

## **EMERGENCIES**

### **Fire Drills**

Students shall receive instruction so that in case of fire or sudden emergency they shall be able to leave their particular building in the shortest time possible, or take such other steps as the particular emergency demands, and without confusion or panic. Drills shall be held monthly.

The superintendent/or designee is directed to develop emergency evacuation procedures for each building.

### **Earthquakes**

The board recognizes the importance of protecting staff, students and facilities in the event of an earthquake. Facilities shall be designed and maintained in a manner that recognizes the potential danger from such an occurrence. Likewise, staff must be prepared to take necessary action to protect students and staff from harm.

The superintendent/or designee shall establish guidelines for action in the event an earthquake occurs while school is in session.

### **Bomb Threats**

The superintendent shall establish procedures for action in the event that any threat is received toward the school by telephone, letter, orally or by other means.

### **Emergency School Closure or Evacuation**

When weather conditions or other circumstances make it unsafe to operate schools the superintendent is directed to determine whether schools should be started late, closed for the day, or transportation will be provided only on emergency routes. Those decisions will be communicated through community media resources pursuant to a plan developed by the superintendent or designee.

### **Lockdown**

In the event an unidentified individual, who appears to be menacing, threatening or a danger, is observed on campus or in a campus building, a staff member should call 911 and then report the individual's presence to the main office immediately, identifying the perceived threat or danger, description of individual, possession of a weapon, or unusual conduct.

An intercom all-call message will be broadcast to all buildings on campus to the effect that there may be an intruder on campus and that all teachers are asked to initiate an immediate lockdown of their classrooms.

The superintendent/or designee is directed to develop lockdown procedures for each building.

**Pandemic/Epidemic**

The board recognizes that a pandemic outbreak is a serious threat that could affect students, staff and the community. The superintendent or a designee shall serve as a liaison between the school district and local health officials. The district liaison, in consultation with local health officials, shall ensure that a pandemic/epidemic plan exists in the district and establish procedures to provide for staff and student safety during such an emergency.

When an emergency within a school or its surrounding area necessitates evacuation and/or total or partial closure of the schools within the district, staff shall be responsible for aiding in the safe evacuation of the students within the endangered school or its surrounding area.

The superintendent shall establish procedures for the emergency closure of a building or department.

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Legal References:    RCW 19.27.110                      International Fire Code

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**EMERGENCY RESPONSE**

These procedures provide general guidelines for responding to emergency situations that may arise within the school setting. In an emergency, the principal or designee is the main authority until additional assistance is provided by the district or local authorities.

1. Expect to be surprised
2. Assess the situation and choose the appropriate response
3. Respond immediately
4. Notify appropriate emergency responders and Incident Management Team members
5. Evacuate, Shelter In-Place or Lock Down the school as appropriate
6. Triage injuries and provide emergency first aid to those in need
7. Keep supplies nearby and organized at all times
8. Trust leadership
9. Communicate accurate and appropriate information
10. Activate the Parent-Student Reunion process ASAP, when appropriate
11. Allow for flexibility in implementing the Plan
12. Document event and action taken

**ACCIDENTS/MEDICAL EMERGENCIES**

- A. Assess the situation through examination of the victim and surroundings.
  1. Use your best judgment to determine the appropriate immediate care.
  2. Check for medical tags and medical information cards in wallet or purse.
  3. Remove other students to nearby classroom.
- B. Contact building administrators and, when appropriate, call 911.
- C. Administer basic first aid as necessary. Whenever possible this should be done only by trained individuals.
- D. Do not leave the victim unattended unless it is absolutely necessary.
- E. Do not move a victim who is down unless serious hazards exist.
- F. The administrator should notify the parent/guardian.

- G. Provide emergency personnel with student information forms for phone numbers, contact names, and any other pertinent data.
- H. The necessary forms must be completed by the supervising adult at the time of the accident.
  - 1. For a student injury - *Aberdeen School District Report of Injury*.
  - 2. For an employee injury - *Employee Accident Report*
- I. In the event a student is injured or too ill to remain at school, appropriate school personnel will contact the parent/guardian, or EMS personnel. The student will remain at school until parental contact is made or EMS personnel decide to transport to the hospital.
- J. Transportation of injured or ill students may be provided by school officials at their discretion.
- K. Notify the Superintendent

### **ASSAULT**

If there is an occurrence of assault (physical or sexual) school personnel should follow these procedures. Use your best judgment regarding the order in which to apply each of the steps.

