

Emergency Preparedness Guide

Campbell Hall Episcopal School

2015-16 School Year

Campbell Hall

Campbell Hall, located in beautiful Los Angeles, California is one of the state's finest independent schools. Throughout its years of service to the community, Campbell Hall has developed a school program with upwards of 1200 students and 200 staff members.

This Manual:

Campbell Hall has developed a plan in order to ensure the safety of its students throughout all potential emergencies.

This information is designed to assist the reader in responding to emergencies while teaching, parenting a student, or working on campus. We encourage you to refer to it monthly, and conduct all drills, attend all trainings, and increase situational awareness on a daily basis.

During an earthquake, lockdown of mass magnitude or other type of emergency, please stay tuned for updates via our Emergency Text Messaging system (defined later in this manual). If you have questions or comments regarding this material, please contact the Operations Team at Campbell Hall at 818-505-2421.

Campbell Hall Emergency Personnel

- C.H.E.R.P. Team (Campbell Hall Emergency Response Team)
 - Campbell Hall's Emergency Command Center is the decision-making body for the school during an emergency. The EOC is comprised of upper-level administrators representing all areas of the school. The EOC maintains emergency action plans for specific emergency situations. These plans are regularly updated as new information and/or best practices becomes available. The school's EOC places the highest priority on the schools faculty, staff, and students. The EOC drills with the staff on a monthly basis and attends specialized trainings to stay abreast of emerging response tactics and techniques.
- CHERP TEAMS
 - Emergency Response Teams assemble post-disaster in order to ensure that the needs of the students, staff, and faculty are consistently met. These teams consist of Incident Command, Communications, Campus Security, Maintenance, Medical Services, Sweep, Etc.
- Threat Assessment Team (TAT)
 - Campbell Hall takes threats against any member of its community seriously and seeks to address all threats as soon as they are discovered. To analyze threats, the school utilizes a multi-disciplined TAT. This team collects facts regarding any perceived threat. With this information, the TAT determines whether a threat is real and the level of risk such a threat poses. The team works in conjunction with law enforcement and develops threat management strategies.
- Safety Consultants
 - Joffe Emergency Services is the leading provider of emergency planning for NAIS schools and represents Campbell Hall in order to ensure compliance across all levels. Joffe is fully licensed and insured.

Emergency Communication at Campbell Hall

It's vital that emergency situations involving any member of Campbell Hall community are reported in an accurate and timely manner to both emergency responders and members of the entire community. During an emergency, please keep phone lines clear except when necessary to report serious hazards or injuries.

- Reporting an Emergency
 - To report an emergency on campus, dial 911. Upon completion of the 911 call, locate a staff member carrying a radio, or proceed to the front desk or security. Any member of the C.H.E.R.P. Team is to be notified immediately. If the event occurs during school hours, Pamela Hopson or Katie Jesensky will be the primary point of contact. There is a succession list in place to ensure that both an Incident Commander and an Operations Team member are accessible at all times when even a single student or family is on campus.
 - During an emergency on a Sunday, you should dial 555 from a campus phone or go to the Security Kiosk at Gate 2 for help.
- Emergency Communication System
 - Campbell Hall maintains an emergency communication system allows Campbell Hall to send messages directly to community members. These messages can be sent to any variation of: all staff, all students, all parents, geo-targeted parents/families. This system is only used for testing and emergency communications.
 - All Student Health and Vital Information is contained in our Magnus Health system. Access is made available to those with a genuine need-to-know.

Emergency Phone Contacts

Contact	Primary Emergency Number	Alternate Emergency Number
Fire Department	911	
Paramedics	911	
Police	911	
Poison Control	800.876.4766	800.222.1222
Animal Control	818.756.9323	
Headmaster	818.505.5302	
Assistant Headmaster	818.505.5308	
Operations Team	818.505.2421	
Health Office	818.505.2460	
Providence St. Joseph Medical Center	818.843.5111	
Encino Tarzana Regional Medical Center	818.995.5350	
FBI	310.477.6565	N/A
Department of Water & Power	800.342.5397	N/A
Joffe Emergency Services	800.913.6270 EXT. 9999	310.525.6333

Natural Disasters

Earthquakes

WHAT THEY ARE

- Earthquakes are a sudden shaking or trembling of the earth and can collapse buildings, destroy streets, roads, and highways, cause landslides and fires, etc.. Earthquakes are caused as slowly accumulating pressure from the movement of the earth's tectonic plates is released suddenly.

