

# **EMERGENCY RESPONSE ACTION PLAN**

**QSI International School  
of Chengdu**

**2018-2019**

## INTRODUCTION

- This plan shall be reviewed annually and updated to maintain current procedures.
- Drills will be conducted periodically to test the effectiveness of the plan. A debriefing shall be conducted after each drill to receive feedback from all participants on the effectiveness of the plan. Identified weaknesses will be addressed to strengthen the plan.
- Each classroom will be supplied with a Classroom Emergency Response Guide that provides instructions on how to respond to specific events as determined by site emergency planning committee.
- A copy of this plan will be filed with the US Consulate in Chengdu.

**BASIC PLAN - SITUATION AND ASSUMPTIONS**

<p><b>QSI International School of Chengdu</b> #188 South 3<sup>rd</sup> Ring Road American Garden Chengdu, China 610041 Telephone: 028-62322267</p>	<p>成都科艾赛外籍人员子女学校 中国四川成都 成都市三环路南三段 188 号美洲花园 610041 Telephone: 028-62322267</p>
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- The site consists of two building. There is an Average Daily Membership of 360 students and 112 staff members.
- The School Director will become the **Incident Commander (IC)** and has the primary responsibility for developing and implementing the site Emergency Operations Plan. The director has the responsibility of executing the policies developed by the district.
- Teachers will communicate with parents of the children. Teachers are to remain in contact with the Director at all times.
- Teachers will be responsible for the continuous and uninterrupted supervision of students until responsibility is transferred to parent or guardian.
- Site personnel and/or local fire and law enforcement agencies handle most emergencies on site.

**EMERGENCY PROCEDURES INVOLVING U.S. CONSULATE**

- Contact – See information page for contact number
- Inform US Consulate for all situations described in this manual.

<b>Public Safety Agencies</b>	<b>Number</b>
<b>General Emergency</b>	<b>110</b>
<b>Police</b>	<b>110</b>
<b>Fire</b>	<b>119</b>
<b>Ambulance</b>	<b>120</b>
<b>US CONSULATE</b>	<b>Number</b>
<b>Switchboard</b>	<b>(028) 8558-3992</b>
<b>Management Officer Msin Yu</b>	<b>186-8122-6967</b>
<b>Regional Security Officer (RSO) Nathan Kim</b>	<b>186-8122-6967</b>
<b>Community Liaison Office (CLO): Cannon Smith</b>	<b>186-2822-8750</b>
<b>Assistant RSO: Jin Kim</b>	<b>186-2822-8105</b>
<b>QSI CHINA REGIONAL OFFICE CONTACTS</b>	<b>Number</b>
<b>Regional Supervisor; Eben Please</b>	<b>136-1304-2711</b>
<b>QSI SCHOOL</b>	<b>Number</b>
<b>SCHOOL DIRECTOR (Clare McDermott)</b>	<b>156-8044-8811</b>
<b>American Garden, Mr. Cheng (Management Office)</b>	<b>139-8008-6567</b>
<b>Bus / Transportation Company Vehicle Renting Company (Mr. Jin)</b>	<b>Mr. Jin: 136-8345-6666</b>
<b>Bus#1 180-1056-0081</b>	
<b>Bus #2 180-1056-0055</b>	
<b>Bus #3 180-1056-0067</b>	
<b>Bus #4 180-1056-0073</b>	
<b>Bus #5 180-1056-0037</b>	
<b>Bus #6 180-1056-0052</b>	
<b>Bus #7 180-1056-0061</b>	
<b>Van 180-1056-0072</b>	
<b>Global Doctors</b>	<b>8528-3638</b>

SITE ASSIGNMENTS AND STAGING AREAS		
POSITION	1ST (Primary)	2ND (Alt)
Incident Commander	Clare McDermott / Office Admin. Assistant	Jessica Pine
Medical/First Aid	Emma Tan	Hannah Russell
Student Supervision Requests and Release of Students	Classroom Teachers & Para professionals	
Notes:	Classroom Teachers are assigned one Chinese (English) speaking assistant. Paraprofessionals will stay with classroom teacher. Chineses teachers are assigned to Secondary Homeroom teachers	

