

CHRIST EPISCOPAL SCHOOL EMERGENCY PROCEDURES

John Morvant, Headmaster

Steve Croxton, Chair Board of Trustees

CBC: 80 Christwood Boulevard (Grades 1-12)

ECC: 120 S. New Hampshire St. (Grades PK and K)

Covington, LA 70433

Important Numbers/Contacts		WORK	HOME	MOBILE
Headmaster	John Morvant	871-9902 ext. 271	985-892-3609	985-630-4818
Admissions	Pam Perry	871-9902 ext. 208	985-845-8751	985-966-4856
ECC Head	Reina Gardner	892-9156	985-893-5344	9853736554
ECC Admin	Mary Patterson	892-9156 ext. 202	985-892-0907	985-859-6268
Lower School Head	Molly Huertin	871-9902 ext. 229	504-458-4920	504-458-4920
Lower School Admin	Sandra Lorando	871-9902 ext. 225	985-624-8247	985-264-7951
Junior High Head	Carol Barlow	871-9902 ext. 264	985-789-6719	985-789-1788
Junior High Admin	Debbie Bres	871-9902 ext. 201	985-809-6897	985-789-2899
High School Admin	Ann Costa	871-9902 ext. 270	985-845-2201	985-789-2350
High School Head	Jeff Brock	871-9902 ext. 278	985-643-0486	985-445-3737
Business Manager	John Pousson	871-9902 ext. 206	985-875-0069	985-373-9076
Facilities	Greg Homer	871-9902 ext. 283	985-892-1538	985-789-1754
Maintenance	Antionette Williams	871-9902	985-892-0086	504-578-0067

CPR /First Aid Certified Persons

Christwood Boulevard Campus:		ECC at 120 S. New Hampshire :
Peggy Aultman		Julie Christopher
Ashton Hurst	Greg Homer	Reina Gardner
Susan Koppenol	Bridget Chatham	Mary Patterson
Debbie Bres	Sandra Lorando	Reve' Pounds
Maurine Magne	Suzette Day	Allison Smith
Ann Costa	John Morvant	Vicky Vaughn
Lynn DeMelo	Kitty Pellissier	Antionette Williams
Lana Dessauer	Becky Roth	
Jo Dufour		
Gina Villar		

STAFF RESPONSIBILITIES

Headmaster or designee:

- Verify information

- Call 911, if necessary

- Seal off high risk area

- Convene crisis team and implement crisis response procedures

- Notify students and staff (depending on emergency, students may be notified by teachers)

- Notify Rector and Board Chair, if necessary

- Evacuate students and staff, if necessary

- Notify community agencies, if necessary

- Implement post-crisis procedures

- Keep detailed notes and timetable of crisis event

Teachers/Staff

- Verify information

- Lock classroom doors, unless evacuation orders are issued

- Warn students, if so advised

- Account for all students

- Stay calm. Any panic only alarms the students and intensifies the emergency.

- Stay with students during an evacuation. Take class roster to evacuation site.

- Refer media to Jerry Henson

- Keep detailed notes of crisis event

RESPONSE TO ANY EMERGENCY SITUATION

Assess situation, verify information, and notify 911 (if necessary). Always notify Headmaster.
Notify CPR/First Aid certified persons in school building of medical emergencies, if necessary.
Names of CPR/First Aid certified persons are listed on Important Contacts/Numbers page in this booklet.
Take charge of area until incident is contained or relieved by another staff member.
Take shelter or evacuate the building. Nature of incident may require alternate evacuation site.
Designate a control area (primary area would be office of Assistant to Headmaster at CBC and Reception Area at ECC)
and maintain a phone log of all calls made and received and a timed sequence of events.
Depending on the nature of the emergency, the Headmaster or Division Head will initiate an Incident Command Structure. See Incident Command Structure card for designations. Any additional instructions from control area to classrooms and collection of status information will proceed with ICS representatives.
Refer media to Jerry Henson

LOCK DOWN PROCEDURES

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building.

