

Wenatchee High School

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Emergency Response Procedures Quick Reference Guide

The information contained in this guide has been excerpted from the Wenatchee High School Safe Schools Preparedness and Response Plan.

A “Quick Reference Guide” format has been developed to assist you in finding information very quickly before or during an emergency situation.

Use it as a reminder about recommended actions and as a tool during drills and exercises.

The Quick Reference Guide is a supplement to the Safe Schools Preparedness and Response (SSP&R) Plan that contains much more detailed information as well as a series of scenarios and checklists to assist you in performing your emergency role for the school during a crisis or emergency.

For additional information or explanation of duties under this guide or the SSP&R plan contact the WHS principal at (509) 663-8117.



EMERGENCY TELEPHONE NUMBERS

RiverCom Dispatch center has contact information for all local Police, Fire and Emergency Services as well as utility, public works, transportation and social services agencies. RiverCom is designed to be your one number for all emergency needs.

ALL EMERGENCIES (RiverCom)	911
▪ Non-emergency (RIVERCOM)	509-663-9911
▪ Business Administration, 8–5 Mon-Fri	509-662-4650

WENATCHEE SCHOOL DISTRICT

▪ Wenatchee High School Office	509-663-8117
▪ District Office	509-663-8161
▪ Risk Management, Safety and Security	509-663-1248
▪ Human Resources	509-663-8161
▪ Maintenance and Operations	509-663-0555
▪ Communications Officer	509-663-8161

LAW ENFORCEMENT (Emergency RiverCom) 911

▪ Wenatchee Police Department	509-888-4200
▪ Chelan County Sheriff's Department	509-667-6851
▪ Chelan Emergency Management	509-667-6863
▪ Business Administration, 8–5 Mon-Fri	509-662-4650

FIRE DEPARTMENT (Emergency RiverCom) 911

▪ Chelan County Fire Dist. 1	509-662-4734
▪ Business Administration, 8–5 Mon-Fri	509-662-4650

ANIMAL CONTROL 509-662-9577

UTILITIES

▪ Wenatchee Public Works	509-888-3200
▪ Public Works Emergencies	800-374-5632
▪ Office of Emergency Services	509-458-7150
▪ Chelan County Public Utility District	509-663-8121
▪ Chelan PUD Outages info	877-PUD-8123
▪ Cascade Natural Gas	888-522-1130

MEDICAL / HEALTH

▪ Chelan/Douglas Public Health District	509-886-6400
▪ American Red Cross	509-663-3907
▪ Center for Disease Control/Prevention	800-CDC-INFO
▪ Child Abuse Hotline	866-ENDHARM (363-4276)
▪ Child Protective Services	877-501-2233
▪ Poison Control Center	1-800-662-9886
▪ Confluence Health (Hospital & Clinic)	509-663-8711
▪ Columbia Valley Community Health Center	509-662-6000





EMERGENCY COMMUNICATIONS CHECKLIST

INITIAL NOTIFICATION OR CONTACT:

- Principal(s)/Office Manager.
- School Staff/Students (Alarm, Announcement, SchoolMessenger, Radios, Runners).
- Emergency Services: RiverCom/911.
- Utility Provider Emergency Line.
- District Office Front Desk: (509) 663-8161.

FOLLOW-UP NOTIFICATION OR CONTACT:

- Police/Fire incident commanders when they arrive (if safe to do so).
- District Crisis/Communications Team Leader: Executive Director of Student Services (*Guidance/Situation Updates*).
- School Staff/Students (*Situation Update*).
- Coordinate communication needs with District Communications Team. This includes communications with:
 - Staff
 - Students
 - District Cabinet
 - Media
 - Parents/Guardians
 - District offices and other schools
 - Community
 - Other District personnel/facilities
- Parent/Student updates: Coordinate with District Communication Team **NOTE: The Executive Director of Student Services (District Communications Team Leader) will be the central point of contact for district communications and will provide the school and district with official statements, posts, incident details and guidance on releasing information.**
- Update emergency team/staff/DO as situation dictates.
- Notify parents/guardians in writing of the emergency/crisis. (if needed)
- Telephone the parents/caregivers of any students severely impacted by the crisis, such as victims, witnesses, close friends.

DO NOT MAKE ANY STATEMENTS TO THE MEDIA. If pressed for information, simply state that all media requests are to come through the Superintendents' Office, and any statements about the situation will come from that office. You may request that media personnel leave the campus property. You may not prohibit them from filming your campus if they are located off of school property.

After all appropriate staff has been notified and the situation is under control, you may be asked to make a statement to the media. If so, follow these guidelines:

- There is no such thing as "off the record."
- Always get the reporter's name, the media source they represent, a telephone number, and any questions they would like answered.
- Remember that when you speak, you are doing so as a representative of WSD. Do not express personal opinions about the issues or situations.
- Be honest, be brief, give **ONLY** the facts. If you do not know the answer to the question, simply state that those facts are not available at the time, but you will try to get the information they are requesting as soon as possible.
- Do not release the names of victims until families have been notified.
- After you have notified the Superintendent's Office, and depending upon the situation, you may be asked to designate an area for the media. Inform all personnel where the area is and have them escort all media people to that area. The Superintendent's Office will facilitate under those circumstances.





EMERGENCY PREPAREDNESS

Emergencies can come without warning at any time. Being prepared physically and psychologically to handle unexpected accidents or disasters is an individual as well as an organizational responsibility. This guide has been developed by WHS and WSD to assist in minimizing the effects from such events. Please read the contents thoroughly. Once you are familiar with the information, you will be able to protect yourself and perhaps save the life of someone else.

The information included in this guide is intended to cover most emergency actions, but is not all-inclusive. Common sense must prevail when instructions are not available. No matter what the crisis, THINK before you ACT; then act swiftly to minimize your exposure to danger.

YOUR SAFETY IS OF PRIMARY IMPORTANCE: If you have questions concerning a unique situation not covered in this reference guide or if you wish additional information regarding emergency preparedness, refer to the formalized school and district Plans or contact the District Risk Management Safety and Security Office at: (509) 663-1248 or email riskmanagement@wenatcheeschools.org.

