

Emergency Procedures Guide

Police, Fire, Paramedics

Superintendent's Office

Social Services Assistance

Puget Sound Energy (gas, power outage)

Olympia Public Works (water, sewer)

OSD Technology (telephone)

OSD Support Services Department

Child Protective Services

9-911

596-6117

9-211

1-888-225-5773

753-8588

596-6172

596-7800

360-725-6701 or

1-800-562-5624



Administrator's Checklist

- Call 9-911 for Emergency Services
- Call Superintendent's Office, 596-6117
- Call parent(s)
- Verify information regarding crisis
- Update Superintendent's Office
- Refer all media inquiries to Director of Communications, 596-6103

If it is necessary to send anyone to the hospital by ambulance, send a staff member along to serve as a liaison between hospital and school.

All student information is confidential, including names, and cannot be shared with the media.

Emergency Numbers

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The certified CPR/First Aid persons in this building are:

School Nurse #: _____

Administrator's Checklist

Is it an emergency?

What determines an emergency? If any of the following occur, contact the Superintendent or designee immediately:

- Unplanned evacuation
- Unplanned lockdown
- Unplanned shelter in place
- 911 call for fire / ambulance / law enforcement
- Any type of serious threat to students or staff
- Serious accident / incident involving students or staff on or off school grounds
- Demonstration / protest on or near school grounds
- Disease outbreak
- Citywide emergency or natural disaster
- Dangerous person or animal on or near school grounds
- Missing student or staff member
- Unexpected death of student or staff member

When in doubt, contact the Superintendent's office immediately. The Superintendent or designee will consult with you and determine whether to activate the Emergency Response Team.

Emergency Evacuation Procedures

Every classroom must have an evacuation plan and a backup evacuation plan, and both must be practiced.

**No one re-enters building
until “All Clear” has been sounded.**

- Alarm sounds.
- Teachers instruct students to line up to evacuate. Turn off lights. Shut classroom doors. Teacher follows students to be sure no one is left behind. Teacher takes pen, attendance/class list and account for all students once in a safe location.
- Classes report to designated areas a safe distance from building, keeping clear of fire equipment and hydrants.
- Everyone faces the building, in case students are instructed to move further away.
- Take attendance. List ABSENT ONLY. If a student was present earlier, but not now accounted for, notify the principal and/or fire fighter immediately.
- Return to classroom only when directed by principal/designee.
- If the principal/designee determines the emergency will be of a considerable duration, or if remaining at the school site presents a hazard, directions will be given to move to an alternate site.

Assessing the Situation | Emergency Evacuation

Building Damage

Examples: Windows are broken due to vandalism, cracks found in infrastructure, water damage in classrooms, etc.

- Contact the District Support Services Department, 596-7800, with details of damage.
- Contact the Superintendent's Office, 596-6117, with details of damage.
- If area is determined unsafe, find alternative site for students and staff.
- Close off the unsafe area and clearly mark with signs.
- If vandalism is involved do not touch or move things and contact police.
- Do not allow students or staff to re-enter area until investigation is completed and repairs have been made.
- Refer all media inquiries to the Communications Office, 596-6103.
- Fill out a property damage report and send it to the Superintendent's Office.

Student Dismissal

Once the dismissal order is received from the proper school authority, the principal will:

- The principal will relay dismissal instructions to every classroom by the most rapid and efficient means.
- Parents should be asked to make special arrangements for care in the event school is dismissed and parents are not at home. The media will be asked to make public announcements of the dismissal.
- Review dismissal procedures already provided to parents to assure that it will be followed. The procedures should provide guidance regarding parents who have made special arrangements for care in the event parents are not at home.
- Designated school personnel will inspect the entire structure once dismissal is completed to assure the building is empty and precautions dictated by the Emergency Plan or other specific disaster plans are taken.
- School principal may request assistance from administration and/or appropriate emergency agencies to assure that students disperse from the school building to minimize hazards and reduce congestion.
- All dealings with the news media and the public must be handled through the Superintendent's Office.

