

ST. JAMES PARISH DAY SCHOOL



INFORMATION FOR PARENTS EMERGENCY PROCEDURES

Listed below are the procedures which will be used by the school in case of emergencies. If such an event occurs, please do not call the school after an emergency to check on your child. We understand your concern, but these lines must be kept clear for emergency use. Once the school is secure and safe, you will be contacted via School Messenger with further instructions. Our emergency trailer is located in the church parking lot and is equipped with all necessary emergency supplies and contact information.

EARTHQUAKE & FIRE PROCEDURES

1. At the first sign of an earthquake, teachers will issue the “DROP COVER” command.
2. The Director or administrative designee will check the campus for safety hazards before beginning an evacuation.
3. In the case of an earthquake and/or fire, the teacher will assess that all the children are safe to exit. Teachers will prepare to EVACUATE the children to the parking lot. Faculty is instructed to wait for a safety clearance from the Director or administrative designee before evacuating children to the parking lot.
4. Students will be kept together by class while they wait for parents to arrive.

LOCKDOWN PROCEDURES

1. Faculty will be alerted of a lockdown using a verbal code via walkie talkie, phone or verbal message.
2. 911 is called immediately after the faculty has been alerted.
3. Faculty and children evacuate to their designated rally location or to a secure area.
4. Once the children and faculty are in a secure area, the faculty will await further instructions from law enforcement.
5. Parents will be notified via School Messenger regarding pick-up locations and further instructions.

PICK-UP PROCEDURES FOR PARENTS AND AUTHORIZED ADULTS

All gates will be LOCKED and the campus will be secured. We will not begin releasing students until we have accounted for everyone. The gates will be marked as follows: (Please refer to the map on the reverse side of this page.)

REUNION and INFORMATION GATE Parking Lot gate (#1 on the map).

Parents and authorized adults on the child’s Emergency Disaster List must come to this gate to request pick-up of a child. Children will ONLY be released to authorized adults listed on the Emergency Contact Form. The parent or authorized adult must provide a picture ID and sign-out the child before release.

ALTERNATE GATE LOCATIONS: See #2 and #3 on the map. If Gate #1 is not safe for dismissal, one of the two Fremont Avenue gates will be utilized.

**St. James Parish Day School
Emergency Procedures for Faculty
Earthquake and Fire**

Every Classroom & Chapel has:

- First Aid Kit
- Emergency Release forms for each child
- Sign out sheet for all classes

When a disaster occurs:

1. Tell students to DROP and COVER THEIR HEADS (this must be practiced monthly)
2. In the case of an earthquake, when the shaking stops and you have assessed that all the children are safe to exit, prepare to EVACUATE the children to the parking lot. Wait for clearance from the Director or administrative designee.
3. Once your class is outside TAKE ROLL.
4. Stay in the parking lot until you are told that it is safe to return to class.
5. If it is unsafe to return to your classroom, you must stay with your children until every child has been picked up by a parent or authorized person. We will only release children to those adults whose names are on the child's Emergency Release Form, no exceptions.
6. We will release children from Parking Lot Gate only.

Emergency Teams:

In the event of a disaster the teams listed below will be primarily responsible for the following. Teachers and aides will first see that the students in their own classrooms are safely evacuated before they assume any other responsibilities.

Administrative team- Kim Goodrich, Christine Ramirez

Responsible for:

1. Supervision of the overall operation
2. Seeing that all children are safely evacuated
3. Closing and locking the parking lot
4. Communicating with parents, church personnel, fire and police departments

Sweep Team Floater teacher and John Kerr - Shut off gas

1. Lock all gates
2. Sweeping the entire campus checking for missing children
3. Searching every classroom, bathroom and other inside locations
4. Searching every outside location to make sure that all children have been safely evacuated

First Aid Team Team members will be assigned after all children are safely evacuated.

Responsible for: Assisting others with first aid as necessary

Kassandra Espinosa, Gian Wilson, Yolanda Allen

Student Team Team members will be assigned after all children are safely evacuated.

Responsible for: Assisting with students who are frightened or injured.

