

**Queen of Apostles Catholic School**  
**Emergency Preparedness Plan**  
**Shelter in Place**  
**(Overview)**

**Philosophy:** Queen of Apostles Catholic School has sought to develop its Emergency Preparedness Plan to cover the scenarios in which actions taken can ameliorate the situation and provide the greatest protection and comfort to students, faculty and staff.

**Plan**

**Formation:** The Queen of Apostles Catholic School Emergency Preparedness Plan has been formulated after researching published information on types of contaminants, emergency preparedness planning and interventions. This plan represents a consensus by people with expertise and knowledge in crisis management and related fields. Plans of other schools and school districts have also been consulted.

**Contents:** The plan addresses the physical and emotional needs of the students, faculty and staff, and seeks to provide parents with confidence that proper precautions have been taken. The focus of the plan is on a biochemical threat which would mandate a “Shelter in Place” response.

**Indication:** Shelter in Place is indicated if there is a potential exposure from exterior chemical or biological agents released into the community. Notification would be by radio/TV Emergency Alert System, public safety officials, and/or public school officials and Catholic Schools Office.

**Procedure:** All students, faculty and staff would be directed to assemble immediately in a predetermined area (St. Joseph Hall Gym). All heating, ventilation and air conditioning systems would be shut down and doors and windows secured and openings covered. Any students, faculty and staff out of doors would be simultaneously notified and brought inside to assemble with the others or in a separate predetermined area (school lobby) where the same precautions would be in place if contamination had occurred. Basic decontamination of washing would be conducted and alternative clothing provided. Exposed clothing would be stored in securely sealed plastic bags. (This effectively removes in excess of 80% of contaminants from the person, reducing the chance of pain and/or serious injury.) During the time of danger from a hazardous outdoor environment, no people will be allowed in or out of the building until the clear signal is given by public safety officials. Shelter in Place is a short term measure designed to use a facility to temporarily separate people from a hazardous outdoor environment. Water, food and other necessary supplies are stored as well as resources to keep students distracted. Specific procedures are delineated and practice serves to provide a sense of security as with fire and tornado drills. At Queen of Apostles prayer would be an important component of planned activity.