

*Beverly Hills Unified School District
Disaster Preparedness Plan
Parent Overview
18-19*

We want BHUSD campuses to be as prepared as possible for any disaster. Our disaster plan is part of a comprehensive safety plan that meets all state and local guidelines. Teachers, staff, parents, and students have a vital role in preparing for and responding calmly to disasters. If you have suggestions, please let us know!

This document has been prepared for parents/guardians to familiarize you with our plan. Our district, police, and fire department comply with all laws to make sure that BHUSD campuses are safe. Together we can all work to keep our children and facilities safe. Please continue to read the information we send you.

Thank you for your support,
Christopher Hertz, Director of School Safety

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I. Safety at BHUSD Campuses

Important: At BHUSD we have a plan to keep all students safe in case of all sorts of emergencies and natural disasters. Try not to panic! Don't immediately rush to school – take care of your home first! No child will be sent home in an emergency – children will be kept safe at school until they are signed out to a designated adult.

When you arrive at school, park away from the campus to keep the parking lot clear for emergency vehicles.

To have your child released to your care, go to the school's reunification area and locate your child's teacher. Your child will remain with his or her teacher, or with another staff member until you or a designated representative arrives. After 72 hours other civil authorities will provide addition care for unclaimed children and our schools will likely become a disaster relief centers.

Note: **Children will only be released to a person listed on the Emergency Card.** That person will have to show valid identification to the teacher, and sign a release form which our school will retain for recording purposes.

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II. Preparing For A Disaster

Annually, each school's Site Council, comprised of parent volunteers, staff, and administration, evaluate and update the [school's safety plan](#). In addition, we prepare students and staff for disaster situations by conducting drills, evaluating facilities and classroom falling hazards, and refreshing disaster supplies. Should we need to not open school because of a disaster we will give notice to the families by one of the following two means:

- Aeries Communication Emails and robo calls
- Phone Tree (Admin staff calls each family).

If some wide-spread emergency (i.e. **severe**) has taken place and/or the District receives notification from authorities like the Office of Emergency Services, the following Radio stations should be turned on / tuned in to receive important information:

- **KFWB (AM 980) and KNX (AM-1070)**
- **City Emergency Station: AM 1500**
- **Time-Warner Cable System on Cable Channel 6 (Beverly Hills Education Channel) and on the City of Beverly Hills Cable Channel 10 & 35**

Check your local listings as the actual channel may vary depending upon the cable service provider.

III. Practice Drills

Fire Drills are conducted each month at the K8 schools and twice annually at BHHS/Moreno. Students practice safe and orderly evacuation of the buildings, and assembling with their teacher at assigned locations. Additionally, earthquake drills are practiced at least twice yearly. These drills help students know what is expected of them in an earthquake emergency or other evacuation situation. Minimally three lock down drills are practiced annually.

In the event of an actual disaster, administration and the fire department would evaluate the safety of the buildings prior to allowing children to re-enter their classrooms. All teachers will account for and stay with their students. Once the buildings are checked, an "all clear" signal will be given and school will resume as normal.

IV. Emergency Cards

Every year parents are asked to complete an Emergency Card with up to date information. These forms are kept in the Command Center and in the classroom emergency packs, and will be checked if/when the children need to be released from the teacher's care. Parents must update the Emergency Card immediately in the event of any change. Teachers maintain a current roster and collect an Emergency Card from each new student.

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V. School Safety Check & Disaster Supplies

School administration, fire department, and BHUSD Maintenance staff regularly evaluate school facilities to identify hazards. The School administration at each school maintains the supplies and equipment to use in the event of a disaster. Our goal is to maintain ample freshwater, food, first aid equipment, blankets, sanitary facilities, and search & rescue equipment.

VI. Education Programs

Staff are encouraged annually to study CPR/AED and First Aid skills through Beverly Hills CPR at City Hall. Students are taught to “duck, cover, and hold”, “stop, drop, and roll”, stranger danger routines, crosswalk safety, ECT. Biennially teachers are offered training on how to properly use fire extinguishers, move heavy objects with fulcrums, and lockdown their classrooms.

VII. Safety Coordination

BHUSD’s principals and assistant principals participate in monthly Leadership Meetings to coordinate their safety plans together and collaborate to optimize each school’s plan. The schools’ principals are prepared to support each other in addition to the on-site security officers, armed guards, Police Department, Fire Department, and BHUSD maintenance personnel.

VIII. Evacuation Procedure

If we must evacuate our buildings for an extended period, **we will assemble our students in the open areas of each school.** If we must leave campus, we will do so in a flexible and intelligent manner. Staff, parent volunteers, and administration will accompany students to the evacuation site. Our possible staging areas vary by school but may include golf courses, parks, hotels, residential streets, or religious centers.

IX. Intruder on Campus

Should a person on or around campus appear to be dangerous, the school has a procedure for retaining our children in the classrooms until the potential danger has been removed. Our campuses have direct access via phone, radio, and emergency social media to district security officers. We feel very secure knowing our schools are closed campuses with unarmed and armed security officers on site during school hours and close proximity to the fire substations and police department. BHPD has access to our growing fleet of public safety cameras around and in the schools. Students will not be allowed out of the classrooms until the “all clear” signal is given.

X. Resources for Learning about Safety

- https://www.bhusd.org/apps/pages/index.jsp?uREC_ID=1129413&type=d&pREC_ID=1399942
- https://www.bhusd.org/apps/pages/index.jsp?uREC_ID=203829&type=d&pREC_ID=1007640