Claudia Aplanalp, Jennifer Sacco-Chambers, Alissa Chavez

Parent Team Team members will be assigned after all children are safely evacuated.

Responsible for:

1. Staffing Parent Release Gate.
2. Communicating with parents as they arrive to pick-up their children.

Kim Goodrich-Chicca

Lauren Jackson

EMERGENCY DISASTER PLAN FOR CHILD CARE CENTERS

INSTRUCTIONS:

Post a copy in a prominent location in facility, near telephone.
 Licensee is responsible for updating information as required.
 Return a copy to the licensing office.

NAME OF FACILITY

St. James Parish Day School

ADMINISTRATOR OF FACILITY

Kimberly Goodrich

FACILITY ADDRESS (NUMBER, STREET,

1325 Monterey Rd.

CITY,

South Pasadena

STATE,

CA

ZIP CODE)

91030

TELEPHONE NUMBER

(626) 799-6906

I. ASSIGNMENTS DURING AN EMERGENCY (USE REVERSE SIDE IF ADDITIONAL SPACE IS REQUIRED)

NAME(S) OF STAFF	TITLE	ASSIGNMENT
1. Kimberly Goodrich-Chicca	Director	DIRECT EVACUATION AND PERSON COUNT
2. G. Wilson, K. Espinosa, Y. Allen	Teacher	HANDLE FIRST AID
3. Lauren Jackson, Kim Goodrch-Chicca	Administrator	TELEPHONE EMERGENCY NUMBERS
4. C. Aplanap, J. Sacco, A. Chavez	Teacher	TRANSPORTATION
5. James Holguin	Church Sexton	OTHER (DESCRIBE) Safety
6.		

II. EMERGENCY NAMES AND TELEPHONE NUMBERS (IN ADDITION TO 9-1-1)

POLICE OR SHERIFF South Pasadena Police Department 911 626-799-1121 or 911	OFFICE OF EMERGENCY SERVICES
RED CROSS 626-484-5151	POISON CONTROL 800-222-1222
HOSPITAL(S) Huntington Hospital 626-397-5000	OTHER AGENCY/PERSON
CHILD PROTECTIVE SERVICES Department of Social Services 323-981-3383	

III. FACILITY EXIT LOCATIONS (USING A COPY OF THE FACILITY SKETCH [LIC 999] INDICATE EXITS BY NUMBER)

- | | |
|----------------------|--------------------------------|
| 1. Main School Door. | 2. Playground gate Fremont |
| 3. School Side Door | 4. Playground gate Parking Lot |

IV. TEMPORARY RELOCATION SITE(S) (IF AVAILABLE, SUBMIT LETTER OF PERMISSION FROM RENTER/LEASSOR/MANAGER/PROPERTY OWNER)

NAME South Pasadena High School	ADDRESS Fremont Ave.	TELEPHONE NUMBER (626) 441-5820
NAME St. James Church Parking Lot	ADDRESS 1325 Monterey Road, South Pasadena CA 91030	TELEPHONE NUMBER (626) 799-6906

V. UTILITY SHUT-OFF LOCATIONS (INDICATE LOCATION(S) ON THE FACILITY SKETCH [LIC 999])

ELECTRICITY Downstairs, located to the right of the Penguin Classroom
WATER East side of the church property, located near the end of the church steps
GAS Outside Church kitchen door on the west side of the building