AT CAMPBELL HALL

- Students will be cared for by the C.H.E.R.P Team until they are released to their families.
- Parents should avoid calling the school unless ABSOLUTELY NECESSARY. High volumes of calls will shut down the school's phone system.
- Parents should remember their pick up locations and be patient with the dismissal teams as they pick up. Backpacks, lunch boxes, etc. may not be accounted for.
- In the event that there is structural damage at School, parents will be contacted through the Emergency Communication Tool and advised of a new pick up location.
- Two-parent families should have a plan in place for communication as to who will pick up their student.

AT HOME

- **What to do:** Don't panic. Your calm will help keep you safe.
- **Indoors:** Stay there. Get under a sturdy desk or table. Cover your head, neck and face. DON'T go into a doorway with a door on it. Doors can shake violently and cause serious injury.
- **If outdoors:** Get into an open area. Avoid power lines, vehicles, and overhead structures. Cover your head, neck, and face.
- **If driving:** Pull over to the side of the road and stop. Avoid power lines, vehicles, and overhead structures. Cover your head, neck, and face.
- **If in a high rise building:** Avoid windows and outside walls. Get under a sturdy desk or table. Cover your head, neck and face. DON'T go into a doorway with a door on it. Doors can shake violently and cause serious injury. Avoid elevators during and after the quake.
- **If in a crowded place:** Do not rush for the door. Move away from large shelves, windows, and objects that may fall, then drop, cover, and hold until shaking stops.
- **In all circumstances:** Keep phone lines clear, stay off the road, and remain at your location unless you have no other option.

Supplies

WHAT THEY ARE

- Campbell Hall has acquired supplies in order to ensure student, staff and faculty safety post-disaster. Below are some of the more significant supplies as well as supplies that parents can provide in order to help ensure long-term safety.

AT CAMPBELL HALL

- Food (1,000 Calories/day/student + Staff and Faculty)
- Water (1/2 Gallon/day/student + Staff and Faculty)
- Sanitation (Portable toilets with sanitizing chemicals)
- First Aid and Medical Supplies sufficient to treat 100's of students
- Reunification supplies
- Emergency Communication devices

Consider Bringing

- Medical Supplies specific to your student
 - Insulin Pens
 - Epi Pens
 - Migraine Medication
 - Extra pair of glasses
 - Inhaler/ other medications

AT HOME

- Food (1,000 Calories/day/person)
- Water (1/2 Gallon/day/person)
- Sanitation (Portable toilets with sanitizing chemicals)
- First Aid and Medical Supplies sufficient to treat everyone in your home
- Emergency Communication devices
- Generator
- Medications
- See more here: www.fema.gov or here: www.joffeemergencyreservices.com

Fire

WHAT THEY ARE

- Combustion or burning, in which substances combine chemically with oxygen from the air and typically give out bright light, heat, and smoke.

AT CAMPBELL HALL

- Students will be cared for by the C.H.E.R.P Team until they are released to their families.
- Parents should avoid calling the school unless ABSOLUTELY NECESSARY. High volumes of calls will shut down the school's phone system.
- Parents should remember their pick up locations and be patient with the dismissal teams as they pick up. Backpacks, lunch boxes, etc. may not be accounted for.
- In the event that there is structural damage at school, parents will be contacted through the Connect 5 Communication tool and advised of a new pick up location.
- 2 parent families should have a plan in place for communication as to who will pick up their student.

AT HOME

- **What to do:** Don't panic. Your calm will help keep you safe.
- **Indoors:**
 - Feel any door you must go through with a bare hand. If the door is not hot, progress through until you can safely get outside. NEVER GO BACK INTO A BUILDING OR AREA THAT IS ON FIRE.

AT HOME (Continued)

- **Indoors:**
 - If you cannot safely get out, fill tubs, sinks, and pails with water. Seal any air vents with wet towels or clothes. Drape a wet t-shirt or towel over your face to create a barrier for smoke. Call 911 and advise the dispatcher of your exact location. Signal to any rescuers outside by waving bright clothing through any window. Try to avoid opening the windows as it may cause the fire to enter the room. Avoid breaking windows until you have no other options – if you can't close them, fire may enter the room.
- **If outdoors:** Get into an open area. Call 911 and advise them of the location of the fire.
- **If driving:** Pull over to the side of the road and stop. Avoid from power lines, vehicles, and overhead structures. Call 911 and advise them of the location of the fire.
- **If in a high rise building:**
 - See instructions for "indoors"
- **If in a crowded place:** Do not rush for the door. Move away from large shelves, windows, and objects that may fall and drop, cover, and hold.

