CENTRO HISPANO MARISTA

(MARIST SCHOOL)

# SAFETY AND EMERGENCY PROCEDURES

Call 911 to reach DeKalb police or fire departments for assistance.

For any situation requiring emergency intervention—including all those listed within—the order to follow in contacting officials is as follows.

Fr. Rowland Ext. 6450 Cellphone: (404) 805-2358

Leticia Valencia Cellphone: (678) 592-4368

Vicky Gastaldi Cellphone: (404) 432-9992

Cecilia Phillips Cellphone: (678) 429-7277

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| Security Booth  770-936-3565  Cell phone  404-655-8991 |

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## ILLNESS/INJURY ON SCHOOL PROPERTY

For Illness/Injury on School Property

1. Stop activity. Provide aid as appropriate
2. If possible, send the ill/injured individual for treatment to the cafeteria.
3. If illness/injury prohibits him/her for walking, remain with the ill/injured individual until help arrives and call for assistance as appropriate.
   1. Call **9 1 1** if there is a threat to life, limb, or vision.
   2. Call for assistance (page 1)
   3. Call Security Booth
      1. Security booth (770) 936-3565
      2. Security cell phone (404) 655-8991

## EXPOSURE TO BLOODBORNE PATHOGENS

Immediately

1. Keep others away from the area of potential exposure
2. Apply personal protective equipment as appropriate (gloves, gowns, masks, and/or googles) before assisting the ill/injured individuals. Gloves are located in all first aid kits. First aid kits are in each classroom. If more than gloves are needed to prevent exposure to body fluids, send for one of the Bloodborne Pathogens Kits. Bloodborne Pathogen Kits are located next to the AEDs in:
   1. Cafeteria
   2. Woodruff
   3. Clinic
   4. Stadium Ice Room
3. Contact 911 or any in page 1 to assist the ill/injured individual, as appropriate.

Clean Up

Request the maintenance clean and disinfect all objects that may have been contaminated with body fluids.

1. The area should be cleaned with soap and water until no visible body fluids remain
2. The area should be disinfected with a hospital grade germicide with tuberculocide properties.

Treatment if Exposed to Bodily Fluids

Treatment if someone has been exposed, or may have been exposed, to another’s body fluids:

1. Wash the affected area with soap and water until all visible signs of body fluids are gone. Then wash gently with soap and water for 10 minutes.
2. If exposure was to the eye, rinse with water to 15 minutes. Consider the eye wash station in the science rooms if it is convenient.
3. Seek medical treatment *immediately*. Immediate treatment can significantly decrease the chance that the exposed individual will contact a bloodborne disease due to the exposure.

Reporting the Incident

Notify a member of the administration that an incident has occurred.

## ANAPHYLAXIS PROTOCOL

Anaphylaxis is a life threatening allergic reaction. An Anaphylactic reaction kills by closing the airways and/or causing cardiovascular collapse (shock). An anaphylactic reaction can kill within minutes or up to 24 hours after exposure to the allergen.

An anaphylactic reactions are unpredictable. They manifest differently in each person and can manifest differently with each exposure. Because of the potential severity and the unpredictability of an anaphylactic reaction, each reaction and/or exposure must be treated aggressively.

Treatment of an anaphylactic reaction is via epinephrine (adrenaline) and medical support (911/Emergency Room). Adrenaline is a naturally occurring hormone that produces the fight or flight response. As such, it opens the airways and constricts blood vessels, the event that cause death during an anaphylactic reaction.

The EpiPen and Auvi Q are the delivery systems for epinephrine. There is a direct correlation with delay in the administration of epinephrine and death. The sooner someone is treated with epinephrine via en EpiPen or Auvi Q after exposure to an allergen, the less likely he/she will die.

The EpiPen and Auvi Q should be used if:

1. Someone is exposed to an allergen known to have cause him/her a life threatening reaction in the past
2. Someone exhibits symptoms in two or more of the categories/body systems listed below (in bold type)

**COGNITIVE:** May appear anxious or express a sense of anxiety/impending doom

**NOSE/EYES:** Runny and or itchy nose, sneezing, and/or watery, red eyes

**MOUTH:** Itching, swelling or lips and/or tongue

**THROAT:** Itching, difficulty swallowing, hoarseness, tightness/closure

**SKIN:** Flushing, rash, hives, swelling of face

**GUT:** Abdominal cramps, nausea, vomiting, diarrhea

**LUNG:** Shortness of breath, wheezing, cough, increase respirations

**HEART**: Weak pulse, low blood pressure, dizzy, passing out, loss of consciousness.

So…

1. Use the EpiPen/Auvi Q immediately…

If you see that someone with a known allergy has been exposed to that allergen (for example he/she took a bite of food to which he/she is allergic or he/she has been stung or bitten by an insect to which he/she has a severe reaction in the past).

Or

If someone is exhibiting symptoms in two or more of the body systems listed above (even if this person has no known history of an allergic reaction).

2. Call 911 and stay with that person until help arrives. Have someone bring an AED to the person having a reaction.

3. Let security (770-936-3565/404-655-8991) know that an ambulance has been called.

## DEATH OF STUDENT OR TEACHER OR OTHER TRAUMATIC OCCURANCE

* Notify school official of death or occurrence; be sure that the President (Fr. Harhager) or Director (Dr. Valencia) or Chaplain (Fr. Rowland) will be notified.
* President or Director convenes Crisis Team: President, Director, Chaplain, Academic Dean, and Registrar and any other party so chosen.
* Crisis Team determines the information to be shared and how to share it.
* Crisis Team determines whether the school schedule should be altered in light of occurrence.
* Crisis Team determines whether additional action is required.