WHAT CAN YOU DO NOW? Review this guide and the Wenatchee High School Safe Schools Preparedness and Response Plan.

IMMEDIATELY CONTACT THE MAIN OFFICE TO REPORT AN EMERGENCY SITUATION: Activate the campus emergency system by following the recommended emergency guidelines outlined within this Quick Reference. When reporting the emergency to the main office, be prepared to supply the following minimal amount of information:

- Your name.
- Nature of incident.
- Location of incident.
- Severity of injuries or property damage.
- Telephone number (as a call back) if additional information is required.

SCHOOL MAIN OFFICE WILL TAKE THE FOLLOWING ACTION:

- Immediately CALL 9-1-1 to coordinate and report an emergency and supply required information the emergency dispatcher requests.
- Activate the campus emergency system either automated or verbally over PA system.
- Notify the Principal/Site Administrator of the reported emergency and provide all critical details.
- Provide additional emergency support as directed by the Principal/Site Administrator.
- Notify the District Office by calling (509) 663-8161.

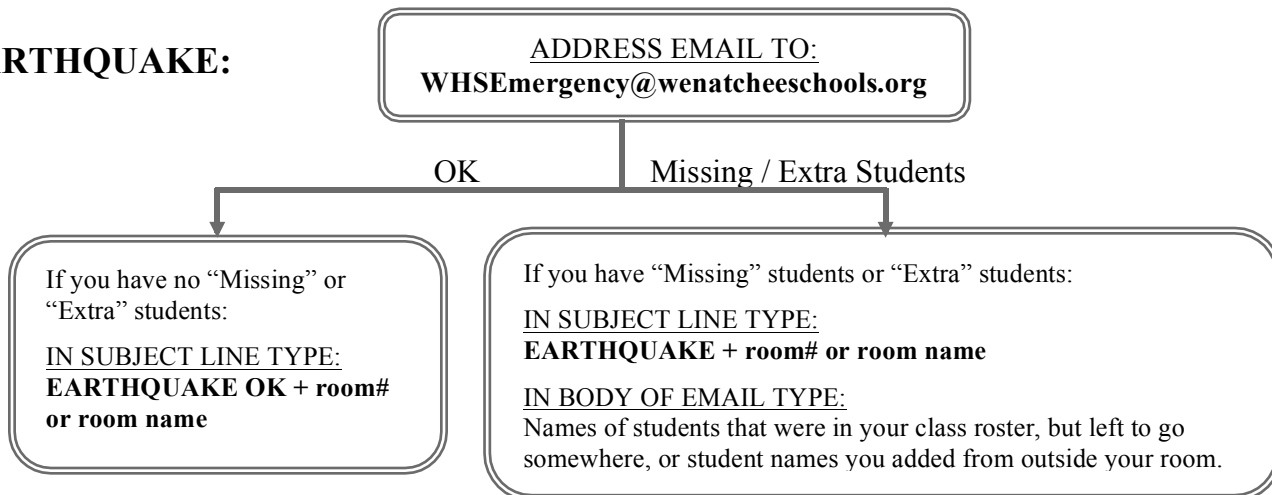




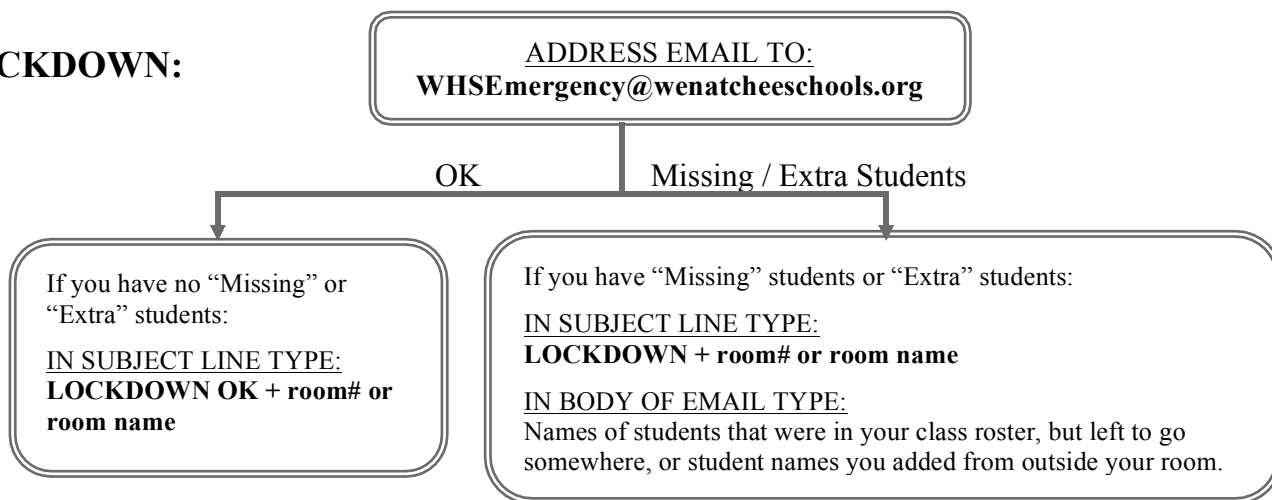
EMAIL STATUS PROTOCOL

WHS staff members will send an email status to the “WHSEmergency” group, when safe to do so, to inform administrators of the status of their class/students. An email, following the protocol below, will be sent following an Earthquake, Lockdown, or Shelter-In-Place providing the status of your room.

