rescue)
330 S. Main
Fallbrook, CA 92028
(760) 723-2005

DIOCESAN OFFICE (858) 490-8240 **PARISH OFFICE** (760) 689-6200

UTILITIES
SDG&E (619) 239-7343
FALLBROOK PUBLIC UTILITY (760) 728-1125

DISASTER PREPAREDNESS
SAN DIEGO OFFICE (619) 565-3490 CA HIGHWAY PATROL (760) 757-1675

HOSPITALS
TRI-CITY (760) 724-8411
PALOMAR (760) 739-3300
CAMP PENDLETON NAVAL (760) 725-1288
CAMP PENDLETON EMERGENCY (760) 725-3258 SCRIPPS: ENCINITAS (760) 753-6501
LA JOLLA (858) 457-4123

MISCELLANEOUS HEALTH AGENCIES
PUBLIC HEALTH DEPARTMENT (760) 967-4401 AMERICAN RED CROSS (760) 757-5403
POISON CONTROL 1 800-876-4766

EMERGENCY RADIO STATIONS
OCEANSIDE – KGMG AM1320/FM 102.0
SAN DIEGO – KLZZ AM600/FM 106.5
SAN CLEMENTE – KWAV FM/107.9
SAN DIEGO – KOOL AM1170/FM 105.3

The following radio stations are the best sources for up to date information in our area after a major disaster has occurred:

KNX 1070 AM Dial
KFMB 980 AM Dial
KOGO 600 AM Dial
KCBQ 1170 AM Dial
KSDO 1130 AM Dial
EAGLE 105 FM Dial

CPR

1. Check the scene for safety.
2. Get PPE (personal protective equipment) from an emergency bag.
3. If the person appears unresponsive, check for responsiveness, breathing, life-threatening bleeding or other life-threatening conditions using **shout-tap-shout**
4. If the person does not respond and is not breathing or only gasping, CALL 9-1-1 and get AED or if able have someone else call 911 and get the AED.
5. Kneel beside the person. Place them on their back on a firm, flat surface
6. Give 30 chest compressions
 - Hand position: Two hands centered on the chest (for children use one hand)
 - Body position: Shoulders directly over hands; elbows locked
 - Depth: At least 2 inches
 - Rate: 100 to 120 per minute
 - Allow chest to return to normal position after each compression
7. Give 2 breaths (for children give 1 slow breath)
 - Open the airway to a past-neutral position using the head-tilt/chin-lift technique
 - Pinch the nose shut, take a normal breath, and make complete seal over the person's mouth with your mouth.
 - Ensure each breath lasts about 1 second and makes the chest rise; allow air to exit before giving the next breath
 - **Note:** If the 1st breath does not cause the chest to rise, retilt the head and ensure a proper seal before giving the 2nd breath. If the 2nd breath does not make the chest rise, an object may be blocking the airway
8. Continue giving sets of 30 chest compressions and 2 breaths. Set up AED as soon as it is available. Follow instructions of AED. Do not remove AED even if the person resumes consciousness.
9. Wait for emergency services to arrive.

EMERGENCY ATTENDANCE IN THE EVENT OF AN EVACUATION

Instructions: Take attendance using this form. Give this form and the class roster in your emergency bag to the Vice Principal.

Grade _____ Faculty Name _____

ALL STUDENTS are accounted for. (mark the box if this is true)

The students listed below are **ABSENT TODAY.**

The students listed below are **MISSING.**

Other information to report (such as trapped or injured students and location).

FIRST AID LOG

Time	Name	Care/Notes

SEARCH AND RESCUE LOG

Mark doors of rooms with masking tape while searching
GREEN: room has been checked and no injured or trapped inside
RED CROSS: injured or trapped inside

Time	Room	Notes