



ANTIGUA
INTERNATIONAL
SCHOOL

EMERGENCY MANUAL



New England Association of
Schools and Colleges (NEASC)

PREFACE

Ensuring the safety and security of students, faculty and staff is a top priority for the Antigua International School.

These procedures and documents guide school personnel in planning and reacting to any emergency security situation.

EMERGENCY PLANNING

The email and phone chain are our primary methods of communication. In addition, we have various other possibilities that include:

- Web page: www.antiguais.org
- Facebook page, Instagram,
- Director's phone: 4469-2062 (whatsApp)
- School phones: 7929 9700

If school is closed for any emergency, being informed about the school's plan to resume school is a two-way responsibility.

The school will do its best to contact staff members based on available information. Each teacher also has a responsibility to initiate action to determine the school's status. Checking school email and/or calling the school, an administrator or other responsible school official should allow staff members with necessary information.

SCHOOL EMERGENCY PROCEDURES

I	Bomb Threat
II	Strikes
III	Earthquake
IV	Fire
V	Lock Down
VI	Volcanic Eruption

Appendix

- Levels of Alert
- Criteria for Opening School After an Emergency
- First Aid Kits
- Various Plans for School's Opening & Closing
- Drill Schedule
- Bomb Threat Information Sheet

EMERGENCY TEAM LOCATION AND DUTIES

Director's Office

1. Director
2. Principal
3. Technology Director
4. Athletic Coordinator
5. Administration

- Director or appointee assumes the overall direction during any situation.
- Director will meet in his/her office with the Administrative team.
- Director will establish the chain of command; name backup if a team member is absent and follow all the procedures indicated in the Duties and Responsibilities section.
- Director will compose communications at his/her desk computer to be able to print without dependence on the Internet.
- Director's Secretary and available Administration team will help copy and get messages ready for distribution.
- Principal or appointee translates if needed.

Staff Message (email and print)

- Position regarding situation (evacuation)
- Directions to staff to wait until written notice is given to begin evacuation (This step may not be necessary when the evacuation is immediate)
- Parent message

Parent Message

- Telephone Script (incoming and outgoing calls)
- Web Page Banner & Facebook Page
- E-mail to Parents and Staff

Bus Drivers Message/After-School Staff

- SMS Message
- Phone call with instructions on time to report to school

Emergency phone chain procedures

When an emergency is declared, the emergency chain is used to communicate with parents, teachers and students. This is used when classes are canceled and classes are reinitiated after a close or to give emergency information. It is very important that the members of the chain comply with their responsibility.

If a person does not comply with his responsibility the chain is broken and the information does not reach everyone.

Guidelines for emergency telephone chain process

1. Activation of emergency chain.
2. The Director contacts the Principals of the different levels, administrative staff, teachers and extracurricular activities teachers.
3. Homeroom teachers call the homeroom parents to start the emergency chain.
4. The rest of the parents continue with the emergency chain.

Remember

1. Resend the message, as received, without making any changes.
2. If you can not reach the designated person, keep trying, and use every way to do it.
3. Do not break the chain of information. If you can not reach the designated person, contact the next person on the list.
4. The telephone directory of the school is in Google Docs with the name of "Database". Make sure you have a physical and digital copy.

I. BOMB THREAT PROCEDURES

Responsibilities

1. The person who received the threat informs the Director and/or the Administrative Officer.
2. Each of these individuals informs the Director or his/her appointee.
3. The Emergency Team quickly assembles in the Director's Office. This team consists of:
 - Director
 - Office Manager
 - Principals
 - IT Director
 - Athletic Coordinator
4. Office Manager calls local authorities. Police: 120 / Fire: 122 and 123 / Fire Volunteers Antigua: 7832-0234 / Tourist Police: 7832-4131 / US Embassy 2326-4000
5. Office Manager informs the guards to close all entrance points.
6. Designated checkers (Principal, Counselor and Coordinators) scan the pre-determined evacuation route(s) looking for suspicious items; i.e., boxes, packages, or other containers. Suspicious items should not be touched! They should be reported at once to the Emergency Team.

