

Assumption-St. Bridget School EMERGENCY RESPONSE PLAN

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PART 1: EMERGENCY CONTACTS AND 911 CALLS

EMERGENCY CONTACTS

Emergency

Emergency: Dial 911

Emergency from classroom: Dial 9 + 911

From ASB classroom to main office: Dial 12

From ASB classroom to outside line: Dial 9 + number

Poison Control

Emergency national toll free (800) 222-1222 or Seattle (206) 526-2121

Non-emergency Seattle: (206) 517-2350

Assumption-St. Bridget School

6220-32ND Avenue NE, Seattle, WA 98115

Telephone: (206) 524-7452

Fax: (206) 524-6757

Website: <http://www.asbschool.org/>

Mary House: (206) 523-3704 or (206) 523-3850, 6221 32nd Ave. NE

Mike Foy, Principal - Cell phone: (206) 999-3410

Parish

Assumption Parish Office: (206) 522-7674

Parish website: <http://www.assumption@aol.com>

St. Bridget Parish Office: (206) 523-8787

Archdiocese of Seattle: (206) 382-4560

Bryant School (Potential evacuation site)

Bryant School: (206) 252-5200, Principal - Linda Robinson

Hospitals

Harborview Medical Center: (206) 731-3000

Northwest Hospital: (206) 364-0500

Children's Hospital: (206) 987-2500

Resource Line: (206) 987-2500

24 hr. Emergency: (206) 987-2222

City of Seattle Public Safety Agencies (Non-Emergency)

- Fire Department (Education): (206) 386-1337
- Police Department: (206) 625-5011
- Emergency Management: (206) 233-5076

Seattle Public Utilities –

- Water, sewer, drainage 24-hour emergency service: (206) 386-1800
- Power outage 24-hour emergency service 625-4448
- Emergency Response/Resource Center: (206) 684-3355
(Activated only during major emergencies)

American Red Cross

Seattle office: (206) 323-2345

Gas

PG&E: (800) 743-5000

News Radio Stations

School Closure, Weather and Travel Advisories:

- KIRO 710 AM (Seattle's emergency alert station)
- KOMO 1000 AM
- KLSY 92.5 FM/1540 AM
- KPLZ 101.5 FM
- KVI 570 AM

PROCEDURE TO CALL 911

- Dial 9 + 911 from any classroom.
- State your emergency.
- Stay calm.
- Give your name and address.
- Listen. Allow 911 employee to direct conversation.
- Be prepared to answer questions in a clear, calm manner.
- Remain on the telephone. **DO NOT** hang up until the dispatcher says to do so.

Additional information available at these website locations:

Hospital Contacts

Northwest

www.nwhospital.org/contact/index.htm

Children's

www.seattlechildrens.org/maps/numbers.asp

Harborview/UW

<http://www.washington.edu/medicine/contacts.html>

American Red Cross

www.redcross.org/where/search.asp

Washington State Poison
Center

www.doh.wa.gov/hsqa/emtp/poison.htm

Archdiocese of Seattle

www.seattlearch.org/contact

PG&E (GasCompany)

www.pge.com/010_contact/index.shtml

PG&E Earthquake Safety

www.pge.com/004_safety/004c3_quake_safety.shtml

Seattle Public Utilities

www.cityofseattle.net/util/ContactUs.htm

Seattle City Light Directory

www.ci.seattle.wa.us/light/aboutus/ab4_drct.htm

Seattle Emergency
Management Center

www.cityofseattle.net/emergency_mgt/whatWeDo/maintainCityCommandCenter.htm

Project Impact

www.ci.seattle.wa.us/projectimpact/pages/businesses/businesses.htm

PART 2: EMERGENCY MANAGEMENT ORGANIZATION

INTRODUCTION

Assumption-St. Bridget School (ASB) has a policy of providing a safe and secure work environment. In such an environment, students, teachers, staff, and volunteer staff can work creatively and productively, while being prepared to act quickly and decisively at the time of an emergency.

This building Emergency Response Plan (ERP) is part of a comprehensive and fully integrated emergency management program designed to provide a safe and secure work environment. The plan is updated and maintained by ASB Emergency Management Committee.

PURPOSE AND SCOPE

The plan provides emergency preparedness and response information and instructions and guidelines to protect the safety and well-being of students, teachers, staff, and volunteer staff, as well as visitors who may be on the school grounds at the time of an emergency. The plan addresses common emergency situations, such as medical emergencies and power outages, as well as potential natural, technological or human-induced disasters that may occur in the Puget Sound region. The Emergency Response Plan applies to the ASB school site and the parish buildings.

FORMAT

Each page of the plan has the most recent revision date in the footer. The complete ERP is divided into major parts, as follows:

Part 1 – Emergency Contacts and 911 calls

Part 2 – Emergency Management Organization

Part 3 – Hazard Assessment of School Site

Part 4 – Preparing the School Site for a Disaster

Part 5– ASB Job Descriptions

Part 6 – ASB Emergency Procedures

Part 7 – School Emergency Supplies

Part 8 – Event-Specific Guidelines

Teachers, staff, and volunteer staff, as well as visitors, are encouraged to review the plan in its entirety before an emergency occurs and to keep the Event-Specific Guidelines section readily available. Copies of this plan are located in the faculty lounge and the main office. Information from the plan is also available at the ASB Website and in the faculty handbook.

EMERGENCY MANAGEMENT ORGANIZATION

The most important part of the school emergency plan is to account for the safety and well-being of all students and to release them as soon as possible to their parents or designated guardians. Documentation is a key element for all team activity. The emergency management teams have been designated to ensure the readiness of the school site to respond to a major emergency. Figure 1 details the ASB Emergency Management Organization. The responsibilities for each major role are provided below:

1. Command Center. The principal heads this team; the designee is the vice-principal. The Command Center leader coordinates the formation and actions of the other teams. The leader communicates directly with emergency response personnel, directs all site activities, and coordinates communication at all levels. All activities from the other teams are reported to and directed by the Command Center.

