



Oasis Charter Public School

A small school for kids with BIG ideas.

1135 Westridge Parkway, Salinas, CA 93907 T: (831) 424-9003 F: (831) 424-9005

www.oasischarterschool.org

Earthquake Drill Procedure

SIGNAL: "Earthquake" - through walkie-talkie

IF YOU ARE INSIDE SCHOOL BUILDING:

1. Teacher or supervising adult will give command "DROP".
2. Students drop, cover their heads and hold on until shaking stops.
3. Students are to take shelter under desks, tables, door frames, etc.
4. Stay away from windows, shelves, light fixtures, and other items that may fall.
5. When instructed by walkie-talkie, start classroom evacuation procedure after determining that evacuation route is safe.
6. Doors are to be left open and unlocked.

Evacuation Procedure:

7. Students exit building and WALK in orderly lines.
 - Take your emergency backpack and class list with you.
8. Students evacuate the building by designated routes to the dirt area by the Kelp Bed.
 - Students line up in SILENT lines facing the school.
9. In assembly area, teachers take roll and account for each student.
 - Hold up GREEN card if all students are accounted for.
 - Hold up RED card if someone is missing or injured.
10. Students in classrooms other than their homeroom are to exit and remain with that class until given permission to rejoin and line up with their homeroom class.
11. Students remain in orderly and silent lines until all clear signal is given ("All clear" on bullhorn).

PROCEDURE DURING RECESS:

- Recess Supervisors give command "DROP".
- Students drop to the pavement, cover their heads until shaking stops.
- Students will not enter building.
- Be alert to dangers that may demand a move to a safer location.
- Remain with students in the open away from potential falling object (e.g. trees, power lines) until the shaking stops.
- After shaking stops, start recess evacuation procedure after determining that evacuation route is safe.
- Head Recess Supervisor will sweep main building for students.

Recess Evacuation Procedure

- Recess supervisors instruct students to line up at the Open Sea.
- Students exit playground and WALK in orderly lines to the dirt area by the Kelp Bed.

- Classroom teachers grab their emergency backpacks, if possible, from their classrooms and find their students outside in the designated area.
- Teachers follow the emergency procedures written above.

Sweepers after Earthquake stops:

- Instructional aides will sweep the upper grade building for students and say, “Upper Building All Clear” through walkie-talkie when cleared.
- Instructional aides will lock the upper grade building access door.
- Reading Intervention Instructor and Head Recess Supervisor will sweep main building for students and say, “LSD All Clear” through walkie-talkie when cleared.
- Reading Intervention Specialist will lock the LSD side door.
- Office staff will sweep the admin building for students and say, “Admin Building All Clear” through walkie-talkie when cleared.

Communication plan in case of a real emergency:

- The Office Manager will be Incident Commander and be the main source of communication and contact law enforcement.
- The Admin Assistant will send out a notification and “all-call” via ParentSquare.
- The will and notify the Life After School Manager.
- The Life After School Manager will notify after-school staff.

Chain of Command in case of absence:

- For Incident Commander: Office Manager, Admin Director, Executive Director.
- For Assistant Director: Assistant Director, Academic Coach
- For Life After School: Manager, Support Staff

Fire Drill Procedure

SIGNAL: Fire alarm and “Evacuate” through the walkie-talkie.

PROCEDURE DURING CLASS TIME:

1. Students exit classroom and WALK in orderly lines.
 - Take your emergency backpack and class list with you.
2. Students evacuate the building by designated routes to the dirt area by the Kelp Bed.
 - Students line up in SILENT lines facing the school.
3. In assembly area, teacher takes roll and accounts for each child.
 - Hold up GREEN card if all students are accounted for.
 - Hold up RED card if someone is missing or injured.
4. Students in classrooms other than their own are to exit and remain with that class until given permission to rejoin and line up with their homeroom class.
5. Students remain in orderly and silent lines until all clear signal is given “All clear” .
6. Classroom doors must remain open.

PROCEDURE DURING RECESS:

- Recess supervisors instruct students to line up at the Open Sea.
- Students exit playground and WALK in orderly lines to the dirt area by the Kelp Bed.
- Classroom teachers grab their emergency backpacks, if possible, from their classrooms and find their students outside in the designated area.
- Teachers follow the previous emergency procedures written above.

PROCEDURE DURING LUNCH:

- Lunch supervisors instruct students to line up by their tables.
 - Students exit the Leopard Shark Den and WALK in orderly lines to the dirt area by the Kelp Bed.
 - Classroom teachers grab their emergency backpacks, if possible, from their classrooms and find their students outside in the designated area.
 - Teachers follow the previous emergency procedures written above.
7. Instructional aides will sweep the upper grade building for students and say, “Upper Building All Clear” through walkie-talkie when cleared.
 8. Instructional aides will lock the upper grade building access door.
 9. Reading Intervention Instructor and Head Recess Supervisor will sweep main building for students and say, “LSD All Clear” through walkie-talkie when cleared.
 10. Reading Intervention Specialist will lock the LSD side door.

