

Rambam Day School Safe School Emergency Plans

111 Atlas Street, Savannah, GA 31405

912-352-7994

Section One

Response Codes

Section Two-Emergency Responses

- **In all cases of evacuation class roster should be in teacher's possession.**
- **In case of evacuation all staff should have cell phones with them set on vibrate.**
- **Never re-enter building until given an ALL CLEAR.**

Response Codes:

E32 Bomb Threat

55 Earthquake

E11 Fire/Explosion

L66 Intruder

22 Hazardous Material

L77 Hostage

L78 Student Abduction

L79 Student Runaway

L88 Student Disturbance

L99 Death of a Child

L100 Drug Search

L110 Student Possession of Weapon on Campus

44 Tornado, Sever Weather/Hurricane

45 Utility Failure

T45 Tornado **WATCH**

T46 Tornado *Warning*

T47 Tornado in **vicinity** – **TAKE ACTION**

H45 Hurricane **WATCH**

H46 Hurricane warning

H47 Hurricane in **vicinity** – **TAKE ACTION**

L: **Lockdown:** All students, including those in the halls, are confined to a classroom and the door is locked.

E: Evacuation: students are moved from the school to an area outside of the building.

- E11 Fire/Explosions:** Smell of smoke, visible smoke, flames or a loud, sharp sound indicating that a fire is about to occur or has occurred.
- 22 Hazardous Materials:** Hazardous material spill or release from transportation route or facility endangering the safety of staff and students. Staff must await lockdown or evacuation instructions.
- E33 Bomb Threat:** Telephone call or other communication of imminent danger from an explosive or similar device located on the premises.
- 55 Earthquake:** A sudden movement of the earth's crust causing the earth to shake endangering structures and occupants.
- L66 Intruder:** An intruder is located in the building or on school grounds.
- L77 Hostage:** A situation where one or more persons hold students or staff captive on the campus or in the school.
- L110 Weapon:** Lock down is called for anyone observed with a weapon or reported to be in possession of a weapon. A weapon is any firearm, knife or other object capable of inflicting serious injury or death when used against another person. This definition may include objects not normally considered a weapon (small knife or steak knife) unless threats of use against another person are stated by the students possessing the object.
- L88 Student Disturbance:** Any disruption of the normal routine of the staff and students particularly involving three or more students.
- L99 Death or Serious Injury on Campus:** Student, staff members, or visitor is seriously injured, or a death occurs on campus.
- L100 Drug Search:** Students remain in classrooms with doors locked.
- Code Blue:** First Aid and/or CPR is required: "Code Blue Team" will respond to the scene with first aid supplies/ equipment and take appropriate action.
- 00** Release Code

**Emergency Response Team:
Ester Rabhan, Loring Wright, Ruchoma Nitekman**

Emergency Telephone Numbers

Emergency	911
Georgia Poison Control Center	1-800-282-5846
Georgia Power	1-888-660-5898
Georgia Natural Gas	1-800-352-5898
City of Savannah Water	912-964-0698

EMERGENCY EVACUATION PLAN MAIN CAMPUS

Should the children need to evacuate from the doors closest to Publix, K through 3rd grade should take the route that goes behind the shed and go to Buckingham South's parking lot (that is closest to Publix). If further distance is needed go to Publix parking area by wall and move as close to Abercorn as is safe.

Should Baby Care and Pre- School need to use doors closest to Publix, take the route that goes behind the shed and go to Buckingham South's parking lot (that is closest to Publix). If further distance is needed go to Publix parking area by wall and move as close to Abercorn as is safe.

Should Baby Care – Pre-K classes need to use the front doors of their building, they should go out those doors, through either the gates of the playgrounds or the main gate and head towards Buckingham South area closest to BBJ Synagogue. If Elementary building needs to use front door of their building they should use main gate and go towards Buckingham South area closest to the BBJ synagogue.

EMERGENCY EVACUATION PLAN FOR MIDDLE SCHOOL

When upstairs and closest to back door of library, use that fire escape and go to BBJ parking lot. If downstairs and closest to back door in lunchroom, use that exit and go to shul parking lot.

If upstairs and closest to staircase, go to front doors and go to corner of Atlas St. and Varn Drive. If downstairs and closest to front door, use front door and go to corner of Atlas Street and Varn Drive.