Procedures: Building Damage | Student Dismissal

Media Procedures

The primary means to inform the general public is by mass media or internet (radio, television, newspaper and website). We must provide prompt and accurate information, as misinformation can create confusion.

Please alert all staff to the following directive:

After calling Emergency Services, 9-911, and initiating your building's Emergency Response Plan, it is imperative that designated employees **immediately** relay factual information regarding any crisis situation to the Superintendent's Office, 596-6117.

- What happened? _____
- Extent of injuries/destruction _____
- Who was involved? _____
- Who is in charge? _____
- What actions have been taken? _____
- When did it happen? _____
- Where did it happen? _____
- How? (if known) _____

- The Superintendent's Office will notify all other school district personnel deemed necessary to respond to the emergency.
- The Superintendent or Communications Director will handle the release of information. Please refer **all** media to them. If the media contacts you, have them call the Communications Office, 596-6103. If possible, avoid having individuals not designated to speak for the school or District interviewed by the press.

Transportation

When it is determined necessary to close a school, the principal must contact the Superintendent's Office, 596-6117, to secure agreement, contact transportation for bus riding students, and contact any needed aid.

When the Superintendent is advised by Emergency Services authorities to close schools, or decides schools must close, the principals will be notified and given instructions by phone or the District emergency radio system. In case of a potential disaster necessitating school closure, an "early warning" of an hour will be given, if possible.

Please follow these steps:

- Secure agreement of Superintendent or his designee to close school.
- Advise employees of the impending closure and to secure work areas. Those employees without students are to depart or report to the office or pre-arranged station.
- Advise teachers to prepare students for dismissal, with walkers and car drivers/passengers to go first. Students who ride the bus are to wait in the classrooms until directed to proceed to buses.
- Busing: In closures where school-to-home busing times aren't critical, school buses will pick-up in order: high school, middle school and elementary school students.

In case of volcanic ash fallout or other incident when busing times are critical, buses will pick-up in order: elementary, middle, high school students. Bus drivers will maintain radio contact with the District's Transportation Office. Mechanics and transportation personnel will remain on duty until all bus-riding students have been delivered, or until released by the Superintendent.

Procedures: Media | Transportation

Accidents

Hazardous Materials Spill

Examples: Mercury, asbestos, formaldehyde, etc.

- Evacuate and isolate the contaminated area.
- Contact the Support Services Department, 596-7800, for specific instructions.
- If the situation is determined to be life-threatening, call 9-911.
- Notify the Superintendent's Office, 596-6117.

Fire / Explosion / Utility Evacuation

- Activate the school fire alarm system and evacuate the building.
- Call the Fire Department, 9-911.
- If the telephone is out of service, use a cell phone or two-way radio to report the fire.
- Implement Building Emergency Plan.
- Immediately after implementing fire emergency evacuation procedures, notify the Superintendent's Office, 596-6117, via cell phone or two-way radio.
- Do NOT re-enter the building until instructed to do so by authorized personnel. If building is not able to be re-entered, activate plan to move students to another site.
- Render first-aid as necessary until medics arrive.
- If gas leak is suspected, designate staff member to shut off main gas valve.
- Notify utility companies of any suspected break in utility services.

Accidents

Examples: Chemistry lab explosion, bus/car accident with no or minor injuries, student/staff injury or medical problem.

- Principal/designee reports to scene with cell phone/radio.
- Call School Nurse.
- If it is determined that immediate medical attention is required, call 9-911.

Serious injury: Do not move injured, unless it is necessary to prevent further injury.

- Call Superintendent's Office, 596-6117, and report incident.
- Call Transportation Office, 596-7700, for any accidents involving school buses.
- Identify witness(es) to accident and make a written list.
- Contact parent(s) of any hurt student(s) and direct them to where their child(ren) have been taken.
- If a student is transported to the hospital, send a staff member along.
- Fill out accident report form and send to Superintendent's Office.
- Contact Assistant Superintendent's Office, 596-6129, to notify our insurance carrier.

If the incident appears to be minor, the school principal and parent may decide to select one of the following two alternatives:

- Parent will transport his/her child in their personal vehicle.
- The Medic One Emergency Services may be summoned by dialing 9-911.
- Fill out Accident Report Form and send to Superintendent's Office.