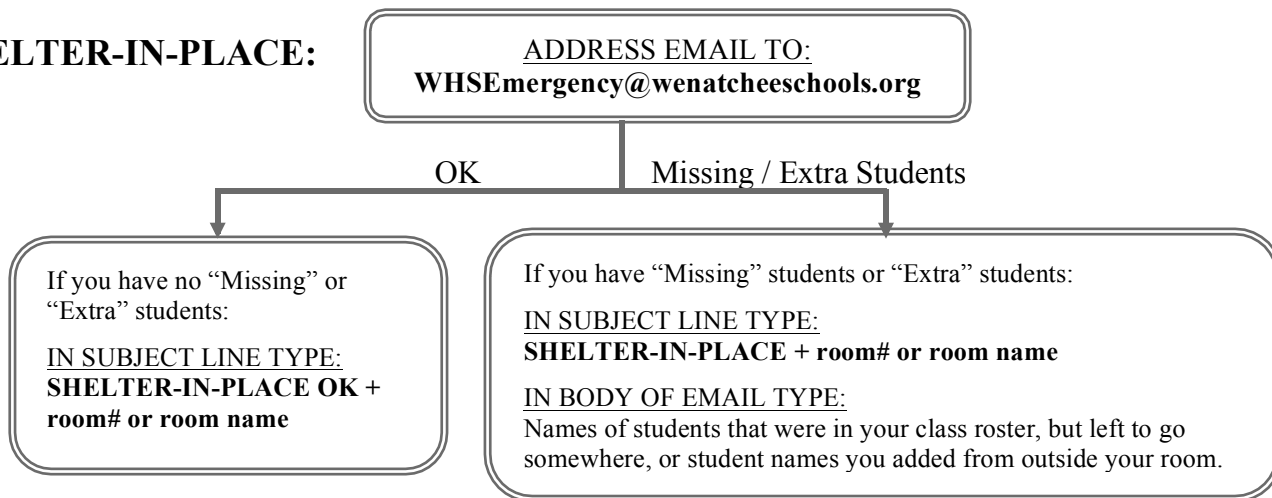
EARTHQUAKE:



LOCKDOWN:



SHELTER-IN-PLACE:





BOMB THREAT

A person receiving a bomb threat by telephone or other means or who finds a suspicious device on school property shall inform the Principal/Office immediately and supply any known details. Act quickly, but remain calm and obtain information with the checklist on the next page.

- Upon learning of the bomb threat, the Principal or designee, using a different phone, shall alert RiverCom (911) and the District office.
- Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
- Listen carefully. Be polite and show interest.
- Try to keep the caller talking to learn more information.
- If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
- If your phone has a display, copy the number and/or letters on the window display.
- Complete the Bomb Threat Checklist (see page 6) immediately. Write down as much detail as you can remember. Try to get exact words.
- Immediately upon termination of the call, do not hang up as this may assist in tracing the call.

ASSESSMENT:

- Evaluate every case on its own merit. There should be no automatic evacuation unless a bomb is obvious. Staying in the school may be the best option.
- Upon learning of the bomb threat, the Principal, in consultation with Wenatchee Police Department and the district office, if time permits, shall evaluate the credibility of the threat.
- Make decision whether or not to evacuate the facility. If so, notify staff to evacuate to the evacuation area and meet with assigned groups.
- Notify District Office by phone (509) 663-8161.

SIGNALING:

- If the Principal decides the building should be evacuated, he/she shall inform the staff immediately over the PA system.
- Adjusting evacuation route. The Principal shall direct personnel to adjust their usual evacuation route to avoid any suspected location of an explosive device.

EVACUATION:

- The Principal, in consultation with the Wenatchee Police Department and the Superintendent, shall decide on the extent to which the building will be evacuated. The decision shall be either:
 - To assemble all building occupants in one location, such as the gymnasium.
 - To evacuate just a portion of the building.
 - To evacuate the entire building to a particular site or sites no less than 150' from the building.
 - To dismiss students and/or staff for the remainder of the day.
- In the event of an evacuation:
 - Visually scan your classroom, workplace and any other common areas you have been assigned for anything or person out of the ordinary. If there is such an object, DO NOT touch the object but immediately report its presence to the Principal/office.
 - Do not shut windows or doors.
 - Make sure any students in your charge are guided to safety, move swiftly, and take students out of the building following regular evacuation plans (page 8).
 - Take attendance once the evacuation is accomplished noting the absence of any students normally in their charge and report their names to the Principal.
 - No one shall re-enter the building(s) until declared to be safe by fire or police personnel.





BOMB THREAT

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

- 1 Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
- 2 Listen carefully. Be polite and show interest.
- 3 Try to keep the caller talking to learn more information.
- 4 If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
- 5 If your phone has a display, copy the number and/or letters on the window display.
- 6 Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
- 7 Immediately upon termination of the call, do not hang up, but from a different phone, contact WPD immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call the SRO and/or 911 to notify Law Enforcement
- Call the District Office (509) 663-8161
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call the SRO and/or 911 to notify Law Enforcement
- Call the District Office (509) 663-8161
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- **DO NOT Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.**
- **DO NOT Evacuate the building until police arrive and evaluate the threat.**
- **DO NOT** Activate the fire alarm.
- **DO NOT** Touch or move a suspicious package.

WHO TO CONTACT

- Principal / Building Administrator
- District Office (509) 663-8161
- 911

Date: Time: Time Caller
Hung Up:

Phone Number

Where Call

Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice

- ☐ Accent
- ☐ Angry
- ☐ Calm
- ☐ Clearing throat
- ☐ Coughing
- ☐ Cracking voice
- ☐ Crying
- ☐ Deep
- ☐ Deep breathing
- ☐ Disguised
- ☐ Distinct
- ☐ Excited
- ☐ Female
- ☐ Laughter
- ☐ Lisp
- ☐ Loud
- ☐ Male
- ☐ Nasal
- ☐ Ragged
- ☐ Rapid
- ☐ Raspy
- ☐ Slow
- ☐ Slurred
- ☐ Soft
- ☐ Stutter

Background Sounds

- ☐ Animal Noises
- ☐ House Noises
- ☐ Kitchen Noises
- ☐ Street Noises
- ☐ Booth PA system
- ☐ Conversation
- ☐ Music
- ☐ Motor
- ☐ Clear
- ☐ Static
- ☐ Office machinery
- ☐ Factory machinery
- ☐ Local
- ☐ Long distance

Other Information:

Threat Language

- ☐ Incoherent
- ☐ Message read
- ☐ Taped
- ☐ Irrational
- ☐ Profane
- ☐ Well-spoken





EARTHQUAKE

DURING AN EARTHQUAKE IF YOU ARE INSIDE:

- STOP and DROP down on the floor. DO NOT RUN OUTDOORS.
- DO NOT stand in doorways.
- Take COVER under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.
- If you take cover under a sturdy piece of furniture, HOLD on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.
- Be in a crawling position to protect your vital organs and be ready to move if necessary, and cover your head and neck with your hands and arms.
- Do not move to another location or outside unless your current location is unsafe.
- Stay away from windows, light fixtures or suspended objects as much as possible.
- Follow directions of an administrator / emergency personnel.