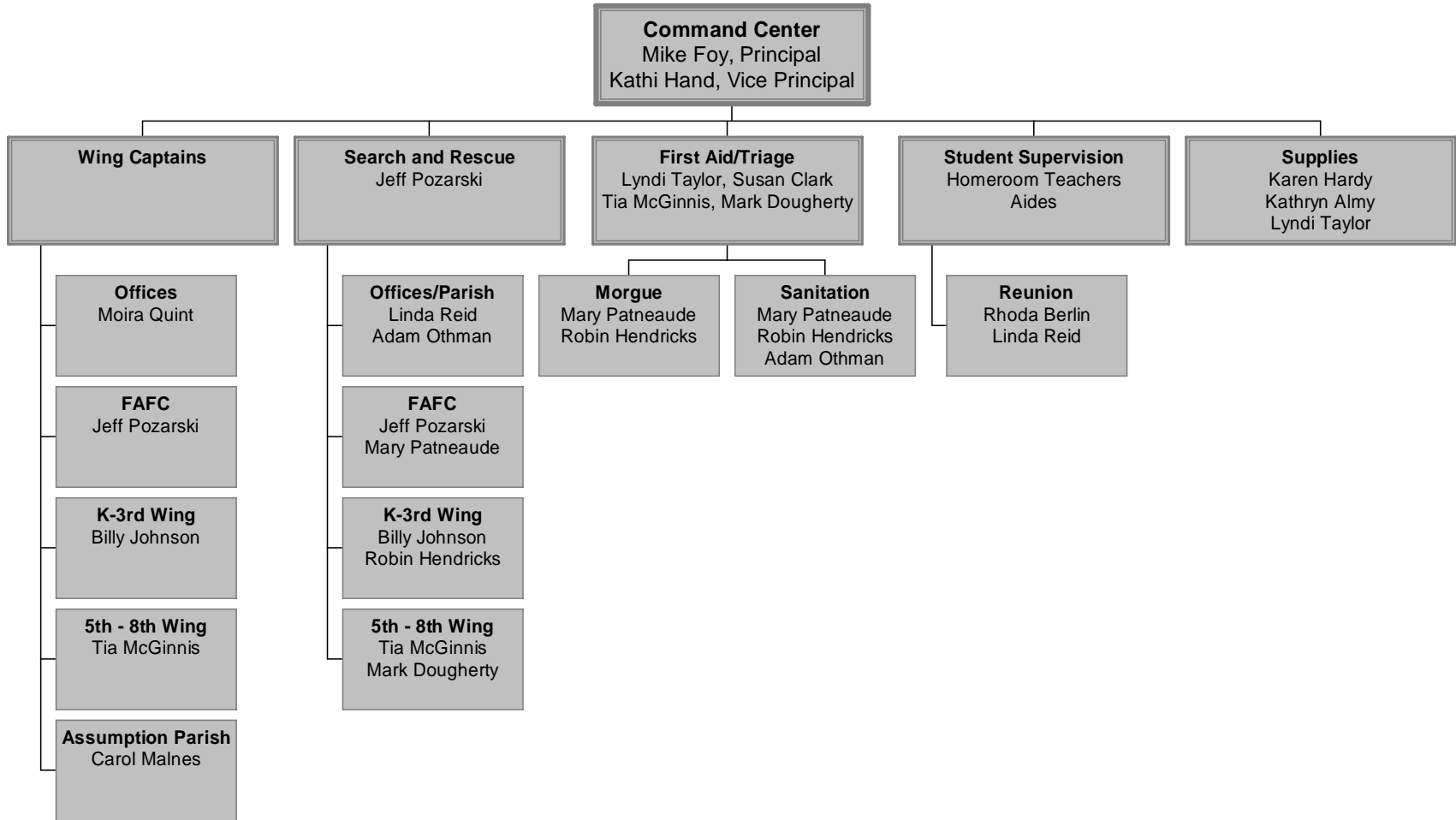
The Command Center directs all activities on the school site. The leader determines the schedule for emergency teams. Avoid overworking personnel; it is generally recommended that people should not be working longer than a 12-hour shift plus shift transition periods.

The leader is responsible for communications among the emergency response teams. He/she is also responsible for communication to the outside world, including the Archdiocesan office, emergency response personnel, the Red Cross, parents, etc. Prioritize communication in the following manner: 1) life-threatening, 2) property-threatening, and 3) non-emergency.

2. Assistant to Team Leader (Shadow.) This person serves as the liaison for the team leader and the other team members. If the team leader is in the field, this person provides communication between the Command Center and the team leader. This person also keeps a written log of all activity.
3. Wing Captains. The Wing Captains direct emergency response in their assigned areas, under the direction of the Command Center. If evacuation is indicated, the Wing Captains check to ensure that all classrooms, restrooms, and other isolated rooms/areas have been vacated; and accounts for all occupants. The Wing Captain is the last person to vacate the area.
4. Search and Rescue Team. The Search and Rescue Team leader directs four groups of staff and/or parent volunteers (a team of adults) designated to "sweep" through four areas of the school building quickly. These teams are to rescue trapped or injured students and staff. One member of each group should have some first aid training. These team members should also be trained in fire suppression. This team's efforts should be coordinated with the First Aid/Triage Team. All activities are reported back to the Command Center.
5. First Aid/Triage Team. This team of staff, students and/or parent volunteers should be trained in first aid and CPR. They are to establish the first aid/triage treatment area. They are responsible for categorizing the casualties and the injured. This team is also to supply care for the injured. This team's efforts should be coordinated with the Search and Rescue Team. All activities are reported back to the Command Center.
6. Student Supervision Team. This team consists of homeroom teachers and aides; it is crucial to the supervision of students and the timely and accurate release of students to their parents. This team coordinates with the Student/Parent Reunion Team to have an orderly release of the students to authorized adults.

7. Student/Parent Reunion Team: This team manages the reunion of students with their parents or other adults authorized by parents. All activities are directed by the Command Center.
8. Supplies Team. This team of staff or parent volunteers is not an immediate response team. They will provide the support essential to the welfare and positive morale of the student population. Their main purpose is to provide food to students and staff. They are also responsible for the maintenance of the food and water supplies, as well as first aid supplies and all other equipment. The sanitation needs of the school population are also their responsibility. All activities provided should be reported back to the Command Center.

Figure 1. ASB Emergency Management Organization



PART 3: HAZARD ASSESSMENT OF SCHOOL SITE

A qualified structural and/or civil engineer has performed a hazard assessment of the school site where appropriate. The interior and exterior portions of the school buildings as well as the school grounds were assessed for potential hazards.

The hazard assessment included evaluation of the following potential hazards and findings to impact the school site, staff or students:

- Proximity of toxic, flammable, corrosive, chemically reactive or radioactive material, including proximity to industry and trucking and railroad routes: MODERATE - 35th and 25th Streets are likely corridors for transport of flammable liquids (e.g. gasoline trucks and home heating fuel). The nearby dry-cleaning business likely stores small quantities of cleaning solutions (i.e., perchloroethylene a chlorinated solvent). Interstate-5 is the nearest route for transport of other toxic, flammable, corrosive, or chemically reactive materials. No radioactive material transport is anticipated in the area. No railroad tracks are in the vicinity.
- Proximity of high voltage power lines: DISTANT
- Proximity to fault lines: NEARBY - Seattle faults and West Coast subduction zone
- Likelihood and possible effects of flooding, including proximity to dams in the event of their failure: LOW – ASB is located on a ridge top.
- Likelihood and possible effects of a wildland fire: LOW – Adjacent area is residential, light commercial.
- Likelihood and possible effects of severe weather: WIND AND SNOW STORMS
- Probable safety areas for evacuation, after earthquake or other disaster: BRYANT SCHOOL / BRYANT PARK
- Locations of interior hanging fixtures on ceilings, etc. such as fluorescent lights: SURVEYED AND KNOWN
- Locations of windows, particularly those near doorways: KNOWN
- Stability of bookcases and shelving in classrooms as well as the objects on the shelves, cabinets and hanging on walls: SECURED
- Stability of water heaters: SECURED
- Prevention of the school piano from rolling during an earthquake: LOCKED
- Security of AV equipment, computers, TV monitors, aquariums, etc. from motion during an earthquake: SECURED

PART 4 PREPARING THE SCHOOL SITE FOR DISASTER

PRINCIPAL'S CHECKLIST

General

1. Determine who will be your designee (when you are absent) in the event of an emergency.
2. Develop a relationship with local police and fire departments. [Note: For large critical incidents, schools are mandated to use SEMS – the Standardized Emergency Management system, which is a nationally recognized emergency operations plan. There is a clear chain of command among law enforcement, emergency personnel of the fire department and paramedics. It is recommended to develop a Memorandum of Understanding (MOU) between the school and these emergency responders.]
3. Review emergency plan annually with local police and fire. Discuss their expectations of actions outlined in emergency plan. Ask for guidance about how to determine when certain emergency actions are required. For example, when should a bomb threat be taken seriously and the school evacuated? What criteria should be used to make this decision?
4. Contact your local city or county Office of Emergency Services. Determine how you will be able to coordinate with them in an emergency. Use this office as a resource.
5. Review emergency plan annually with staff. Ensure that all staff members are aware of their responsibilities and actions in the event of an emergency.
6. Review with staff the procedure for calling 911.
7. Do a hazard assessment of your school site.
8. Remove or correct hazards found in the hazard assessment where possible.
9. Develop and maintain the file of students and staff susceptible to respiratory problems, as mentioned under "Air Pollution Episode" section.
10. Perform and document all emergency preparedness drills.

Communication

1. Develop communication network at your site.
2. Have battery-operated AM radio in office.
3. Build a relationship with RACES (HAM radio).