DESCRIPTION	Primary	Alternate
On Site Command Post	QSI School	American Garden
Student Care	Classroom teachers	Paraprofessional/Chinese Teacher assigned to class
First Aid	Emma Tan	Hannah Russell
Student Request	Classroom teachers	Paraprofessional/Chinese Teacher assigned to class
Student Release	Classroom teachers	Paraprofessional/Chinese Teacher assigned to class

# EMERGENCY RESPONSES

## EVACUATION OF BUILDING

### DIRECTOR

- Incident Commander (IC) initiates evacuation procedures.
- IC determines if students and staff should be evacuated outside of building or to Sekisui House Fitness Center
- Incident Commander notifies relocation center.
- Direct students and staff to follow evacuation drill procedures and route.
- Follow alternate route if normal route is too dangerous.
- Close all windows.
- Turn off lights, electrical equipment, gas, water faucets, air conditioning and heating system.
- Describe how disabled and non-English speaking students and staff will be provided for.
- Lock doors.

### TEACHERS

- Direct students to follow normal evacuation drill procedures unless IC alters route.
- Take classroom roster and emergency kit.
- Close classroom doors and turn out lights.
- When outside building, account for all students. Inform Incident Commander immediately of missing student(s).
- If students are evacuated, stay with class unless relieved by buddy teacher. Take roll again when you arrive at the relocation center.
- If required and / or possible have students bring essential such as coats hats boots gloves.

### EVACUATION PROCEDURES

- Alarm / Alert sounded.
- Student initiate silent mode. No talking, conversation, yelling or shouting.
- Exit building as directed by teacher.
- Hands at side and out of pockets
- No running, walk quickly
- Students remain with teacher / supervisor at all times.
- Go to designated safe area away from school. IC will determine location or primary or secondary.
- Teacher to take roll call and have attendance list ready to present to IC upon request.

List primary and secondary student relocation centers:	
Primary Relocation Center	Secondary Relocation Center
Soccer Field	American Garden Palm Bay Playground

## LOCKDOWN

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside school building.

- Incident Commander (IC) will issue lock-down order by announcing to each classroom or other alternate method.
- Direct all students, staff and visitors into classrooms or secure rooms.
- Teachers enforce silent operating mode.
- Lock classroom doors.
- Cover windows of classrooms.
- Move all persons away from windows and doors.
- Have all persons get down on the floor.
- Allow no one outside of classrooms until the Incident Commander gives the all-clear signal.
- Allow no one inside the secure area until the Incident Commander gives the all-clear signal.

**\*Duress code to authenticate any all-clear signal: *Attention, Attention, and Attention Please.***

(This is a specific word or phrase that is used prior to giving the all clear signal that indicates to all staff that the person signaling the all clear is not being forced to do so by an intruder)

## SHELTER-IN-PLACE

Reverse Evacuation/Shelter-in-place provides refuge for students, staff and public within school buildings during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency. Be prepared to go into lockdown/shelter-in-place once inside.

Identify safe areas in each school building.

- Incident Commander warns students and staff to assemble in safe areas. Bring all persons inside building(s).
- Teachers take class roster.
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.

- Cover up food not in containers or put it in the refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- Teachers should account for all students after arriving in the safe area.
- Office personnel must contact each teacher/classroom for a headcount.
- All persons must remain in safe areas until notified by Incident Commander or emergency responders.

<b>School Bus Procedures for Shelter-In-Place:</b>
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- Bus monitor to contact Director, Administrative Assistant for alternate means of transportation / emergency vehicle rescue.
- School Director / Admin Assistants notify parents.
- Bus Monitor to remain with students until each student released to care of parents or guardian.
- If shelter is in bus, ensure exhaust is cleared and vented. Open windows for air circulation. Do not operate engine following accident.