DURING AN EARTHQUAKE IF YOU ARE OUTSIDE:

- **In an Open Area:**
 - Move to a clear area if safe to do so. Avoid buildings, power lines, trees, signs, vehicles and other hazards or any overhead objects.
 - Duck, cover and hold in an open area. Protect your head and neck.
 - Follow directions of emergency personnel.
- **In a Vehicle:**
 - Pull over and stop in clear area. Stay with your vehicle.
 - Avoid overpasses, power lines and structural hazards.

AFTER THE SHAKING STOPS:

- **If Inside a Campus Building:**
 - Expect aftershocks over the next hours or days.
 - Take roll and check for injuries. Email status following email protocol (see page 5).
 - Place appropriate colored emergency response card (page 20-21) just outside your hallway door to report condition: GREEN when all students are present and no assistance is needed, YELLOW if there are missing students or help is required.
 - Use your training to provide first aid, use fire extinguishers, cleanup spills, etc.
 - Assess your surroundings, check for damage and hazardous conditions. Report them to the office.
 - Phone systems may be severely impacted. Limit phone use to emergency calls only.
 - DO NOT EVACUATE AUTOMATICALLY. Outdoor hazards may be greater than indoor hazards.
 - If asked to evacuate to assembly areas, move swiftly. Take students out of the building following regular evacuation plans. Grab cell phone, personal items and emergency supplies only if convenient and safe to do so.
 - Follow directions of an administrator / emergency personnel.
- **If Outdoors on Campus:**
 - Stay clear of buildings, trees or other falling hazard areas.
 - Move to evacuation assembly areas, if safe to do so.
 - Follow directions of an administrator / emergency personnel.
 - In the event of a major earthquake, be prepared to stay on campus.





EVACUATION – FIRE DRILL

Exit Building, Move to Assembly Area/Safe Area

Evacuation will take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder, hazardous material spill) and staff, students and visitors can safely reach the evacuation location. It is essential that student's movements are orderly and under the direction of teachers at all times.

Evacuation is announced by a fire alarm or can be announced by the school office/administrator by invoking the public address and informing the school/campus. When you hear the fire alarm or announcement, it means evacuate the building.

WHEN STUDENTS ARE IN CLASSROOMS:

- Assemble students at door of room.
- Teacher takes quick reference guide and class rosters outside with them.
- Shut off lights and close windows and classroom door if possible.
- Walk to designated evacuation assemble areas (see page 10).
- Do not detour to collect book bags etc.
- Take roll at evacuation assembly point and report status to evacuation site leader. Leader will use handheld radio to report evacuation site status.
- Hold up yellow "Help Needed" card (page 21) to indicate that assistance is needed, (e.g., student is not accounted for, there is an injury, you have extra students). Consider designating a student to hold up card if teacher is providing care to injured student.

WHEN STUDENTS/STAFF ARE IN SPECIALTY CLASSES- PE, ENRICHMENT, MUSIC, ART, LIBRARY, ETC.:

- Teachers on duty move students to evacuation point and assemble in class lines.
- Assemble with homeroom classes at evacuation assembly area.

TEACHERS NOT ON DUTY:

- Close classroom doors and windows if possible.
- Walk to evacuation point via nearest exit.

ADMINISTRATION:

- Collect student details, class lists, pens, mobile phone and mobile first aid kit.
- Close office doors and windows if possible.
- Proceed directly to evacuation point.

IF CAUGHT IN SMOKE:

- Drop to hands and knees and crawl to exit.
- Hold breath as much as possible.
- Breathe shallowly through nose and use dry clothing (shirt, jacket, other) as filter.

IF TRAPPED IN A ROOM:

- Place cloth material around or under door to prevent smoke from entering.
- Retreat and close as many doors as possible between you and the fire.
- BE PREPARED TO SIGNAL FROM WINDOW BUT DO NOT BREAK GLASS UNLESS ABSOLUTELY NECESSARY.