Headmaster or a Division will issue lock-down procedures by announcing warning over PA system and sending a messenger to each classroom if necessary.

PA announcement may be a coded or basic alert. (See Warning and Notification section for coded warnings.)

Direct all students, staff and visitors into classrooms.

Lock classroom doors and building doors.

Move all persons away from windows and doors.

Follow additional instructions of Incident Command Structure depending on situation.

Allow no one out of the classroom until all-clear signal is given by Headmaster or until Law Enforcement, Fire Official or Emergency Preparedness official evacuates your room.

TORNADO

The signal for a tornado or disaster is a three-blast horn sounding and an all call over the PA system. The all clear is two short blasts followed by one long steady tone.

If a Tornado Watch has been issued in an area near the school:

- Review tornado drill procedures and location of safe areas. Tornado safe areas are under desks and in hallways away from windows
- Monitor Emergency Alert Stations (WWL 870 AM) - Office Personnel
- Take everyone inside buildings.
- Review drop and duck procedures with students.
- Close all windows and blinds.

If a Tornado Warning has been issued in an area near the school:

- Move students and staff to safe areas.
- Take class rosters to safe areas
- Account for all students
- Make sure students are in tuck positions.
- Remain in safe area until warning expires or an all-clear signal is given.

When the signal for a tornado sounds, ECC students are to evacuate classrooms in a silent and orderly manner. All Lower School (Grades 1-5) students should go to the hall in their respective building. All Middle/High School (Grades 6-12) students should remain in their classroom and assemble along the hall farthest away from windows. Blinds should be closed if possible.

Students should walk quickly and silently to the designated areas.

Students sit with knees up, head on knees, and hands behind head, facing the wall.

Silence is essential.

If students are on campus away from their class and a tornado alarm sounds, they must report to the closest person of authority. They will be under that person's supervision.

Classes that are outside should seek shelter in their own buildings, if time permits. Otherwise, they should seek shelter in the nearest building or outside in the lowest ground depression available.

FIRE

In the event of a fire, smoke from a fire or a gas odor has been detected:

Assess the situation. Pull the fire alarm.

Evacuate the students and staff to a safe distance outside of the building.

Follow normal fire drill route. Follow alternate route if normal route is too dangerous.

Teachers take class roster to evacuation site. Take (call) roll after being evacuated. Advise Headmaster of missing students.

Division Heads should also bring emergency backpack.

Turn power and gas off to the building(s).

Headmaster notifies police (call 911). Headmaster must report incident to Fire Marshal.

Headmaster may move students to Christwood or main church building if weather is inclement or building has been damaged.

Crisis Team members attend to those injured by fire/explosion until EMS arrives.

Perform necessary immediate first aid on victim(s): smother fire by rolling victim on ground, deluge with water.

Provide Fire Department with map of school and location of fire. Provide master key(s) to building.

No one may reenter building(s) until entire building(s) has been declared safe by fire or police personnel.

Headmaster notifies students and staff of termination of emergency. Resume normal operations.

Junior High Administrator or ECC Head are responsible for documenting events after the fact.

Fire Drill/ Fire Procedures:

The signal for a fire drill is a pulsating siren and strobe light. The all clear signal is verbal.

Students should walk silently in single file from the classroom and line up in the designated areas. The teacher is the last person to leave the classroom, turning out the lights and closing the door when leaving. The teacher should bring the class list, a pencil, and a slip of paper to record any unexplained absences. Receptionists should bring emergency backpack also.

The Headmaster, ECC Head, Lower School Head, Middle School Head and/or High School Head will confirm all students have been accounted for and will have the all clear signal sounded.

Teachers should be aware of alternate exits from classes and the locations of fire extinguishers in their buildings. Students should proceed to an alternate exit when exits have been obstructed. Teaching Assistants should check their assigned bathroom area to make sure no students remain.

