

## **Branson Handbook: Emergency Procedures**

Below is Branson's revised text for the Emergency Procedures section of the school handbook.

### **EMERGENCY PROCEDURES**

Branson students, faculty and staff members routinely train and drill for emergencies in accordance with the Branson Emergency Management Plan, which covers incidents ranging from fires and earthquakes to dangerous intruders and power outages. During an emergency, it is critical that all members of the school community (students, parents, faculty and staff) follow directions and cooperate with the administrators and faculty who are handling the situation.

If an area-wide incident (such as an earthquake or severe storm) has occurred before school hours, please check your voicemail, email and/or the school web site to find out whether and when the school will open. If telephone and Internet access is not available, tune in to local news at KCBS 740 AM / 106.9 FM.

If the school must close during teaching hours, the Administration will notify parents of the situation and instruct them to pick up students via an automated Parent Telephone Alert System and an email broadcast.

Parents provide the School with completed Evacuation Release Cards providing emergency contact information, as well as instructions for releasing each student. During an emergency, the School will release students in accordance with the instructions provided on the Evacuation Release Card once it is safe to do so. Members of the faculty and staff will stay on campus until all students have been released. The school emergency supplies include a two-day supply of emergency rations for the student body.

#### **Evacuation Procedures:**

- At the sound of the fire alarm or when so instructed over the school PA system, all students, faculty, staff and guests assemble on the soccer field to be accounted for. Students gather in their Advisor groups.
- If the Head of School has determined that it is unsafe to continue classes, students are sheltered in the Gym (the primary location) or the Theater / Library (the alternate location). Students waiting to be picked up will stay with their Advisor Groups.
- Parents are notified via the Parent Telephone Alert System and instructed to come to school to pick up their children. Students will be encouraged to telephone their parents by cell phone to help coordinate their pick up.
- Once the school has determined which routes are safe, it will release those students whose Evacuation Release Cards indicate that they may leave independently.
- Arriving parents or designated adults will be guided to the Shelter Area (the gym or the library) to sign out their children. The Student Release Team, led by a

Class Dean, will be stationed at a table outside the Shelter Area to check identification, collect completed Evacuation Release Cards, and supervise the release of students to the adults indicated on their cards. Be sure to bring photo identification when you pick up a child.

**When picking up a child, please bear the following in mind:**

- Remain calm. Faculty and staff are trained in CPR, First Aid, CERT and Emergency Preparedness, and the school maintains a cache of emergency equipment and supplies. Branson is as safe a place as any during a widespread emergency, such as an earthquake.
- During an emergency, parents will understandably be concerned about the welfare of their children and will want more detailed information. Because school phone lines may be needed for outbound communication, parents should avoid calling the main Branson number except to relay vital emergency-related information. They should instead call the Branson Emergency Hotline: (415) 455-7222 for updated information. Parents may also attempt to reach their children by cell phone if they have one.
- Traffic on campus may become congested. Please follow any signage or directions provided by school staff. Please do not block the circular flow of traffic. (Remember that emergency vehicles may need unimpeded access to the lower campus.)
- Students will be escorted out of the Shelter Area after their parents have checked in. Please wait at the Release Area, and do not attempt to enter the Shelter Area to find students. There may be a line of parents waiting to pick up students, so please be patient. Parents who have a pressing emergency should ask to speak with a Class Dean or the Head of School.
- After signing out students, parents should leave the campus immediately to help reduce congestion.

All parents, teachers and members of staff are strongly encouraged to prepare themselves and their families for an earthquake. For guidance in planning for emergencies, consult the Get Ready Marin website at: <http://www.getreadymarin.org/>