

Emergency Procedures

2018-19 School Year

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<i>(Distributed to Supervisors)</i>	

AIR QUALITY

Staff/Volunteer	Principal/Designee	Superintendent/Designee
<ul style="list-style-type: none"> • Immediately notify principal. • Remove students from danger. • Provide first aid if there are injuries. • Anyone outside needs to go back inside the building. • Close and lock doors and windows. • Use red/green card system to account for students, employees, and volunteers. • If directed, prepare for evacuation/reunification. • Do not open exterior doors until the all clear is given. • Document injuries/damaged property. 	<ul style="list-style-type: none"> • If needed, call 911 and provide first aid. • Immediately notify Superintendent. • Close windows/doors/HVAC. • Move students & staff to best air location. • Prepare for possible off-campus evacuation/reunification. • Cancel out-of-building activities. • Use red/green card system to account for students, employees, and volunteers. • Provide medication, water, food, and toilets. • Notify parents of involved students. • Document injuries/damaged property. 	<ul style="list-style-type: none"> • Provide administrative assistance to site. • Implement Incident Command System. • Close windows/doors/HVAC at sites. • Determine if off-site evacuation and reunification is needed. • Alert transportation, maintenance, and technology of off-campus evacuation. • Determine if and how long school will be canceled at affected site(s). • Share related information with employees, parents, and media using website, texts, email, and phone. • Document incident for future claims.

ACTIVE SHOOTER OR THREAT

Staff/Volunteer	Principal/Designee	Superintendent/Designee
<ul style="list-style-type: none"> • Immediately notify principal. • Remove students from danger. • Use your best judgement to either RUN away from the shooter, HIDE in the nearest secure space, or FIGHT with whatever resources are available. • If HIDING, lock doors, turn off lights, silence phones/radios, cover windows, and get behind protective barriers. Leave outside windows uncovered if no outside threat. Open doors only when directed by identified law enforcement or school official. • Use red/green card system to account for students, employees, and volunteers. • Plan for water, food, and toilets. • Prepare for evacuation/reunification. • Provide first aid if there are injuries. • Document injuries/damaged property. 	<ul style="list-style-type: none"> • Call 911 and provide first aid if there are injuries. • Immediately notify Superintendent. • Decide to evacuate the building, or areas of the building, or lockdown, if evacuation is not possible. • Prepare for possible off-campus evacuation/reunification. • Use red/green card system to account for students, employees, and volunteers. • Provide medication with trained staff, water, food, and toilets. • Use cameras to assist law enforcement to locate shooter(s). • Notify parents of involved students. • Provide grief counseling. • Document injuries/damaged property. 	<ul style="list-style-type: none"> • Provide administrative assistance to site. • Implement Incident Command System. • Determine if off-site evacuation and reunification is needed. • Alert transportation, maintenance, and technology of off-campus evacuation. • Use cameras to assist law enforcement to locate shooter(s). • Determine if and how long school will be canceled at affected site(s). • Share related information with employees, parents, and media using website, texts, email, and phone. • Provide grief counseling. • Document incident for future claims.

BOMB THREAT

Staff/Volunteer	Principal/Designee	Superintendent/Designee
<ul style="list-style-type: none"> • Immediately notify the principal. • Remove students from danger. • Turn off all cell phones and radios (radio waves could trigger a bomb). • Report but do not touch or move object if you see something suspicious. • Use red/green card system to account for students, employees, & volunteers. • Prepare for evacuation/reunification. Leave doors/windows open and unlocked. • Document injuries/damaged property. 	<ul style="list-style-type: none"> • Immediately notify Superintendent. • Determine viability of bomb threat. • Call 911 if evidence suggests viable threat. • Prepare for evacuation/reunification. Leave doors/windows open. • Use red/green card system to account for students, employees, & volunteers. • Use cameras to assist law enforcement to locate bomb placement. • Notify parents of involved students. • Document injuries/damaged property. 	<ul style="list-style-type: none"> • Provide administrative assistance to site. • Implement Incident Command System. • Determine if off-site evacuation and reunification is needed. • Alert transportation, maintenance, and technology of off-campus evacuation. • Use cameras to assist law enforcement to locate bomb. • Determine if and how long school will be canceled at affected site(s). • Share related information with employees, parents, and media using website, texts, email, and phone. • Document incident for future claims.