- A. Notify the building administrators immediately.
- B. Reactions to an assault scene:
  - 1. Never run to the scene. Walk to the scene.
  - 2. Do not try to break up a fight by yourself.
  - 3. Never try to disarm the subject if there is a weapon.
- C. Render necessary/appropriate first aid to the victim. (always the top priority)
  - 1. Call 911 for EMS personnel if necessary
  - 2. Monitor the victim's condition over time for changes.
- D. Building administrators should contact law enforcement if appropriate.
- E. Obtain and document as much information regarding the assailant(s) and the incident as possible.
- F. Building administrator should notify the superintendent.
- G. Building administrator should notify the parent/guardian.

**BOMB THREAT****NEVER USE CELL PHONES OR RADIOS DURING A BOMB THREAT**

- A. In the event a bomb threat is made, the person responding or seeing the threat should:
  - 1. NOTE THE EXACT TIME OF THE CALL
  - 2. THE LINE THE CALL CAME IN ON
  - 3. DO NOT HANG UP THE TELEPHONE UNTIL THE CALL IS COMPLETED
- B. Do not try to anticipate what the caller will say.
- C. Do not interrupt the caller except to ask direct pertinent questions:
  - 1. WHERE IS THE BOMB PLANTED?
  - 2. WHY WAS IT PLANTED?
  - 3. WHEN WILL IT GO OFF?
  - 4. WHAT DOES IT LOOK LIKE?
- D. Try to determine if the caller appears to be familiar with the building by the description of the bomb location.
- E. Try to keep the caller talking as long as possible to get as much information as you can.
- F. Immediately after the call:
  - 1. Write out the message in its entirety – before speaking to anyone. This prevents the person receiving the call from forgetting any information during the ensuing excitement.
  - 2. Notify the school administrators of the call.
- G. If the threat is written on a computer or wall, leave the message on the computer or wall, etc. until a picture of threat is made. If possible lock area and keep students away. Do not remove until police and administration have seen and copied the threat.
- H. Administrative Procedures
  - 1. Do not use cell phones or radios to communicate. (This may detonate the bomb.) Staff and students should be directed to turn off cell phones. ALL communication will be via land lines.
  - 2. The principal should notify the district office immediately. The principal should be ready to provide specific information regarding the “threatening call” and indicate if the building (s) will be evacuated and/or searched.

## I. Evacuation Decisions

The decision of whether or not to evacuate depends on the circumstances of each call. Every call 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 and evacuation procedures should be followed

1. **If the principal determines the threat is a hoax**, he/she will conduct a quiet search of the building. No classes will be dismissed. A written report should be submitted to the superintendent.
2. **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 at least 15 minutes prior to the time of possible detonation. 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.

## J. Search Procedures

Each building should have a volunteer search team composed of staff members. The person most qualified to search buildings or space is the person using the area.

### 1. Search without Evacuation

If the preliminary decision is to search the building without evacuating the students, the principal should enlist the voluntary aid of the staff to conduct a cursory search of the building. Particular attention should be paid to those areas that are accessible to the public, such as hallways, stairways and stairwells, restrooms, unlocked lockers, unlocked unused classrooms, closets, etc. A search should also be made on the outside of the building on low window ledges, window wells, and the base of all outside walls.

### 2. Search with Evacuation

If the decision is to evacuate staff and students, the principal should have the team conduct a more thorough search of the entire building. The signal to be used for evacuation is through the use of the fire drill procedures.

When a threat appears to be “dangerous”, the principal should enlist the aid of the local police and fire department in conducting the search. All searchers should vacate the building for a short period of time when the bomb is alleged to detonate. After the search has been made and the danger period is over, the students may then return to their classrooms for resumption of normal activities.

3. Search with Evacuation during Valid Bomb Threats

When the bomb threat is judged to be valid the building should be cleared immediately of all personnel so that the police can assume the responsibility of conducting the search. A staff member should be stationed at each entrance to prevent unauthorized persons from returning to the building until the area is declared safe.

4. How a Search is to be made:

The room to be searched may be divided into three (3 parts: the bottom third of the room, from eye level to the floor where most of the objects are located; the middle third from eye level upward toward the ceiling; and the top third of the room. The top third will have such items as light fixtures or a ceiling vent which can usually be observed from the floor. The search should be conducted systematically in a clockwise or counter-clockwise manner. Searchers should look into areas that are open and listen in those areas (cabinets, desks, lockers) where opening every closed area is impossible.

Most homemade bombs are made with spring-wound clocks and give off a ticking sound. The more sophisticated bombs use other devices such as batteries, chemicals, or may even be plugged into a light switch.

5. What to look for:

**All unidentified packages found during bomb searches should be considered dangerous and left untouched, to be examined and identified by a qualified bomb expert.** Bombs come in many shapes and sizes. Some are disguised, while others may be as crude as sticks of dynamite held together with twine or tape. One must be suspicious of any package that cannot be identified. Example: a brown paper package found ticking in an unlocked locker should always be considered dangerous.