Staff Instruction

1. Inventory staff for skills such as First Aid and CPR. Encourage staff to become certified in First Aid and CPR and to maintain their certification. Encourage frequent parent volunteers to become certified as well. The Red Cross offers classes in First Aid and CPR.
2. Assign teachers in a "partner system" to assist each other during any disaster.
3. Inform staff of designating all public school employees as Disaster Service Workers. This may require their presence at the school for several days.
4. Instruct staff to prepare emergency kits, including backpacks for classroom and Mary House emergency kits. Each teacher is to prepare their own backpack and make sure the students bring the supplies requested.

Family Information

1. Send an annual letter to families about the school's emergency plans. Include instructions about what each parent should/should not do in the event of an emergency.
2. Ask parent volunteers who are willing to be trained in CPR and First Aid. Ask these volunteers if they would be willing to stay at the school after an emergency and serve on the First Aid team.

Preparing for an Earthquake

Determine who will be assigned to the Emergency Response Teams.

1. Direct each team to complete their team's responsibilities.
2. Prepare and update a utility map of the school.
3. Paint utilities on building the colors depicted on the utility map.
4. Conduct "Duck-Cover-Hold" and the "assemble at meeting place" earthquake drills on a quarterly basis at the elementary school level.
5. Conduct a full-scale earthquake drill (complete with search and rescue) annually.
6. Prepare and inventory earthquake supplies for your school site.
7. Determine who will have access to the emergency supplies.
8. Issue keys to the individuals responsible for the Search and Rescue Teams and your designee in the event of your absence.

Preparing for a Fire

1. Prepare and update fire drill map of school site.
2. Conduct fire drills monthly.
3. Obtain fire extinguisher training for self and staff.
4. Know number and locations of fire extinguishers. Check them monthly/have them serviced annually.

Preparing for Evacuation

1. Prepare evacuation plan of school site. Identify primary and secondary evacuation sites. Become familiar with evacuation routes.
2. Determine how many vehicles would be needed to accommodate the entire student population and staff.
3. Conduct a full-scale evacuation drill annually.

Preparing for a Chemical Accident

1. Prepare and update shelter-in-place map of school site.
2. Conduct shelter-in-place drills quarterly.

Staff Checklist

1. Prepare your own family and home for a disaster in the event that you may be required to be away for a few days.
2. Review the school emergency plans with the principal
3. Teachers should prepare the emergency backpacks for classroom emergency kits.
4. Correct or remove hazards identified in your area by the hazard assessment of the school site.
5. Instruct students in emergency preparedness: fire prevention, clothing on fire with STOP-DROP-ROLL, earthquake readiness and DUCK-COVER-HOLD, hazardous materials accident with SHELTER-SHUT-LISTEN, and other emergencies.
6. Participate fully in all emergency drills.
7. Know your partner-teacher assignment and coordinate with your partner teacher.
8. Become certified in First Aid and CPR through the Red Cross.
9. Become prepared to perform your Emergency Team assignments in the event of an earthquake.
10. Take fire extinguisher training.

PART 5 ASB EMERGENCY PROCEDURES

COMMAND CENTER PROCEDURES

Team Leader: Mike Foy, Principal

Team: Kathi Hand, Laurel Throssell, Moira Quint, Chris Kohl, Lyndi Taylor, Diane Kocer, Marilu Byrne

Special Assignments: Kathy Kane (M-Th) or Rhoda Berlin (F) to 6B; Steve Dougherty to 8B; Jeff Pozarski (FAFC captain); Tia McGinnis (middle school captain); Billy Johnson (primary wing captain); Moira Quint (administrative floor captain).

The Main Functions of the Command Center

1. Collect information including hazard assessment.
2. Make decisions about what needs to be done, including evacuation plan.
3. Assign tasks to staff and volunteers.
4. Manage all internal communications.
5. Manage all external communications.
6. Do crowd control.

Procedures

1. After the event has occurred, all area captains report to the main office.
2. Teacher/aide stands in each classroom door and reports to wing captain their status regarding injuries/damage.
3. Wing captains sweep bathrooms en route to command center.
4. Wing captains bring this information as well as damage assessment to the Command Center.
5. After information is compiled, the decision is made if, when and where to evacuate and how to proceed in attending to injuries and locating missing persons.
6. *All communications are to be directed through the Command Center, i.e. if help is needed in a classroom, the Command Center is contacted directly.*
7. Tasks are assigned to school personnel and potential volunteers who may be in the building.
8. *All assignments are made through the command center and not by individuals for themselves or directing anyone else.*

Equipment

The equipment list for the Command Center is provided on Table 1, Part 7 School Emergency Supplies.

ASB LOCKDOWN PROCEDURES

Alert/Notifications

An announcement will be made over the PA for teachers/staff to check their email. Wing captains let subs know what is going on, either in person or via phone. Detailed in that email will be any known facts about the situation that are relevant to staff. Directives will be given as to how intense the lockdown is (full lock down vs. shelter in place) and any special instructions required.

Teachers/staff should check email regularly during the duration of the lockdown for further details and updates on the situation. An all-clear message will be given either via email or over the PA. In the event that the server is down, notification will be given over the PA using necessary language.

Key Personnel In Charge of Notifications

- | | |
|----------------|----------------|
| - Mike Foy | - Kathi Hand |
| - Marilu Byrne | - Lyndi Taylor |
| - Chris Kohl | - Moira Quint |

Lockdown Procedures

- Teachers will lock and close their doors, close blinds, block door windows with appropriate material (e.g. black trash bags or paper), move students away from windows and below window line, and stay with students.
- Teachers put the signal paper from backpack outside the classroom door, green side to indicate that all is fine in that room, red to indicate that some kind of danger is present in the room or that someone is injured. **No signal also indicates that help is needed.**
- Teachers at rooms at the end of the buildings will double check that doors are locked near them and not propped in any way. Teachers in rooms near fire doors should close those doors.
- Staff should be prepared to do any of the following if students are not currently in classrooms when the emergency situation occurs (i.e. passing periods, lunchtime, moving from an assembly, etc.):
 - Proceed to previous or next class (closest in proximity)
 - Immediately move to any classroom or sheltered areaAny available staff during this time should check bathrooms to be sure all students are accounted for. Staff should use their best judgment in these situations to ensure safety for students and themselves. Guests in building should stay in the classroom or workspace that they are visiting.
- Any staff not involved with the direct supervision of students should find the nearest classroom or report to the office to provide assistance (only if safe to do).
- After locking doors, teachers will take attendance and communicate any missing students over email or via classroom phones. Classrooms that are joined or next door should join up or use the phone system to work together. If students in your room are not from your class, report their names to the office as well so that they can be accounted for.
- Teachers should work with students to remain as calm as possible; as updates are given to you, take time to discuss or clarify with students using your best judgment as some details may only be appropriate for staff to know. Have on hand quiet word games to play, a story to read – things to keep the kids calm and occupied.
- Under no circumstances are any students or staff members to leave classrooms, unless directed to do so by one of the key personnel, even to use the bathroom.

ASB EVACUATION PROCEDURES

Evacuation maps for all areas of the Assumption-St. Bridget School and Assumption Parish are shown in Figures 2-6.

Alert/Notification

1. Announcement made over intercom for teachers to evacuate the building. Announcement will include evacuation site.
2. In event that the intercom is not available, announcement may come via telephone or runner.
3. Command Center orders messages put on phone and website, informing parents of the evacuation, and telling them how to proceed.
4. In the event of a fire or earthquake, evacuate unless directed otherwise by P.A. announcement, telephone, or runner from Command Center.

Evacuation to Playground (same as earthquake procedure)

1. Leave building by nearest door. Come on sidewalks to playground, staying away from buildings.
2. Wing captains sweep designated areas.
3. Command Center established on playground.
4. On the playground, gather in designated areas with buddies.
5. Teachers call roll and send runner to Command Center, reporting all present or reporting missing students.
6. Command Center notifies teachers/staff of end to emergency or further steps appropriate to the emergency.
7. If students are to be sent home, follow procedures listed below for "Dismissing Students to Parents in Emergency."