CHEMICAL & HAZARDOUS MATERIALS

Staff/Volunteer	Principal/Designee	Superintendent/Designee
<ul style="list-style-type: none"> • Immediately notify principal. • Remove students from danger. • Identify affected persons. • Provide first aid if there are injuries. • Use red/green card system to account for students, employees, & volunteers. • Prepare for evacuation/reunification. • Document injuries/damaged property. 	<ul style="list-style-type: none"> • Call 911 and provide first aid if there are injuries. • Immediately notify Superintendent. • Move students/staff away from threat. • Identify and confirm affected persons. • Use red/green card system to account for students, employees, & volunteers. • Use Materials Safety Data Sheets (MSDS) for information on substance. • Call poison control to confirm dangers of substance (800.222.1222). • Prepare for evacuation/reunification. • Arrange for the area to be cleaned and sanitized. • Notify parents of involved students. • Document injuries/damaged property. 	<ul style="list-style-type: none"> • Provide administrative assistance to site. • Implement Incident Command System. • Determine if off-site evacuation and reunification is needed. • Alert transportation, maintenance, and technology of off-campus evacuation. • Use cameras to confirm chemical exposure. • Determine if and how long school will be canceled at affected site(s). • Share related information with employees, parents, and media using website, texts, email, and phone. • Document incident for future claims.

CIVIL PROTEST

Staff/Volunteer	Principal/Designee	Superintendent/Designee
<ul style="list-style-type: none"> • Immediately notify principal. • Remove students from danger. • Provide first aid if there are injuries. • Prepare for evacuation/reunification. • Use red/green cards to account for students, employees, & volunteers. • Document injuries/damaged property. 	<ul style="list-style-type: none"> • Call 911 and provide first aid if there are injuries. • Immediately notify Superintendent. • If students are involved, review Freedom of Expression Procedure 3220-P. • If adults are involved, direct participants off campus. Call for law enforcement if non-student participants refuse to leave campus. • Move non-participants away from protest. • Record incident using safety cameras. • Prepare for evacuation/reunification. • Provide medication, water, food, & toilets. • Notify parents of involved students. • Document injuries/damaged property. 	<ul style="list-style-type: none"> • Provide administrative assistance to site. • Implement Incident Command System. • Determine if off-site evacuation and reunification is needed. • Alert transportation, maintenance, and technology of off-campus evacuation. • Determine if and how long school will be canceled at affected site(s). • Share related information with employees, parents, and media using website, texts, email, and phone. • Document incident for future claims.

EARTHQUAKE		
Staff/Volunteer	Principal/Designee	Superintendent/Designee
<ul style="list-style-type: none"> • DROP – To the floor. • COVER – Take cover under a sturdy piece of furniture or against a load bearing wall. Protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors, or tall furniture. • HOLD – On to sturdy objects and be prepared to move with it until the ground stops shaking. • When safe, remove students from danger and prepare for evacuation/reunification. • Provide first aid if there are injuries. • Use red/green card system to account for students, employees, & volunteers. • Document injuries/damaged property. 	<ul style="list-style-type: none"> • Call 911 and provide first aid if there are injuries. • Immediately notify Superintendent. • Prepare for evacuation/reunification. • Use red/green card system to account for students, employees, and volunteers. • Assist rescue staff to locate persons. • Use cameras to find missing persons. • Provide medication, water, food, & toilets. • Notify parents of involved students. • Document injuries/damaged property. 	<ul style="list-style-type: none"> • Provide administrative assistance to site. • Implement Incident Command System. • Use cameras to assist rescue personnel to locate missing persons. • Determine if off-site evacuation and reunification is needed. • Alert transportation, maintenance, and technology of evacuation. • Determine if and how long school will be canceled at affected site(s). • Share related information with employees, parents, and media using website, texts, email, and phone. • Document incident for future claims.

FIRE

Staff/Volunteer	Principal/Designee	Superintendent/Designee
<ul style="list-style-type: none"> • Immediately notify principal. • Pull alarm. • Remove students from danger. • Provide first aid if there are injuries. • Leave room lights on. • Close the classroom door as you leave, but do not lock it. • Use red/green cards to account for students, employees, & volunteers. • Prepare for evacuation/reunification. • Document injuries/damaged property. 	<ul style="list-style-type: none"> • Call 911 and provide first aid if needed. • Immediately notify Superintendent. • Evacuate away from fire. • Prepare for evacuation/reunification. • Use red/green card system to account for students, employees, & volunteers. • Provide medication, water, food, & toilets. • Notify parents of involved students. • Document injuries/damaged property. 	<ul style="list-style-type: none"> • Provide administrative assistance to site. • Implement Incident Command System. • Determine if off-site evacuation and reunification is needed. • Alert transportation, maintenance, and technology of evacuation. • Determine if and how long school will be canceled at affected site(s). • Share related information with employees, parents, and media using website, texts, email, and phone. • Document incident for future claims.