VI. FIRST AID KIT (LOCATION) Office and all classrooms

VII. EQUIPMENT

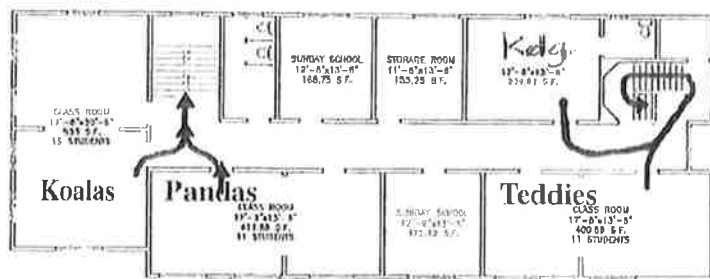
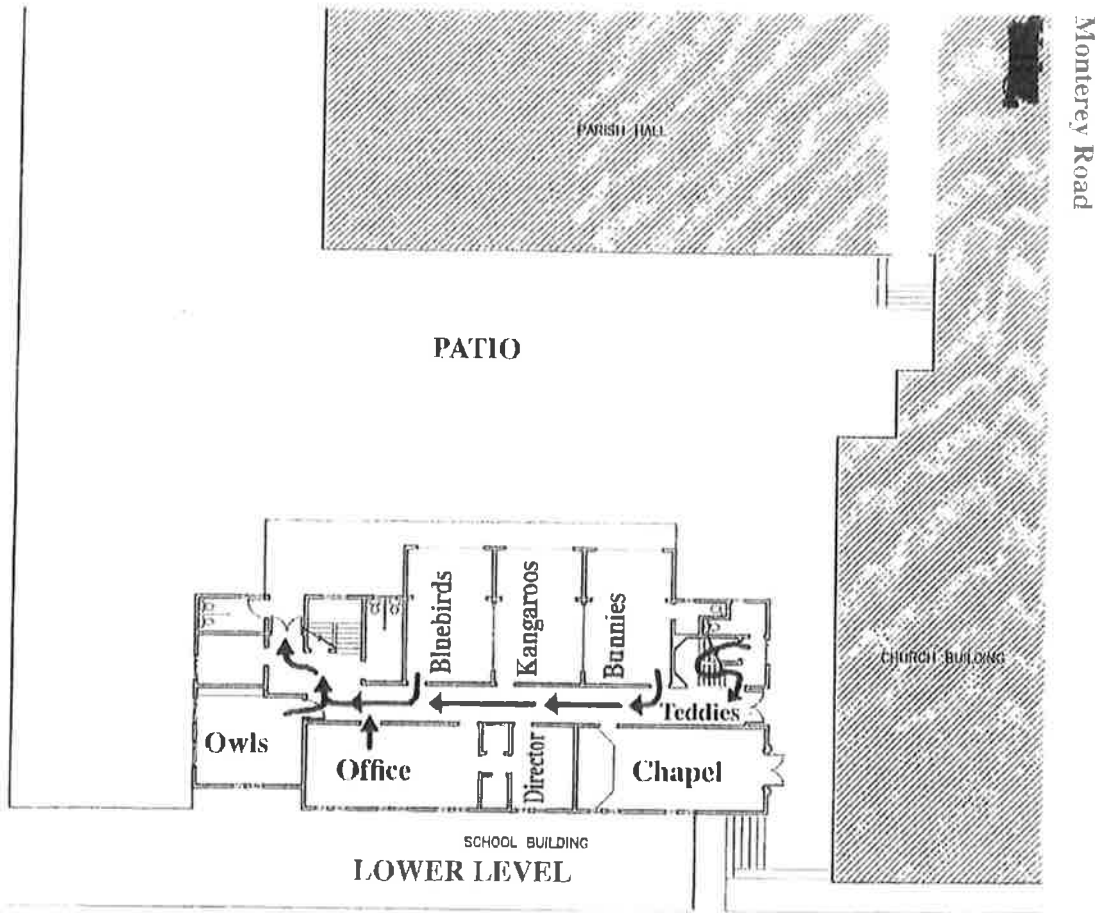
SMOKE DETECTOR LOCATION (IF REQUIRED) In Hallways upstairs & downstairs, We have sprinklers in classrooms and carbon monoxide detectors in each classroom
FIRE EXTINGUISHER LOCATION (IF REQUIRED) At the end of each hallway, upstairs and downstairs, office and basement
TYPE OF FIRE ALARM SOUNDING DEVICE (IF REQUIRED) Bell
LOCATION OF DEVICE on/off switch is located in the teacher break room

VIII. AFFIRMATION STATEMENT

AS ADMINISTRATOR OF THIS FACILITY, I ASSUME RESPONSIBILITY FOR THIS PLAN FOR PROVIDING EMERGENCY SERVICES AS INDICATED BELOW. I SHALL INSTRUCT ALL CLIENTS/RESIDENTS, AGE AND ABILITIES PERMITTING, ANY STAFF AND/OR HOUSEHOLD MEMBERS AS NEEDED IN THEIR DUTIES AND RESPONSIBILITIES UNDER THIS PLAN.