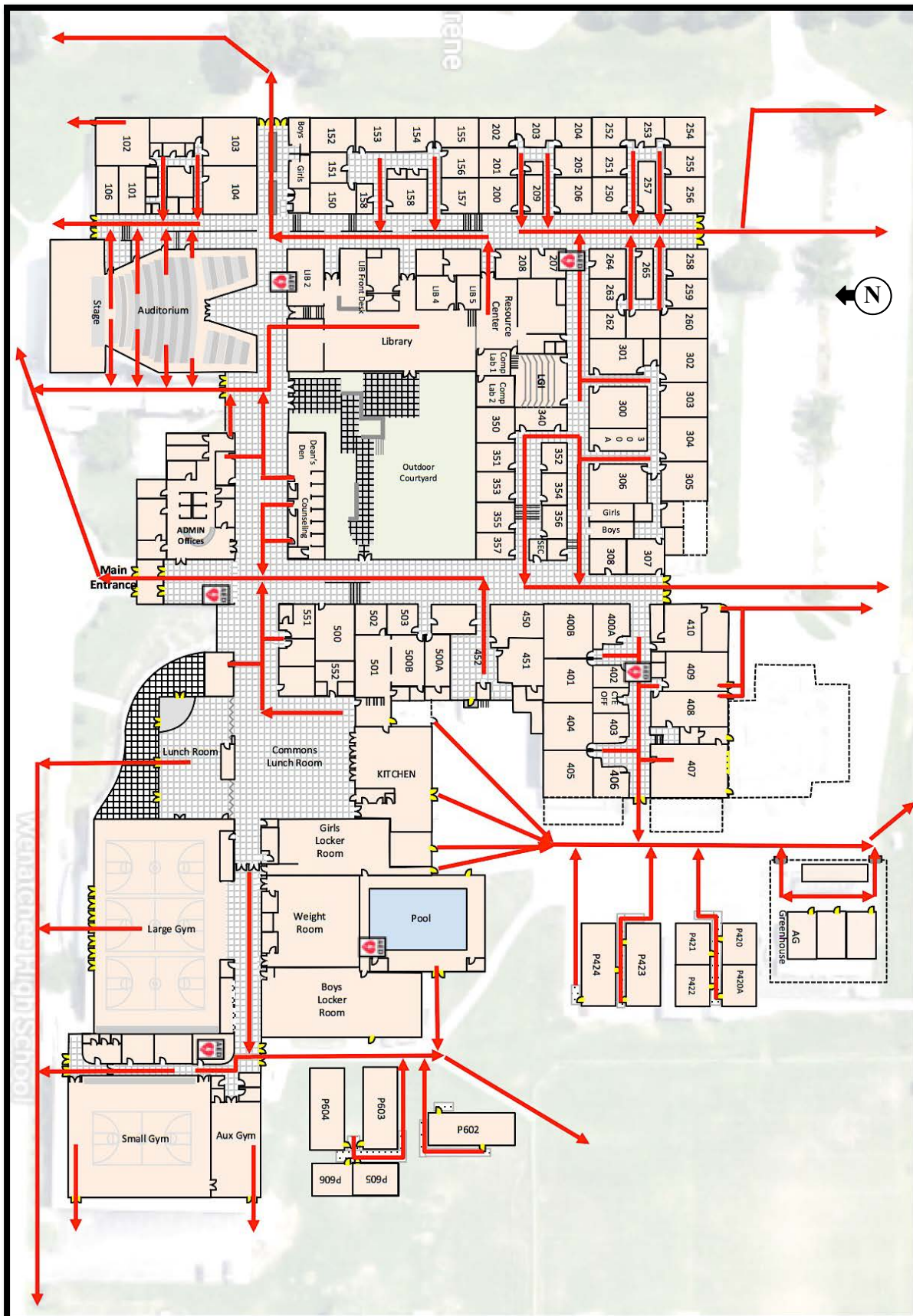
OFF CAMPUS EVACUATION:

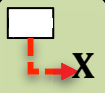
- If it is determined that an off campus evacuation is needed, an announcement, or messengers, will notify assembly areas to move to offsite evacuation locations (see page 11).