Emergency Kit for school bus; Candles / Matches / lighter, Survival blankets, Chemical hand and foot warmers, Siphon Hose, Shovel, Flashlight, highway safety cones, First Aid Kit.

## Sheltering Procedures

AT MINIMUM INCLUDE THE FOLLOWING INFORMATION ON THE MAP:  
(Primary and Alternate evacuation route maps are posted in each room)

- Primary evacuation routes
- Alternate evacuation routes
- Handicap evacuation areas
- Utility access/shut-off for
- Gas
- Water
- Electricity
- HVAC System
- Telephone system
- Heat plants/boilers
- Site assignments and Staging Areas
- Room numbers
- Door/window locations
- Any other information deemed appropriate by your planning committee



# INCIDENTS / THREATS

## BOMB THREAT

Upon receiving a message that a bomb has been planted in school:

- Use bomb threat checklist.
- Incident Commander orders evacuation of all persons inside school building(s).
- Incident Commander notifies police Incident Commander or Superintendent must report incident to police.
- Evacuation procedures:
  - Incident Commander warns students and staff. Do not mention “Bomb Threat”.
  - Use standard fire drill school evacuation procedure
  - Direct students to take their belongings.
  - Students and staff must be evacuated to a safe distance outside of school building(s).
  - If weather is inclement or building is damaged, Incident Commander may move students and staff from Primary relocation to Secondary relocation center (**American Garden Palm Bay Playground**)
  - Teachers take roll call after being evacuated.
  - No one may re-enter the building(s) until fire or police personnel declare them safe.
  - Evacuation to a safe distance away for school. Secondary location (**American Garden Palm Bay Playground**)
  - Incident Commander notifies students and staff of termination of emergency.
  - Resume normal operations when premise is secured.

### Notifications

- Emergency Services as required – Police / Fire / ambulance Department
- School Director / Administrative Assistant
- Parents / Guardians
- US Consulate
- QSI China Regional Office

**BOMB THREAT DETAIL REPORT**

Date:	Time:	Site:	
Phone number at which the call was received?			
Questions	Comments	NOTES	
When is the bomb going to explode?		Sex of caller	
Where is the bomb right now?		Race Language spoken	
What does it look Like?		Length of call	
What kind of bomb is it?		Age of caller	
What will cause it to explode?		<input type="checkbox"/> Calm <input type="checkbox"/> Angry <input type="checkbox"/> Excited <input type="checkbox"/> Slow <input type="checkbox"/> Rapid <input type="checkbox"/> Soft <input type="checkbox"/> Loud <input type="checkbox"/> Laughter <input type="checkbox"/> Crying <input type="checkbox"/> Normal <input type="checkbox"/> Distinct <input type="checkbox"/> Slurred <input type="checkbox"/> Nasal	<input type="checkbox"/> Stutter <input type="checkbox"/> Lisp <input type="checkbox"/> Raspy <input type="checkbox"/> Deep Ragged <input type="checkbox"/> Clearing throat <input type="checkbox"/> Deep breathing <input type="checkbox"/> Disgusted <input type="checkbox"/> Accent <input type="checkbox"/> Familiar <input type="checkbox"/> WHO?
Did you place the bomb?			
Why?			
What is your address?			
What is your name?			
EXACT WORDING OF THE THREAT			
BACKGROUND NOISE		LANGUAGE	
<input type="checkbox"/> Animal Noises <input type="checkbox"/> Clear <input type="checkbox"/> Static <input type="checkbox"/> Music <input type="checkbox"/> House Noise <input type="checkbox"/> Motor	<input type="checkbox"/> Voices <input type="checkbox"/> PA System <input type="checkbox"/> Local Call <input type="checkbox"/> Long Distance <input type="checkbox"/> Phone Booth <input type="checkbox"/> Office Machinery	<input type="checkbox"/> Well Spoken (Educated) <input type="checkbox"/> Incoherent <input type="checkbox"/> Foul <input type="checkbox"/> Irrational by threat maker <input type="checkbox"/> Tape <input type="checkbox"/> Message read	

<input type="checkbox"/> Factory		
NOTES: (USE REVERSE SIDE)		

**BUS INCIDENT**

Bus Driver/Monitor

**Accident**

- Ensure the safety of students and staff first. Do not leave children in the bus. Move children a safe distance from the bus and off the roadway.
- Notify the district transportation office.
- Notify Incident Commander.
- If required, Incident Commander assembles Crisis Team Members.