Search Staff

- Maintenance Crew searches bathrooms, gym, pool, fields, cafeteria, classrooms and parking lots.
- Technology coordinator searches the computer labs and his/her office space.
- Business Office staff searches their space.
- Each Administrator searches office space.
- Guards close the campus down and do not allow anyone on or off the campus until informed to do so.
- Office Manager (backed up by the Director) notifies local officials.

Alert Stage

Designated runners (Counselors, Office Manager, Principal, and Director) inform Faculty of the need to evacuate.

- Teachers conduct a quick sweep of their rooms, looking for any suspicious boxes, packages or items. DO NOT touch suspicious items but report them to the Director/Principal.
- Take personal belongings if they are in the room. Students are not to go to their cubbies.
- DO NOT use any electrical switches since this could possibly detonate a device.
- Leave classroom doors UNLOCKED.
- Take attendance book and lead the students out according to the pre-determined evacuation routes.
- Administrative/Support staff members check their areas of responsibility to make sure all students have moved out of the area (computer room, lab, athletic areas, bathrooms, annex and the like).
- Nurse takes the first aid kit to the field.
- Office Manager takes the extra mobile phones, walkie-talkies and office phones.

Director/Principal or designee is responsible for ensuring that people in the Library, the Art studio and the Music Room are notified of the need to evacuate the building.

Evacuation Stage

Students and teachers follow the predetermined route/s to the evacuation location. This area is the soccer field.

Once at the Evacuation Location:

Students go to the soccer field by classroom.

- Teachers keep their class together and take attendance. Report any missing students to the building Principal/Director immediately.
- Teachers and assigned assistants closely supervise the students.
- Water will be provided and toilet facilities can be used under strict supervision.

Once the bomb squad clears the cafeteria area:

Depending on the weather, the students and teachers may go to the cafeteria.

If students go to the cafeteria:

- The Elementary School students will go first followed by the Middle & High School students.
- **All students** will remain seated organized by grades and teachers

REFERENCE FOR FACULTY-Bomb Threat

**PLEASE READ THIS INFORMATION AND THEN
COMMUNICATE IT TO THE STUDENTS**

First, you, the teacher, should look around the room to see if you notice anything unusual or out of place. This includes looking on the top of cabinets. If you observe something out of place, do not touch the item. Once your class is outside of the classroom, notify a building administrator as soon as possible.

Instructions to Teachers:

- As you exit the classroom, DO NOT turn the light off and DO NOT lock your classroom door.
- Take your class roll and accompany the students to the designated field area.
- At the field area, take attendance and report it to your building administrator.
- Stay with your students at the field area until it is time to return to the building or to move to a different location.

Provide these instructions to the students:

We will now evacuate the building.

- Go immediately to the field and assemble by teacher according to the area designated to your grade level.
- Move quickly and quietly.
- DO NOT stop at your cubbies.

- Stay with your class in the assigned area until it is time to return to the building or to move to a different location.

II. STRIKES

Continuing of School:

When strikes are localized & not near school:

- Check with MINEDUC (Ministry of Education) and local authorities.
- If buses can run & there is no threat to school, keep school open and provide bus transportation.

If some bus routes are not safe or if some buses are not available:

- Hold school and run buses that are safe and available.
- Call parents where buses do NOT run.
- Parents responsible for transportation on routes that are not in operation.
- Parents must be ready to provide transportation home from school

Conditions for postponing school during a strike:

- When roads are blocked and buses/cars cannot safely run.
- Director talks with local authorities for information on what routes are open.

In all cases, parents need to make their own decisions whether they feel that it is safe for their children to attend school. Students who miss school are responsible for making up any lost work.

If there is a change in the normal running of school, parents will be advised via phone, email, website and/or Facebook.

III. EARTHQUAKE PROCEDURES

Procedure for emergency drill announced with a megaphone.

Guatemala and La Antigua region in particular, are located in a zone where earthquakes can occur without warning. These earthquakes may or may not be in conjunction with the eruption of one of the three nearby volcanoes. Even though the buildings at AIS have been especially designed to withstand earth tremors, all teachers, students and staff will follow these procedures should tremors occur:

- If indoors – go to outside area as quickly as possible, through the sliding doors. Take class list and red/green cards.

