

*Safety Calendar*

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*EAD-536: Strategic Leadership and Management in the Principalship*

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## **Orinda Intermediate School Safety Calendar to include the following:**

- 1. Monthly fire drills**
- 2. Quarterly lockdown drills**
- 3. One full school evacuation (earthquake related)**

Link: <https://tinyurl.com/4tv2wehh>.

### **Teacher Training:**

Training teachers for emergencies at OIS takes several forms. During PLC days and ahead of specific emergency drills, a slide presentation is prepared to remind teachers of their expectations during a fire, lockdown, severe storm, or other emergency.

Each semester teachers are also trained on how to use EpiPens in cases of students suffering bee stings, asthma attacks, and other acute anaphylactic episodes. Once a year, and sometimes once a semester, the entire campus undergoes a full evacuation drill related to earthquake preparedness. This drill is typically done in conjunction with California's "Great Shake Out."

Teachers are required to review the emergency supplies provided in red backpacks that are passed out to each room at the beginning of the year during a special professional development session. During this two-hour meeting, teachers who might be assigned special roles (emergency response team, search & rescue, first aid, security, student release, student supervision teams, and assessment teams) in the earthquake emergency drills review their jobs, two-way radios provided to each teacher are tested and the evacuation routes are reviewed for the entire staff.

In addition, teachers are provided with the following information:

1. Prepare your own family and home for a disaster in the event that you may be required to be away for a few days.
2. Review the school emergency plans with the principal.
3. Teachers should check the emergency backpacks and duffels for their classroom and collect individual student family photos.
4. Correct or remove hazards identified in your area by the hazard assessment of the school site.
5. Instruct students in emergency preparedness: fire prevention, clothing on fire with STOP-DROP-ROLL, earthquake readiness and DUCK-COVER-HOLD, hazardous materials accident with SHELTER-SHUT-LISTEN, and other emergencies.
6. Participate fully in all emergency drills.
7. Become certified in First Aid and CPR through the Red Cross.
8. Become prepared to perform Emergency Team assignments in the event of an earthquake.
9. Take fire extinguisher training (OIS Emergency Response, 2022-23).

### **Revisiting/Debriefing after each drill**

Immediately after each earthquake emergency drill the heads of each emergency response team meet with the principal and administrative staff (both assistant principals, and the counseling team) to review what went right and any problems that may have encountered. Those meeting notes are shared with the union representatives and then the pros and cons are broken down in a brief power point presentation and shared with the entire staff in a professional development that follows the drill.

## **Rationale**

**Our mission at OIS is to “empower students with skills to manage conflict, solve problems, communicate effectively and make sound decisions.” Because of our location near one of the major faults in California, earthquake preparedness is taken incredibly seriously on the OIS campus. Many students have friends, families or other loved ones who have been affected by earthquakes. Part of our job as administrators is to communicate, through word and action, the seriousness that we take these drills. We hope that our example leaves the impression on our students that should an earthquake strike, they don’t need to panic but like our mission suggests that will be able to remain level-headed because they have the experience to know what to do to make sound decisions in that emergency.**

**The Orinda School District has worked collaboratively with the OIS staff, surrounding districts, Contra Costa county, the state of California, FEMA, the city, as well as local police and fire departments to produce an earthquake response plan that is both flexible enough to respond to unforeseen circumstances, yet comprehensive in its scope. The school superintendent, human resources, and principals worked with the district’s safety officer to refine the plan to comply with California law. The earthquake portion of our school’s emergency plan makes up nearly 25 of the 50-page plan. It covers what students, faculty, staff and parents need to know and do prior to, during and after an earthquake strikes. Every emergency teams’ duties are spelled out in explicit detail. Very little is left to chance so that the school complies with Article 1 of the California Constitution 28© which “guarantees all students and staff of primary, elementary, junior high and senior high schools**

the inalienable right to attend campuses which are safe, secure and peaceful” (OIS Emergency Response Plan, 2022-23, pg.56).

California law requires these safety place so that all schools and all workplaces “inaugurate and maintain” a training program on safe work practices, mandates safe and healthy work environments as well as requiring schools be prepared to serve as public shelters during such disasters and emergencies. But beyond the law it is our duty as educators to put student safety first. That is ingrained in our mantra at OIS where our administrators start every professional development session reminding teachers that our obligation always is to do what’s best for our students.

## References

Emergency Response Plan. (2022-2023). Orinda Intermediate School. Retrieved on July 28, 2023 from <https://tinyurl.com/2kk53umd>.