Primary relocation center if weather is inclement is the church building at the ECC and the gym at the CBC.

WARNING: Do not use water on electrical fires. Do not attempt to fight fires involving explosives. Do not attempt to fight fires involving toxic chemicals or strong oxidizers.

LIGHTNING

Protective Action:

1. School Grounds:
Get out of open areas and into an enclosed building as quickly as possible upon the approach of a storm.
Do not seek shelter under isolated trees or close to metal fences, playground equipment, or shelters in exposed locations.
2. School Buildings:
Stay indoors. Do not venture outside unless absolutely necessary.
Stay away from open doors and windows, metal objects, electrical appliances and plumbing until the storm has passed.
Keep telephone use to a minimum.
Do not handle flammable liquids in open containers.
TV sets, computer equipment, all electrical equipment and appliances should be unplugged, if possible.

BOMB THREAT

Bomb Threat Procedures:

The person who receives the call should immediately activate the “call return” option on the phone. This is done by dialing *69. Write the number down and make sure that the Headmaster or Ann Costa is given the number as soon as possible.

Note the time of call and the exact wording immediately.

The Headmaster or designee will dial 911 give his/her name, the name of the school, and the reason for the call.

The police will be in charge; the fire department will be on standby—unless an actual bomb does explode, at which time the fire department will be in charge. Incident Command Structure will be initiated and procedures followed.

All teachers and staff members, including the church, will be quickly and quietly informed. Headmaster, or designate will warn students and staff. (Do not mention “Bomb Threat”) Use standard fire drill procedures. The fire siren WILL NOT be sounded. Administrative Team members will verbally inform or a “Code Red” will be announced.

Evacuation Procedures

1. The Headmaster should be contacted immediately and the ECC Head will direct the evacuation of the students in his absence. ECC: All personnel will proceed, without panic, to the Bogue Falaya Park. Kindergarten and enrichment classes should go via the back gate closest to the park and Pre-K should go out the drive and down Park Ave. to the Pavilion in the park. A staff member should be stationed at the gate to assure that all students stay within the confines of the park. CBC: All personnel and students should meet on the southwest corner of the playing field by the CLECO right of way. All teachers and assistants must remain with their classes. Bring your roll book with you. Take roll and notify the office immediately if there is anyone missing. If you have a cell phone, please bring it with you. Receptionists from each office should bring the emergency backpack for their division with them.

2. Teachers need to be prepared to return to the classroom with police in order to assist them in making specific observations with regards to anything that appears “out of place”. If teachers are needed to return to their classroom, non-home-room staff or assistants will be verbally informed to take over supervision of the class.

3. If something unusual is found, evacuate the area immediately and contact the school receptionist so that it can be reported to the police and fire departments.

INTRUDER

Intruder– An unauthorized person who enters school property.

All visitors to campus are required to sign in at the divisional office and receive a badge.

If you see someone on campus, notify the Office.

Politely greet intruder, identify yourself, and ask the intruder the purpose of his/her visit.

Inform the intruder that all visitors must register at the divisional office.

If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

If intruder refuses to leave:

Warn intruder of consequences for staying on school property. Inform him/her that you will call police.

Notify security or police and Headmaster if intruder still refuses to leave. Give police full description of intruder.

Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located in the school, whether he/she is carrying a weapon or package, etc.).

When Law Enforcement arrives, they are in charge.

Headmaster may issue lock-down procedures.

Issue an "All Clear" when incident is under control.

HOSTAGE SITUATION

If hostage taker is unaware of your presence, do not intervene.

Notify Headmaster. Incident Command Team is activated.

Call 911 immediately. Give dispatcher details of situation; ask for assistance from hostage negotiation team.

Church personnel notified.

Seal off area near hostage scene.

