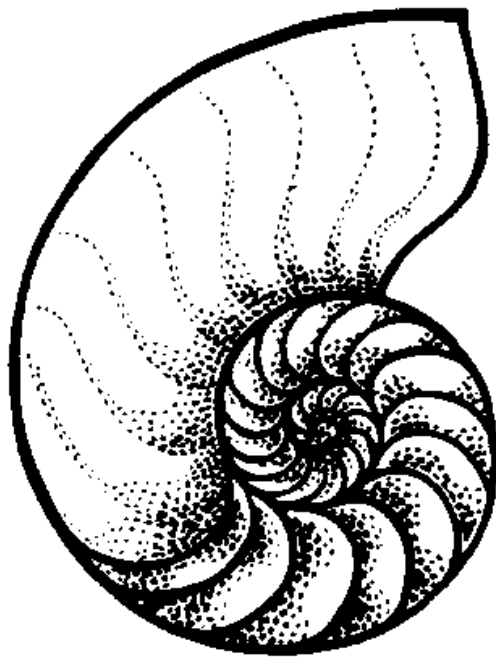


# EMERGENCY PLAN



NEW HORIZON  
SCHOOL

## **When An Earthquake Strikes . . .**

*What everyone should know in the event of an earthquake*

### *A checklist*

- \_\_\_ Remain Calm; Reassure Others
- \_\_\_ ***If Inside, Stay There! If Outside, Stay There!***  
Take Cover, Protect Head & Face, Don't Run Down Stairs
- \_\_\_ ***Do Not Light A Match Or Turn On A Light Switch; Use A Flashlight!***
- \_\_\_ Check For Injuries; Administer First Aid
- \_\_\_ Check For Fires
- \_\_\_ Check Utilities; Shut Off If Necessary
- \_\_\_ Draw a Moderate Amount of Cold Water from Outdoor Spigots If Possible
- \_\_\_ ***Turn on Radio or TV*** for Emergency Bulletins
- \_\_\_ Take Routine Medication If Available
- \_\_\_ Clean Up Hazardous Materials
- \_\_\_ Do Not Go Without Food or Water Too Long;  
Avoid Open Containers Near Shattered Glass
- \_\_\_ Confine Frightened Pets
- \_\_\_ Check House For Structural Damage—Evacuate If Necessary
- \_\_\_ ***Do Not Use Telephone*** Except In Extreme Emergency
- \_\_\_ Be Prepared For Additional Earthquake Shocks
- \_\_\_ Stay Out of Danger Areas;  
Never Go To The Beach To Watch For Tsunami (Giant Sea Waves)
- \_\_\_ Respond To Requests From Civil Defense Officers, Police, Fire Fighting or  
Relief Organizations

**Survival**

- Water - 2 quarts to 1 gallon per person per day
- First Aid Kit - ample and freshly stocked
- First Aid Book - know how to use it
- Food - canned or dehydrated. Pre-cooked and/or requiring minimum heat and water Consider infants, pets and other special dietary requirements
- Can Opener
- Blankets - or sleeping bag for each member of family
- Radio - portable, battery operated. Spare batteries
- Critical medication and glasses - as required
- Fire extinguisher - dry chemical
- Flashlight - fresh and spare batteries and bulb
- Watch or clock - battery or spring wound

**Sanitation Supplies**

- Large plastic trash bags - for trash, waste, water protection, ground cloth
- Large trash cans
- Hand soap
- Liquid detergent
- Shampoo
- Toothpaste and toothbrush
- Pre-moistened towelettes
- Deodorant
- Feminine supplies
- Infant supplies
- Toilet paper
- Powdered chlorinated lime - add to sewage to deodorize, disinfect and keep away insects
- Newspapers - to wrap garbage and waste. Can also be used for warmth

**Safety**

- Heavy gloves - for every person clearing debris
- Candles
- Matches - dipped in wax and kept in waterproof container
- Knife - sharp or razor blades
- Garden hose - for siphoning and fire fighting

**Cooking**

- Barbeque - charcoal and lighter or Sterno stove
- Plastic bags - various sizes, sealable
- Pots - at least 2
- Paper plates
- Plastic knives, forks, spoons
- Paper Towels

**Tools**

- Axe
- Shovel
- Broom
- Crescent wrench - for turning off gas main
- Screw driver
- Pliers
- Hammer
- Coil of 1/2 inch rope
- Coil of bailing wire
- Plastic tape
- Pen and paper