GUN/KNIFE/OTHER WEAPON

Staff/Volunteer	Principal/Designee	Superintendent/Designee
<ul style="list-style-type: none"> • Immediately notify principal. • Do not alert person with reported weapon. • Continue current activities. • Evacuate when directed by principal or law enforcement. • Document injuries/damaged property. 	<ul style="list-style-type: none"> • Call 911 for law enforcement and provide first aid if there are injuries. • Immediately notify Superintendent. • Approach student with law enforcement present. • Initial investigation conducted with law enforcement present, in case additional students or weapons are involved. • Prepare for evacuation/reunification. • Use cameras to confirm reports. • Notify parents of involved students. • Document injuries/damaged property. 	<ul style="list-style-type: none"> • Provide administrative assistance to site. • Implement Incident Command System. • Determine if off-site evacuation and reunification is needed. • Alert transportation, maintenance, and technology of off-campus evacuation. • Determine if and how long school will be canceled at affected site(s). • Share related information with employees, parents, and media using website, texts, email, and phone. • Document injuries/damaged property.

INCIDENT COMMAND

Staff/Volunteer	Principal/Designee	Superintendent/Designee
<ul style="list-style-type: none"> Teacher is responsible for all assigned students and employees. 	<ul style="list-style-type: none"> Principal/Designee is Campus Incident Commander responsible for all students, employees, volunteers, and emergency responses. Designate liaison with Superintendent. Designate assistant to review relevant procedures. Designate public relations person to re-direct media who come on campus to go to the District public relations person. Designate search team. Designate medical team. Designate school maintenance/utility team. Designate school reunification team. Designate security team to monitor perimeter for exiting and entering individuals and direct to reunification. 	<ul style="list-style-type: none"> Superintendent is District Incident Commander. Designate liaison with Principal. Designate liaison with law enforcement. Designate District maintenance/utility team for reunification. Designate transportation person to coordinate with transportation dept. for all buses and other needs for reunification Designate District reunification team. Designate public relations person to establish location, schedule, and present all media releases. Designate communications person to prepare information in cooperation with media person for release to parents, students, employees, and media. Designate technology person to provide needed digital communications. Designate facility team to evaluate site and building conditions. Designate assistant to review relevant procedures. Designate finance person to collect and record all related expenditures and obtain necessary supplies.

LATE START or EARLY RELEASE

Staff/Volunteer	Principal/Designee	Superintendent/Designee
<ul style="list-style-type: none"> • Check the District’s website at www.eastmont206.org and social media. • Watch for phone calls or texts. • Two hour delays for school to start for students are most common. Employees are asked to arrive to work as soon as safely possible. • Early dismissals are rare. If an early dismissal is required, employees are sent home depending on their home location and once all students have left. 	<ul style="list-style-type: none"> • Use District text system to notify employees. • Refer people to District’s webpage and social media. • Arrive at work as soon as safely possible. • Provide supervision for students. 	<p><u>Late Start</u></p> <ul style="list-style-type: none"> • Wait until 5:00 am to make the decision as conditions regularly change. • Consult with transportation director on road conditions. • If unsure, consult with WA State Patrol and city and county road departments on conditions. • If unsure, drive District roads. • Communicate school delay using phone tree to supervisors and all media. <p><u>Early Release</u></p> <ul style="list-style-type: none"> • Only used in catastrophic weather or utility outages to avoid sending students to unsupervised homes. • Call all parents if early release. • Provide supervision at school for students whose parents cannot be contacted.

MEDICAL EMERGENCY

Staff/Volunteer	Principal/Designee	Superintendent/Designee
<ul style="list-style-type: none"> • Immediately notify principal. • Remove students from danger. • Provide first aid if there are injuries. • Remain with student until relieved. • Document injuries/damaged property. 	<ul style="list-style-type: none"> • Call school nurse if medical emergency is not life threatening. • Call 911 and provide first aid if needed. • Immediately notify Superintendent. • Immediately notify parent. • Review record for medical plan. • Send administrator with student/employee if transported to hospital. • Notify parents of involved students. • Provide grief counseling. • Document injuries/damaged property. 	<ul style="list-style-type: none"> • Provide administrative assistance to site. • Determine if off-site evacuation and reunification is needed. • Alert transportation, maintenance, and technology of off-campus evacuation. • Provide grief counseling. • Share related information with employees, parents, and media using website, texts, email, and phone. • Document injuries/damaged property.