Be prepared to give law enforcement personnel the following information:

1. Number of Hostage taker(s)
2. Description of Hostage taker(s)
3. Type of weapons
4. Demands and instructions given by hostage taker(s)
5. Number and names of hostages

Assistant to Headmaster or ECC Head is responsible for documenting events

If taken hostage:

Follow instructions of hostage taker(s).

Try not to panic. Calm students if they are present.

Treat the hostage taker as normally as possible.

Be respectful of hostage taker(s)

Ask permission to speak and do not argue or make suggestions.

PRAY!

KIDNAPPING

Any non-custodial adult who takes a child from the campus without the permission of the court ordered parent/guardian may be guilty of a felony.

Procedures to follow when releasing students to parents/guardians during the school day:

All adults entering the school campus must sign in at the divisional office.

The name of the parent/guardian must be indicated on the emergency card. In emergency situations, parents can notify by phone to release child to someone not on card.

-Parents are responsible for providing current court orders and court orders should be kept on file by the school

The parent/guardian should present photo identification, if not known.

The parent/guardian must sign out the student from the office. Sign-out logs must be carefully maintained.

If a child is kidnapped from school, the Incident Command Team is activated and appropriate personnel:

Call Law Enforcement.

Contact Custodial parent/guardian.

Witnesses identified and made available to authorities.

Assist Law enforcement in their investigation as directed.

WEAPONS

Weapons brought to school

Teacher:

If a student is aware of a weapon brought to school, send student to Headmaster or Division Head to report what he/she knows.

Get word as quickly and discreetly as possible to Headmaster or Division Head. Information needed: Name, location, name of suspect, whether anyone has been threatened, and information regarding weapon type. Discreetly call office if subject is not present.

Seek another teacher's assistance in reporting the incident. Teacher should not leave classroom; he/she should wait for an administrative response.

USE EXTREME CAUTION. DO NOT CONFRONT THE SUSPECT. STAY CALM! IF A STUDENT THREATENS YOU OR ANYONE ELSE WITH A WEAPON, FOLLOW THEIR DIRECTIONS, DO NOT TRY TO BE A HERO!

Headmaster:

Establish credibility and alert law enforcement if a weapon is suspected.

Announce lock-down code.

Two administrators should confront the suspect. One should escort the suspect to a private, safe area until law enforcement arrives. The other should carry all of the suspect's belongings at a safe distance. At no time should the suspect be allowed to put his/her hands in pockets or handle belongings (books, bags, purse, etc.).

Wait for law enforcement. Follow instructions. Notify parent(s) or guardian(s) if suspect is a student.

Document events.

Warning Signals

Tornado: All Call Phone System

All Clear: Verbal from Administration

Fire: Pulsating siren and strobe light

All Clear: Verbal from Administration

Lockdown Situation: 1 sustained blast at ECC

CBC: Intercom Code: Guantanamo Bay

Bomb Threat: London's Calling

All Clear: Verbal from Administration

During Emergencies call ECC at 892-9157; call CBC at 871-9904

EMERGENCY NUMBERS—"911"