Evacuation to Gym

1. Leave building by nearest door. Walk directly to gym.
2. Wing captains sweep designated areas.
3. Command Center established in gym, near southwest door. Command Center makes sure that gym doors are opened or unlocked.
4. In the gym, gather in designated areas with buddies. (Designated areas will be same as those on playground.)
5. Teachers call roll and send runner to command center, reporting all present or reporting missing students.
6. Command Center notifies teachers/staff of end to emergency or further steps appropriate to the emergency.
7. If students are to be sent home, follow procedures listed below for "Dismissing Students to Parents in Emergency."

Evacuation to Off-Campus Site

1. Leave building by nearest door, as in fire evacuation.
2. Wing captains sweep designated areas.
3. Command Center notifies site that we are coming. If needed, secondary Command Center is established at the new site (e.g. Bryant Park or Bryant School).
4. As in fire evacuation, teacher takes roll and reports to Command Center.
5. Teacher walks with students to alternate site. Upon arrival at site, teacher takes roll again and reports to new Command Center at this site. Students partner with buddy classes.
6. At new site, teachers give students emergency information to wear.

7. Command Center notifies teachers/staff of end to emergency or further steps appropriate to the emergency.
8. If this includes return to school, teachers take roll before leaving the new site and again after returning to school, reporting each time to the Command Center.
9. If students are to be sent home, follow procedures listed below for "Dismissing Students to Parents in Emergency."

Dismissing Students to Parents in Emergency

1. Students wear emergency release forms around their necks. Information includes names of adults to whom each child may be released.
2. Parents wait at designated reunion site. They should not be permitted to come get their children personally.
3. At reunion site, parent/authorized adult signs exit pass with student's name and his/her name.
4. Exit pass is carried by staff (or, if requested, by eighth-grade student) to classroom teacher, who records name of adult on student dismissal form. Teacher also verifies that adult is authorized to take child.
5. Same person escorts student to reunion site, where exit pass is collected when the student is turned over to the designated adult. Students continue to wear emergency release forms when they leave.
6. Command Center monitors numbers of students remaining, and makes decisions about combining students under fewer staff members.

**PART 6 ASB JOB DESCRIPTIONS
STUDENT/PARENT REUNION TEAM**

Purpose: To establish site and procedure for the orderly dismissal of students to parents or authorized adults.

Before a disaster

1. Prepare Student Emergency Release Forms, one per student, to be worn around students' necks in event of emergency. Forms include emergency contacts, a list of adults authorized to pick up that child, and any emergency medical information. Class sets of forms are kept in each class backpack.
2. Predetermine reunion site and alternate sites.
3. Prepare exit passes, sufficient quantity for all students. (See sample at end of document.)

During a disaster

1. Establish reunion site, and mark with sign.
2. Assign staff and parent volunteers to man these sites. (Eighth graders may also be used as runners, if approved by Command Center.)
3. As adults arrive, instruct them to fill out one Exit Pass for each child.
4. Team members carry pass(es) to classroom teacher(s).
5. Teachers record students' release on the Emergency Dismissal Form.
6. Once adult is verified by teacher as authorized to take student, team member escorts student(s) to reunion site.
7. Collect Exit Pass from students as they leave with adults.
8. Monitor flow of students at reunion site; open additional site(s) if warranted.

After a disaster

1. Reconcile exit passes with class rosters to make sure that all students have been properly released.
2. Prepare new exit passes, and make sure that a new set of Student Emergency Release Forms is put in backpacks.

Reunion Box Supplies (stored with Command Center supplies)

1. Waterproof sign for "Reunion Site"
2. Exit passes (green), at least one per student
3. Pens/markers
4. Student emergency forms, 1 complete set
5. Current ASB directory
6. Class rosters

EXIT PASS
Student: _____
Class: _____
Released to: _____
(Authorized adult)

In-Class Backpacks

1. Class set of Student Emergency Release Forms, ready to wear
2. Class roster: Student Release Form
3. Pens/markers

Classroom Teachers/Aides: Dismissal Responsibilities

- Account for all students. Report missing/injured students to Command Center.
- Note absent students on class roster.
- Keep students in designated areas.
- When release team members come for students, verify that the adult named on Exit Pass is authorized to take the student.
- Record the name of the adult to whom each student is released on the class roster.
- Send student with release team member, to be escorted to reunion site. (NOTE: Students should wear the Student Emergency Release Forms as they leave.)

Classroom Supplies

Classroom supplies in the backpack and storage tub are listed on Table 2, Part 7 School Emergency Supplies. Additional supplies are located at Mary House. These supplies are intended to augment the classroom supplies and are listed on Table 3, Part 7 School Emergency Supplies.

WING CAPTAINS

Wing captains and co-captains to be identified for the following areas:

- Primary wing (grades K-3)
- Gym/FAFC (grade 4 + gym)
- Middle school wing (grades 5-8)
- Office wing

Checklist

1. Report to Command Center.
2. While en route, make a quick sweep of your wing to assess its status.
3. Check exits.
4. Check in with each teacher.
5. Check that bathroom is empty, or assign an available staff member to check.
6. Note damage, injuries, blocked exits, etc. on map.
7. Notify Command Center by radio of serious injuries that require immediate attention.
8. Receive further assignment(s) from Command Center.

Supplies

The equipment list for the wing captains is listed on Table 4, Part 7 School Emergency Supplies.

FIRST AID PROCEDURES

Wing Captains Report to Command Center

- Give Command Center any information gathered en route
- Command Center assesses needs and dispatches teams; teams take search and rescue packs with them

Search and Rescue Team Responds and Reports Injuries

- Initial triage
 - As victims are encountered, prioritize them into one of four categories
 - Red = critically injured, requires immediate care
 - Yellow = injured, but delayed treatment
 - Green = minor or no injuries
 - Black = dead or mortally injured
 - Teams stay with victims, calling command center for assistance (tap into parents/outside aid that has shown up to help)
 - Once assistance has arrived, teams move on to find other victims
 - Written information should be kept for each victim and turned into the first aid station

First Aid Teams

- Triage Teams – Triage and treat at injury site(s)/assist search and rescue.
- Station Team – Set up first aid station while search and rescue takes place; treat injured as brought in, according to the severity of injuries.
- Teachers w/ students – Monitor for shock or unseen injuries.

Supplies

The equipment list for the first aid supplies is listed on Table 5, Part 7 School Emergency Supplies.

SEARCH AND RESCUE TEAM

Purpose

In the event of a major emergency or disaster involving damage of buildings, school personnel may be required to perform light urban search and rescue (SAR) to find missing or trapped students or staff. Personnel will be identified and trained in search and rescue. A checklist is provided to aid in search and rescue operations.

Scope and Functions

The Search and Rescue Checklist is a guide to light urban search and rescue. Any major search and rescue operations must be performed by trained search and rescue teams provided through local/state government. However, immediate emergency search and rescue can be performed by school personnel.

- The Command Center will activate the Search and Rescue Team(s), which will perform the following functions:
- Conduct primary and secondary searches of school and associated buildings including St. Benedict Hall, FAFC, Mary House, and rectory classrooms.
- Report location of victim(s) to Command Center if rescue cannot be accomplished.
- Look for obvious problems as you search: structural damage, hazardous material spills, fire, utility damage, etc., and record the nature and location of observed problems on the school site map.
- Report imminent danger to Search and Rescue Team leader when feasible.
- Mark areas of search to avoid duplications and oversight.
- Rescue trapped victims where possible.
- Document rescue activities and victim information.

SEARCH AND RESCUE CHECKLIST

Form and Equip Teams:

Team Leader _____

Team Members _____

1. Establish communications. Check with the Command Center for information on the status of school and possible hazards.
2. Form Search and Rescue Teams.
3. Equip team members with hard hats, gloves, fire extinguishers and tools as needed. Review safety equipment and guidelines.

