



Emergency Plan 2022-2023

Vegas Valley Adventist Academy

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INTENTION

This action is intended for informational purposes to aid teachers in their decision making process during the event of a disaster. It is not intended to change or create any contractual rights in favor of any employee or the conference. The conference's regulations, policies, procedures, and work site rules are continually evolving due to new and unforeseeable types of natural and man created disasters; therefore, this Emergency Action Plan does not contain all of the information that may be required during the course of an emergency response.

AUTHORITY

The Nevada-Utah Conference of Seventh-day Adventist Emergency Action Plan has been developed in accordance with all or part of the following documents.

1. Homeland Security Act.
2. Nevada State Emergency Operation Plan
3. Clark County Emergency Operation Plan
4. Nevada-Utah Conference of Seventh-day Adventist Emergency Plan Operation

This Emergency Action Plan does not provide for all emergencies that might possibly take place. Teachers must understand that all situations that might arise during a critical incident cannot be predicted; therefore, they should use their best judgement to adequately meet any emergency situation.

OVERVIEW

The purpose of the Emergency Action Plan is to provide detailed procedures for protecting the welfare of students during an emergency event. This Emergency Action Plan includes procedures that have been designed to deal with a number of events and disasters that could occur in the area. These procedures do not cover every condition that might develop and it may not always be possible to follow every procedural step. Often the situation only provides an opportunity for instinctive actions. The study and review of the Emergency Action Plan EAP procedures will prepare staff and students to instinctively take effective action to protect lives and property.

The document provides information about the teacher's responsibilities in aiding Principals and Administrative Designees during the course of an emergency. Teachers must always remember the first priority is the safety and protection of life.

SHELTER-IN-PLACE

After determining the presence of a “Biological, Chemical, or Natural Hazardous Material Threat” outside the facility:
What you should do:

- Contact the Principal or Administration Designee immediately.
- If Principal or Administrative Designee orders “Shelter-In-Place” do the following:
 - Bring Students inside the building and into their classroom
 - If there is a temperature control in the room, turn off the classroom’s air handling unit(s) and any circulating fans.
 - Lock, tape and seal exterior doors and windows in common areas and classrooms using a 2” masking tape and/or plastic sheeting.
- Wait for direction from the Principal or Administrative Designee and/or the appropriate signal or alarm for evacuation.

DUCK AND COVER

In the event of an emergency, during “Duck and Cover” call:
Prepare students to do the following:

- Lay on the floor “belly position”, under desks or tables, away from windows, cabinets, and shelves, and cover head and neck with hands and arms.
- Clasp hands behind the head, covering the neck, bury face in arms protecting the head, and close eyes tightly.

LOCKDOWN

If suspicious person(s), gang activities, crowd disturbance, or a police incident are observed or reported in the vicinity of your school:
What you should do:

- Contact the Principal or Administrative Designee.
- If “Lockdown” procedures are ordered:
 - Move students from schoolyard to classrooms in a quiet and orderly fashion.
 - Lock all outside doors.
 - Lock classroom doors.
 - Instruct students to sit on the classroom floor away from doors and windows, and out of sight.
 - Close classroom blinds and turn off lights.
 - Do not release students or open classroom doors to anyone requesting entry unless authorized by on-site police or school administration.

AIRCRAFT ACCIDENT

If an aircraft crashes on school property grounds and/or facility:
What you should do:

- Maintain control of students.
- Keep students calm.
- Check for injured students and provide first aid, if nurse is not available.
- Stabilize injured students to extent possible.
 - Stop bleeding
 - Check vital signs
 - Prevent shock
- In the event of explosion, instruct students to “Duck and Cover”
- Be aware that additional explosions may occur.
- Treat the crash just as you would a fire/explosion.

- If classroom ceiling and/or walls appear damaged or seem unstable, evacuate students to a safe location away from the hazardous area.
- Wait for directions from the Principal or Administrative Designee and/or the appropriate signal or alarm.
- If required, evacuate students to a safe location up wind and away from the hazardous area.
- During evacuation protect students from exposure to crash site. Do not evacuate towards the direction of smoke as it may be toxic.