## DEATH OF STUDENT PLAN

The death of a student is a significant and often traumatic incident in the life of a school. Where the bonds of community are stronger, then the impact of a student death is more keenly felt and suffered.

The process of grieving is a journey for both the overall community and each individual student and faculty member. Obviously individuals will vary significantly in their personal grief but the grief foes need to be acknowledged, assisted and integrated into the usual and normal life pattern.

Our school has the opportunity, as Catholic and Marist, to reach out in compassion and solidarity to those who grieve and provide a process of enabling students and faculty to recognize and cope with their grief over a period of time, whilst maintaining the reasonable rhythm of the school.

This process will be flexible enough to manage in an appropriate way

* The kind of death that may occur (single, multiple, suicide, unexpected or expected)
* The time of the school year at which the death occurs.

Immediate Response

* Leaders: Program Director, Chaplain, Marist Fathers
* Within 24 hours of the death (prayer service)
* Care for adults having difficulty with loss
* Church proceedings

## LOCKDOWN PROCEDURE

If circumstances (e.g. threatening intruder, weapon on the property, bomb threat) are deemed sufficient to require a campus lockdown the procedure will take place as follows:

* Program director and/or Marist Fathers determine that conditions warrant a lockdown.
* Police are alerted **(404-294-2911)**
* Available personnel report to PA room and announce lockdown o PA system.
* All students must be in classroom after the announcement. Teachers and others look to see that students are gathered inside a room and the doors are then locked (and doorstops used where available). It is important that students are kept as calm as possible and quiet for the sake of announcements. Keep talking to them and locate them in the safest area of the room. Sit on the floor against the wall and, as much as possible, away from the door and all glass. **Do not allow students to use cell phones, to prevent phone network jamming.** 
  + Students in Cafeteria – go to cafeteria kitchen
  + Students in Ivy or Chanel – pull blinds, lock the doors. If in a breakout area, enter the nearest classroom.
  + Students in Satellite/Modular buildings – pull blinds and lock the doors.
* Proceed with building lockdown and sweep.
* Everyone remain in locked rooms until “All Clear” is given by PA, telephone, or other means.

## INTRUDERS IN BULDING

If an unauthorized person or visitor seems to pose a safety threat or refuses to comply with requests, proceed accordingly to these steps.

If there is obvious imminent danger, **call 911** and then follow these procedures.

* *Notify* the program director, Chaplain, or Centro Hispano Marista staff immediately who will then
  + determine whether lockdown is needed
  + notify Security
* Do **not** send a student to get an administrator
* Close and lock classroom door
* Have students stand against the wall and out of sight

If there is no obvious imminent danger, but a potential threat:

* Call ***Security* 770-936-3565.**
* Notify program director, Chaplain, or CHM staff.
* Do **not** send a student to get an administrator.

Program Director or Chaplain will:

* *Notify* the police
* As appropriate, alert the school community of the intrusion

## BOMB THREAT

Person Receiving the Bomb Threat Will:

* Keep caller on the line as long as possible
* NOT transfer the call or interrupt the caller
* *Notify* the program director, Chaplain, or CHM staff.

Program Director or Chaplain Will:

* *Notify* police
* Convene Administrative team if time permits
* Alert campus as necessary (Lockdown Procedure, Evacuation Procedure, or other instructions)

All on Property Will:

* Not touch or move any suspicious device
* Cooperate in a police or fire search of the premises
* Not release any information on the situation to the media including social media

## FIRE EVACUATION AND DRILL

Emergency Exit Procedure: *Students are to assemble in the Circle between Chanel Building and the Library and Practice Fields*

**Chanel Building and Cafeteria**

Exit through the nearest stairway, under the Arcade, down front steps to the Circle.

**Ivy Building and Centennial Center**

Exit through the nearest stairway, exit through the Ivy Street/Centennial Center Lobby and onto the practice fields.

**Computer Lab**

Exit along the roadway, to the practice field.

**PLEASE NOTE! If alarm sounds between classes, students should take the closest exit and report to their teachers at the Circle or Practice fields.**

**An alternate location to evacuate is the stadium.**

## TORNADO PRECAUTIONS AND DRILLS

**Where to proceed: *Drill or Actual Emergency***

*(SOUTH* side is in the direction of the YMCA, *NORTH* side is in the direction of West Nancy Creek Drive.)

Chanel Building

Students use fire escape routes (nearest stairways) to 200 level corridors. Students sit on the floor, ***facing north***, facing lockers. The southernmost row will have backs against lockers on south side corridor.

***Classroom doors should be closed, and blinds down and closed. Students should cover their heads with an open book or other protective object, if available.***

Ivy Street Center

**Classrooms 204, 206, 208, 304, 306** should shelter in the 1st floor restrooms and first floor hallway.

**Classroom 308** should shelter at the lower level of the north stairwell.

**Classrooms 222, 224, 228, 229, 322, 324, 328, 329** should shelter in boys and girls locker rooms (using south stairwell).

**Classrooms 220, 320** should shelter in the lower level of the south stairwell.

Cafeteria

Students should take shelter in the room below (Father Brennan room).

Computer Lab

Students should move into each hallway and sit on the floor, ***facing north***.

**Visitors** (including those in car pool or parking lot) should shelter in above designated areas most convenient to their location. Students cannot be released from buildings when the school is in an official tornado alert.