Primary Search

4. Implement search plan. Use a floor plan area map or a sheet of paper to identify the sections searched and the problems encountered. Mark the areas searched.
5. Record the positions of the unconscious or dead for identification purposes.
6. Make every effort to find victims. Call out, use a whistle, or otherwise announce the presence of the team so that trapped victims can respond to notify them of their location.
7. Move victims carefully to avoid further injury. Take those with injuries to the first aid station.
8. Care for the dead respectfully: cover bodies, avoid mutilation, and collect and preserve identification (clothes, watches, purses, wallets, and the like). Log names.

Secondary Search

9. Conduct a second search after all first search victims have been cared for and moved. Record building damage and observations.
10. Document all activities of the Search and Rescue Teams. This should include areas searched, victims found, damage noted, times, team members, etc. Information regarding victims must be reported to school Incident Management Team.
11. Remove dead to a temporary or permanent morgue. Note any identifying objects found with each person.

Supplies

The equipment list for the wing captains is listed on Table 4, Part 7 School Emergency Supplies.

FACILITIES & DAMAGE ASSESSMENT TEAM

Purpose

In the event of a disaster, schools may have damage causing fires, gas leaks, water line ruptures, downed power lines, or other utility problems. This plan provides for limited fire suppression and utility services to be provided by selected ASB personnel when other public and private services are unable to respond or be contacted during and after the event.

Scope and Functions

School personnel must be prepared to deal with fires and utility problems to the extent of their training and experience. Personnel will be selected for fire suppression training. The Facilities and Damage Assessment Team will perform the following functions:

- Designate the person with the most skill and training as Facilities & Damage Assessment Team leader.
- Gather equipment and supplies.
- Provide minimal fire suppression.
- Provide evaluation of dangers and deficiencies of utilities.
- Provide shut-off precautionary measures.

FACILITIES & DAMAGE ASSESSMENT TEAM CHECKLIST

Team Leader _____

Team Members _____

Facilities & Damage Assessment Team

Confirm reported existence and location of fires.

Carry out suppression actions for small fires.

Immediately report discovery of larger fires to team leader.

Assist in evacuation or search and rescue activity if needed.

If necessary, secure area following suppression of small fires.

Responsibilities:

1. Check utilities according to pre-assigned area of responsibility.
2. Take whatever action is necessary to minimize danger and further damage.
3. Assess what services are still available:
 - Water
 - Electricity
 - Telephone
 - Sewer lines
 - Heating/ventilation systems
 - Bathrooms
4. Report assessment to Command Center.
5. Survey extent of apparent structural and site damage.
6. Report damage to Command Center.

Equipment List (stored in shed located at Mary House):

1. Hard hats
2. ID vests
3. Valve wrenches
4. Basic tools
5. Gloves
6. Small fire extinguisher
7. Flashlight
8. Two-way radio
9. Maps of school and permanent markers
10. Laminated paper (for making signs if needed)

Figure 2. ASB School with Evacuation Routes

[Fig 2.dwf](#)

[Fig 2.pdf](#)

Figure 3. ASB Middle School with Evacuation Routes

[Fig 3.dwf](#)

[Fig 3.pdf](#)

Figure 4. ASB Office and FAFC/Gym with Evacuation Routes

[Fig 4.dwf](#)

[Fig 4.pdf](#)

Figure 5. ASB St. Benedict Hall and New Facilities (lower level) with Evacuation Routes

[Fig 5.dwf](#)

[Fig 5.pdf](#)

Figure 6. ASB Rectory (upper level) with Evacuation Routes

[Fig 6.dwf](#)

[Fig 6.pdf](#)

PART 7: SCHOOL EMERGENCY SUPPLIES

Several levels of supply caches are secured at locations throughout the school and at Mary House. These emergency locations and supplies are listed below and discussed in detail in the following sections.

- Teacher and Classroom Emergency Supplies – intended to stay with the class during emergency evacuation. Located in a secure tub in each classroom and the office.
- Mary House Emergency Supplies – Located at Mary House (6221 NE 32nd Street); intended to supplement teacher and classroom supplies and provide for longer duration emergencies.

COMMAND CENTER EMERGENCY SUPPLIES

Command Center emergency supplies are stored in large waterproof, sealed plastic tub located in the Principal's office in main office area. These supplies are for the use of the Command Center operations.

Table 1. Command Center Supplies
Plan and procedures packet
Job assignment lists
Class and staff lists
Two sets of student emergency forms
Medications for students
Volunteer list
Check-out forms and student exit passes for reunion team
Radio/batteries or hand-crank radio
Flashlight/batteries
Bullhorn/batteries
2-way radios - 2 sets
Vest – 4
Flag/Signs
Cellular telephone
Clip boards (6), writing utensils and paper (6) for command center & reunion team
Sign-making supplies – Laminated paper, permanent markers
Checklists for damage assessment & utilities team, with permanent markers
School maps
Inventory of emergency supplies
Water
Tent – Stored in kindergarten
Table – Stored in front hall and Mary House

TEACHER AND CLASSROOM EMERGENCY SUPPLIES

The intention of the classroom emergency supply kit is to have these supplies accompany the class whenever an evacuation occurs. The emergency backpack is to be carried by the teacher during the evacuation.

Table 2. Teacher and Classroom Emergency Supplies
Plan and procedures form (also displayed in classroom)
Emergency phone numbers – posted in classroom, near phone
Evacuation map – displayed in classroom
In labeled tub in classroom
<ul style="list-style-type: none"> • Bottled water – 30 each • Feminine hygiene supplies • Disposable gloves
Window covers (for windows in the doors)
Plastic bags for sanitation (Use waste bags.)
Kleenex
Cards, games, coloring supplies, etc.
In Backpack
<ul style="list-style-type: none"> • Flashlight/batteries • Student Emergency forms • Plan and procedures form • Emergency phone numbers • Class lists for all student groups using that space • Evacuation response forms • Emergency parent release form • Student Inhalers • Basic 1st aid supplies, including band aids, tweezers, hydrogen peroxide • Tylenol, Benadryl (liquid) • Hand sanitizer • Disposable gloves • Whistle • Plastic garbage bags (30) • Permanent markers • Red (Help) and green (OK) paper to signal wing captains

MARY HOUSE EMERGENCY SUPPLIES

Emergency supplies are stored in large waterproof, sealed plastic tubs at a secure location at Mary House. Mary House is located at 6211 NE 32nd Street, immediately across 32nd Street from the school office. These supplies are intended to augment the classroom supplies and be available for potential long-duration emergencies.

Table 3. Supplies in Storage at Mary House (6221 NE 32nd Street)
Food in tubs
Water
Water purifying filter (2)
Sheets for bandages/slings (6)
Blankets (6)
Gloves – heavy work (6)
Crowbar
Rope
Axe
Shovel
Bolt cutters
Hazard tape
Duct tape (6 rolls)
Toilet paper
Personal hygiene products (3 boxes)
Plastic bags
Stretcher – doweling/blanket
Wrenches – buried near gas turn offs
Thermal Blankets – 570

WING CAPTAIN EMERGENCY SUPPLIES

Wing captain emergency supplies are stored in large waterproof, sealed plastic tub located in a backpack near wing captain locations: Parish Hall, FAFC, main office, grade K-3 wing, and grade 5-8 wing.

Table 4. Wing Captain/Building Response Team (BRT) Emergency Backpack
Hard hat
Orange vest
Dust mask
Flashlight
Map of school
2-way radio
Gloves
Whistle
Markers/tape

FIRST AID SUPPLIES

First aid supplies are stored in large waterproof, sealed plastic tubs at a secure location at Mary House (6211 32nd NE Street). Mary House is located at 6211 NE 32nd Street, immediately across 32nd Street from the school office. These supplies are intended to augment smaller first aid kits that are located throughout the school.