- If outdoors, stay outside. Get away from buildings, power lines and trees.
Move to the nearest open area. Alternative open areas are designated as your “safety area” in these circumstances. Attendance will be taken. To report any missing student, hold up the red card.
- The administration will check all buildings for structural damage. Any building found to be damaged will be designated off limits.
- Everyone should stay in their safety areas until an announcement signal by megaphone, either “all clear” or “evacuate” is made.
- Once the immediate danger has passed, the Administration will notify students and staff and will begin dismissal back to classrooms.

IV. **FIRE**

- **The signal to begin a fire drill is a long, continuous sound from the megaphone.**
- When it is time to return to classes, we will blow the horn a few short times.
- As part of orienting students to various procedures, please discuss these guidelines with your students.

1. When the horn blows, move quickly and quietly out of the room.
2. Head for the nearest open space, same as for earthquakes.
3. Students are to stay as a class at this site and teachers should control that students are not talking.
4. Students are not to take time to pack up book bags, etc. or stop at cubbies.
5. Walk at a pace that reflects the situation.
6. A first aid kit will be taken by the Nurse or Office Assistant.

During a fire, teachers should:

1. Be the last to exit the classroom and **turn off all lights**.
2. Take the emergency folder to take attendance once you have reached the evacuation site.
3. Close, **but do not lock**, your classroom.
4. Ensure that the students stay as a group to ease the process of attendance taking.
5. Report any missing students using the red card.

Central Office:

1. All visitors are to evacuate to the amphitheater.
2. Main office staff will report to Elementary to help with the students.

To report a fire:

Find or call one of these people: The Office Manager or the Director as the school does not have fire pulls located throughout the building. Use fire extinguishers and call the Fire Department if needed.

Fire Department: 122 and 123 / Fire Volunteers Antigua: 7832-0234

V. LOCK DOWN

In the case where there is an intruder, a threat to the school building, or any other threat to the campus that requires school action, the following lockdown procedures will be used:

- The Director and office staff will blow intermittent sounds on a whistle and immediately will proceed to call the police department.
- Immediately direct all students, staff, and visitors into the nearest classroom or secured space. Teachers should scan outside of their classrooms quickly and bring any students in the area into their classrooms.
- Move people away from windows and doors. Turn off lights. Block door with a chair. Lock the door.
- Do not respond to anyone at the door until “all clear” is announced by the site coordinator.
- People who are outside school premises should not enter the campus.

VI. VOLCANIC ERUPTION

During eruptions there is concern with traffic congestion and panic. The local authorities have asked parents to wait before coming to school. To ensure safety, AIS encourages parents to follow the authorities' advice. Please remember that AIS is in a secure location and that the school has provisions for food and water. AIS encourages parents to use carpools.

Procedures to be followed inside the school, during a volcanic eruption.

1. Teacher must stay inside classrooms with all her/his students.
2. Teacher makes sure to close all doors and windows in his/her classroom.

3. Teacher contacts the other teachers and authorities through the designated text messages
4. Teacher promotes a calm and safe environment within the classroom.
5. Teacher provides students with a piece of wet cloth or mask, so that the students can wear them on their face and breathe through it.
6. Teacher may not send students from the classroom until they are informed that they are out of danger.
7. Teacher must remain with his/her students in the classroom until he/she is informed that the danger has passed.
8. In case of requiring medical assistance, either the teacher or his/her assistant must accompany the child to the nurse station or request the particular medical service.
9. In case parents cannot come to pick up their children, parents must send a letter, by email or print, with the details of the person authorized to pick them up.
10. Students will remain in the classrooms until a parent or guardian picks them up.

ALERT LEVELS

The Director in consultation with the President of the Board of Directors, and based on the recommendation of the local authorities, determine the level of alert.