EVACUATION – FIRE DRILL ROUTES/EXITS



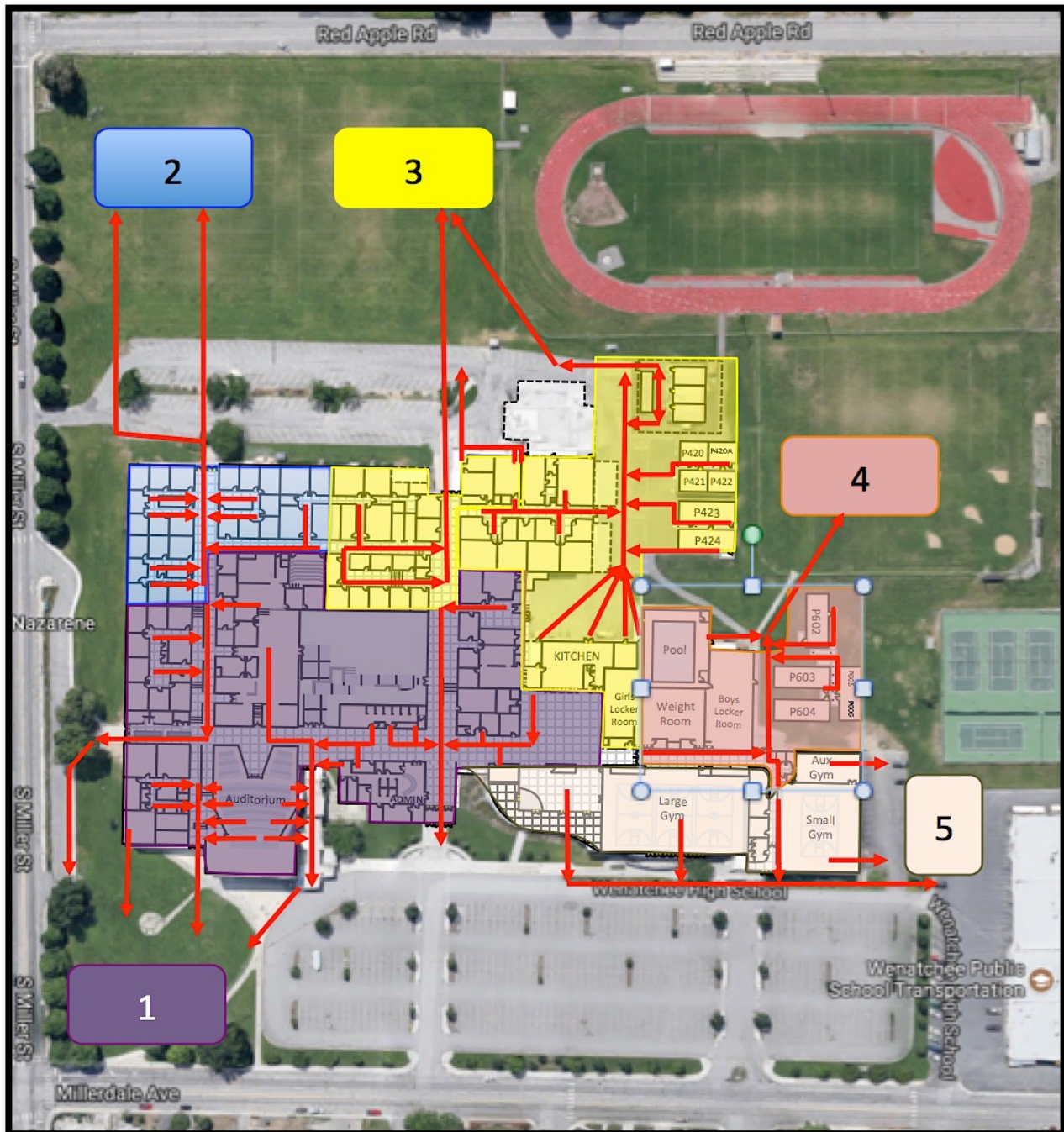


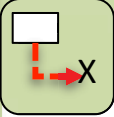
EVACUATION – FIRE DRILL

ASSEMBLY AREAS

In an orderly fashion, file out of the school using the nearest safe exit. Take this quick reference guide with you.

- Move to the designated assembly areas.
- Organize students in lines.
- Take roll at evacuation assembly point and report status to evacuation site leader. Leader will use handheld radio to report evacuation site status.
- Hold up yellow “Help Needed” card (page21) to indicate that assistance is needed, (e.g., student is not accounted for, there is an injury, you have extra students).
- Wait for further instructions.





EVACUATION – FIRE DRILL OFF SITE ASSEMBLY AREAS

Depending on the situation, it may be necessary to move further away from the building. If directed by the administrators or first responders, move from the assembly areas to the designated offsite assembly areas.





HAZARDOUS MATERIAL

Chemical spills and other accidental releases of hazardous materials can occur either within a school building (or on school grounds) or somewhere in the surrounding school community. In either case, the hazardous materials may pose a potential health and safety hazard to the general school population.

WHEN IS A SPILL CONSIDERED HAZARDOUS?

- Chemical related exposures or injuries.
- When entry / cleanup will require specialized chemical protective clothing.
- When the spill is beyond your scope of training, such as a mercury spill.
- When you have abandoned unknown containers on school property.

The immediate response to be taken shall be proportional to the hazards posed by material, the quality of the material released, and the location within the building of the chemical release. If any hazardous materials are found or suspected, immediately notify the Office or Principal and supply any known details.

PERSON DISCOVERING THE SPILL:

- Alert others in immediate area and leave the area.
- Close windows and doors and restrict access to affected area.
- Notify Principal / office / teacher / or call 911, if appropriate.
- Do not attempt to clean the spill.
- Seek first-aid if contact with spill occurs.

SPILL INSIDE BUILDING, IMMEDIATE RESPONSE:

- Move staff and students away from the immediate danger zone and keep staff and students from entering or congregating in danger zone.
- Assess persons in and around the affected area for any sign of exposure. Call 911, if needed.
- Shut down the HVAC (air handling units).
- Do not attempt to clean up a spill unless you have been properly trained.
- Isolate the immediate area of the spill or release.
- Seek information from product label and / or material safety data sheets (MSDS) on recommended cleanup procedures.
- In the absence of information concerning the nature of the hazards associated with the spilled or released material, or proper cleanup procedures, call 911 for assistance from trained hazardous material responders.
- Based on the nature of the spill or release incident (the hazard posed by the material or the lack of information concerning the hazardous material), it may be necessary to evacuate the building to protect the safety and health of students and staff (follow evacuation procedures).
- Notify the District Office at (509) 663-8161.
- DO NOT return to an evacuated area unless authorized by the Fire Department or Principal.

HAZARDOUS MATERIAL SPILL OUTSIDE BUILDING: Fire and/or Police Department officials will contact us when an incident in the surrounding area involving hazardous materials may affect the health and safety of a school population. Immediate response will be:

- Activate Shelter-In-Place Procedure.
- Follow the direction of the Principal / Fire / Police Department officials.
- Be prepared to evacuate if told to do so.





LOCKDOWN

Inside Threat - Secure Rooms, Remain Out of Sight

Lockdown is called when there is a threat or hazard inside the school building or on campus that may include parental custody disputes, violent behaviors, suspicious trespassers, armed intruders, etc. A lockdown involves the clearing of all public areas of students and staff, and securing them behind locked doors. Contact the main office to report any perceived life threatening, hostile or hazardous situation or threat and supply any known details. If needed, the office will make an announcement to Lockdown with the automated overhead voice system or PA system.

DURING A LOCKDOWN IF YOU ARE INSIDE A BUILDING:

- Clear the hallway by your room, IF SAFE TO DO SO, moving everyone into your classroom.
- Lock doors.
- Cover windows into hallways IF SAFE TO DO SO.
- Keep students and personnel away from windows and doors.
- You do not have to turn your lights off unless you feel it is safer to do so.
- Take roll and check for injuries. Email status following email protocol (see page 5).
- If gunshot or explosion is heard, get everyone to lie on the floor.
- Contact the office only if you have an additional emergency situation.
- Remain in classrooms or safe areas until notified unless it is unsafe to remain where you are.
- Do not open your door for any reason until an "all clear" is received.
- Changes in lockdown conditions will be given over the intercom and/or phone.

**DO NOT PLACE ANY
GREEN OR YELLOW
CARDS UNDER THE
DOOR WHEN IN A
LOCKDOWN**

DURING A LOCKDOWN IF YOU ARE OUTSIDE A BUILDING:

- DO NOT ENTER THE BUILDING. Move as far away as possible from the building under lockdown.
- Await further instructions from law enforcement/seek law enforcement assistance.

PROACTIVE SITUATIONAL-BASED RESPONSE GUIDANCE:

RUN:

- If you know the location of the danger and can safely flee the area or building do so. Do everything possible to get yourself and your students out of harms way as quickly as possible.
- NEVER leave a student behind.
- If you are in a barricaded room and no longer feel the room is safe get out any way possible.