Buckingham South is our evacuation destination in the event we must evacuate due to inclement weather.

Emergency Procedures/SOME CODES

Loss of Electrical Power:

- Remain calm.
- Administrator will check breaker switch in the electrical room to determine loss of service.
- If power loss can still not be determined, administrator will call the power company to report loss.
- If in hot weather, open the windows, if possible, In cooler weather, put on warmer clothing or get blankets out for the children.
- Administrator will call parents if power will be out for more than an hour.
- In event of emergency lighting equipment, evacuate the building.

Loss of Water:

- Have boiled water available for drinking purpose.
- Administrator will call the water department.
- If water will be unavailable for an extended amount of time, have water available for hand washing and toileting purpose.
- Administrator will call parents if the water will remain out of service for an extended amount of time.

Child becomes ill:

- Sick child should be brought to the office.
- Administrative staff will call parents to pick up the child.
- After child has been removed to separate area, the child must be supervised until his/her parents arrive. (*This includes temperature of 100)

Minor injury to a Child: (Minor injuries include but are not limited to minor cuts, burns, scrapes, and bruises.)

- Remove the child to a separate area and alert the office.
- Treat the wound by washing with clear water as needed. Follow basic first aid instructions.
- Complete an accident report and submit to the Director within 2 hours.
- Do not allow children to administer first aid.
- Staff members should wear gloves.

Serious Injury to a Child: (This includes but is not limited to: bleeding, broken bones, fractures, head injuries, bites. And objects in the ear, eye, nose or absence of breathing.)

- Call 911. Teacher will administer first aid.
- Determine seriousness of injury.
- Remove other children's and adults with the exception of two persons certified to perform CPR and First Aid.
- Keep child calm and comfortable until medical assistance arrives.
- Call the child's parents to report injury.
- Accident report will be submitted to the Director and parents within 2 hours of the incident.
- Report the injury to Bright from the Start within 24 hours.
- If child needs medical attention immediately, **WE WILL TEND TO THE CHILD, AMBULANCE/HOSPITAL AND THEN CALL PARENTS AS SOON AS POSSIBLE.**

Death of a Child: L99

- Make every attempt to remove other children from area
- Do not move child
- Call 911.
- Call the child's parents.
- Keep the other children calm.
- Report death to Bright from the Start within 24 hours.

Bomb Threat: E32

- Make a note of the caller's comments, recording the conversation if possible. Administrator should dial *69 to obtain caller's number, then dial 911 and report the call.
 - One who receives call – ask:
 - Where is the bomb?
 - When is it going to go off?
 - What will cause the bomb to explode?
 - What does the bomb look like?
 - What kind of bomb is it?
 - Why did you put a bomb in our facility?
- NOTE: time of call, exact words of caller, any accents, male/female, background noises
- DO NOT USE CELL PHONES OR TWO WAY RADIOS
- DO NOT RUN AND CAUSE VIBRATIONS

Fire: Staff members should make sure they have all their students: close doors and windows; upon arrival of fire department, notify them of attendance and/or unaccounted staff or students.

- Line children up and follow practiced exit route if possible- take alternate route if necessary.
- Take attendance records and any important medical information. Teacher's should test doors for danger before opening to exit, With the back of your hand, feel the door and the knob for heat. If the door or doorknob is hot, look for an alternate exit.
- Leave windows open if needed for exit and close doors, close doors upon evacuating the room when taking the route of going through the door.
- Exit the building and go to Buckingham South's front parking lot. (Lot between Buckingham and the synagogue).
- Once you have reached the designated area for safety, check attendance records again and notify administrator if someone is missing.
- If smoke, drop to knees and crawl to exit, cover face with clothing
- If clothes catch fire – STOP DROP AND ROLL
- Fire department must approve re-entry.
- If unable to re-enter, Administrator will contact parents to pick up children,
- Parents should only be allowed to retrieve children once notified by the designated Lead teacher or administrator.
- Do not leave children unattended for any reason, nor send a child back into the building. If danger is eminent, students may be taken to B'nai Brith Jacob Synagogue until parents arrive. Parents will be notified when appropriate and Bright from the Start within 24 hours.
- Monthly fire drills

Lost Child: Call 911 (more info below)

- Notify administration
- Write down what child was wearing and turn in to administration
- the child's parents will be called to report the loss.
- Keep other children calm.
- Look in the building, playground, and surrounding area.