St. Tammany Hospital: 898-4000

St. Tammany Parish Sheriff- Covington 809-8022

St. Tammany Parish Emergency Number 809-2300

Christ Episcopal Church Office 892-3177

Christwood Retirement Community 898-0515

Covington Police 892-8500

Covington Fire 892-4242

CBC Fire/Emergency 845-7272

Poison Control 1-800-256-9822

STP Office of Emergency Preparedness 893-4978

CLECO 1-800-622-6537

Town of Madisonville (gas leaks) 845-7311

American Red Cross 892-4317

ECC Alarm Problems (ADT - MICKEY) 1-800-662-5378

CBC Alarm Problems 504-471-0917

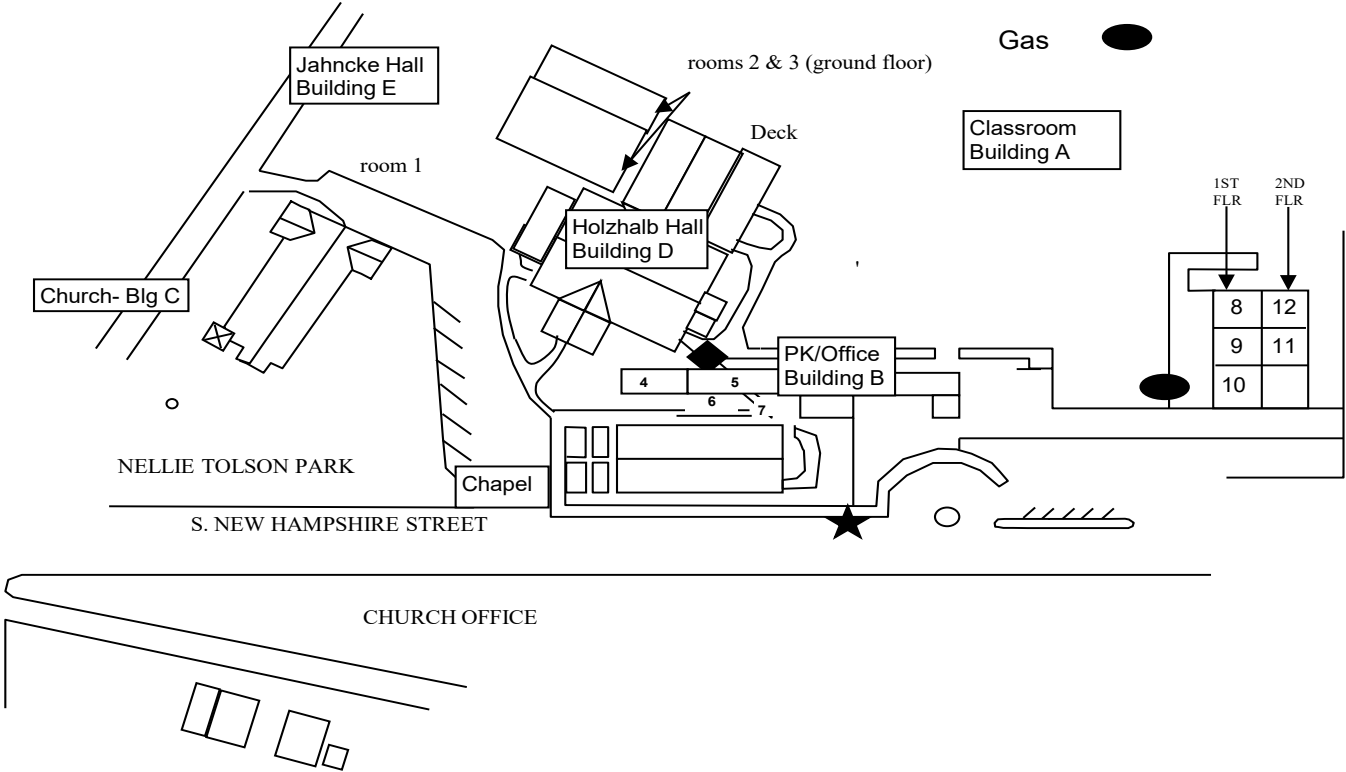
(ADS-Alarm Detection Services-1111)

Emergency Radio Stations: 870 WWL AM 101.9 WLMG FM

Christ Episcopal School
 Early Childhood Center
 120 S. New Hampshire St.
 Covington, LA 70433

