

Students

Emergency Procedures

Fire Evacuation:

A. In the event of a fire:

1. Pull the nearest fire alarm, this will trigger the alarm at the fire station;
2. Call 911 and report the fire;
3. Evacuate the building; and
4. Refer to the Emergency Response Handbook under fire, evacuation-flee, evacuation-safety for detailed instructions.

Authority to sound the fire alarm system in the event of a real emergency is possessed by any person who discovers the fire.

B. Fire Evacuation Drills:

1. Instructions regarding fire drill procedures must be given to all students on the first day of school in September each year;
2. A fire/evacuation drill must be held three times each school year; and
3. It is important that kindergarten children, representing the one large group of children new to the schools, be given instruction in fire drill procedures for the building.

C. Authority to Call Drills:

The sounding of a fire alarm for the purpose of a drill is an authority possessed solely in the principal, or someone authorized by the principal.

D. Purpose of Fire Drills:

Fire drills are held to familiarize the occupants of a building with the signals, evacuation routine, and exits, so that in case of emergency there shall be no hesitation or confusion in leaving the building.

These drills are for the safety of all persons involved, and each person must realize that the success of the drill is dependent upon their actions and cooperation. Therefore:

1. All persons in the building must take part in the fire drill; and
2. Every fire alarm should be considered as a warning of an actual fire.

E. Frequency - Fire Drills in Schools:

1. Fire drills will be held three times a school year at a minimum to assure rapid and orderly evacuation of the school building. During severe weather, fire drills may be postponed. A record of all fire drills will be kept on the premises subject to inspection by the fire chief; and
2. Fire drills include complete evacuation of all persons from the school building.

G. Responsibilities of Staff

Principals will :

1. Be in complete charge of all matters pertaining to organizing and conducting fire drills in the building, and will be responsible for the efficiency of the drill and all discipline taken for violation of the rules and regulations;
2. Be familiar with the fire alarm system, all fire-fighting equipment, all means of egress, and any special features of the building that might prove dangerous to human life, (storerooms, lunchrooms, attic spaces, ventilators, etc.) or where fire may spread quickly;
3. Be responsible for notifying custodians, maintenance staff, and lunchroom staff that in case of an actual fire, the ventilating systems (this happens via the HVAC system), the oil burners, gas meters, ovens, etc., are shut off;
4. Appoint all subordinate officers (see No. 5 immediately below) and instruct them in the general plan of the drills and details of their specific duties, such as instruction regarding:
 - a. How to send an alarm to the fire department (including how the fire alarm system operates—both electrical and emergency);
 - b. The importance of quick action to send in a fire alarm signal, and to vacate the building, even if in-school fire-fighting equipment is in use; and
 - c. How to use all in-school fire-fighting equipment.
5. Appoint subordinate officers:
 - a. **Searchers** - These are staff members assigned to inspect sections of the buildings, close to their assigned stations, to make sure that everyone is out. Office areas, restrooms, teachers' room, and all other places frequented by students or teachers must be checked. Searchers will rejoin their assigned areas as soon as the inspection is completed.
 - b. **Safety Coordinator** - In case of actual fire, during the absence of the principal, it must be clearly understood by the entire staff which person will be in charge. Each school will

appoint a faculty member as “safety coordinator .” The principal should make good use of this person in the fire drill program.

Classroom Teachers will :

1. Be in charge of their respective classes;
2. Issue all commands relative to participation in the fire drills, except as delegated by them to fire drill aides;
3. Unless assigned as searchers, lead their classes to the designated outside stations; and
4. Immediately report to the principal, or designated safety coordinator, if any student is unaccounted for after a visual check of students or after taking roll.

H. Drills on Request:

Occasionally, fire department representatives may come to schools and request an immediate fire drill. Principals are expected to cooperate fully, even to the extent of calling a drill at an inconvenient time.

The fire department is aware that there may be times when a fire drill should not be called, and it will rely upon the principal to advise if this is the case. Examples include; scheduled examinations or during the giving of standardized tests. Principals may, therefore, decline to call an immediate fire drill when a good reason exists.