**Site Personnel:**

- Notify CPR/first aid certified persons in school building of medical emergencies (names of CPR/first aid certified persons are listed in Crisis Team Members section).
- Assess counseling needs of victim(s) or witness(s).
- Incident Commander notifies Director and parents of students involved.
- Identify location(s) where injured are taken.

**Stalled Bus on Shoulder of Road**

- Ensure the safety of students and staff first. Do not leave children in the bus. Move children a safe distance from the bus and off the roadway.

**Notifications**

- Emergency Services as required – Police / Fire / ambulance Department
- School Director / Administrative Assistant
- Parents / Guardians
- US Consulate
- QSI China Regional Office

## FIRE

In the event a fire or smoke from a fire has been detected:

- Activate fire alarm.
- Evacuate students and staff to a safe distance outside of building.
- Students and teachers to use Emergency Evacuation procedures.
- Follow alternate route if normal route is too dangerous.
- Teachers take class head count at assembly site.
- Incident Commander notifies authorities:
- Incident Commander or Superintendent must report incident to Fire Marshal.
- Teachers take roll after being evacuated.
- After consulting with Superintendent, Incident Commander may move students to **American Garden Palm Bay** if weather is inclement or building is damaged

**Primary relocation center: QSI Soccer Field**

No one may re-enter building(s) until entire building(s) is declared safe by fire or police personnel. Incident Commander notifies students and staff of termination of emergency. Resume normal operations

### Notifications

- Emergency Services as required – Police / Fire / Ambulance
- School Director / Administrative Assistant
- Parents / Guardians
- US Consulate
- QSI China Regional Office

## EARTH QUAKE

At the first sign of an earthquake all students, faculty and staff are to:

- Exit the building as quickly as possible.
- If unable to exit safely, take cover under a desk or table.
- Staff and students are to remain outside and go directly to a safe area where nothing will fall on persons / students.

- As soon as the shaking stops everyone is to exit the building and report to the field area.
- Students and teachers to use Emergency Evacuation procedures.
- Please remind students that cell phones are not to be used.
- Teachers take roll call.
- Students, teachers and staff are to remain outside until approval has been given by the administration to return to the buildings.
- Teachers should also take roll when they have re-entered their classrooms.

### **Notifications**

- Emergency Services as required – Police / Fire / Ambulance
- School Director / Administrative Assistant
- Parents / Guardians
- US Consulate
- QSI China Regional Office

<b>GAS LEAK (Gas lines in Kitchen only)</b>
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#### ***If gas odor has been detected in the building:***

- Notify Director and initiate evacuation procedures.
- Evacuate students and staff to a safe distance outside of building.
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- Teachers take class roster.
- Incident Commander notifies police and fire and Superintendent.
- Teachers take roll after being evacuated.
- After consulting with Superintendent, Incident Commander may move students to **American Garden** if weather is inclement or building is damaged.  
Primary relocation center **American Garden Palm Bay Playground**
- No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- Incident Commander notifies students and staff of termination of emergency. Resume normal operations.

#### ***If gas odor has been detected outside the building:***

- Incident Commander notifies police and fire department and Director.
- Incident Commander determines whether to shelter in place or evacuate. Fire personnel will assist with decision.
- After consulting with Superintendent, Incident Commander may move students to **American Garden Palm Bay Playground**, if weather is inclement or building is damaged.  
Primary relocation center: **American Garden Palm Bay Playground**
- No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- Incident Commander notifies students and staff of termination of emergency. Resume normal operations.