11. Office staff will sweep the admin building for students and say, "Admin Building All Clear" through walkie-talkie when cleared.

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Flood Plan

PROCEDURE BEFORE SCHOOL HOURS:

- If there is a flood warning issued via the weather report, Oasis will monitor weather for safety and will notify parents and staff via Parent Square.

PROCEDURE DURING SCHOOL HOURS:

- Staff will immediately **NOTIFY ADMINISTRATION OF** ruptured pipes, other sources of sudden flooding.
- Office staff will place sandbags in door seams to prevent water from entering the building.
- Students will **EVACUATE** classrooms and assemble in the Leopard Shark Den. ***Do not run. Take Emergencies Backpack.***
- If Leopard Shark Den is flooded, students will be led to safety on classrooms tables or safest highest location out of water until first responders arrive.
- Teachers will TAKE ROLL to account students.
- Teachers will report missing or injured individuals by using “walkie-talkie” to report to office staff.
- Teachers will instruct students not to play or come into contact with standing water or flowing water
- Teachers will remain with students until they are instructed by authorities to release them to families.
 - Students will be picked up by families at the curb of Westridge if Boronda access is restricted

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Lockdown Intruder Drill Procedure

SIGNAL: “Lockdown, Intruder” spoken through walkie-talkie.

PROCEDURE DURING CLASS TIME:

1. Teachers use a calm voice and inform students that we are in a lockdown.
2. Teachers quickly glance outside the room to direct any students or staff members in the hall into your room immediately.
3. Lock the door to your classroom.
4. Lower and close any blinds and turn the lights off and cover door windows if possible.
5. Move everyone to an area of the room that is not visible from the door and away from windows. Place students so any potential intruders cannot see them if looking in the door. Students should be spread out around the room (NOT in a group all together).
6. Barricade the door with furniture and look for a safe corner (away from a window).
7. Students and staff should remain very quiet and still.
8. Teachers take roll and account for each student. Call office on PHONE if any students are missing that are supposed to be with you. (Do not use walkie-talkie!) Admin Assistant will communicate over walkie-talkie for unaccounted students “Are there eyes on _____?”.
9. If fire alarms go off after the lockdown has been announced, do NOT evacuate rooms unless you are instructed to do so on the walkie-talkie. Teachers should NEVER open doors during a lockdown.
10. If an intruder enters a classroom, students and teachers are to run and/or fight. They are to evacuate and hide.
11. If directed to evacuate, law enforcement officers will have keys to open the door.
12. Wait silently until you hear “All Clear” over the walkie-talkie, then teachers will continue class.

PROCEDURE IF STUDENTS NOT IN CLASSROOM:

- Reading Intervention Instructor will sweep area in main building including the bathrooms. If it is safe, for students and they will hide in the kitchen or staff bathrooms, whichever is available.
- Instructional aides will sweep area in upper grade building including the bathrooms. If it is safe, for students and they will hide in the kitchen or staff bathrooms, whichever is available.
- Anyone in the lunchroom/hallway hide in the staff bathrooms or should evacuate outdoors and hide.
- If students and teachers are outside at recess, they evacuate to a safe area near the school. Staff is responsible for communicating the office on their location and students under their immediate supervision.

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Shelter In Place/Medical Emergency Drill Procedure

SIGNAL: "Shelter in Place" spoken through walkie-talkie.

PROCEDURE DURING CLASS TIME:

1. Teachers use a calm voice and inform students that we are in a non-emergency lockdown.
2. Teachers quickly glance outside the room to direct any students or staff members in the hall into their room immediately.
3. Lock the door to your classroom.
4. Lower and close any blinds and cover door windows. Lights will be left ON so class may continue.
5. Teachers take roll and account for each student. **Call office on PHONE if any students are missing that are supposed to be with you. (Do not use walkie-talkie!)** Admin Assistant will communicate over walkie-talkie for unaccounted students "Are there eyes on _____?".
6. If fire alarms go off after the lockdown has been announced, do NOT evacuate rooms unless you are instructed to do so on the walkie-talkie. Teachers should NEVER open doors during a lockdown.
7. Class is to continue as usual, but all staff and students are to remain inside the classroom. Restroom privileges are okay at this time with aide supervision as long as it is safe.
8. When you hear "All Clear" over the walkie-talkie, then the non-emergency lock-down has been lifted.

PROCEDURE IF NOT IN CLASSROOM:

1. Sweepers will direct students in the LSD or bathrooms back to their classrooms.
2. If students and teachers are outside at recess or PE, students will be escorted back to their classrooms.

PROCEDURE DURING LUNCH:

1. Students will continue lunch as normal.

Sweepers:

- Instructional aides will sweep the upper grade building for students and say, "Upper Building All Clear" through walkie-talkie when cleared.
- Instructional aides will lock the upper grade building access door.
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