HIDE:

- If you can't flee, obstruct or deny the threat from accessing your area. Relocate if needed.
- Find protection for your students and yourself (closets, back rooms, behind furniture).
- Remain silent and still. Silence your phones.
- Stay on the floor, away from doors or windows, and do not peek.
- Wait and listen for directions from first responders.
- May move any large objects in front of the door to barricade IF SAFE TO DO SO.

FIGHT:

- Act quickly; Do not hesitate.
- Staff and students may utilize methods to distract the shooters ability to accurately shoot such as loud noises or throwing objects at the shooters face or person.
- Arm yourself with improvised weapons and as a last resort fight!





LOCKDOWN ACTIVE THREAT ON OR NEAR CAMPUS

Secure Building Perimeter from Outside Threat, Remain Out of Sight

A Lockdown may be called when there is a possible threatening event happening in the area close to WHS or when one of the other schools, in close proximity, is in a full lock down. (*Reference RCW 28A.320.125*).

All entries and exits to the school will be restricted and normal instructional activities continue as much as possible (dependent on the circumstances of the threat); however, no outside events, field trips or outside activities (including recess) shall occur until the all clear is given.

PREPARATION:

- Review lockdown procedures frequently with your students.
- Review Emergency Response Procedures Quick Reference Guide often.
- Inventory classroom emergency equipment; advise office of needed equipment or supplies.
- Prepare window blackout materials (for windows without blinds).
- Carry your keys at all times.
- Carry your cellphone with you.

RESPONSE:

- Return to building from any outside areas IF SAFE TO DO SO.
- Direct all students in hallways to return to their assigned room.
- Lock all exterior doors (lock exterior doors near your room).
- Close exterior windows and blinds covering exposed windows.
- Follow instructions from main office regarding protocols / allowable activities.
- Reassure students by keeping calm and continuing allowed activities.
- Supervise student movements between rooms / limit hall traffic.
- Do Not Use the telephone system to request information.
- Communicate known threats to office by phone.

ASSESS SITUATION:

- Communicate problems (panic, medical emergencies, intruders).
- Report any problems or needs to the main office email.

CARE FOR THE STUDENTS IN YOUR SUPERVISION:

- Calm and reassure upset students.
- Use supplies in your emergency kit as needed or necessary.

WAIT FOR “ALL CLEAR” SIGNAL or communications from office or responders.

- Do not open exterior doors or look out windows until “All Clear” is communicated.

RECOVERY:

- Assess the need for aftercare or counseling by students in your care.
- Contact front office with names/numbers of students who need counseling or aftercare.
- Resume normal operations as soon as possible.

Communicate only confirmed information to students (expect an email / message from administrators).





MEDICAL EMERGENCY / FIRST AID

DO NOT MOVE PATIENT until extent of injury is determined:

- Notify school nurse (if on site) and site administrator; render first aid as appropriate.
- Call 911 after assessment if needed.
- While awaiting first-responders:
 - Provide constant monitoring of airway/breathing. If airway/breathing compromised, begin Basic Life Support/CPR (including AED defibrillation, if available).
 - If severe bleeding – apply pressure to stop bleeding.
 - Notify parent/guardian immediately.
 - Keep person calm, in position of comfort and warmth (not hot); maintain normal body temperature.
 - Prepare to give to Emergency Responders the parent contact information and any records we have on allergies, medications or underlying illness.

TREATING A STUDENT – LIFE THREATING:

- Call 911.
- Stay calm and DO NOT move the student unless there is danger of further injury.
 - Give your name, telephone number, campus, room number and location of student.
 - Describe the nature and severity of the medical emergency.
- Ask someone to dispatch a first aid/CPR-trained employee to the student.
- DO NOT give the student anything to eat or drink.
- When an ambulance arrives, request information as to which hospital the student will be taken to notify the parents.
- Give the ambulance driver the student's emergency numbers and parent/guardian name(s).
- If possible, assign a staff member to accompany a student to the hospital.
- Submit a District Accident and Injury Report within 24 hours of incident or knowledge of incident.

TREATING A STUDENT – NOT LIFE THREATING:

- In case of a minor injury or illness, take the student to the office/nurses office where the school Nurse or Designee will administer first aid, as required.
- Submit a District Accident and Injury Report within 24 hours of incident or knowledge of incident.

TREATING A DISTRICT EMPLOYEE OR OTHER – LIFE THREATING:

- Follow steps for "Treating a Student-Life Threatening" above.
- If employee is conscious and oriented, the individual has the right to determine his/her own health care needs and the response to those needs. Under such circumstances, campus staff should refrain from recommending specific health care vendors.
- Submit a District Accident and Injury Report within 24 hours of incident or knowledge of incident.

TREATING A DISTRICT EMPLOYEE OR OTHER – NOT LIFE THREATING:

- Report to the campus office where the school Nurse or Designee will administer first aid, as required, or get minor first aid supplies from your campus first aid box.





MISSING STUDENT

When a student is reported missing during a school day, the following procedures will be used by the administrator or designated person(s) who has received the missing student report.

Please Note: If the child involved has special needs (particularly those who are assigned extra supervision), or staff is given any indicators that the student has run away, been abducted, or has been left in an unsafe location; staff is to notify the Safety and Security Officer(s) and/or School Resource Officer IMMEDIATELY.

WHEN YOU ARE AWARE THAT A STUDENT IS MISSING:

- Alert office immediately!
- Note the time and write it down.
- Count the students in your class and visually scan for missing student. Ask “Is...here? Where is...?”
- Begin gathering information. Provide any follow-on information / details as they become available.
 - Verify that student is indeed missing from class.
 - Collect descriptive information (clothing, hair color etc.).
 - Collect situational information: Did anyone see child leave? In what direction did child go? Was the child with anyone? What did that person look like? Did the child leave during recess, lunch, or near the end of school?
 - Give descriptive and situational details to office.