Table 5. First Aid Supplies (stored at Mary House)
Antibiotic ointment
Antacid tablets
Anti-diarrhea tablets
Antiseptic towelettes
Non-aspirin tablets
Band aids (assorted sizes)
Cotton tip applicators
Disposable Gloves (200)
Bandages (1" x 3")
Butterfly bandages (assorted)
Triangular bandage w/safety pins
Instant cold packs
Eye pads
Eye wash (4 oz.)
Gauze bandage (1" x 5 yd.) (100)
Gauze bandage (2" x 5 yd.) (100)
Gauze bandage – stretch (3" x 5 yd.) (100)
Gauze pads (2" x 2") (100)
Gauze pads (4" x 4") (100)
Roller gauze (Kerlix – 3")
Hydrogen peroxide (16 OZ.)
Telfa dressings
Tweezers
Thermometer
Safety pins
Bandage scissors (5")
Utility scissors w/serrated blades (7")
Green soap
Listerine (32 oz.)
Lysol (64 oz.)
Arm splints (Cardboard)
Leg splints (Cardboard)
Adhesive tape (1/2", 1", 2")
American Red Cross Standard First Aid Guide
Victim identification tags
Marking pens
Benadryl liquid (2 bottles)
Sheets for slings (6)

PART 8: EVENT-SPECIFIC GUIDELINES

EXTENDED POWER FAILURE

In the event of a power failure of more than one hour:

RESPONSIBILITIES:

- | | |
|-----------|---|
| Principal | 1. Turn on battery-powered radio and tune to local radio station for information. |
| Staff | 2. Turn off all electrical and office equipment. |
| Staff | 3. Do not evacuate the building unless instructed to do so. |
| Staff | 4. Open all window coverings to allow maximum natural light into the area. |
| Staff | 5. Do not roam the school. |

MEDICAL EMERGENCY

First aid supplies are located at locations throughout the school.

RESPONSIBILITIES:

Person Discovering Medical Emergency:

1. Dial (9) 911 and state that you are reporting a medical emergency.
Provide the following information:
 - Building address, including nearest cross street(s)
 - Company name
 - Exact location within the building
 - Your name and phone number
 - Nature of the emergency
 - Do not hang up until advised to do so by dispatcher.
2. Notify principal/office staff that 911 has been called.
3. Provide first aid care compatible with level of training.
4. Keep victim warm with a coat or blanket.
5. Do not move the victim unless there is danger of further injury.
6. Do not give the victim anything to eat or drink.
7. For any injury involving bleeding, wear protective latex gloves, surgical face mask and protective eyewear found with first aid supplies.)

Principal/Office staff:

1. Verify that 911 has been called and is responding.
2. Dispatch first-aid trained personnel to the scene.
3. Meet arriving medical aid unit and direct them to the scene.

EARTHQUAKE - DURING AN EARTHQUAKE:

If indoors:

- Stay inside, move away from windows, shelves, heavy objects or furniture which may fall over. Take cover under a table or desk. Instruct the students to "DUCK-COVER-HOLD."
- After the shaking stops, students count to 100, and then evacuate to the playground, unless directed otherwise.
- In halls, stairways, or other areas where cover is not available, move to an interior wall.
- In library, immediately move away from windows and bookshelves. Take appropriate cover.
- In laboratories, all burners should be extinguished (if possible) before taking cover. Stay clear of hazardous chemicals, which may spill.
- In the multi-use room, take cover under the tables or move close to the interior walls away from windows.

If outdoors:

- Move to an open space, away from buildings and overhead power lines. Lie down or crouch low to the ground (legs will not be steady). Keep looking around to be aware of dangers, which may demand movement.
- Traveling - stop the vehicle (bus or car) away from power lines, bridges, overpasses and buildings. Students should remain in their seats and hold on.

NOTE:

- Doorways may become blocked if the door slams shut as the building shifts during an earthquake. If the door becomes jammed, it may be necessary to use the pry bar and gloves (in emergency backpack) to open the door or break windows to exit the classroom. If it is still not possible to exit the classroom, blow the whistle (in emergency backpack) to alert rescuers.
- Teachers should be organized in a partner system, If one teacher is injured, the partner teacher should evacuate both classes according to the earthquake evacuation procedure (refer to p. 39
-
-
-
-
-).

AFTER THE EARTHQUAKE:

- | | |
|-------------------------|--|
| Staff | 1. Evacuate students from the building. Take class roster, emergency backpack. Check to be sure all students have left the school building. Tag the room with a green search and rescue tag if everyone is accounted for and is able to evacuate the room. If there are trapped or injured left in the room, tag the room with a red search and rescue tag to alert search and rescue teams. |
| Staff | 2. Students are not to be left unattended at any time during evacuation process. Students are to remain quiet during evacuation. |
| Staff | 3. Upon arrival at prearranged safe site, take roll and report attendance to Principal/designee immediately. |
| Principal(or designee) | 4. Set up Command Center with your Emergency Operations Team. |
| Principal | 5. Notify police and fire (dial 911) if you have trapped or missing individuals. Organize Search and Rescue (SAR) teams, consisting of adults, to search for missing or trapped people. |
| Search & Rescue Teams | 6. Begin a search of the entire school building. Search rooms tagged with red Search and rescue tags for missing, trapped or injured people. When everyone has been removed from the room, change the red tag to a green tag. Check rooms with green Search and Rescue tags to be sure no one is left in the rooms. Report activities to Principal or designee. After each room is searched and no one is left in the room, close and lock the door if possible. |
| Principal | 7. Organize the other Emergency Response Teams: First Aid/Triage, Search and Rescue, Damage Assessment, and Student/Parent Reunion Teams. |
| Facilities/Damage Teams | 8. Inspect all utilities for leaks. Shut off the mains of any known or suspected leaking utilities. Notify principal/designee of actions. |
| Principal | 9. Notify utility companies of any break or suspected break in utility lines as reported from Search and Rescue/Damage Assessment Teams. |

First Aid Teams

10. Set up the treatment area. Categorize patient injuries. Care for the injured. Report casualties and injuries to the principal/designee.

Support Team

11. Provide for the welfare and positive morale of the student population. Set up the cooking area to prepare food service for the students and staff. Maintain the food and water supplies. Provide for sanitation needs.

Student Reunion Team

12. Students should be released only to authorized adults. Fill out student release forms for each student allowed to leave.

POST-EARTHQUAKE EVACUATION OF A SCHOOL BUILDING

Before evacuating the building after an earthquake, consider the following:

- There may be dangers outside of the building, which you must consider before evacuating the students.
- There may be no safe assembly area in the immediate vicinity.
- There may be no clear route out of the building to evacuate the students. Primary or alternate evacuation routes may need to be cleared before the students can be evacuated.
- The lighting inside the building will probably be out; it will be dark.

Before evacuating students, do the following:

- Assess the situation. Coordinate with your partner teacher.
- Determine if the primary or alternate building evacuation routes (refer to p.14) are clear. If not, coordinate with other staff to have them cleared of dangers.
- Determine if the assembly site is safe. If not, select an alternative assembly site.
- If wires are down, they should be avoided.
- Areas near chain link fences should be avoided; they are an electric shock hazard if live wires touch them.
- Don't forget to consider students with disabilities as you determine your evacuation routes.

After you have determined it is safe to do so, proceed with the evacuation of the school building.

IF THIS IS A SEVERE EARTHQUAKE, the school site may have to care for children up to 3 days after the event.

MISSING CHILD

This incident could occur if a child suddenly disappears.

RESPONSIBILITIES:

- | | |
|-------------------------|--|
| Principal
(designee) | 1. Immediately close and secure the campus. Do not let any individuals leave. Limit access to the campus. Do not let unauthorized individuals come onsite. |
| Principal | 2. Immediately notify police (dial 911). |
| Principal | 3. Appoint staff to surveillance points, have them note license plate numbers and look for any unusual activity. |
| Staff | 4. Thoroughly search school campus. |
| Principal | 5. Have all parties who know child or have participated in search for child available for police when they arrive. |

SEVERE WINDSTORM / WEATHER

Severe weather can be accompanied by high winds. If this type of weather poses any risk to the staff or students the following shall be accomplished.