**Primary relocation center: American Garden Palm Bay Playground**

### Notifications

- Emergency Services as required – Police / Fire / ambulance Department
- School Director / Administrative Assistant
- Parents / Guardians
- US Consulate
- QSI China Regional Office

### **HAZARDOUS MATERIALS**

Incident occurred in school:

- Notify Incident Commander.
- Incident Commander notifies Superintendent.
- Seal off area of leak/spill.
- Take charge of area until fire personnel contain incident.
- Fire officer in charge will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.
- Notify parents if students are evacuated.
- Resume normal operations after consulting with fire officials.

Incident occurred near school property:

- Fire or police will notify Superintendent.
- Fire officer in charge of scene will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.
- Notify parents if students are evacuated.
- Resume normal operations after consulting with fire officials.

<b>Primary relocation center: American Garden Palm Bay Playground</b>
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**Notifications**

- Emergency Services as required – Police / Fire / ambulance Department
- School Director / Administrative Assistant
- Parents / Guardians
- US Consulate
- QSI China Regional Office

<b>INTRUDER / HOSTAGE</b>
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**Intruder- An unauthorized person who enters school property:**

- Notify Incident Commander.
- Ask another staff person to accompany you before approaching guest/intruder.
- Politely greet guest/intruder and identify yourself.
- Ask guest/intruder the purpose of his/her visit.
- Inform guest/intruder that all visitors must register at the main office.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

***If intruder refuses to leave:***

- Warn intruder of consequences for staying on school property.
- Notify security or police and Incident Commander if intruder still refuses to leave. Give police full description of intruder. (Keep intruder unaware of call for help if possible)
- Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package)
- Maintain visual contact with intruder from a safe distance.
- Incident Commander notifies Superintendent and may issue lock-down procedures (see Lock-Down)

## Hostage

### ***If hostage taker is unaware of your presence, do not intervene.***

- Give dispatcher details of situation; ask for assistance from hostage negotiation team.
- Seal off area near hostage scene.
- Notify Incident Commander.
- Incident Commander notifies Police / Superintendent.
- Give control of scene to police and hostage negotiation team.
- Keep detailed notes of events.

### ***If taken hostage:***

- Follow instructions of hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to hostage taker.
- Ask permission to speak and do not argue or make suggestions.

## Notifications

- Emergency Services as required – Police / Fire / ambulance Department
- School Director / Administrative Assistant
- Parents / Guardians
- US Consulate
- QSI China Regional Office

## **TERRORIST EVENT**

Weapons of mass destruction likely to be employed by terrorists fall into four basic categories: *Nuclear, Biological, Chemical, and Conventional*. The below outlined procedures will protect students and staff should such attacks occur.

### **A. Biological:**

- Defense against biological attacks is difficult. Awareness of an attack is usually not possible for days or weeks. The first signs may emerge as personnel notice a higher than usual incidence of various symptoms. Should an attack be discovered while in progress the school should:
  - Reverse-evacuate all people into school buildings.
  - Shelter in place. (Do not use basements or low lying areas)
  - Close all doors and windows.
  - Shut down the HVAC system. (Limit airflow from outside)
  - Seal doors, windows, and vents with plastic and duct tape.



If the school is the target

- Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities.

**B. Chemical:**

- Reverse-evacuate all people into school buildings.
- Shelter in place. (Do not use basements or low lying areas)
- Close all doors and windows.
- Shut down the HVAC system. (Limit airflow from outside)
- Seal doors, windows, and vents with plastic and duct tape.
- Be prepared to treat students and staff who experience a reaction to the chemical agent.
- The decision to evacuate should be made after consulting with public safety, emergency management, or military authorities.