Accidents

Threats

Use the Phone Threat Checklist on the inside back page of this guide.

Dial 9-*57 to trace number.

Threats of Violence/Destruction made at school:

- Assume threat is serious.
- Report to school administrator.

If student is threat-maker:

- Immediately remove the student from classroom and place him/her into a secured area pending further investigation.
- Conduct an assessment interview of the student who made the threat, if known.
- Get written statements from those reporting the threat.
- If law enforcement is not already involved, determine if it is now appropriate, and notify them.
- If so, notify the Superintendent's Office, 596-6117.
- Notify parents.

Violence

Examples: Gang fight, fist fights, teacher/student is attacked, students/intruders found possessing weapons.

- In the event of a fight, approach in a controlled manner, do not run toward it (this can cause more panic).
- Don't chase students down; observe as much as you can and report the details to the police.
- Instruct students to stop fighting and take them into separate rooms with supervision.
- Don't attempt to take a weapon away from anyone, call 9-911.
- If a weapon is confiscated, secure it until police arrive.
- If a crime is committed, try to secure area until police arrive.

Lockdown / Partial Lockdown

In some situations where students and staff may be at risk (complete lockdown), it may be necessary to secure the building, or partially secure the building (partial lockdown), for the safety of students and staff.

1. **Complete Lockdown-** There are two types of complete lockdown situations:

- You are notified that an intruder is en route to your school.
- You are notified that an intruder is on your campus or in your school.

2. **Partial Lockdown-** You are notified that law enforcement activity is taking place or is going to take place in the area of your school, and the activity may put your staff and students in jeopardy. Depending on the information you have received, staff and students may be able to move around freely inside your building during a partial lockdown.

In the case of a need for a lockdown, the principal/designee will announce:

“This is a full-building lockdown, secure all areas.”

or

“This is a partial lockdown, evacuate (room #) and secure (room #) immediately.

- Check hallway for students.
- Lock the classroom door.
- Follow communications.
- Take attendance (present and absent).
- Do not allow students to leave the classroom for any reason.
- Do not allow anyone to enter the classroom for any reason.
- Close all shades and blinds.
- Be seated on the floor next to an interior wall away from windows and doors.
- Release no one except by direction of principal/designee.
- Get on floor if gunshots are detected.
- Call the office only to provide vital information.
- Non-assigned staff should remain in place until notified.
- Be prepared to stay in “lockdown” for an extensive period of time.
- Listen for principal/designee to terminate the “secure building” situation over the intercom.

Threats | Violence | Lockdown

Medical Problem

- Principal/designee reports to scene with cell phone and emergency radio.
- If it is determined that immediate medical attention is required, call 9-911.
- Follow procedures for handling bodily fluids.
- Page School Nurse.
- Try to calm victim and keep area clear of other students.
- Contact parents, determine if the victim is taking any medications, and give written information to the medics.
- If a student is transported to the hospital, send a staff member along.
- Call Superintendent's Office, 596-6117, and report incident.

Suicide / Suicide Attempt on Campus

- Implement Building Crisis Plan.
- Call police/medics 9-911.
- Contact the Superintendent's Office, 596-6117.
- Contact parents.
- Close off area and find alternative area for students.
- Keep students as calm as possible.
- Call Student Support, 596-7530, for counseling team.

Drug Use on Campus

- Principal/designee reports to scene with cell phone and emergency radio.
- If it is determined that immediate medical attention is required, call 9-911.
- Page School Nurse.
- Call Superintendent's Office, 596-6117, and report incident.
- Try to identify the drug by talking to any witnesses.
- Contact parents and direct them to where their child has been taken.
- If a student is transported to the hospital, send a staff member along.
- Notify police if illegal drug use is suspected.

Mental Health

Examples: Student becomes agitated and yells for no apparent reason, student/staff withdraws to a corner of the classroom and will not communicate, student/staff begins to hallucinate, etc.