FIRE/EXPLOSION

What you should do:

- Maintain control of students.
- In the event of explosion, instruct students to “Duck and Cover”.
- After the explosion, check for injured students and provide first aid, if nurse is not available.
- Stabilize injured students to extent possible.
 - Stop bleeding
 - Check vital signs
 - Prevent shock
- Be aware that additional explosions may occur.
- If there is fire, the immediate danger is from smoke.
- If possible and ONLY if SAFE, close the doors to rooms and hallways to prevent the entry of smoke.
- Use wet towels or clothes to block smoke under doorways.
- Wait for directions from the Principal of Administrative Designee or the appropriate signal or alarm to evacuate.
- Before opening doors to evacuate, feel the doors for any heat. If hot, DO NOT open door.
- Evacuate students with caution to direction away from the fire/explosion away from the building and towards the up wind direction.
- Be aware that the fire may cut off prearranged exit routes.
- If trapped in a room and if SAFE, escape out the windows.
- If evacuating in smoke, stay low or crawl as you move.

POWER OUTAGE/HEAT STRESS

What you should do:

- Ensure window blinds are shut, interior classroom doors are open, and exterior classroom doors are closed.
- Restrict physical education and strenuous activities.
- Ensure adequate water, ice, or drinks are available.
- Wait for directions from the Principal or Administrative Designee.

NOTE: Classrooms should be maintained at a level that is not less than 65 degrees F and not more than 85 degree F.

SEVERE WEATHER

In the event of severe weather:

What you should do:

- If you are in the schoolyard, bring students inside the building(s), and into their classrooms or hallways.
- Stay calm and keep students calm.
- Maintain control of students.
- Have everyone move away from windows.
- Instruct students to “Duck and Cover”
- If necessary, move students in hallways or in classrooms to the center of the building and instruct them to “Duck and Cover”.
- If the building is two stories, move students to the first floor.
- DO NOT seek to shelter in structures with large open roof spans, such as the gym or multi-purpose room.
- Evacuate rooms with a lot of windows that are vulnerable to the severe weather.
- Beware of wet electrical lines, broken gas lines, and contaminated food or water.
- Wait for direction from the Principal or Administrative Designee and/or the appropriate signal or alarm for evacuation.

EARTHQUAKE

What you should do:

- Maintain control of students.
- Instruct students to move away from cabinets, shelves, and large glass windows.
- Instruct students to “Duck and Cover”.
- If there is no cover, stand against the wall or in the room corners away from windows and objects that might fall.
- If evacuating, do not walk under or over damaged structures, open utility lines, or fallen debris.
- Avoid exposed electrical wires and/or wet floors with exposed electrical wires.
- Be aware of panicked crowds that can stampede and cause more injury.

FLOOD

If you observe flooding outside the facility or in your classroom:

What you should do:

- Maintain control of students.
- Contact the Principal or Administrative Designee.
- If necessary, move students from outside to inside the school or away from flooded area(s) to higher grounds.
- If necessary, move students inside the school away from flooded classroom(s) to non-flooded locations in the building or outside to higher ground.
- Beware of wet electrical lines, broken gas lines, and contaminated food or water.
- Wait for direction from the Principal or Administrative Designee and/or the appropriate signal or alarm for evacuation.

BEES ON CAMPUS

If beehive or swarm observed on campus or an actual attack on bees occur:

What you should do:

- Move students from schoolyard into classroom in a quiet and orderly fashion.
- Notify the Principal or Administrative Designee.
- Close all outside doors and windows.
- Do not allow students on playground until authorized by the Principal or Administrative Designee.
- If an actual attack by bees occur:
 - Instruct students on campus grounds to run into the nearest school building covering their head with their shirts, jackets, etc., and do not swat at the bees.
 - Close outside doors and windows.
 - Notify the Principal or Administrative Designee.
- Following attack event:
 - Check students and staff for bee stings.
 - Take injured students and staff to the nurse's office.
 - If nurse is not available, provide first aid, as applicable, including emergency medical treatment for students and staff with allergic reaction to bee stings.
 - Student's health cards should be checked for documentation of bee sting allergy. If allergy exists, check student health plan.
 - Wait for directions from the Principal, Administrative Designee, or the appropriate signal or alarm to evacuate.