Yellow Alert	1. Classes are conducted as usual. 2. Extracurricular activities are carried out. 3. Excursions are made. 4. Evacuation drills are held monthly. 5. Emergency plans are reviewed periodically.
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Orange Alert	1. The school is in session. 2. Duration of the school day is determined based on the conditions existing at the time. 3. THERE WILL BE NO BUSES. 4. Parents must provide transportation to the school; Drivers must remain at school for the duration of the shortened day. A place will be provided. 5. It is recommended that families use shared vehicles. 6. Student attendance is voluntary, but students must make up missed work. 7. After school activities are canceled.
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Red Alert	If there are classes: 1. Start the emergency evacuation plan. 2. Keep everyone on campus until it is safe to leave. 3. The school remains closed until the Red Alert is lifted. 4. The School opens the day after the Red Alert is lifted and conditions permit. If the school is not in classes: 1. The school remains closed until the red alert is raised. 2. The school opens the day after the red alert is raised and conditions permit.
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Criteria for opening school after an emergency

- Open as quickly and as safely as possible.
- Assess any damage.
- Determine the length of time needed to clean the public areas of the campus.
- Assess outdoor play areas.
- Ensure water supply.
- Assess levels of communication that are available.
- Determine the physical and mental health of faculty and staff.

First aid boxes with medical supplies

- Clinic
- Main Office
- Guard House
- Kit available in the Main Office for field trips
- Cafeteria/Kitchen
- Athletic Department

OPENING AND CLOSING SCHOOL PLANS

1st Plan	• Classes are held as usual. • Extracurricular activities as planned. • Teachers follow the default class schedule for the day they return.
2nd Plan	• Classes are held as usual. • There will be NO extracurricular classes. • Teachers follow the default class schedule for the day they return.
3rd Plan	• ABBREVIATED Classes ** • There will be NO extracurricular classes. • Teachers follow the default class schedule for a shortened day.
4th Plan	• School will be closed for staff and students. • Phone is used to confirm the status of the school in the next few days.
5th Plan	• The school remains closed for teachers and students until RED ALERT is lifted. • Within a day + 1 AFTER THE RED ALERT is lifted, the decision is made to reopen the pending school conditions. • The emergency chain is used to inform all teachers, staff and parents.

6th Plan	• There are no classes. • Faculty and Staff are informed at 8:00 PM. • Phone chain is used to inform parents when the school opens again.
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BOMB THREAT INFORMATION SHEET

(Please place this under your telephone and/or in a visible/easy to access place)

Please use the following guidelines to assist you or other staff members in your office in recording information obtained from a telephone bomb threat.

Date: _____ Time: _____

<u>QUESTIONS TO ASK:</u>	<u>EXACT WORDING OF THREAT:</u>
1. When is the bomb going to explode? _____	_____ _____ _____
2. Where is it located? _____	_____ _____ _____
3. What does it look like? _____	_____ _____ _____
4. What kind of bomb is it? _____	_____ <i>IF VOICE IS FAMILIAR, WHO DID IT SOUND LIKE:</i> _____
5. What will cause it to explode? _____	
6. Did you place your bomb? _____	
7. Why did you place the bomb? _____	<u>THREAT LANGUAGE:</u> _____ Well spoken (educated) _____ Irrational _____ Incoherent _____ Message Read by Threat maker _____ Foul _____ Taped
8. What is your address? _____	
9. What is your name? _____ _____	

CALLER'S VOICE

☐ Calm
☐ Slow
☐ Loud
☐ Normal
☐ Nasal
☐ Raspy
☐ Clearing Throat
☐ Cracking voice
☐ Accent
☐ Male
☐ Female
☐ Adult
☐ Juvenile
☐ Angry
☐ Rapid
☐ Laughing
☐ Distinct
☐ Stutter
☐ Deep
☐ Excited
☐ Soft
☐ Crying
☐ Slurred

☐ Lisp
☐ Ragged
☐ Deep Breathing
☐ Disguised
☐ Familiar

BACKGROUND SOUNDS

☐ Office Machinery
☐ Factory Machinery
☐ Street Noises
☐ Engine
☐ Animal noises
☐ PA system
☐ Music
☐ House
☐ Long Distance
☐ Airplanes
☐ Party Atmosphere
☐ Clear
☐ Static
☐ Local Voices
☐ Other Impression