- Do not argue with the victim. Talk in a calming voice and remove anything/anyone which/who seems to escalate the situation.
- Notify principal/designee.
- Notify parents and ask if the victim is on any medications; if so write them down.
- If possible, take victim to a separate, quiet room.
- Contact the school counselor/nurse and/or Student Support for assistance.
- Find out if the victim is seeing a therapist/counselor and then contact that person.
- Check school health records to see if any pre-existing medical conditions are recorded.
- If it is determined that medical assistance is needed, call 9-911.

Death

Examples: Student or staff dies from accident, after a long illness, or announces they have a life-threatening illness.

- Implement Building Crisis Plan.
- Notify Superintendent's Office, 596-6117, with details.
- Notify staff, students and parents when appropriate.
- Respond to students' questions directly and clearly as appropriate to grade level.
- Be aware of different religious and cultural beliefs regarding death.
- Assure students that they will be taken care of, and their concerns will be heard.
- Keep students and staff calm and re-establish the daily routine as soon as possible.
- Inform Student Support, 596-7530 if counselors are needed.

Life Threatening Situations

Earthquake

- Implement Building Earthquake Plan.
- Principal/designee checks for injuries.
- If possible, turn on a radio or television to get the latest emergency information.
- If phones are down, use cell phone or emergency radio to notify District personnel. Try in the following order:
Superintendent/Assistant Superintendent/ Transportation/Support Services/Neighboring Schools.
- Check all utilities. The earthquake may have broken gas, electrical, and/or water lines. If damaged or there is possible damage, shut off all power, gas, and water entering the building. Know where all utility shut-offs are located. Assign staff members and/or back-up personnel to shut them off if necessary.
- Do not use the telephone unless seeking emergency assistance.
- If possible, have maintenance personnel check the entire building for damage before giving students and faculty any type of all-clear signal.
- If a portion of the building is damaged, move students and faculty to a safe area.
- Assume that school buses will NOT take students home. Buses may not be able to get to the schools until all roads and bridges have been examined and deemed safe.
- If school is declared an “emergency relief center,” assist as required.

Volcanic Eruption

If volcanic eruption causes an ash fall on the school:

- Keep students inside and remain inside until dismissal directive.
- Close windows and designate custodian to shut off ventilation equipment/vents, but not electricity.
- If school is dismissed, follow “student dismissal” procedures and listen to local radio or go on-line for further information.
- Instruct students to cover mouths and noses with cloth while outdoors. Walkers should be cautious if visibility is reduced by ash blowout.
- If school is declared an “emergency relief center,” assist as required.

Severe Weather

In the event of severe weather, all changes in bus schedules, school closures, or early dismissals due to snow, ice, or other emergencies will be broadcast over local radio and TV stations beginning at about 6:00 A.M.

Emergency schedule information is also available at: <http://www.schoolreport.org> or <http://osd.wednet.edu>.

In case of school closure:

- If possible, administrators should report to their building to ensure that students and parents are aware of the closure as well as to inspect, with a custodian, any potential hazards/damage/malfunctions.
- Report to the Support Services Department, 596-7800, any situations which need attention: e.g. heavy snow on roof, fallen tree(s), leaks/drainage problems, etc.

In case of early closure:

Administrators should:

- Keep emergency two-way radio on channel 2.
- Keep radio tuned to local station for updates.
- Alert employees to changing conditions and possibility of dismissal.
- Advise employees to prepare students for dismissal with walkers and car driver/passengers to go first and bus riders to wait in classrooms until directed to proceed to buses. Remind students to be especially careful when walking or waiting for the bus in bad weather.
- Bus transportation for students will be in the following order: high schools, middle schools, and elementary schools approximately 1 to 2 hours later.
- Children should have been advised by parents what to do in case of early school closure.
- All after-school activities are cancelled.
- Notify after-hours building users of the cancellation. Only exceptions approved by the Superintendent's Office will be made.
- Superintendent's Office will contact the media.
- Mechanics and transportation personnel will remain on duty until all bus-riders have been delivered.

Natural Disaster

Missing Students

Example: Student is suspected to have run away from home, have been abducted, or to be lost, etc.