FIREARM/SHOOTING ON CAMPUS

If a person with any type of firearm is observed or reported in the vicinity of the school or on school campus.

What you should do:

- Immediately notify the Principal or Administrative Designee.
- Move students from schoolyard to classrooms in a quiet and orderly fashion.
- Lock doors leading outside.
- Lock classroom doors and instruct students to sit on the classroom floor away from doors and windows, and out of sight.
- Do not assemble students in groups.
- Close classroom blinds and turn off the lights.
- Do not release students for any reason unless authorized by on-site police or school administration.

If an actual shooting occurs on campus or inside the school:

What you should do:

- Immediately notify Principal or Administrative Designee.
- Instruct students to “Duck and Cover”.
- Instruct students to take a position away from the shooter’s line of fire.
- Stay close to walls and avoid wide-open areas.
- Instruct students not to assemble in groups.
- Instruct students not to move, get up, and/or run, but wait until police responds.
- If students are in class, lock classroom doors, close blinds, turn off lights, and instruct students to sit on the classroom floor away from doors and windows, and out of sight.
- Do not release students for any reason unless authorized by the police, Principal, or Administrative Designee.
- Following a shoot event:
 - Check immediate area for injured students and staff.
 - Provide first aid to injured students/staff, if needed.
 - At police, Principal or Administrative Designee’s instructions, move students to a safe location and perform student/staff head count and identify missing persons as soon as possible.

BOMB THREAT

In the event you receive a “Bomb Threat” via written notice or you find a suspicious package in your classroom:

What you should do:

- Stay calm and DO NOT panic.
- DO NOT touch the “note” with bare hands.
- Wearing gloves, place the “note” in envelope or plastic bag for testing and finger printing.
- DO NOT touch, open, or move suspicious package(s).
- Keep students calm and maintain control of students in class.
- DO NOT attempt to evacuate students outside the building.
- If the classroom door is facing the campus, move students away from the package(s) to the other side of the classroom and instruct students to “Duck and Cover”.
- If the classroom door is facing the building hallway, move your students away from the class through the building’s hallway or interior corridors, into another classroom or hallway away from your classroom.
- Instruct students to “Duck and Cover”.
- Contact the Principal or Administrative Designee for directions.
- Wait for further direction from the police, Principal, or Administrative Designee.

HOSTAGE SITUATION

In the event of a suspected hostage taking or barricaded subject:

What you should do:

- Contact the Principal or Administrative Designee
- Avoid any confrontations with the individual. Don’t be aggressive or use aggressive body language.
- Try to be a good listener until proper authorities arrive.
- Take good mental notes of what the suspect is wearing, if he has any weapons, and the conversation you are having.
- Wait further instructions from the police, Principal, or Administrative Designee.

CHEMICAL SPILLS/TOXIC EMISSIONS

In the event of a chemical spill/toxic emission affecting one, two, or more rooms:

What you should do:

- If there is a temperature control in the room, turn off the affected classroom's air handler unit(s) and any circulating fans.
- Isolate the area, close doors, and prevent entry.
- Move students to a safer location away from the hazardous event.
- Contact the Principal or Administrative Designee.
- Wait for direction from the Principal or Administrative Designee and/or the appropriate signal or alarm for evacuation.

MERCURY SPILL

In the event of Mercury Spill:

What you should do:

- **LEAVE IT ALONE, EXCEPT:**
 - Prevent mercury from entering into waterways, sewers, drains, basements, or confined areas by covering mercury with earth, sand or other noncombustible material, and protect plastic sheeting to minimize spread.
 - If mercury spilled on clothing, slowly remove affected parts of clothing and place them in a plastic container(s) near the affected area and label them "Mercury".
- Evacuate the affected students to a room within the proximity of the affected area, obtain their names, and isolate them from other students and/or staff until checked by HAZMAT personnel.
- Secure contaminated area by closing, locking doors, and posting notices on doors.
- Notify Principal or Administrative Designee.