Procedures

1. During Fire Drills:
 - a. Principals will sound the alarm;
 - b. The fire department will be notified of the drill;
 - c. Teachers will lead students to the designated exit;
 - d. Students will walk briskly (no running), with arm’s length spacing, and without talking, laughing, or breaking from the rank (no student may leave the line);
 - e. Students not in the classroom will join the line of the first group of students met (the students must not return to the classroom);
 - f. Teachers will check roll when assigned area is reached;
 - g. Teachers will not leave the students gathered at a designated area, unless someone is placed in charge;
 - h. Teachers will notify the principal if any student is missing; and

- i. The principal will initiate a search for any missing students.
2. After a Fire Drill:
 - a. The principal will give the all clear signal;
 - b. Teachers will lead the students back into the classroom;
 - c. Teachers will check the roll;
 - d. Students will not loiter in the halls;
 - e. Teachers will notify the principal if any student is missing; and
 - f. The principal will initiate a search for any missing students.
 3. After a False Alarm:
 - a. The principal will notify the fire department of the incident; and
 - b. The principal will notify school officials of the incident.

Lockdown and Modified Lockdown

Lockdown is initiated to isolate students and staff from immediate dangers which may include armed intruders, violent behaviors, suspicious trespassers, on-campus shootings, bomb threat, sniper, or nearby police activity. Please refer to the Emergency Response Handbook for detailed instructions. Lockdown structure will include recommendations from the National Association of School Psychologists.

Modified lockdown is initiated to isolate students and staff inside the school from potential dangers outside the school. Modified lockdown is typically used when events in the vicinity of the school may pose a threat.

Shelter in Place:

“Shelter in place” is initiated to protect students and staff from chemical, radiological, or biological contaminants released into the environment. To “shelter-in-place” means to take immediate shelter where you are and isolate your inside environment from the outside environment. Refer to the Emergency Response Handbook under Lockdown/Shelter-in-place for detailed instructions.

Earthquake:

The threat of an earthquake in Western Washington is ever-present. As with other unforeseen events, the district must be prepared to care for students and staff until danger subsides.

Each school principal in consultation with staff is required to prepare a plan and conduct an emergency earthquake drill at least once annually. The building staff is encouraged to contact the district office and the county emergency service department for technical assistance. Refer to the Emergency Response Handbook under Earthquake for detailed instructions.

A. Preparation:

The principal and building staff will be responsible for conducting an annual inspection of the building early in the school year for the purpose of identifying potential hazards in the event of an earthquake, e.g., securing all bookcases to wall to prevent collapse. Those hazards that cannot be corrected by building level personnel will be corrected by district maintenance personnel as soon as resources permit.

B. Information to Parents:

Parents should be advised that:

1. If there is an earthquake while children are on their way to school, they should “duck and cover away from power lines, buildings, and trees.”
2. A parent is advised not to remove a child from the school grounds unless they have first checked with school officials. If a parent were to remove a child without checking out, others could be needlessly hurt while searching for a missing child.
3. They should avoid calling the school. The phones, if functioning, may be needed by school staff. Parents of injured children will be notified first. All schools will have trained staff to help injured children until other medical assistance arrives.

Staff members should attempt to account for all students and staff before re-entry. The principal/designee must feel absolutely certain, on the basis of thorough inspection of both structures and utility conduits, that the facility is safe; but no students or staff will be dismissed until procedures have been approved by the Superintendent’s office if district-wide communications are in operation.

C. General Responsibilities:

The principal must become familiar with the alarm system, all means of egress, and any special features of the facility which might endanger human life. Staff should be appointed and instructed in the general earthquake plan. The building administrator should carry out all communication functions, coordinate post-quake building inspections, and signal re-entry when safety is assured.

Teachers will see that all members of their respective classes take protective action appropriate to their situations; evacuate classes in an orderly and expeditious manner; maintain order; supervise evacuated students; and, ensure orderly re-entry when signaled. The custodian will assist in the inspection of the facility, including utility conduits, and shut down mechanical/electrical systems as required. Other staff members will act as searchers;

assist in evaluation and care of injured or disabled individuals; help remove hazardous materials or debris; and, carry out any additional assigned functions.