Bogue Falaya Park

- Water ★
- Electric ◆
- Gas ●

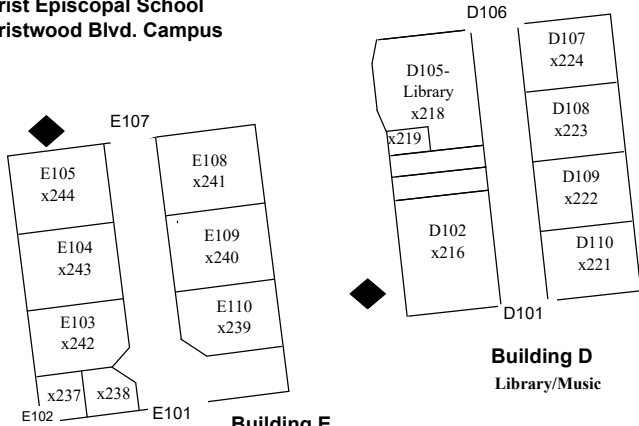


NELLIE TOLSON PARK

S. NEW HAMPSHIRE STREET

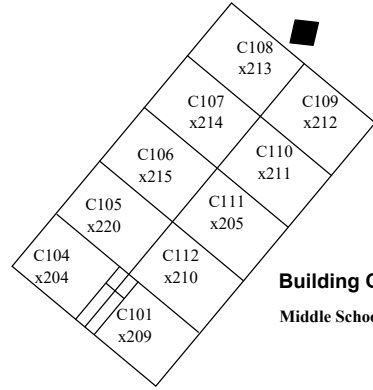
CHURCH OFFICE

**Christ Episcopal School
Christwood Blvd. Campus**

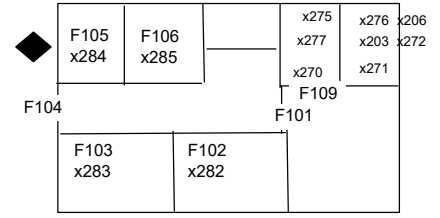


Building E
★
3rd & 4th

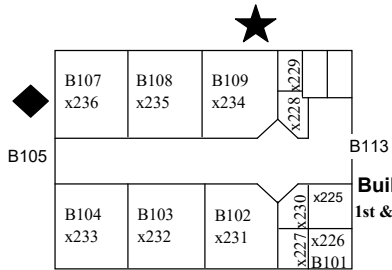
Building D
Library/Music



Building C
Middle School



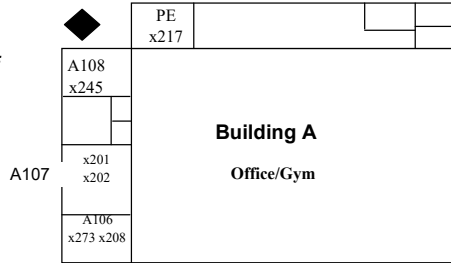
Building F
Upper School Building



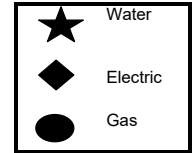
Building B