- Check student records to determine who has custody of student.
- Communicate with parent(s).
- Call Superintendent's Office, 596-6117, and report incident.

When it is determined that the student is missing or abducted/lost/or a runaway, obtain the following information and notify police.

- When and where was the student last seen?
- What was he/she wearing?
- Who was the student seen with?
- Who are his/her friends?
- Are they in school?
- Do they have any information?
- Check with staff in regard to seeing any strangers in the area.

Usually students who are runaways are running from what they consider to be an intolerable home situation. Be sure to let the student's close friends know there are community resources available to help the runaway student in case they hear from him/her.

Sexual Offenses

Examples: Student reports he/she has been raped, student is sexually taunted by his/her peers, teacher/adult has exposed himself to a student, teacher has been sexually threatened by student/staff, etc. on way to/from school or at school, etc.


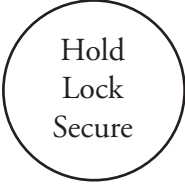
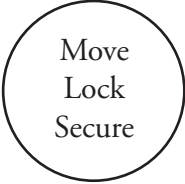
- Reassure victims that they will be protected.
- Contact parents.
- Ask direct questions to determine if authorities need to be contacted. If determined necessary, contact 9-911 and let them get the details from the victim.
- Keep the victim and the accused separated.
- Stress the importance that witnesses report the incident.
- In assessment interviews, try to get all the facts.
- Be careful to protect the victim's privacy.
- Inform the Superintendent's Office, 596-6117.
- Report suspected incidences of sexual offenses to the appropriate resources. Be sure to include any details such as injuries, bruises, etc.

Resources: Child Protective Services: 360-725-6701 or 1-800-562-5624

Crisis Decision Check

Incident	Define crisis/issues Obtain facts: Who, what, where, when, why and how.
Notification	Emergency Help - 9-911 (Immediate) Superintendent's Office 596-6117 (Immediate) During non-school hours call your building/department administrator
Students/Staff Safety	Hold, lock, secure Move, lock, secure Evacuate, partial Evacuate, total Dismissal and parent notification
Communication (Internal) (School's responsibility when possible)	Staff Students Daycare/school user groups Activate phone tree Parents Community leaders/site council members/volunteers
Communication (External) (Communications Office when possible)	Other students Board District schools Private schools Public
Media/Press	District spokesperson/building spokesperson Write releases/briefings Press conferences: establish time and location Monitor and follow-up
First Debriefing	Immediate service needs (e.g. psychological) Coordinate security/safety Plan next step(s): operation of schools - return to normal schedule ASAP Record keeping, research

Staff Emergency Response Guidelines

Evacuation	Lockdown	Partial Lockdown
		
Give directions and follow last student from classroom	Lock doors	Follow communications
Take pen, attendance and grade books	Follow communications	Take pen, attendance and grade books
Turn lights off and close doors	Attendance: present + absent	Move to assigned or designated area as directed
Report to designated area	Move away from glass and doors	Move away from glass and doors
Take attendance List absent students only	Pull shades	Pull shades
Remain in assigned area until advised by principal/designee	Release no one except by direction of principal	Release no one except by direction of principal
Assist all special needs students	No restroom breaks	Attendance: present + absent
Return to classroom or move only when directed by principal/designee	No use of radio or television	No use of radio or television
If building is hazardous, follow directions to move to alternate site	On floor if gunshots are detected	No restroom breaks
	Do not call office for general information	Do not call office for general information
	Call only with vital information	Call only with vital information
	Non-assigned staff remain in place until notified	Non-assigned staff remain in place until notified
	Be prepared to stay in "lockdown" for an extensive time	Be prepared to stay in "lockdown" for an extensive time

Life Threat
Call 9-911
 Call Superintendent's Office, 596-6117
 Determine: who, what, when, where, how, why

Remain Calm
Don't Speculate
Get the Facts
Relay the Facts
React with Professional Judgment

Staff Response Guidelines

Shelter In Place

In the case of potentially hazardous extreme external factors (natural gas leak, hazardous material spill, etc.), it may be necessary to conduct a shelter in place to ensure that all students and staff within the school are protected.