MISSING STUDENT

Staff/Volunteer	Principal/Designee	Superintendent/Designee
<ul style="list-style-type: none"> • Immediately notify principal. • If directed to, call other teachers, employees, and classmates. 	<ul style="list-style-type: none"> • Issue campus “all call” for student. • Search all buildings and campus. • Call Transportation Dept. and public transportation system to see if student rode bus. • Notify parent, if they don’t already know. Ask parent call relatives involved with student. • Call student’s teachers and other employees who work with student. • Call student’s classmates. • Notify Superintendent. • Call 911 for law enforcement, send recent photo, and provide information on route to/from school, recent and new friends, and when last seen. • Notify parents of involved students. • Document incident in student record. 	<ul style="list-style-type: none"> • Provide administrative assistance to site. • If needed, share related information with employees, parents, and media using website, texts, email, and phone.

REUNIFICATION OF STUDENTS & PARENTS

Staff/Volunteer	Principal/Designee	Superintendent/Designee
<ul style="list-style-type: none"> Take roll before evacuating. Take roster with contact information with you. Take roll at evacuation site. Signal green card – if all students and assigned employees present. Signal red card – if students or assigned employees missing. Only release students to the reunification team. 	<ul style="list-style-type: none"> Confirm with Superintendent if reunification is needed and where it will occur. Maintain printed contact information for all students and employees that goes with school team when evacuated. Organize building search teams to ensure all students & employees evacuate. Assemble in selected, or Superintendent assigned, area. Identify missing students & employees. Confirm absences of missing students & employees. Ask employees and students for last known location of those missing. Call 911 for law enforcement assistance, if needed to help search. 	<ul style="list-style-type: none"> Provide administrative assistance to site. Implement Incident Command System. Determine if off-site evacuation and reunification is needed. Alert transportation, maintenance, and technology of off-campus evacuation. Determine if and how long school will be canceled at affected site(s). Share related information with employees, parents, and media using website, texts, email, and phone. Document injuries/damaged property.

UTILITY OUTAGE

Staff/Volunteer	Principal/Designee	Superintendent/Designee
<ul style="list-style-type: none"> • Immediately notify principal. • Use available resources to maintain comfort. 	<ul style="list-style-type: none"> • Notify utility company. • Notify Superintendent. • Move students and employees to the most comfortable areas of the school. • Make plans to bus students to restrooms if plumbing is not working. • Make plans to use buckets/garbage cans as toilets if all plumbing is out District-wide. • Make plans to have water and food brought in, if needed. 	<ul style="list-style-type: none"> • Provide administrative assistance to site. • Determine if off-site evacuation and reunification is needed. • Alert transportation, maintenance, and technology of off-campus evacuation. • Determine if and how long school will be canceled at affected site(s). • Share related information with employees, parents, and media using website, texts, email, and phone. • Document injuries/damaged property.