What you should NOT DO:

- DO NOT attempt to have anyone else clean it up.
- DO NOT walk through spilled area.
- DO NOT touch mercury damaged thermometers and/or containers.
- DO NOT open windows or turn on circulating fans.
- DO NOT use metal tools, brooms, vacuum cleaners, and other equipment to clean it up.
- DO NOT pour mercury down the drain or sewage system.
- DO NOT wash or place contaminated clothes in washing machine.
- DO NOT shake or dust mercury off of your clothes.
- DO NOT dispose in school waste containers.

BIOLOGICAL AND CHEMICAL THREAT

If you receive a suspicious letter or package with one or more of the following characteristic:

- Has no return address or has one that can't be verified as legitimate.
- Unusual weight given the size of the letter/package or oddly shaped.
- Marked with restricted endorsements such as "personal" or "confidential".
- Addressed to position title only or misspelled or incorrect title.
- Excess postage.
- Mailed from a foreign country.
- Has a strange odor, stain, leaks, or had fine powder on the outside of the letter/package.
- Poorly typed or written with misspelled words.
- Postmark that doesn't match the return address.

What you should do:

- Do not open letter/package.
- If letter/package is open or torn, do not touch, smell, or taste the substance.
- Do not shake or bump package or envelope.
- Notify the Principal or Administrative Designee.
- Do not try to rescue anyone. Leave this job for the trained responders.
- Do not let anyone drink or eat anything as it may be contaminated.
- If there is a temperature control in the room, turn off the classroom's air handling unit(s) and any circulating fans.
- Evacuate the room or office.
- Isolate those individuals who have been contaminated.
- Remove affected parts of your clothing, place them in plastic containers, and label them "Hazardous Material".
- Wash your hands, arms, and any exposed parts of your body with soap and warm water if you have handled the suspicious letter/package.
- Stay within the proximity of the affected area until proper HAZMAT, Clark County Health Department, or Fire Department personnel check you out.
- Monitor individuals for any signs of medical symptoms of distress and report immediately to medical or first aid personnel.
- The local police or fire department will determine the "proper authority" who will examine the contents of the suspicious letter/package for biological agents and will provide medical aid and decontamination to students/staff as required.
- Wait for direction from the Principal or Administrative Designee and/or the appropriate signal or alarm for evacuation.
- If evacuation is necessary, maintain control of unaffected students or staff, and move to the nearest safe location away from the hazardous area.
- Evacuate uphill or up wind of the hazardous material.

NOTE: Biological agents that contain Anthrax spores infect only if inhaled, ingested, or introduced into an open wound, or the eyes. Even if exposure does occur, the victim is not contagious and the condition is treatable with antibiotics if identified early.

ILLNESSES OR INJURIES

For an illness or injury requiring urgent medical attention:

WHAT YOU SHOULD DO:

- HAVE THE OFFICE CALL THE SCHOOL NURSE AND/OR DIAL 911.
- HAVE THE OFFICE NOTIFY PARENT/GUARDIAN.
- GIVE APPROPRIATE FIRST AID UNTIL THE NURSE OR EMERGENCY RESPONDERS ARRIVE.
- ASK OR LOOK FOR EMERGENCY MEDICAL ID.
- DO NOT MOVE THE VICTIM UNLESS ABSOLUTELY NECESSARY.
- AT END OF THE EMERGENCY EVENT, REPORT THE INJURIES ON AN ACCIDENT REPORT.

FIRST AID PROCEDURES:

- Choking (cannot cough or speak)
 - Check victim's mouth and clear visible foreign matter.
 - Give abdominal thrusts (Heimlich maneuver), if properly trained.
 - If efforts are unsuccessful and the person loses consciousness, attempt rescue breathing.
- Fainting, Unconsciousness, and Shock
 - Have victim lie or sit down to rest and elevate feet.
 - Keep victim comfortable (not hot or cold).
 - Place victim on side if conscious.
 - Ask to look for emergency medical ID.
 - Treat other injuries as necessary.
- Severe Bleeding and Wounds
 - Prevent contact with victim's blood wearing gloves and/or protective clothing.
 - Apply direct pressure on wound.
 - Use clean cloth or gloved hand, if gloves are available.