SIGNATURE 

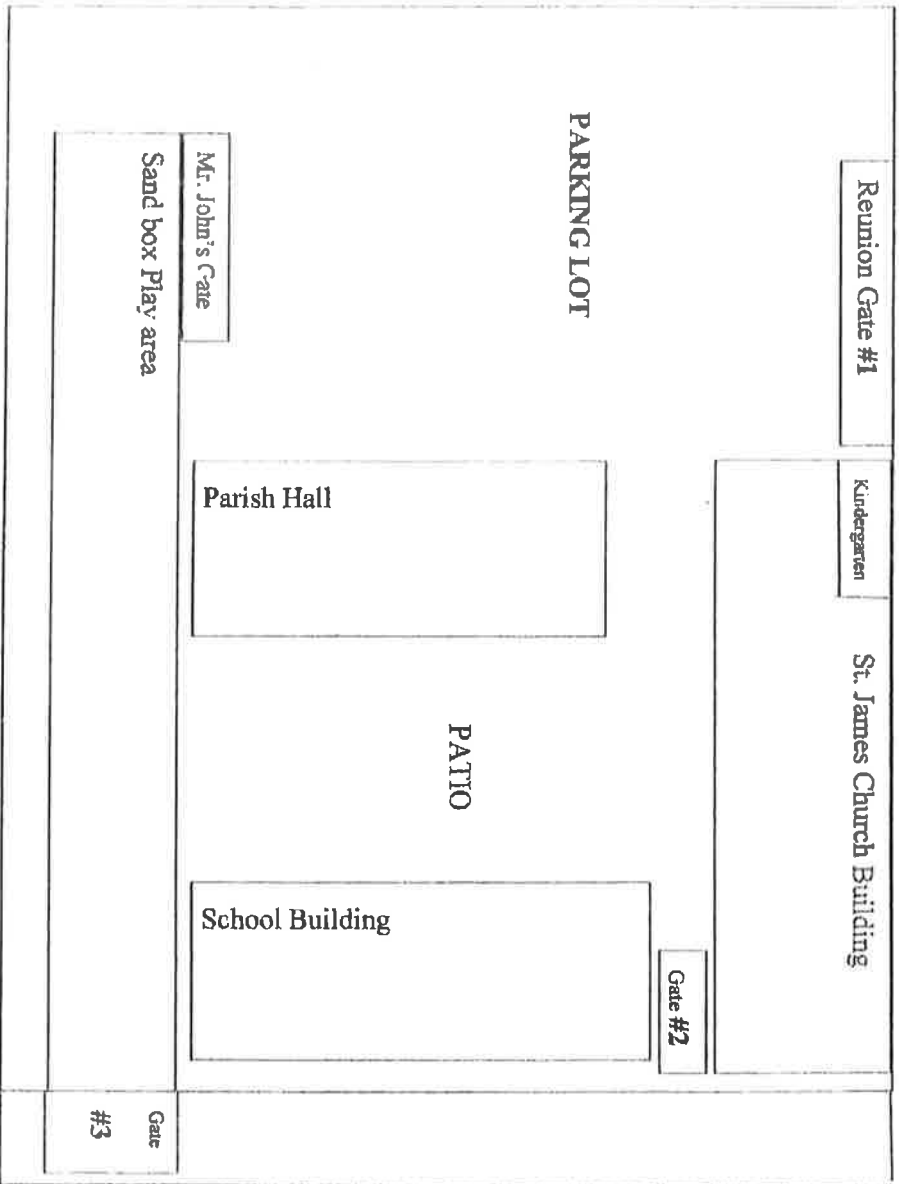
DATE
9/1/2021



UPPER LEVEL



Monterey Rd.



Fremont Ave.

St. James Parish Day School Emergency Evacuation Map