Medical Emergency

AED

WHAT THEY ARE

- An AED is a portable Automated External Defibrillator. It's used to reset an individual's interrupted heart rhythm during a medical emergency of cardiac origin.

AT CAMPBELL HALL

- Campbell Hall has multiple AEDs on campus. During any emergency indicating cardiac disruption, the AED is to be brought to the patient's side. All faculty, staff, and some parents are trained in the use of an AED. Upon recognition of an emergency, 911 is to be called immediately. Parents will be notified as soon as resources are available to do so.

PROCEDURE

1. Recognize cardiac arrest
2. Initiate CPR and send someone to call 911 and get an AED
3. Apply the AED and follow its instructions
4. Follow up with family notification and a member of the school team will likely go to the hospital with the student/staff/faculty member.



ELSEWHERE

- AEDs can be found in many public places. Gyms, busses, bus stations, malls, workplaces, etc. may have them. If you recognize signs of cardiac arrest, or cardiac interruption, always dial 911 and request an AED.

PROCEDURE

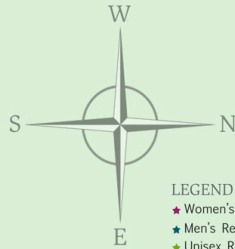
1. Recognize cardiac arrest
2. Initiate CPR and send someone to call 911 and get an AED
3. Apply the AED and follow its instructions
4. Continue to follow AED instructions and perform CPR until first responders arrive