- Apply pressure to blood vessel, if necessary.
 - Elevate body parts.
 - Add more cloth, if blood soaks through.
 - Keep pressure on wound until help arrives.
 - Do not use tourniquet.
- Poisoning Overdose
 - Determine what substance is involved and how taken, if possible.
 - Stay with victim and assist as necessary.
 - If choking, lower head.
 - Do not give counter agents or neutralizers.
 - Do not induce vomiting.
- Fracture and Sprain
 - Keep victim still.
 - Keep injured area immobile.
 - Stop any bleeding.
- Burns: Thermal and Chemical
 - Immerse burned area in cold water.
 - Flood chemical burn with cool water for 15 minutes.
 - Cover burn with clean dry cloth.
 - Keep victim quiet and comfortable.
- Seizures
 - Protect student from injury
 - Position student on floor and remove nearby objects which could injure him/her.
 - Do not attempt to put anything in the mouth.
 - Turn head to the side to prevent inhalation of saliva or vomit.

- Heart Attack
 - Help victim to a comfortable position.
 - Give resuscitation or CPR as necessary.
 - Keep victim comfortable (not hot or cold)
 - Ask to look for emergency medical ID.
 - Obtain Automatic External Defibrillator (AED) unit, if available.
- Mouth-to-Mouth Resuscitation
 - Place unconscious victim on side and remove any foreign matter from mouth with finger.
 - Roll victim onto back.
 - Tilt victim's head back to open airway.
 - Check for breathing. If not detected:
 - Check victim's nostrils with fingers.
 - Inhale and, using a protective barrier, place your mouth lightly over the victim's mouth.
 - Exhale until victim's chest expands.
 - If problem, check victim for airway obstructions. Remove visible foreign objects.
 - After two breaths, check for signs of circulation. If none, begin CPR.
 - Repeat every five seconds.
 - Keep trying until help arrives.
- Bee Sting
 - Remove stinger, if visible, by running fingernail or stiff card across skin.
 - Check for allergic reaction. Refer to student's Special Needs and Medical information and health plan.
 - Apply ice to site.
 - Observe for allergic reaction.
- Eye injuries
 - Refer all significant eye injuries to a licensed health care provider.
 - Bruised eye
 - Apply a cold cloth to the eye. Do not apply ice directly to the eyeball.

- Foreign body in eye.
 - Instruct student not to rub.
 - Flush eye with water or have student gently pull upper lid and lower lid (only if there is no contact lens) to get tears to flush eye.
 - If foreign body can't be seen or is embedded in the eye, call the parent/guardian to take student to licensed health care provider.
 - Eye Trauma
 - Contact school nurse to check for visible laceration, bleeding, double vision, unequal pupils, or limitations in eye movement.
 - Chemicals in eye
 - Flush with water for 15 minutes.
 - Obtain the name of the chemical.
- Heat Emergencies
 - Symptoms:
 - Skin pale, moist, and clammy.
 - Temperature slightly elevated to subnormal.
 - Pulse is weak, thready (shallow) or rapid.
 - Respirations are shallow and quiet.
 - Management:
 - Remove student from heat to a cool location.
 - Loosen tight clothing
 - Sponge body with cool water and offer sips of cool water.
- Heat Stroke
 - Symptoms:
 - Mental status: Change in level of consciousness may occur.
 - Face: Red, hot, dry.
 - Skin: Hot, dry, no sweating.
 - Pulse: Strong
 - Respirations: Long, difficult breathing.
 - Muscles: Possible seizures.

- Management:
 - Remove student from heat.
 - Apply cold compresses to head, arm pits and groin.
 - Loosen tight clothing.
 - Offer sips of cool water, if conscious
 - Behavior Disturbances/Anxiety
- Do not leave student alone; request assistance as needed.
- Do not physically restrain student unless it appears there may be injury to the student or others.
- Treat student with patience, reassurance, and firmness.