Ophthalmic topical ointment	1 tube
Ophthalmic solution (eye wash)	1 bottle
Pack, cold Temp-Aid	1
Pack, hot Temp-Aid	1
Paper cups	1 box
Paper bags	1 box
Paper towels	1 case
Pencils or ball point pens	1 package
Petroleum jelly	1 large jar
Pitcher or jar with cover (can be used as a measuring device)	1 quart size
Plastic garbage bags (red for contamination, tan for general)	1 box each
Porta pottie	2
Q-tip swabs	2 packages
Safety pins (assorted sizes)	2 packages
Sanitary napkins (can be used for heavy bleeding wounds)	1 case
Soap (liquid and bar)	1/2 gallon & 10 bars
Salt (1 tsp. per qt. sterile water = normal saline)	1 box
Sodium bicarbonate	1 box
Spine board (long and short)	1 each
Splints (inflatable, boards, magazines or other)	several sets
Stethoscope	3
Sterile single gloves (med-lg)	1 box
Table	1
Tape (adhesive, micopore, transpore 1 & 2 inch)	1 box each size
Thermometer (Tempa-Dot, disposable)	1 box each oral and rectal
Toilet tissue	1 case
Tongue depressors	1 package
Towelettes (moist)	5 boxes
Treatment log	1
Triage tags (from Office of Emergency Services)	50
Tylenol (5 grains)	1 bottle
Water purification tablets or Household bleach (6 drops in 1 gallon of water)	1 bottle 1/2 gallon

## First Aid Medical Supplies

(50 Victims)

The following is a list of medical supplies suggested as adequate to provide first aid care for approximately 50 victims. Adjustments should be made to this list to accommodate peculiarities of the specific facility, i.e., school, church, business or industry, as well as the nature of the injuries expected.

<i>Description</i>	<i>Quantity</i>
Alcohol	1 bottle
Alcohol prep (100 per box)	1 box
Aluminum foil (18 inches wide)	1 roll
Antibiotic ointment (neosporin, etc.)	1 tube
Antibiotic solution (betadine)	1 bottle
Aromatic spirits of ammonia (10/bx)	1 box
Aspirin (2 1/2 and 5 grains)	1 bottle each
Band-aids (assorted sizes)	2 boxes
Bandage (ACE wrap, Kerlix, Kling, or other conforming bandage several widths, 2, 3, 4, 6 inch)	1 box each
Bandage scissors (blunt nose type)	3 pairs
Bandage, triangular (36 x 40 x 55 inch)	3
Basin, emesis (disposable)	10
Basin, round (sterile disposal)	10
Benzene hexachloride 1% or Kwell (lice treatment)	1 bottle
Blankets (space or disposable)	50
Blood pressure cuff with manometer	3
Burn preparation (silver sulfadiazine)	1 tube
Burn sheets (sterile disposable)	1 package
Cervical collar (small, medium, & large)	1 each
Chest or box with a lock to store these supplies	1
Cots, folding	50
Cotton balls (unsterile)	1 large package
Diarrhea medicine	1 bottle
Disinfectant (handwashing)	1 gallon
Dressings (2 x 2's, 3 x 3's, & 4 x 4's sterile)	1 box each
Dressings (5 x 9's & 8 x 10's sterile)	2 boxes each
Dressings (eye pad, oval sterile)	1 box
Dressings (Vaseline gauze 3 x 36 inch sterile)	1 box
Fire extinguisher (ABC type)	
Flashlight and pen light with extra batteries or headlamp	
Flares	1 box
Forceps or large tweezers	3 pairs
Garbage bags (assorted sizes)	1 box each
Heating device (stove, hot plate, oil burner or canned heat)	
Ipecac	1 bottle
Marking pen (skin)	2
Kleenex	2 boxes
Newspapers (splints, etc.)	
Note pads	10

## Emergency Information Guide

### Storing Water

#### *Why?*

In a disaster such as a large magnitude earthquake, water systems will most likely suffer damage and safe water will not be available. Store a two weeks supply of water for each family member (two gallons per person per day), to cover drinking, first aid and cooking needs. Include water provisions for pets. Learn how to shut off the water supply to your house or business.

#### *How To Store Water*

Water should be stored in plastic containers, preferably heavy opaque plastic with tight fitting, screw-on caps. Mark the date on the containers when stored and place in a cool, dark location. Use the water within one year and replace. A small amount of household bleach (95.25% sodium hypo chlorite), 8 drops per gallon will prevent bacterial growth. Purchased bottled water can be stored for several years.

### Other Emergency Sources

Your threshold water heater tank can supply 30 - 60 gallons for an emergency supply. When not under pressure (the main valve to the house is shut off) the tank may have to be vented by opening the hot water faucet or disconnecting the hot water line at the top of the heater. Turn off the gas or electricity to the tank before draining off water for emergency use. Melted ice cubs, toilet reservoir tanks (without disinfectants), and juices from canned foods may also be used.

### How To Purify Water

#### ***Boiling:***

Boil vigorously for 3 - 5 minutes. To improve taste, pour from one container to another several times to aerate.

#### ***Purification Tablets:***

Available at most drug stores. Follow directions on the package.

#### ***Bleach Purification:***

Liquid household bleach (sodium hypo chlorite 5.25%) can be used. Add according to the table below. Mix thoroughly; let stand for 30 minutes. If liquid pool chlorine is used, add only half the amounts listed below.