THE OFFICE WILL:

- Announce missing student’s name over the PA system.
- Begin search by checking throughout the building and grounds.
- Call parent and notify them of missing student and that a search at school is being conducted.
- After a maximum of 10 minutes from the time of the initial missing child report was made, the principal / office manager will call the SRO at (509) 860-4536 or #911 to notify local law enforcement.
- Inform District Office by calling (509) 663-8161.

BEFORE OR AFTER SCHOOL HOURS: When it is reported that a student failed to make it home after school (or not made it to school in the morning), the following procedures will be used by the administrator or designated person(s):

- **If the student is a bus rider**, call the transportation department immediately to report the situation at (509) 662-6168.
- **Contact parent or guardian**, and other emergency contacts to determine if family members or friends may have picked up the child.
- **Check with the classroom teacher**, and any other appropriate staff to determine the last time they were seen, and if they mentioned anything unusual about their plans.
- Call the SRO at (509) 860-4536 or #911 to notify local law enforcement.
- **Search the building and grounds**, continue contacting known siblings or friends of the student (including neighbors, classmates, other students on the bus) to determine the last time the student was seen and if they mentioned anything about where they were going.





SHELTER-IN-PLACE

Secure Perimeter, Shutdown HVAC, Close Windows

Shelter-In-Place provides a refuge for students, staff and the public inside a district building from a “hazardous air-quality” situation or emergency situations such as a medical emergency in the school or a dangerous animal on campus. Shelter-In-Place uses internal areas of our buildings to maximize the safety of occupants and is used when evacuation would place people at a greater risk than remaining in the building.

The key to a successful Shelter-In-Place is to stop or drastically minimize air movement within the building or shelter the students from the emergency situation.

If we need to Shelter-In-Place, the office will make an announcement with the automated overhead voice system, PA system, or phones.

WHEN A SHELTER-IN-PLACE IS ANNOUNCED:

- Clear the hallway and bathrooms by your room, IF SAFE TO DO SO, moving everyone into rooms with doors.
- Tightly close all doors and windows in your classroom/work area.
- Take roll and check for injuries. Email status following email protocol (see page 5).
- Limit use of telephones to emergency calls only.
- Place appropriate color side of emergency response card under your hallway door to report condition: GREEN side when all students are present and no assistance is needed, Yellow side if there are missing students or help is required.
- Continue with instruction as long as students remain quiet and away from door and windows.
- If the Shelter-In-Place was caused by a “hazardous air-quality” situation, control movement within the building. Do not allow anyone to leave the room (sheltered area).
- If warranted, the office will order the shut-off of heating, ventilation and air conditioning systems to stop the inflow of outside air into the building.
- If asked to evacuate, move swiftly. Take students out of the building following regular evacuation plans (page 8). Grab cell phone, personal items and emergency supplies only if convenient and safe to do so.

ALL CLEAR:

- The office/principal will advise the campus of an “all clear condition.”
- Open doors and windows (if desired) and return ventilation systems to normal operations.
- Resume normal movement on campus.

INFORMATION SOURCES:

The office/principal will receive status updates and emergency directives via campus telephone, cell phone, handheld radio system, or e-mail via local authorities, WSD leadership, and/or Emergency Personnel.





UTILITY FAILURE / FLOOD

Utility Failure/Flood, at a school or district site, such as those caused by Gas Leaks, Ventilation, Elevator Failure, Plumbing/Flooding, and Electrical Failure or other, immediately call the Site Administrator and supply any known details.

STUDENT SAFETY:

- If you smell gas or burning odors, evacuate the area immediately and take roll.
- If students are in danger by rising water caused by faulty plumbing, water main break, or severe weather, immediately move the students to a dry area or higher ground and take roll.
- Remain calm and follow directions by the Site Administrator. They will contact the Safety Director at Facilities Maintenance for information regarding the scope and expected length of the utility failure.
- If required, the Site Administrator will coordinate the early release of students to parents following proper release procedures.
- Do not re-enter area/building unless you are told it is safe.

UTILITY PROBLEMS: Call the WSD Maintenance and Operations office at (509) 663-0555.

- | | |
|----------------------|---|
| – Gas Leaks | Vacate area, Call 9-1-1. |
| – Ventilation | If smoke or strong burning odors occur, evacuate immediately. |
| – Plumbing/Flooding | If personal safety allows, shut off electrical equipment and evacuate area. |
| – Electrical Failure | If personal safety allows, shut off electrical equipment and follow directions by the Site Administrator. |

IF THERE IS A UTILITY FAILURE/POWER OUTAGE:

- Notify the principal's office immediately of the type of utility outage (electrical, heating, cooling, water, etc.).
- Stay calm and reassure the students.
- If necessary, implement the appropriate emergency procedures (e.g. evacuation - classroom/area) to ensure that students are not exposed to danger.
- Take attendance to ensure all students are accounted for. Immediately notify the principal or designee of any missing students.
- Remain in place unless directed by the principal to relocate.
- If you are moved to another area, conduct a student count once you arrive at the new location. Take student roster with you.

FLOODING:

- The Site Administrator will direct the immediate shut off electrical equipment located in or around the area being flooded.
- Follow guidelines above.



GREEN = ALL OK

EMERGENCY RESPONSE CARD

- **Shelter-In-Place/Earthquake**: Slide under door to indicate everyone in the room is accounted for and OK.
- **Lockdown**: DO NOT USE GREEN EMERGENCY RESPONSE CARD

ALL
OK



YELLOW = HELP NEEDED

EMERGENCY RESPONSE CARD

- **Evacuation:** Held up by teacher at Outside Assembly or Evacuation to indicate that assistance is needed, (e.g., student is not accounted for, there is an injury, need to communicate information to Incident Commander). Consider designating a student to hold up card if teacher is providing care to injured student.
- **Shelter-In-Place/Earthquake:** Slide under door to indicate that assistance is needed, (e.g., student is not accounted for, there is an injury, need to communicate information to Incident Commander).
- **Lockdown:** DO NOT USE EMERGENCY RESPONSE CARD

HELP NEEDED