WARNING: An alert message will be broadcast over the weather radio located in school office.

RESPONSIBILITIES:

- | | |
|-----------|--|
| Staff | 1. Staff and students should TAKE COVER in the shielded areas within the building. STAY AWAY FROM WINDOWS. |
| Staff | 2. Take roll and report any missing students to Principal/designee. |
| Staff | 3. Close all blinds and curtains. |
| Staff | 4. Avoid auditoriums, gymnasiums and other structures with large roof spans. |
| Principal | 5. Evacuate any classrooms bearing full force of wind. |
| Staff | 6. Remain with students near an inside wall or on lower floors of the building. |
| Principal | 7. Monitor weather radio and KIRO 710 AM radio station. |
| Principal | 8. Notify utility companies of any break or suspected break in utility lines. |
| Principal | 9. Students and staff should be kept in the sheltered areas of the building until winds have subsided and it is safe to return to the classroom. |

THREATENING INDIVIDUALS

This incident could occur if a belligerent person or armed person appeared at the school site. Should such an individual threaten the safety of students or staff, the following shall be accomplished.

- | | | |
|----------------------|----|---|
| Principal
(staff) | 1. | If any students are outside, get them inside the school building. If unable to do so, have students lie down and cover their heads. |
| Principal | 2. | Once students are in the school building, lock the doors and secure the facility. |
| Principal | 3. | Notify police (dial 911). |
| Staff | 4. | Close all curtains and blinds. |
| Staff | 5. | Instruct students to DUCK AND COVER, lie on the floor and keep students calm. |
| Principal | 6. | Cancel all outside activities. |
| Staff | 7. | Remain with students until all clear is given. |
| Principal | 8. | If an individual is armed with any type of weapon, USE EXTREME CAUTION. Do not attempt to remove the weapon from their possession, allow police to do so. |
| Principal/staff | 9. | Disconnect school television system in classrooms so the individual cannot view news coverage and see locations of police/students/etc. |

FIRE (ONSITE)

This incident could occur if the school building is on fire; should any such event endanger the students or staff, the following will be accomplished.

WARNING: The school fire alarm sounds.

RESPONSIBILITIES:

- | | |
|----------------------------|---|
| Principal
(or designee) | 1. Notify the Fire Department (call 911). |
| Principal | 2. Proceed to evacuate the school using the primary or alternate fire routes. |
| Principal | 3. An inspection will be performed to be sure all students and personnel have left the building. |
| Staff | 4. Evacuate students from the building using primary or alternate fire routes. Take emergency backpack. Maintain control of the students a safe distance from the fire and fire fighting equipment. |
| Staff | 5. Take roll. Report any missing students to the Principal/designee and emergency response personnel. |
| Staff | 6. Do not return to the building until the Fire Department determines it is safe. |

CRIMINAL ACT

This incident could occur if a crime has been committed on the campus.

RESPONSIBILITIES:

- | | | |
|-----------|----|---|
| Staff | 1. | If there is a victim of the crime, care for the victim. Provide any medical attention that is needed. |
| Principal | 2. | Notify police (dial 911). |
| Principal | 3. | Identify all parties involved (if possible). Identify witnesses, if any. |
| Principal | 4. | Deny access to crime scene until police arrive. |
| Principal | 5. | If an individual is armed with any type of weapon, USE EXTREME CAUTION . Do not attempt to remove the weapon from their possession, allow police to do so. |

EXPLOSION

If an explosion occurs in the school building, the following shall be accomplished.

RESPONSIBILITIES:

- | | |
|----------------------------|---|
| Staff | 1. If there is an explosion, instruct students to DUCK and COVER. |
| Principal
(or designee) | 2. Notify police and fire departments (call 911). |
| Principal | 3. Immediately after the passage of the blast wave, proceed with school evacuation procedure using primary or alternate routes. |
| Staff | 4. Take class roster and emergency backpack. |
| Staff | 5. Check to be sure all students have left the school site. |
| Staff | 6. Students are not to be left unattended at any time during evacuation process. |
| Staff | 7. Upon arrival at evacuation site, take roll and report attendance to principal/designee immediately. |
| Principal | 8. Notify emergency response personnel of any missing students. |
| Staff | 9. Care for the injured, if any. |
| Staff | 10. Do not return to the building until the emergency response personnel determine it is safe. |

VOLCANIC ERUPTION

In the event of a volcanic eruption:

RESPONSIBILITIES:

- | | |
|-----------|---|
| Principal | 1. Do not evacuate the building. Listen to radio for current conditions and travel advisories. |
| Principal | 2. Instruct staff to close all windows and external doors. |
| Principal | 3. Expect heavy telephone traffic. Prepare website and voicemail updates regarding school status. |

AIR POLLUTION EPISODE

This event could affect students and staff who are susceptible to respiratory problems.

RESPONSIBILITIES:

- | | |
|-----------|---|
| Principal | 1. Develop and maintain a file of students and staff who have or are susceptible to respiratory problems. The file should contain data on the location of such persons at different times during the day. |
| Principal | 2. Meet with physical education teachers and other teachers directing strenuous activity programs and determine alternate programs available during an air pollution episode. |
| Principal | 3. When notified from district office or via news media of a smog advisory, the principal shall inform all staff and notify those individuals in file to stay indoors and minimize physical activity. |
| Principal | 4. Cancel all athletic competitions and practices and any other activities that require strenuous physical activity such as marching band, pep squad etc. |
| Principal | 5. Instruct employees to minimize strenuous physical activity. |
| Principal | 6. Cancel any events that require the use of vehicles. |
| Principal | 7. Urge staff to minimize use of vehicles. |

BOMB THREATS

In the event that the school receives a bomb threat, by letter or telephone, the following procedures will be accomplished.

RESPONSIBILITIES:

- | | |
|-----------|--|
| Staff | 1. If the bomb threat is in the form of a letter, note the manner in which it was delivered, who found it and where it was found. Take care while handling the message by immediately placing it in an envelope so that possible fingerprints may be detected. |
| Staff | 2. If the bomb threat is a telephone call, keep the caller on the line. Delay the caller with statements such as "I am sorry, I did not understand you. What did you say?" Note the time the call was received, manner of caller, background noises and what the caller is saying. Use the worksheet that follows to assist you. |
| Principal | 3. Immediately notify the police and fire departments (or designee) (call 911). |
| Principal | 4. If the caller is still on the phone, call the phone company to trace the call. |
| Principal | 5. Instruct staff and students to turn off any pagers, cellular phones or two-way radios. Do not use these devices during this threat. |
| Staff | 6. Caution students against picking up or touching any strange objects or packages. |
| Principal | 7. If the suspected bomb is in a corridor, modify evacuation routes to bypass the corridor. |
| Staff | 8. Evacuate students using primary and alternate routes. Take emergency backpack. Check to be sure all students have left the building. |
| Staff | 9. Upon arrival at the designated assembly area (safe site), take roll. Notify the principal/designee and emergency response personnel of any missing students. |
| Staff | 10. Do not return to the building until emergency response officials determine it is safe. |

BOMB THREAT CHECKLIST

REMAIN CALM! Notify other staff by prearranged signal while caller is on the line. Listen. Do not interrupt the caller except to ask:

1. When will it go off? _____
2. Where is it planted? _____
3. What does it look like? _____
4. What floor is it on? _____
5. Why are you doing this? _____
6. Who are you? _____

Call received by: _____ Time of call: _____ Date: _____

Description of caller: Male _____ Female _____ Adult _____ Juvenile _____

Approximate age of caller: _____

Voice characteristics: Loud _____ Soft _____ High Pitched _____ Deep _____
Raspy _____ Pleasant _____ Intoxicated _____
Other _____

Speech: Fast _____ Slow _____ Distinct _____ Distorted _____ Stutter _____
Nasal _____ Slurred _____ Precise _____ Other _____

Language: Excellent _____ Good _____ Fair _____ Poor _____ Foul _____
Other _____
Use of certain phrases: _____

Accent: Local _____ Not Local _____ Foreign _____ Regional _____ Race _____
Other _____

Manner: Calm _____ Angry _____ Rational _____ Irrational _____
Coherent _____ Incoherent _____ Deliberate _____
Emotional _____ Righteous _____ Laughing _____

Background Noises:

Office Machines _____ Street Traffic _____ Factory Machines _____
Airplane _____ Bedlam _____ Trains _____ Animals _____
Voices _____ Quiet _____ Music _____ Mixed _____ Party Atmosphere _____

CHEMICAL ACCIDENT (OFF-SITE)

Chemical accidents of a disaster magnitude could result from a transportation accident or an industrial accident. Should any such accidents endanger the students or staff, the following will be accomplished.