**C. Conventional:**

- The danger from the blast effect of conventional explosive devices is similar to nuclear devices with a higher rate of survivability. If responding to the threat of a imminent blast nearby:
- Move students and staff to specifically identified basement or lower level rooms. Interior hallways may be used as an alternate.
- Close all doors leading into hallways to minimize flying glass.
- All people assume the duck, cover, and hold position on the ground.
- Shut down all utility systems to the building. (Gas and electricity are the priorities)
- Shelter in place to protect from fall out if attack is far enough away.
- Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management or military authorities
- If the school is the target: **Evacuate to pre-designated off site location(s)**

<b>WEAPONS</b>
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- Call police if a weapon is suspected to be in school.
- Ask another administrator or SRO to join you in questioning suspected student or staff member.
- Accompany suspect to private office to wait for police.
- Conduct search with police or SRO.
- Inform suspect of his/her rights and why you are conducting search.
- Keep detailed notes of all events and why search was conducted.
- Notify parent(s) or guardian(s) if suspect is a student. Explain why search was conducted and results of the search.

- If suspect threatens you with a weapon, do not try to disarm them. Back away with your arms up. Remain calm.

**Notifications**

- Emergency Services as required – Police / Fire / ambulance Department
- School Director / Administrative Assistant
- Parents / Guardians
- US Consulate
- QSI China Regional Office

<b>Electrical, Water and Heating Outages and Other Emergency Procedures</b>
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QSI International School will follow these guidelines should services to the school be interrupted. Always contact the school if you have any questions.

Utility / Emergency	Outage	School Response	Communications
Electrical	Lights Heating Water Computers Internet Telephones	School will close two hours after the electrical power stops.  Examples: Power off at 8:30 school will close at 10:30 Power off at 10:30 school will close at 12:30  Should the electrical power failure occur at the school after 12:30 the school will remain open until 2:45. All after school activities will be cancelled.	Parents will be called on the telephone. Parents may also be notified by text message or email in the event of closing.  <b>Parents are to arrange pick up at school at closing time.</b>  <b>Bus company notified.</b> <b>Bus routes activated.</b>
Water	Water off at the school only.	School will remain open as usual. Water for flushing, washing etc. will be brought in. Emergency water supply is stored at school	Parents contacted for emergencies only.
	Water for the American Garden community	School will remain open after the water outage. Drinking water available at school.	Parents contacted for emergencies only.

		Emergency water for flushing is stored at school	
	Prolonged Water / power outage	Announcements may be made to parents regarding the closure of the school.	Communication to parents as required.

**Notifications**

- Parents / guardians
- Bus Company
- American Garden/ Landlord
- US Consulate

<b>Inclement Weather</b>			
Inaccessibility to school due to weather.	<b>School closure.</b>	Should there be public announcements prior to 7:00 that the roads are closed or a severe weather warning has been issued. <ul style="list-style-type: none"> <li><input type="checkbox"/> School will be closed if roads are not safe for travel or weather conditions do not permit access to the school.</li> <li><input type="checkbox"/> School bus routes will be cancelled</li> </ul>	Parents will be called or contacted by one of following: phone call, text message.
	<b>Delayed opening</b>	<ol style="list-style-type: none"> <li>1. Teachers will attempt to go to school if roads open before 11:00 am.</li> <li>2. School will remain closed if roads are impassable after 11:00 am</li> </ol>	Parents will be called or contacted by one of the following: text message or email. Teachers will arrive at school before contact is made with parents and classes commence.
Worsening weather / driving conditions After commencement of school day.	<b>Early Dismissal</b>	Students will be sent home before end of normal school day. School buses will be activated. Notification to parents of early school closing.	School will contact parents and ask that their children be picked up.  Parents are requested to have an emergency plan in place should their child arrive home without a parent being able to be there. Parents should rehearse the plan with child to ensure he/she knows what to do. Parents are asked to contact the school to get accurate instructions regarding school closure.

**Notifications**

- Emergency Services as required – Police / Fire / ambulance Department
- School Director / Administrative Assistant
- Parents / Guardians
- US Consulate
- QSI China Regional Office