Severe Weather:

- Seek inside shelter. Remain calm.
- Move the children into the hallway away from the windows.
- In case of a tornado, if you are caught outside, travel at right angles to path of the funnel, or lie flat in a ditch and protect your head. If you are inside the building, have the children move to lowest floor level and place their heads between their knees with their backs to the walls.

- Administrator will turn off electricity and fuel lines. Telephones should only be used in case of emergency. The following basic supplies should be stored:
- water, non-perishable food, first aid kit, battery powered radio, and flashlights.
- **Parents will be notified once it is safe to do so. Parents are NOT to even approach the school until notified to do so.**

Before a Tornado

Buckingham South is where everyone will evacuate if enough warning. Children must move quickly and quietly.

Listen to NOAA Weather Radio or to commercial radio or television newscasts for the latest information. In any emergency, always listen to the instructions given by local emergency management officials.

Look for the following danger signs:

Dark, often greenish sky

Large hail

A large, dark, low-lying cloud (particularly if rotating)

Loud roar, similar to a freight train.

If you see approaching storms or any of the danger signs, be prepared to take shelter immediately.

Tornado Facts

The extent of destruction caused by tornadoes depends on the tornado's intensity, size, path, time of day, and amount of time it is on the ground. Wind from tornadoes can reach more than 300 miles per hour, and damage paths can be more than 1 mile wide and 50 miles long. Wind from tornadoes can destroy buildings and trees, transform debris into deadly projectiles, and roll vehicles.

They may strike quickly, with little or no warning.

They may appear nearly transparent until dust and debris are picked up or a cloud forms in the funnel.

The average tornado moves Southwest to Northeast, but tornadoes have been known to move in any direction.

Tornadoes can accompany tropical storms and hurricanes as they move onto land.

Waterspouts are tornadoes that form over water.

During a Tornado

If you are under a tornado warning, seek shelter immediately! Most injuries associated with high winds are from flying debris, so remember to protect your head.

Go to a pre-designated area Buckingham South is built to FEMA criteria, (closet, interior hallway without windows) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and cover your head and neck with your arms and cover your body as best you can e.g., with a heavy coat or blankets, pillows.

In a high-rise building, go to a small interior room or hallway on the lowest floor possible.

Do not open windows.

TURN OFF LIGHTS DURING A TORNADO OR ANY STORM

HAVE FLASH LIGHTS IN ROOMS

A manufactured building (modular) then: Get out immediately and go to a pre-identified location –Buckingham South.

Outside with no shelter: Possible actions include:

Go to the closest sturdy shelter, Buckingham South

After a Tornado:

If you are trapped, do not move about or kick up dust. Tap on a pipe or wall or use a whistle, if you have one, so that rescuers can locate you.

Listen to local officials for updates and instructions.

Check-in with family and friends by texting or using social media.

Watch out for debris and downed power lines.

Stay out of damaged buildings and homes until local authorities indicate it is safe.

Use extreme caution during post-disaster clean-up of buildings and around debris.

Do not attempt to remove heavy debris by yourself. Wear protective clothing, including a long-sleeved shirt, long pants, work gloves, and sturdy, thick-soled shoes during clean-up.

Utility Failure

Definition: Any gas leak, electrical power failure, telephone service interruption or broken water or sewer pipe that may present a hazard to the occupants and facility.

Steps of Action:

1) Site Administrator or designee:

- Advise staff of utility failure.
- Call 911

- Initiate evacuation of building if needed and use the fire drill procedures for a gas leak or utility failure that could result in a fire or otherwise threatens the school and occupants.

Teachers:

- Line children up, check all children are present and follow practiced exit route if possible.
- Begin evacuation of the building or area (if needed).
- Open windows for a gas leak.
- Relocate articles that may be damaged by water.