1. Staff Instructions (during quake)

Staff should maintain control in the following manner:

- a. In a classroom, students should get under a desk or table and grab the table leg, far away from a window, away from bookshelves and heavy objects that may fall, crouch on knees close to ground, place head close to knees, cover side of head with elbows and clasp hands firmly behind neck, close eyes tightly and remain in place until instructed otherwise or until the “all clear” signal is given.
- b. In gymnasiums or assembly areas, students should exit such facilities as expeditiously as possible, Individuals should move to designated areas;
- c. On a stairway, students should move to the interior wall and “duck and cover.” (individuals should evacuate exterior stairs and move to designated areas); and
- d. If outdoors, students should move to designated areas, as far away as possible from buildings, poles, wires, and other elevated objects, and lie down or crouch low to the ground. Staff and students should be aware of encroaching danger that may demand further movement.

2. Staff Instructions (After quake):

The principal and custodian should inspect facilities before instructing staff and students to evacuate. Classes should be evacuated through exits to a safe area. Students should move away from building and remain there until given further instruction. Responsible staff should be posted to prevent re-entry.

Teachers are to account for all students under their supervision and to report any missing students. No student will be released from their care without clearance from assigned staff. Teachers will accompany student to the designated area in groups.

Responsible staff should be posted to prevent reentry.

Following this evacuation, the principal/designee should:

- a. Check for injuries among students and staff (do not attempt to move seriously injured persons, unless they are in immediate danger of further injury);
- b. Attempt to establish communications with the Resource Service Center via telephone or radio. Report general conditions and known injuries. If contact is not made within one hour, the district will assume communications are not functioning and will attempt to send a team to the site;

- c. Check for fires or fire hazards;
- d. Check utility lines and appliances for damage. If gas leaks exist, shut off the main gas valves and shut off electrical power. Do not use matches, lighters, or open flame appliances. Do not operate electrical switches or appliances if gas leaks are suspected;
- e. Instruct students not to touch power lines or objects touched by the wires (all wires should be treated as live);
- f. Clean up spilled medicines, drugs, chemicals, and other potentially harmful materials immediately;
- g. Do not eat or drink anything from open containers near shattered glass (liquids may be strained through a clean handkerchief or cloth if danger of glass contamination exists);
- h. Check closets and storage shelf areas (open closet and cupboard doors carefully and watch for objects falling from shelves);
- i. Keep the streets clear for emergency vehicles;
- j. Be prepared for “after-shocks”;
- k. Respond to requests for help from police, fire department and civil defense, but do not go into damaged areas unless your help has been requested; and
- j. Plan for student/staff needs during the time that may elapse before assistance arrives, e.g. four to eight hours.

Bomb Threat:

When possible, every effort should be made to obtain detailed information from a caller of a bomb threat such as: exact location of the bomb, time set for detonation, description of the bomb and type of explosive used. Details such as time of call, exact words used, sex, estimated age, identifiable accent, voice description of the caller and identifiable background noise should also be noted. Refer to the Emergency Response Handbook Telephone Threat for step by step instructions.

Evacuation Decision

If the principal determines that the message is a dangerous threat, law enforcement officers and the district office should be contacted. A routine fire drill should be initiated as soon as possible. Teaching staff should remain with their classes until such time as the danger of explosion is past. Search procedures should be conducted under the direction of law enforcement officers. A written report should be submitted to the Superintendent or designee.

When notifying the district office, the principal should be ready to provide specific information regarding the threat and indicate if the building(s) will be evacuated and/or searched.

If the principal determines the threat is a hoax, the principal will conduct a quiet search of the building. No classes will be dismissed. A written report should be submitted to the Superintendent or designee.

The decision of whether or not to evacuate depends on the circumstances of each threat. Every threat should be handled individually and evaluated separately. If there is doubt as to what action to take, the safety of students and staff must be paramount.

Persons to be evacuated from the area should be moved to a minimum of 300 feet from the point of possible explosion. Power, gas and field lines leading to a danger area should be shut off as soon as practical. All flammable liquids and materials should be removed from the surrounding area as well as any portable materials of value.