Appendix A – Addresses and Maps of Reunification Sites

**Columbia Grove
Covenant Church**

19 McElmurry Lane
East Wenatchee

Office: 884.4001

Map – Outside View Page 17
Map – Inside View Page 18

**Church of Jesus
Christ of Latter-day
Saints**

667 10th Street NE
East Wenatchee

Cell: 741.0598

Map – Outside View Page 19
Map – Inside View Page 20

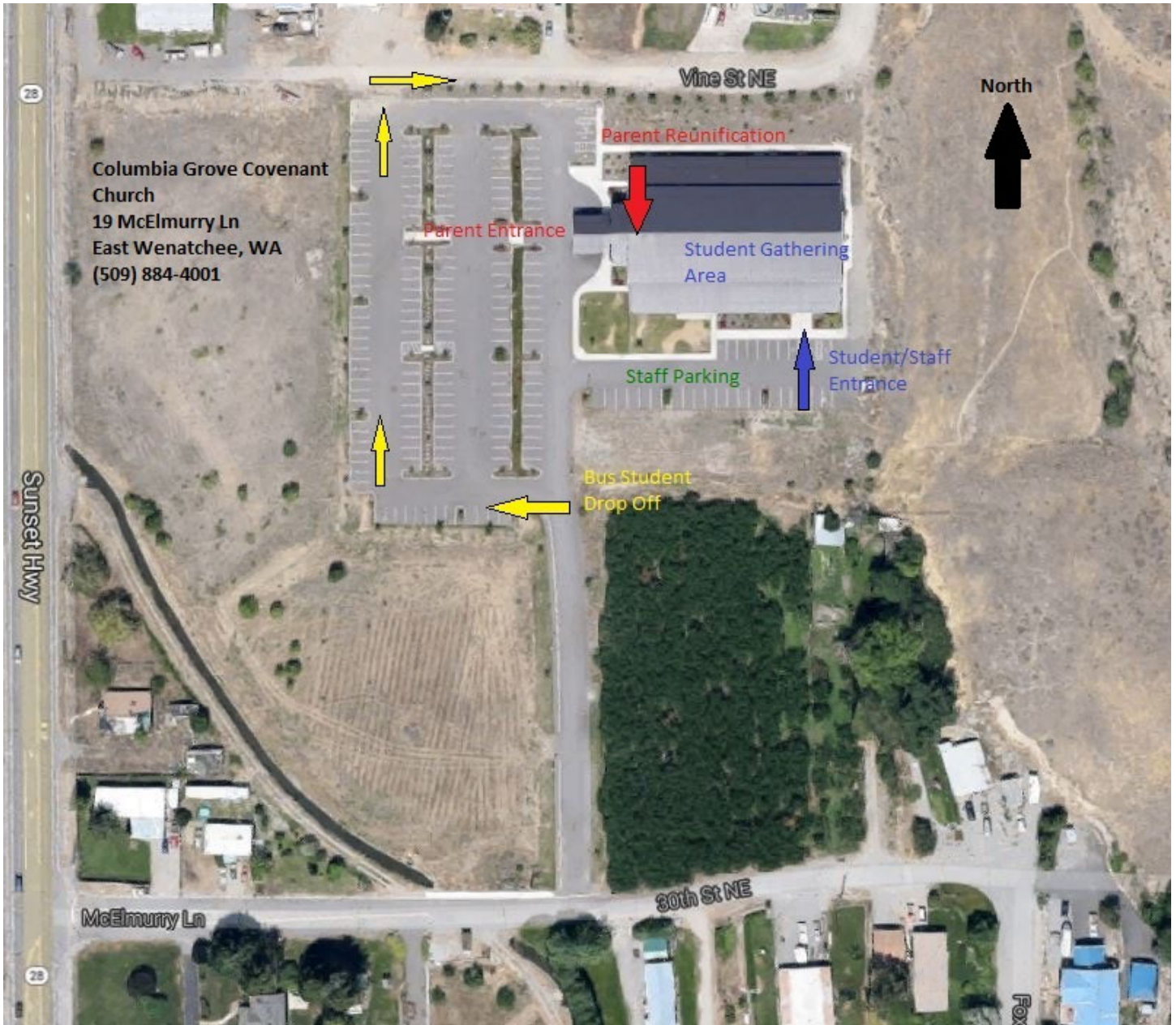
**Eastmont Baptist
Church**

400 South Kentucky
East Wenatchee

Office: 884.6813

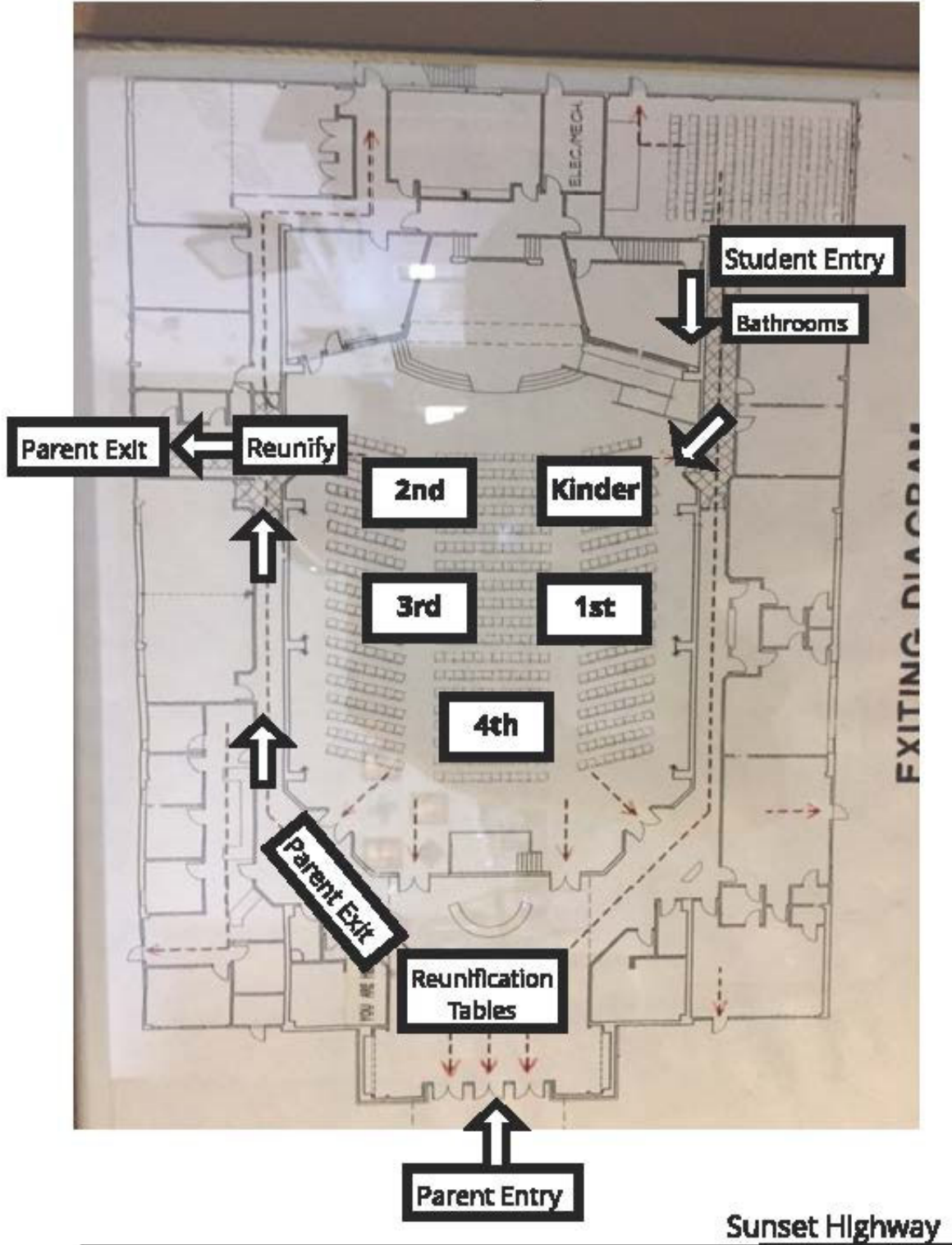
Map – Outside View Page 21
Map – Inside View Page 22