CAMPUS AED MAP

Campbell Hall

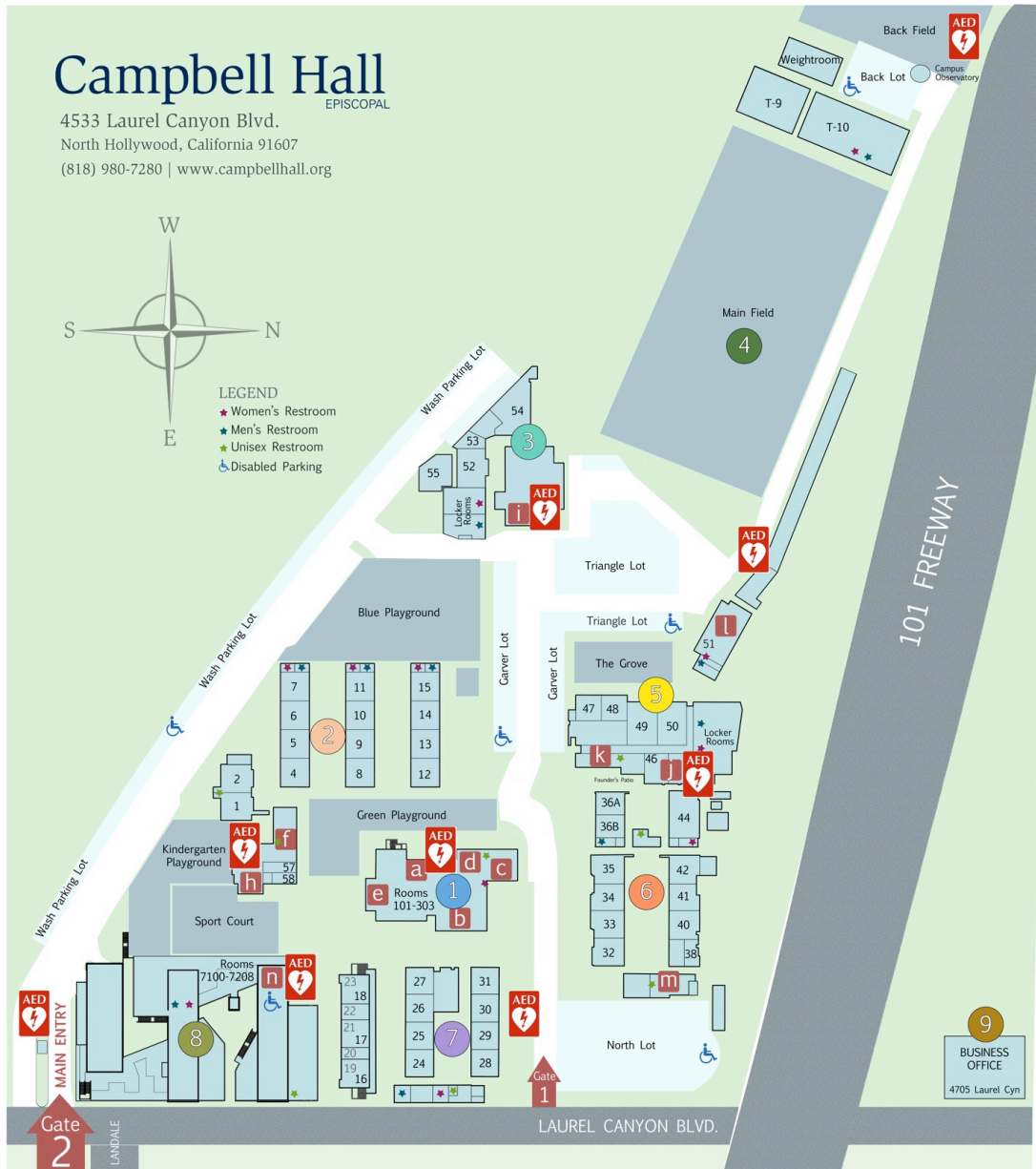
EPISCOPAL

4533 Laurel Canyon Blvd.
North Hollywood, California 91607
(818) 980-7280 | www.campbellhall.org



LEGEND

- ★ Women's Restroom
- ★ Men's Restroom
- ★ Unisex Restroom
- ♿ Disabled Parking



1 ACADEMIC CENTER

- a Reception / Admissions Office
- b Ahmanson Library
- c Chapel & Center for Spiritual Practice
- d Math & Writing Lab (201)
- e Boardroom

2 ELEMENTARY CAMPUS

- f Elementary Office
- g Health Office
- h Childcare Room

3 FINE ARTS BUILDING (F.A.B.)

- i Lower Gym

4 ATHLETIC FIELDS

5 GARVER COMPLEX & M.E.H.

- j Garver Gym
- k Theater
- l MEH Dance Studio & CH Cafe

6 HIGH SCHOOL CAMPUS

- m High School Office

7 JUNIOR HIGH CAMPUS

8 ARTS & EDUCATION CENTER

- n Junior High Office

9 BUSINESS OFFICE (off-campus)

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Disease Prevention

POLICY STATEMENT AND IMPLEMENTATION OF RESPONSIBILITY

It is the policy of Campbell Hall that accident prevention shall be considered of primary importance in all phases of operation and administration.

It is the intention of the School's administration to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.

The prevention of accidents is an objective affecting all levels of the School and its activities. It is, therefore, a basic requirement that each administrator make the safety of employees an integral part of his/her regular administrative function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Employees are expected to assist administration in accident prevention activities. All School employees are, by virtue of their employment, members of the School's safety committee. At the first faculty meeting of each month, the first agenda item will always be that of employee safety. Unsafe conditions must be reported. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs.

Any injury that occurs on the job, even a slight cut or strain, must be reported to the business office as soon as possible. In no circumstances, except an emergency, should an employee leave a shift without reporting an injury that occurred. Staff Accident form should be used for reporting such an injury.

The Injury and Illness Prevention Program outlines the School's policies and procedures to maintain a safe and healthy work environment for all employees. Responsibility for implementing and administering the Injury Prevention Program is given to the Headmaster and The Chief Financial Officer. These individuals will coordinate all efforts and oversee the enforcement of all School safety rules and policies.

Basic First Aid

AT CAMPBELL HALL

- All staff and faculty are trained in the administration of Basic First Aid and CPR. By the American Heart Association (AHA).
- There are First Aid Kits located throughout the campus in order to facilitate student, staff, and faculty safety.
- Parents are asked to provide information on their students medical history at the beginning of each year. Any medical concerns that are not covered in the general CPR, First Aid, AED Courses are covered with classroom teachers and key administrators in order to ensure a cohesive response to a special concern.

AT HOME

- It's wise to attain certification in CPR/AED and First Aid. For information on where you can learn, view: www.heart.org/eccclassconnector.



Man-Made Disasters

Active Shooter/ Lock Down

WHAT THEY ARE

- An armed person who has used deadly physical force on other persons and continues to do so while having unrestricted access to additional victims.