When there is an immediate exterior threat, such as a chemical spill or volcanic ash:

- If you are notified about a threat with instructions to shelter in place, instruct staff and students to follow emergency procedures.
- Close classroom windows to prevent outside air from entering.
- Check hallways and bring all students to the secured area immediately. Students at lunch or in unsecured areas should know which teacher to report to in the indoor assembly area so teachers can account for all students.
- Close windows in all offices and shut off air handling systems.
- If appropriate, shut off gas and/or electricity.
- Locate supplies and make sure they are accessible.
- Take supplies, including a battery-powered AM/FM radio, and go to the assembly area.
- Immediately contact the Superintendent's Office by phone, 596-6117 or radio to report your status.
- Instruct designated staff to secure the area using the supplies.
- Keep your district emergency radio on channel 2 and stay tuned. Listen to local radio for updates. Wait for official instructions from emergency responders.
- No one leaves the secured area until emergency responders issue an all clear.

Bomb Threat Procedures

Although bomb threats are rare and usually turn out to be a hoax, it is important to take all threats seriously.

Telephone Bomb Threat

If someone calls the school with a bomb threat, the person receiving the call should:

1. Remain calm – do not hang up!
2. Listen intently and gather as much information as possible.
3. Keep caller on the phone.
4. Ask questions and record answers: where, when, what, how, type of bomb, etc.
5. Dial 9-*57 to trace number.

Written Bomb Threat

If a student, staff member or administrator finds or receives a note with a bomb threat, he/she should report it immediately to the principal or designee.

In the case of any type of bomb threat, the principal or designee establishes a threat level and responds in proportion to the threat information.

LOW LEVEL THREAT

Caller or writer indicates school will be bombed, no statement of type of device or specific location. Hangs up quickly or leaves vague note. Motive is to cause disruption.

MEDIUM LEVEL THREAT

Caller or writer identifies size, location, or type of bomb. Stays on line longer or writes longer, more detailed note. Gives reason for bomb.

HIGH LEVEL THREAT

Caller or writer advises type, power, location or time of detonation. Stays on line longer or makes multiple calls or leaves multiple notes. May exhibit knowledge of bombs beyond normal. May make a demand (publicity, money, etc.)

- If threat level is medium or high, call 9-1-1 immediately and follow the remainder of these procedures.**
- If threat level is low, contact the Superintendent's Office, 596-6117 and the Olympia Police Department.
- The principal will decide whether to make a preliminary search or if the threat is considered medium or high, to evacuate.
- Inform staff of the bomb threat and any immediate directions.
- Ask staff to make a visual observation of their classrooms/work areas and instruct them NOT to open cabinets or doors or move objects. **Do not touch any suspicious object!** A bomb can be almost anything from a bundle of dynamite to concealed or ordinary objects (briefcase, toolbox, etc.) You will be searching for something that doesn't belong in the classroom/work area.
- Account for all students, check halls and restrooms.
- If at any time the threat is determined to be valid by police or building administrators, evacuate the building using standard fire drill procedures with any necessary modifications. Evacuate to at least 300 feet from the building. Plan for an alternate location if needed due to a prolonged search or inclement weather.
- When building is reported to be safe, resume class and debrief staff and students.

Getting the Facts

What happened?

When did it happen? (give exact time when it occurred if possible)

Who was involved?

Where?

How did it occur? (to the best of your current knowledge)

What has been done to ensure students/staff safety?

Who has been notified?

- | | | |
|---|--|--|
| <input type="checkbox"/> 9-911 | <input type="checkbox"/> Parent(s) | <input type="checkbox"/> Superintendent's Office |
| <input type="checkbox"/> Police | <input type="checkbox"/> Fire | <input type="checkbox"/> Communications Office |
| <input type="checkbox"/> Support Services | <input type="checkbox"/> Transportation Office | <input type="checkbox"/> Capital Planning Office |
| <input type="checkbox"/> Students | <input type="checkbox"/> Staff | <input type="checkbox"/> Utility |
| <input type="checkbox"/> Daycare/school user groups | | |

Phone tree activated? Yes No