Columbia Grove Covenant Church – Outside View

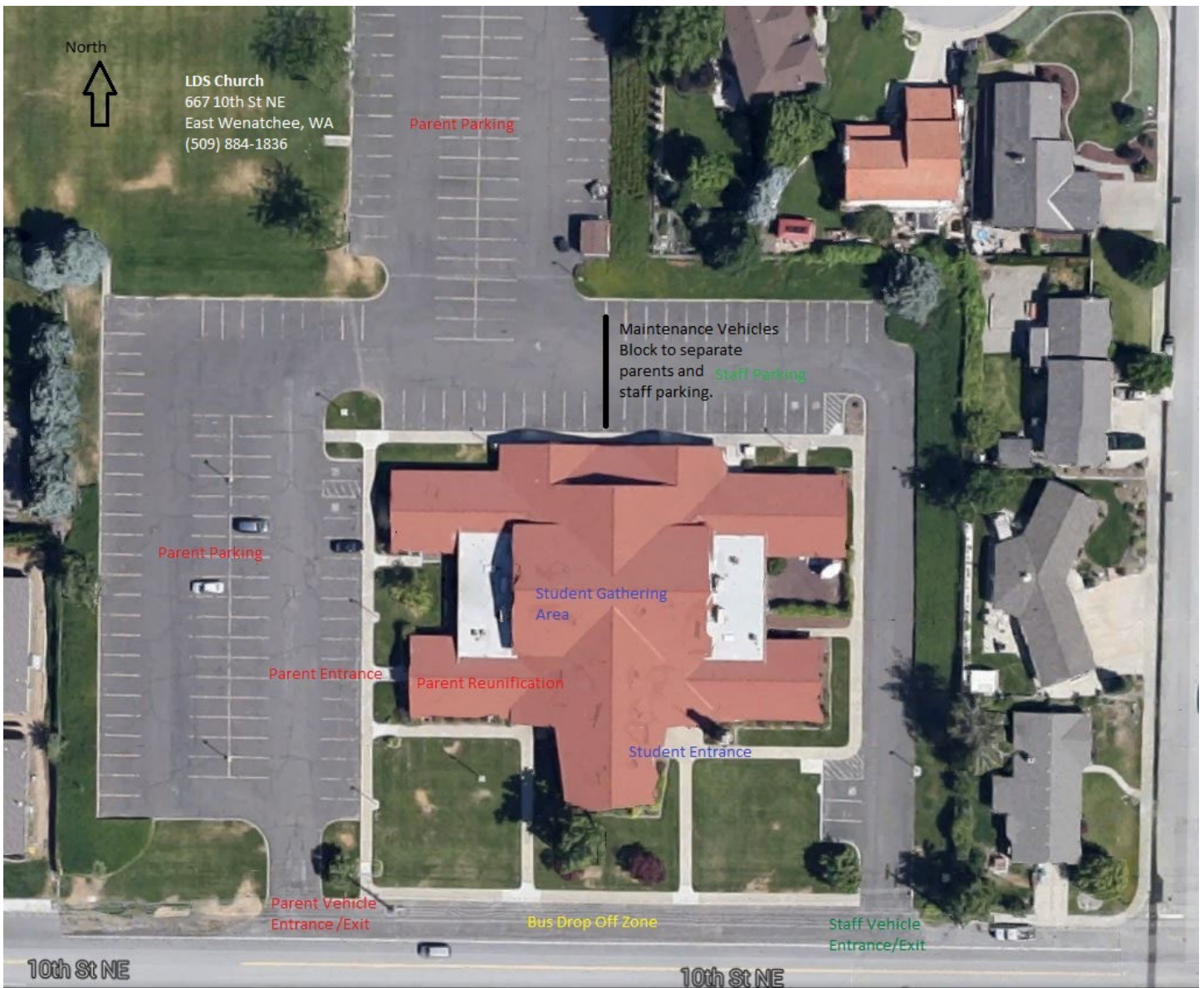


Columbia Grove Covenant Church – Inside View

Columbia Grove Covenant Church
19 McElmurray Lane

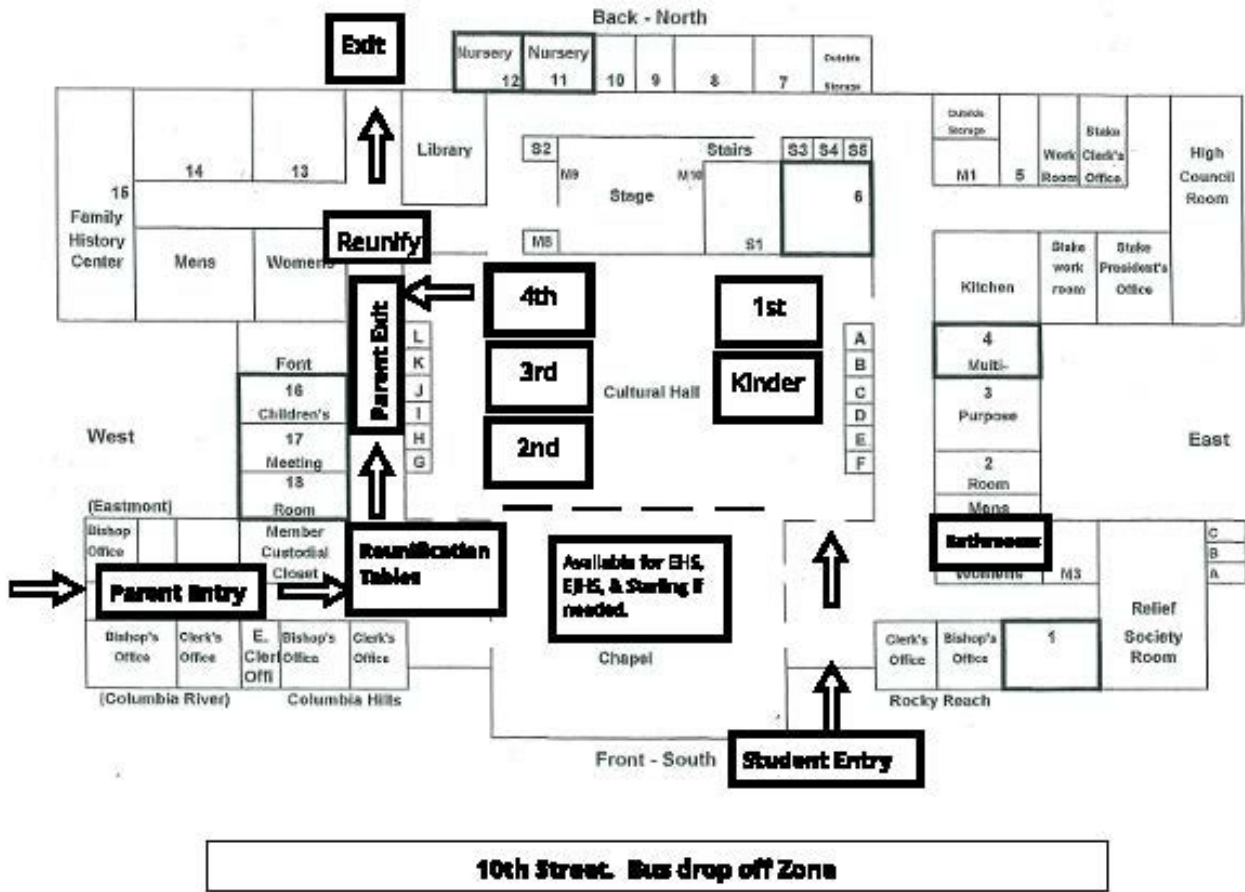


Church of Jesus Christ of Latter-day Saints – Outside View



Church of Jesus Christ of Latter-day Saints – Inside View