CHEMICAL OR RADIATION EXPOSURE

- If emergency is widespread, monitor local radio for information and emergency instructions.
- Prepare to SHELTER-IN-PLACE or EVACUATE, as per instructions.
- If inside, stay inside (unless directed otherwise.)
- If exposed to chemical or radiation outside:
- Remove outer clothing, place in a plastic bag, and seal. (Be sure to tell emergency responders about bag so it can be removed.)
- Take shelter indoors.
- If running water/shower is available, wash in cool to warm water with plenty of soap and water. Flush eyes with plenty of wat

DANGEROUS INTRUDER

If a person at or near our program site is making children or staff uncomfortable, monitor the situation carefully, communicate with other staff, and be ready to put your plan into action.

Immediately let staff know of dangerous or potentially dangerous person.

Initiate LOCKDOWN.

Call 911 from a safe place.

If The Person is in Building:

Try to isolate the person from children and staff.

Do not try to physically restrain or block the person.

Remain calm avoid direct confrontation.

LOCKDOWN

- Have phone ON VIBRATE
- Lock outside doors and windows.
- Close and secure interior doors.
- Close any curtains or blinds.

- Turn off lights.
- Keep everyone away from doors and windows. Stay out of sight, preferably sitting on floor.
- Bring attendance sheets, first aid kits, pacifiers and other comforting items, and books to lockdown area, if possible.
- Maintain calm atmosphere in room by reading or talking quietly to children. If phone is available in classroom, call 911 to ensure emergency personnel have been notified.
- Remain in lockdown until situation resolved.
- Notify parents/guardians about any lockdown, office /administration.
- Parents may NOT approach the school **until notified safe to do so**. DO NOT CALL ANYONE'S CELL PHONE WHO IS IN THE BUILDING. **Your call could alert the intruder as to the location of those hiding.**

If Children are Outside:

If a dangerous person is outside quickly gather children and return to classrooms and initiate lockdown procedures. If this is not possible, evacuate to designated evacuation site or a place that appears to be a good solution for hiding the children.

If children are Inside:

Keep children in classrooms and initiate LOCKDOWN

EVACUATION

On site:

- Escort children to designated meeting spot, taking:
- Attendance sheets
- Emergency contact information*
- First aid kit*
- Critical and rescue medications (including EpiPens and asthma inhalers) and necessary paperwork*
- Cell phone
- Food, water, and diapers.
- If safe to do so, search all areas, (bathrooms, closets, play structures, etc.), to ensure that all have left the building.
- Account for all children, staff, and visitors.

Our pre-planned, on-site evacuation places are:

- 1. classroom.**
- 2. closet located in elem. Building's bathrooms.**
- 3. bathrooms that lock**

Off site:

- **Escort children to designated meeting spot.**
- **Search all areas, including bathrooms, closets, playground structures, etc., to ensure that all have left the building.**
- **Account for all children, staff, and visitors.**
- **Leave note at program site indicating where you are going.**
- **Evacuate to safe location, taking:**
- **Attendance sheets**
- **Emergency contact information***
- **First aid kit***
- **Critical and rescue medications (including EpiPens and asthma inhalers) and necessary paperwork**
- **Cell phone**
- **Food, water, and diapers**
- **Battery-operated radio**
- **Once out of danger, administration will contact parents/guardians or emergency contacts. Contact 911 to let them know of your location.**

OUR PRE-PLANNED OFF-SITE EVACUATION PLACES:

- 1. Buckingham South**
- 2. BBJ Synagogue**

***Include a "grab and go" backpack next to exit door for quick and easy access.**

****Circumstances of any given disaster may necessitate changing evacuation site. The administration is responsible for identifying an alternate location, if needed. Post evacuation location on main door to program or a designated place.**

MISSING OR KIDNAPPED CHILD

- **MISSING CHILD**
- **Search program site, including all places a child may hide and nearby bodies of water.**
- **Contact parent(s)/guardian(s) to determine if child is with family.**
- **Call 911 with:**
- **Child's name and age**
- **Address of program**
- **Physical description of child**

- Description of child's clothing
- Medical condition of child, if appropriate
- Time and location child was last seen
- Person with whom child was last seen.
- Have child's information, including photo, available for police when they arrive.
- Continue to search in and around site for child.

Help to prevent kidnapping:

- Do not release child to anyone other than parent, guardian, or designated emergency contact.
- Call 911 if adults or children express concern about a person at or near program site.
- Encourage parents and guardians to make you aware of any custody disputes, which may put child at risk for kidnapping.