WARNING: An alert message will be broadcast over the "Weather Radio" located in your school office and the safety siren may be heard.

RESPONSIBILITIES:

- | | |
|----------------------------|---|
| Principal
(or designee) | 1. Have all students report to nearest designated building. |
| Staff | 2. Close all doors and windows, shut off ventilation, and listen to the radio (shelter-in-place). |
| Staff | 3. Take roll. Notify principal or designee of any missing students. |
| Staff | 4. If necessary, use tape, rags, clothing or any other available material of seal air leaks. |
| Principal | 5. CONTINUE TO SHELTER-IN-PLACE UNTIL ADVISED TO DO OTHERWISE. Monitor radio stations (Part 1) for further instructions. |
| Staff | 6. If you believe that gas is entering the building, protect everyone with a wet cloth or towel over the mouth and nose. Have everyone breathe in short, quick shallow breaths. |
| Principal | 7. If evacuation orders are received, proceed with school evacuation plan. |
| Staff | 8. Evacuate students. Take the class roster and emergency backpack. |
| Principal | 9. A check should be performed to be sure all students have been evacuated. |
| Principal | 10. A notice should be left on the office door stating where the school has relocated and notify the school district. |
| Staff | 11. Upon arrival at safe site, take roll and report attendance to Principal/designee immediately. |

CHEMICAL ACCIDENT (ON-SITE) / THREAT OF EXPLOSION

This incident could be the result of spilled cleaning chemicals within the school building, in the school lab, a material a student brings to school, or a broken gas main. Should any such accidents endanger the students or staff, take the following actions

RESPONSIBILITIES:

- | | |
|----------------------------|---|
| Principal
(or designee) | 1. Determine if evacuation is required. |
| Principal | 2. Notify appropriate local authorities of incident (call 911). |
| Principal | 3. If necessary, proceed with school evacuation procedure using primary or alternate routes, avoiding exposure to the chemical fumes. |
| Staff | 4. Evacuate students from the building using primary and/or alternate fire routes. Take class roster and emergency backpack. Check to be sure all students have left the school building. |
| Staff | 5. Students are not to be left unattended at any time during evacuation process. Students are to remain quiet during evacuation. |
| Staff | 6. Upon arrival at evacuation site, take roll and report attendance to principal/designee immediately. Notify emergency response personnel of any missing students. |
| Staff | 7. Do not return to the building until emergency response personnel have determined it is safe. |

FALLEN AIRCRAFT

If an aircraft falls near the school, the following shall be accomplished.

RESPONSIBILITIES:

- | | |
|----------------------------|---|
| Principal
(or designee) | 1. Determine if evacuation is required. |
| Principal | 2. Notify police and fire departments (call 911). |
| Staff | 3. If required, evacuate students from the building using primary and/or alternate fire routes to the safe site. Take class roster and emergency backpack with you. |
| Staff | 4. Check to be sure all students have left the school site. |
| Staff | 5. At the safe site, take roll. Report any missing students to the principal/designee. Notify emergency response personnel of any missing students. |
| Staff | 6. Maintain control of the students a safe distance from the crash site. |
| Staff | 7. Care for the injured, if any. |
| Staff | 8. Do not return to school site until emergency response officials have determined it is safe. |

FIRE (OFFSITE) / WILDLAND FIRE

This event could occur if a fire offsite, such as a wildland fire, threatens or is near the school building. Should any such event endanger the students or staff, the following will be accomplished.

WARNING: An alert message will be broadcast over the weather radio located in your school office.

RESPONSIBILITIES:

- | | |
|-------------------------|---|
| Principal
(designee) | 1. Determine if evacuation of school site is necessary. |
| Principal | 2. Contact local fire department (call 911) to determine the correct action for your school site. |
| Principal | 3. If necessary, begin evacuation of school site to previously identified safe site using school evacuation plan. |
| Principal | 4. An inspection will be performed to be sure all students and personnel have left the building. |
| Staff | 5. Evacuate students using the evacuation plan. Bring emergency backpack. Take roll to be sure all students are present before you leave the building site. Maintain control of the students a safe distance from the fire and fire fighting equipment. |
| Principal | 6. A notice shall be left on the office door stating where the school has relocated and the school district notified. |
| Staff | 7. Take roll. Report any missing students to the Principal/designee and emergency response personnel. |
| Principal | 8. Monitor radio stations (Part 1) for information. |
| Staff | 9. Do not return to the building until the Fire Department determines it is safe. |

FLOODS

This event could threaten the safety of students or staff if a severe rainstorm has caused urban streams to rise. If such an event occurs, the following shall be accomplished.

WARNING: An alert message will be broadcast over the weather radio located in your school office.

RESPONSIBILITIES:

- | | | |
|----------------------------|----|--|
| Principal
(or designee) | 1. | Determine if evacuation is required. |
| Principal | 2. | Notify local police department of intent to evacuate, the location of the safe evacuation site and the route to be taken to that site. |
| Staff | 3. | Evacuate students using evacuation plan. Take the class roster, emergency backpack. Take roll before leaving the campus. |
| Principal | 4. | An inspection shall be performed to be sure all students have been evacuated. |
| Staff | 5. | Students should not be left unattended at any time during evacuation process. |
| Principal | 6. | A notice should be left on the office door stating where the school has relocated and the district office should be notified. |
| Principal | 7. | Monitor KIRO AM 710 radio station for further information. |
| Staff | 8. | Upon arrival at the safe site, take roll. Report any missing students to principal/designee and emergency response personnel. |
| Staff | 9. | Do not return to school site until emergency response officials determine it is safe. |

RIOTS / CIVIL DISORDERS

INSIDE SCHOOL:

This incident could occur if the students gather in an unruly crowd. Should such an occurrence appear to threaten any students or staff, the following shall be accomplished.

RESPONSIBILITIES:

- | | | |
|-----------|----|--|
| Principal | 1. | If the students are engaging in civil disobedience, keep the students confined to one room in the school building. |
| Principal | 2. | Set up a communication exchange with the students, staff and principal. Try to restore order. |
| Principal | 3. | If unable to calm students, call police (dial 911) for assistance. |

OUTSIDE OF SCHOOL:

This incident could occur if a riot breaks out in the streets. Should such an event threaten or endanger students or staff, the following shall be accomplished.

RESPONSIBILITIES:

- | | | |
|-----------|----|---|
| Principal | 1. | If any students are outside, get them inside the school building. If unable to do so, have students lie down and cover their heads. |
| Principal | 2. | Once students are in the school building, lock the doors and secure the facility. |
| Principal | 3. | Notify police (dial 911). |
| Staff | 4. | Close all curtains and blinds. |
| Staff | 5. | Instruct students to DUCK AND COVER, lie on the floor and keep students calm. |
| Principal | 6. | Cancel all outside activities. |
| Staff | 7. | Care for the injured, if any. |
| Staff | 8. | Remain with students until all clear is given. |