**LDS Church on 10th Street
667 10th St. NE**



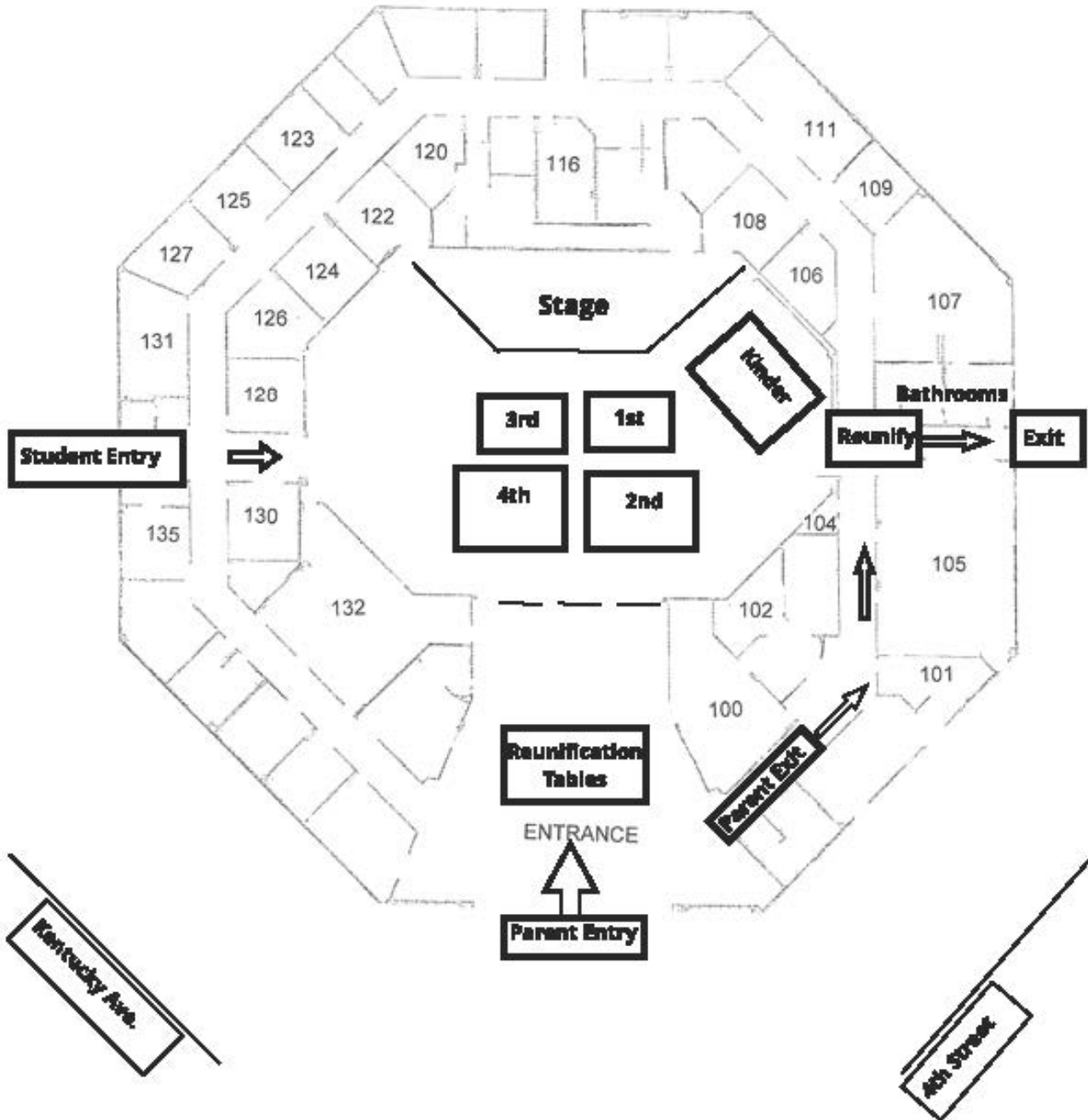
10th Street. Bus drop off Zone

Eastmont Baptist Church – Outside View



Eastmont Baptist Church – Inside View

Eastmont Baptist Church
400 S. Kentucky Avenue



**Appendix B – Contact Information for
Reunification Sites**

*(Only distributed to supervisors, because there are
personal cell phone numbers.)*