Amount Of Water	Clear Water	Cloudy Water
1 quart	2 drops	4 drops
1 gallon	8 drops	16 drops
5 gallons	1/2 tsp	1 tsp
50 gallons	1 tbls (3 tsp)	2 tbls

## New Horizon School Earthquake Plan

Earthquakes strike without warning. The following actions should be taken if possible.

### *Inside The School Building*

- Students and staff are to get under desks, or heavy furniture, or door frames, and as far from windows as possible. Avoid bookcases or other non-structural hazards.
- When the quake is over:
  - leave* the building as in a fire drill
  - assemble* at open parking lot to the east of school on Third Street

### Staff

- take roll*  
*check* for injuries; render first aid, as needed
- *Do not* re-enter or allow students to re-enter the building until the structure is declared safe by a competent authority, usually a government building inspector.
- *If you smell gas*, turn off the gas with your prepositioned wrench, which is stored next to the main gas shut off valve. Notify the gas company immediately.
- *Stay alert, brief students* on the possibility of aftershocks
- *Listen* to your battery powered radio for instructions and shelter locations

### **If school building is damaged:**

#### **1) open field east of school**

#### **2) meet at Memorial Hospital** near emergency door entrance (Montgomery Drive)

#### **3) or Police Station** on Sonoma Avenue

#### **4) or to Alternate facility** as given on **Emergency Broadcasting System** on the radio

### *Outside the School Building*

- The safest place is in the open, away from building, trees and utility poles and wires. Drop to the ground and stay there until the quake subsides.
- Assemble at parking lot east of school
- Follow above directions

### *If Off Campus*

- Return to school ASAP
- Or try to phone / walky-talky
- Follow above procedures

# New Horizon School

## Disaster Preparedness

### Emergency Supplies

Director assumes responsibility for updating / replenishing emergency supplies on an ongoing basis.  
NHS maintains supplies as listed in the *General Information Guide*.

#### *Location of Disaster Supplies / First Aid Kits*

827 Third Street  
Outside: Shed, both vans  
Inside: both bathrooms

#### *Location of Emergency Ladders*

Two ladders located upstairs at 827 Third Street  
- Room 6 (Big's Room) Bottom Bookcase below east window  
- In plastic bin in shower stall

#### *Location of Fire Extinguishers*

827 Third Street  
1<sup>st</sup> Floor: 1) Kitchen wall at entry 2) Small classroom (Room 1) by back door  
3) landing of stairs by front door 4) library  
2<sup>nd</sup> Floor: Outside men's room on wall, top of stairs

#### *Location of Fire Alarms*

827 Third Street  
1<sup>st</sup> Floor: Foyer wall opposite front door  
2<sup>nd</sup> Floor: Hallway near stairs

*Communication / Phone Tree*: Parent Phone Tree list is updated each semester and disseminated to parents by phone tree coordinator.

### NHS Fire & Earthquake Drills

Fire / Earthquake drills are held throughout the school year to insure a *calm*, well-rehearsed response to a need for evacuation.

#### **When fire drill is called:**

*teacher and students* will follow evacuation plan posted in classroom  
*exit building*, gather at adjacent parking lots nearest the buildings  
*teacher* takes roll, returns with class to school when the "*all clear signal*" is given

#### **For earthquakes:**

*drill coordinator* / classroom teachers will give the "*drop & cover*" command  
*students & staff* will seek cover under desk, table or door frame  
when "*all clear*" is given, return to seats *or* exit building as instructed



## **New Horizon School Disaster Plan & Information Guide**

### **Introduction**

This disaster plan is developed to:

- *provide* instructions for staff, students and families to prepare them for a disaster
- *design* a reunification plan for students, staff and their families
- *provide* safety for students and staff while in NHS care following a disaster

This plan provides a general framework in the event of a disaster. The procedures in this plan will be followed to the extent they seem reasonable.

Primary responsibility for the execution of this plan rests with the school's director. Director and staff assume responsibility for all students until they are reunited with parents / legal guardians.

It is suggested that parents, with their children, create a family disaster preparedness plan, which coordinates with the New Horizon School plan. Important elements would include a post-disaster communication and reunification plan.

### **Emergency Coordinators**

*\*Disaster Coordinator:* Marianne Campbell

*\*Also responsible for updating emergency supplies and plan annually*

*Building Damage Coordinator:* Deborah Greene-Jacobi

*Fire / Earthquake Drill Coordinator:* Deborah Greene-Jacobi

*First Aid Coordinator:* Molly Taylor

*CPR Trained Staff:* Molly Taylor & Kathy Bremner, Deborah Greene, Jeff Fremo, Diane Kane

*Communication Coordinator:* Karen Schoeman

*Phone Tree Coordinator:* Carolyn Richards, Meredith Cahn

# **New Horizon School Disaster Plan & Information Guide**

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