HEAT WAVE

- Limit outdoor play when heat index is at or above 90°F.
- Ensure everyone drinks plenty of water.
- Remove excess layers of clothing. (Encourage parents/guardians to dress children in lightweight, light-colored clothing.)
- Keep movement to a minimum.

Be alert for signs of Heat Exhaustion:

cool, moist, pale, or flushed skin

heavy sweating

headache

nausea

dizziness

exhaustion

normal or below normal body temperature

Administer first aid - take steps to cool person down - and call for help, if necessary.

Heat Stroke:

very high body temperature (>102°F axillary)

hot, red skin either dry or moist from exercise

changes in consciousness

weak, rapid pulse

rapid, shallow breathing

vomiting

Call 911 immediately and cool person down with tepid water

Please note:

Children may not adapt to extremes of temperature as effectively as adults because they produce more heat (relatively) than adults when exercising and have a lower sweating capacity.

PANDEMIC FLU/CONTAGIOUS DISEASE

- **Wash hands well and often.**
- **Remind parents and guardians that emergency contact information must be current and complete.**
- **Enforce illness exclusion policies for children and staff - insist that sick children and staff stay home or go home.**
- **Have and follow a plan to keep ill children away from well children while they are waiting to go home.**
- **Keep an illness log of sick children and staff - those sent home and those kept at home.**
- **Close rooms as necessary due to staff illness (to maintain safe ratios).**
- **Reinforce teaching about good respiratory etiquette:**
- **Use a tissue (or a sleeve, in a pinch) to catch a sneeze or cough.**
- **Throw used tissues in a hands-free trash can.**
- **Wash your hands after using a tissue or helping a sick child.**
- **Monitor local and state Public Health websites and other news media for current pandemic flu status information, recommendations, and instructions.**
- **Wash hands well and often**

CARBON MONOXIDE POISONING:

SYMPTOMS:

- **Sudden flu-like illness**
- **Dizziness, headache, sleepiness**
- **Nausea, vomiting**
- **Fluttering heart beat**
- **Cherry red lips, very pale complexion**

WHAT TO DO:

- **Get person outside**
- **Call 911**
- **Get everyone else out of building**

- Open windows

CHEMICAL AND RADIATION EXPOSURE:

- Be able to get news
- Prepare to lock down or evacuate

IF EXPOSED TO CHEMICAL OR RADIATION OUTSIDE:

- Remove outer clothing and put in sealed bag
- Take shelter indoors
- If available shower with warm soapy water
- Flush eyes well

STRUCTURAL DAMAGE: EVACUATE

IN CASE OF EVACUATION WITH NO INTENT TO RETURN:

CLOSE DOORS AND TAKE-

- 1. CHILDREN'S CONTACT NUMBERS**
- 2. SIGN IN/SIGN OUT SHEET**
- 3. ANY MEDICAL EQUIPMENT OR MEDICATIONS NEEDED FOR A CHILD**
- 4. WORKING CELL PHONES**
- 5. ONCE AT LOCATION - IMMEDIATELY TAKE HEAD COUNT**
- 6. REPORT TO DIRECTOR IMMEDIATELY ANY MISSING CHILDREN**
- 7. CANNOT REENTER BUILDING WITHOUT EXCLUSIVE PERMISSION FROM DIRECTOR**
- 8. DECAL MUST BE NOTIFIED WITHIN 24 HOURS THAT AN EVACUATION TOOK PLACE**
- 9. NATIONAL FAMILY REGISTRY/LOCATOR SYSTEM/NATIONAL EMERGENCY CHILD LOCATOR CENTER - TO REUNITE FAMILIES SEPARATED**

(continue to next page)

BOMB THREAT:

How to handle the caller:

- **Check caller ID**
- **Signal to another person to call 911 (write bomb threat on a piece of paper)**

Ask caller:

- **Where is the bomb?**
- **When is it going to go off?**
- **What does the bomb look like?**
- **What kind of bomb is it?**
- **Why did you place the bomb here?**

PAY ATTENTION TO:

- **Time of call**
- **Exact words of caller**
- **Caller's voice - male, female, young, old, accents**
- **Any background noise**
- **Do not touch any suspicious objects or packages**
- **Avoid running or causing vibration in building**
- **Avoid cell phone usage or 2-way radio**
- **Inquire from police if should evacuate**