AT CAMPBELL HALL

- While it's rare, workplace and school violence may include an individual with a weapon. This topic is not included to alarm you, but rather to prepare you to cope with a life-threatening emergency on campus.
- An individual must use their best judgment during an active shooter/lock down event. There are 3 drills conducted each year preparing the staff and faculty and educating the students as to the procedures to be conducted during this type of emergency.

PROCEDURE

1. "LOCKDOWN" will be said over the PA System. This announces a lockdown is in effect.
2. Close and lock your door.
3. Close and lock windows and drop shades/drapes to provide cover for you and anyone in your area.
4. Ask students, visitors, and anyone in the room to lay down and be entirely silent.
5. Wait for instructions.

PROCEDURE (Cont'd)

6. DO NOT OPEN DOORS ONCE LOCKED FOR ANY REASON.
 7. The Headmaster, Operations, and/or a member of the Police Department are the only individuals who may release the lockdown.
 8. Lockdowns may last for extended periods of time. As such, **each classroom or office is equipped with a kit including food, water, and a portable toilet in order to ensure students continued comfort.**
- During a lock down, it's vital that parents remain off campus until a message permitting their presence is released by the school. Parents, visitors, and others become an increased liability and have a huge potential for becoming excess victims.

DOORS WILL REMAIN CLOSED AND LOCKED, SO STEPPING ON CAMPUS WILL LEAVE FEW OPTIONS FOR SAFETY.

Server Outage/Electrical Outage

WHAT THEY ARE

- An electrical outage is a short- or long-term loss of the electric power to an area. A server outage refers to a period of time that a computer system fails to provide or perform its primary function.
- Both “man-made” and natural disasters can cause a server/electrical outage. As one might imagine, this can result in catastrophic loss to overall infrastructure.

AT CAMPBELL HALL

- Campbell Hall has employed multiple redundancies for the school’s vital records including (but not limited to) student health information, attendance and grading systems, parent and family contact information etc..
- The database can be accessed locally or from a remote access point with limited resources.
- Portable versions of this backup are currently in development.

PROCEDURE

- Upon recognition of an outage, the Director of Technology determines the best method and location for restoration of database information. (If the outage is minimal, local access will be restored without interruption.)

- If remote access is required, students, staff, and faculty will operate without technology until the main operating systems are restored.

ELSEWHERE

- Server/electrical outages can be devastating. Ensure that your work and home are prepared to sustain a power outage for upwards of 72 hours. (Have enough food and water on hand in case of refrigeration malfunction.)
- Ensure that you have a communication plan in place to cope with a lack of electricity City/County/Statewide.

PROCEDURE

1. Confirm the outage.
2. If phone (cell or land) service is available, call your local power company for an outage duration estimate .
3. Assemble solar electricity options, wind up flashlights, etc. (DO NOT LIGHT CANDLES.)
4. Begin to assemble your food, water and any special shelter you may need.
5. Continue in “earthquake mode” until the power is restored.

Team Configuration

Team Roles

- **EVACUATION/SWEEP TEAM**

- Evacuation/Sweep Team is responsible for light search and rescue in lieu of first responders. They'll find students, staff, and faculty and liaise with the First Aid Team to ensure adequate treatment can be rendered. SAR will create a staging area for patients until they can be transported to an appropriate facility. SAR will be responsible for setting up a Landing Zone in the event that a patient needs to be air-lifted.

- **MEDICAL SERVICES TEAM**

- Medical Services Team is responsible for providing First Aid to students, staff, and faculty during the initial aftermath and continue to provide care until they can be released to the appropriate transport units. This team is also responsible for helping the community triage their injuries.

- **REUNIFICATION**

- The Reunification Team is responsible for helping parents locate their children in the aftermath of a major disaster. The Reunification team can not release students to anyone not listed on the student's emergency card. Parents can facilitate a more expeditious process by having their State ID ready to compare to the emergency card upon release.

- **STUDENT ASSEMBLY/ATTENDANCE**

- Student Assembly/Attendance teams will conduct attendance immediately after the assembly of the students. This team will liaise with other teams as needed.

- **ALL TEAMS**

- Staff and Faculty are required to stay on campus until all students have been released. As such, it's important that a plan is in place at home for loved ones to cope with their absence. Campbell Hall is open to families of staff and faculty post disaster. We hope that you'll take the opportunity to make school a meeting place to help ensure your families safety.

Resources

For More Information

- For more information, please feel free to visit the following WebPages:
 - Campbellhall.org
 - www.fema.gov
 - www.americanheart.org
 - www.joffeemergencyservices.com