★
1st & 2nd

Building A,C,D,F

B102
x226



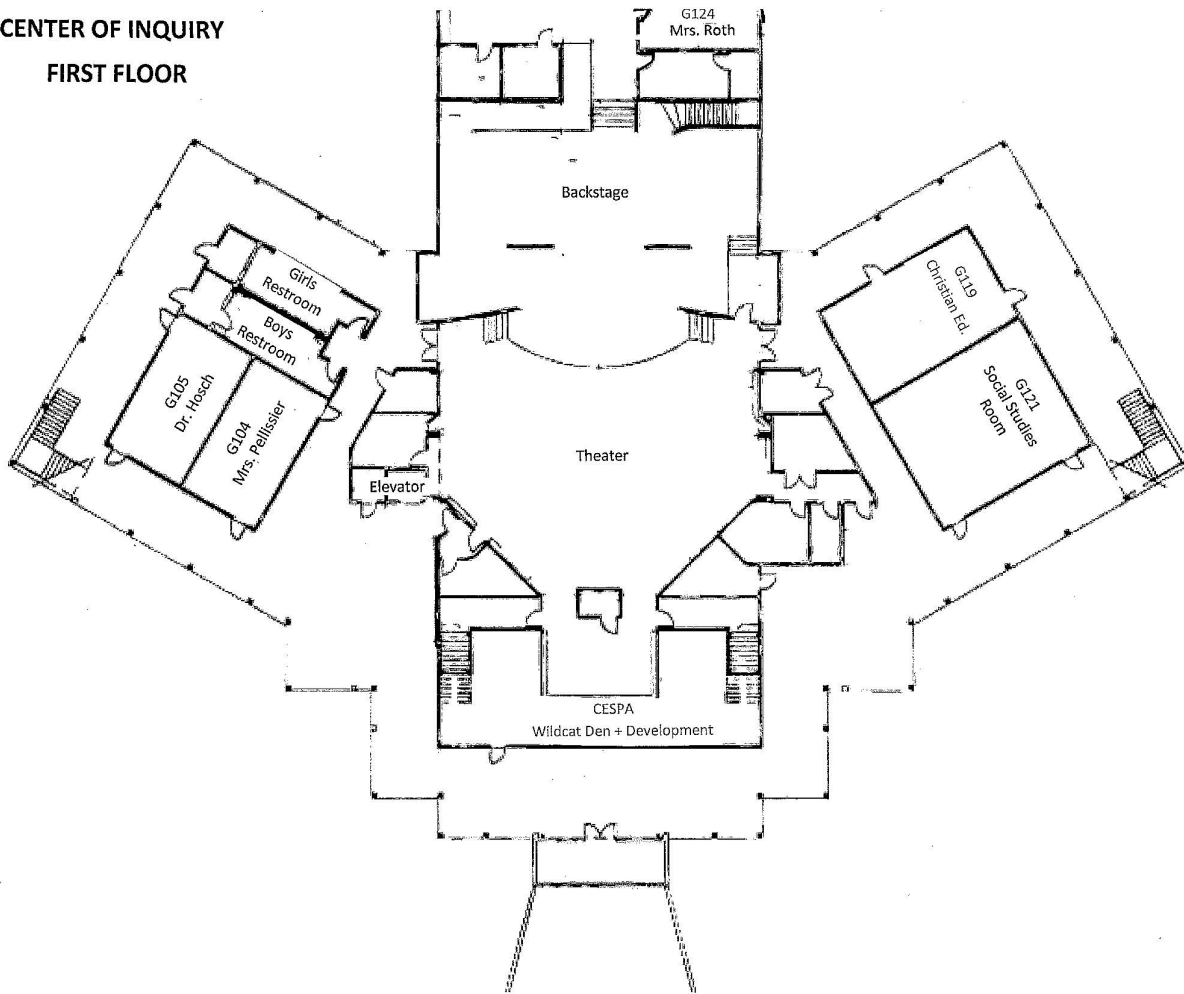
Building A
Office/Gym



● *all buildings*

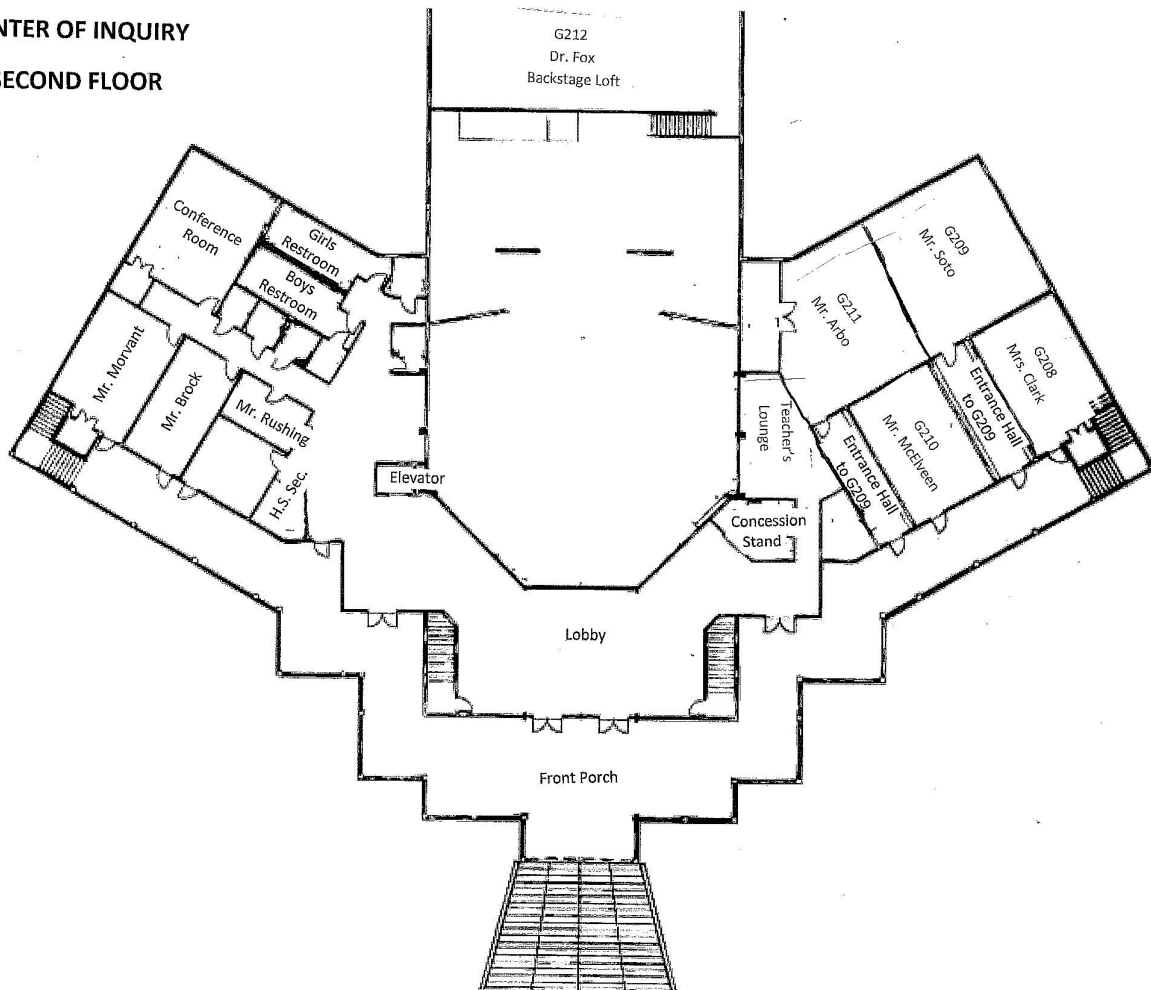
CENTER OF INQUIRY

FIRST FLOOR



CENTER OF INQUIRY

SECOND FLOOR



**CES Incident
Command Structure
Christwood Campus**

Incident
Commander
John Morvant

Alternate
Greg Homer

Alternate
Carol Barlow

Operations
Greg Homer

Planning/Finance
Administration
John Pousson

Alternate
Sonia Hernandez

Alternate
Pam Perry

Public Information
and Liason
Jerry Henson

Logistics
Carol Barlow

Alternate
Lana Dessauer

Alternate
Sandra Lorando

Lower School
Molly Huertin

Safety
Jeff Brock

Alternate
Joe Soto

**CES Incident
Command Structure
Early Childhood
Campus**

Incident
Commander
Reina Gardner

Alternate
John Morvant

Alternate
Reina Gardner

Operations
Vicky Vaughn

Planning/Finance
Administration
John Pousson

Alternate
Sonia Hernandez

Alternate
Mary Patterson

Public Information
and Liason
Jerry Henson

Logistics
Mary Patterson

Alternate
Revé Pounds

Safety
Allison Smith

Alternate
Vicky Vaughn