Emergency School Evacuation

When an emergency within a school or department necessitates total or partial closure of schools within the district, threatens the safety and well-being of students, and /or interferes in the normal operation of the school, the following emergency procedure must be followed:

1. The report of an emergency will be directed to the building principal, site supervisor, maintenance/safety director, and the Superintendent's office;
2. The maintenance/safety director will examine the situation and make necessary contacts with the utility companies, fire department etc.;
3. The Superintendent will decide whether to open or close school;
4. If the nature of the emergency calls for immediate action on the part of a principal, the principal will take necessary action and report such action to the Superintendent's office;
5. The Superintendent's office will contact those department and/or schools who must assist in the emergency action; and
6. When appropriate the Superintendent or designee will contact the police department and the county department of emergency services.

The principal will instruct staff, including teachers, secretaries, cooks, custodians, aides, and bus drivers as to their respective responsibilities in an evacuation exercise.

The principal will be responsible for organizing and conducting emergency evacuation drills pursuant to this policy and procedure and will evaluate the activity following each such drill. In the absence of the principal, staff should be able to conduct all aspects of the evacuation procedure.

Weather related closures

If inclement weather conditions occur during the night:

An established district plan for operations personnel goes into effect to determine if school scheduling will be affected.

If school operation is affected:

Principals will be called early in the morning by a district administrator using the "Telephone Tree." Local radio stations, tv stations, district website and school messenger will announce any change in starting or closing time.

If school is held and weather conditions worsen during the day:

1. Superintendent will make the decision as to whether or not there will be school closure and will notify the schools;
 - a. All in-district activities and meetings will automatically be cancelled; and
 - b. Out-of-district functions will be held at the discretion of the Superintendent.
2. Principal will notify teachers and all support staff (including night custodians) of reason and time of early dismissal;
3. Teachers will announce early dismissal instruction list for students;
 - a. Students who are to ride bus home or to a neighbor's home will be dismissed as usual.
 - b. Students who are to ride a different bus will be given a pre-written bus permit.
 - c. Students who walk home will be dismissed as usual. If there is a safety hazard they will be instructed to wait at school until transportation can be provided.
4. Principals will release individual students to parents or guardians or, if requested, to other persons only with permission of parent or guardian who enrolled the child;
5. Teachers and principals will remain in the building until all students are cleared;
6. Principal will release teachers after students are cleared;
7. Principal will remain in the building to follow through on any student problems as a result of the dismissal, for a period of not less than two hours; and
8. Principal will check out with the Superintendent or designee when leaving.

If there is a safety hazard that prevent students from getting home:

1. Superintendent or designee will notify principal that buses cannot run; situations of this type are infrequent;
 2. Principals will notify teachers of reason for remaining at school for an unspecified time (including overnight);
 3. Principal will release individual students to parents or guardians or, if requested, to other persons only with the permission of the parent or guardian who enrolled the child;
 4. Teachers will remain with students until instructed otherwise;
 5. Principal will notify available teachers and support staff that assistance might be needed to prepare food and sleeping arrangements; and
- 6-10. (See 4-8 above).

Outbreak, Epidemic, Pandemic

If anyone within the school is discovered or suspected to have a communicable disease that may result in an outbreak, pandemic or epidemic that person will be immediately quarantined pending further medical examination. Local health officials will be notified immediately.

Any student or staff member found to be infected with a communicable disease that bears risk of outbreak, epidemic or pandemic will not be allowed to attend school until medical clearance is provided by the individual's primary care physician or to the medical personnel indicating that the risk of threat individual transmitting the disease no longer exists.

In the event of prolonged school closing and/or extended absences by staff or students as the result of a pandemic or other catastrophe the Superintendent or designee will develop an outbreak, epidemic or pandemic emergency plan that includes at a minimum:

1. The chain of command for the emergency plan, and the individuals responsible for specific duties such as quarantine;
2. The specific steps the district will take to stop the spread of the disease;
3. The health screening process for staff and students;
4. The transportation plan for sick students;
5. Disease containment measures for the district;
6. A continuing education plan for students, such a plan may include providing students with assignments via mail, local access cable television, or the school district's website;

7. Procedures for dealing with student privacy rights;
8. A continuity of operations plans for central office functions including employee leave, pay and benefits during a pandemic; and
9. An ongoing communication plan for staff, students and parents.

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