K. Disposition of Suspected Bombs

In the event of the discovery of a suspected bomb, the following steps will be taken:

1. DO NOT TOUCH OR ATTEMPT TO MOVE THE PACKAGE IN ANY MANNER.
2. Avoid moving any article or articles which in any way may be connected with the bomb to act as a triggering mechanism. Bombs have been set off by turning on a light switch or lifting a telephone receiver.

Clear the danger area of all occupants. 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 fuel 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.

3. Assign staff at entrances to prevent others from entering.

- L. If an actual bomb explosion does occur, the police department should maintain a guard around the area to prevent re-entry by any unauthorized person. However, inspection is necessary to insure the safety of all persons having business in the bombed area. Fire marshals, building inspectors, etc., should be requested to inspect the building regarding supporting walls, damaged overhead structure, broken gas lines, live power lines, etc. Their inspection should precede any police or security investigation and should be designed to prevent any further injury.
- M. Maintain professionalism at all times
  - 1. Remain calm...Do not panic
  - 2. We set the tone for how others will respond
  - 3. Do your best to maintain order amidst chaos.

## **EARTHQUAKE**

### A. General Responsibilities

- 1. 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 communications functions, coordinate post-quake building inspections, and signal re-entry when safety is assured.
- 2. Teachers shall see that all members of their respective classes take protective action appropriate to their situation; evacuate classes in an orderly and expeditious manner; maintain order; supervise evacuated students; and, insure orderly re-entry when signaled. Monitors may be appointed from the more mature pupils in each class to assist teachers. Monitors should be assigned to substitute for any teacher who may be injured.
- 3. The custodian shall assist in the inspection of the facility, including utility conduits, and shut down mechanical/electrical systems as required. Other staff members shall act as searchers; assist in evacuation and care of injured or disabled individuals; help remove hazardous materials or debris; and, carry out any additional assigned functions.

### B. DURING THE QUAKE

- 1. If indoors:
  - a. Stay indoors.
  - b. Crawl under sturdy furniture or move to a doorway.  
**DROP            COVER            and HOLD**
  - c. If possible, move to an inside wall or to a doorway.

- d. Stay away from windows or glass.
  - e. Watch for falling objects—plaster, bricks, light fixtures and high bookcases.
  - f. Do not use candles, matches, or any open flame.
  - g. Do not run through or near buildings where debris could fall on you.
2. If outside:
    - a. Stay in the open.
    - b. Keep away from buildings, trees, and electrical wires.
  3. If in a moving car:
    - a. Stop
    - b. Stay inside until the shaking stops.
- C. AFTER THE SHAKING
1. Make sure no debris is hanging over building exits.
  2. After exits have been inspected, evacuate the building and move well away from it.
  3. Keep students in groups and under control.
  4. Take attendance to make sure all students are accounted for.
- D. MAINTENANCE/CUSTODIAL STAFF WILL EVALUATE SITUATION AND PROCEED AS FOLLOWS IF NECESSARY
1. Shut off all utilities.
  2. If electricity is shorting, turn off power at the primary source.
  3. If water pipes leak, turn off water at primary source.
  4. If gas is leaking, turn off at main valve. Open doors and windows to ventilate rooms in the areas near the leak. Report all leaks to utilities and school officials. Stay out of building until gas company officials indicate it is safe to return.
  5. Maintenance/facility department will evaluate the condition of building and determine if it is safe for re-entry.
  6. DO NOT RE-ENTER BUILDING UNTIL IT IS DECLARED SAFE.
- E. IN THE EVENT OF INJURY
1. Call 911 immediately.
  2. Provide necessary and appropriate immediate first aid.
  3. Inform parents of victims.
  4. Inform superintendent's office of present status. Wait for special instructions.
  5. Stay out of damaged buildings until it is determined that they are safe to re-enter.

6. Be aware of after-shocks.

F. OUTSIDE THE BUILDING

1. Move students away from buildings, trees, wires, etc.
2. Stay in the open until instructed to do otherwise.
3. Take attendance. Account for all building occupants.

### **EVACUATION**

Evacuation will be handled the same as a fire drill. The fire alarm will start the evacuation process. Classroom evacuation procedures will be provided in detail to each teacher and kept in the classroom "Go Kit".

Teachers are to take grade book/student roster, personal items and "Go Kit".

Students are to take personal items in their immediate possession, including backpacks. They are not to go to their lockers.

If evacuation is required during inclement weather buses will be immediately requested to hold students or transport them to a safe location. If buses are unavailable students will walk to the off-campus shelter and the Incident Management Team (IMT) Leader will determine when/if personnel may return to the building or a parent-student reunion (PSR) is required.

If the campus is evacuated, controls must be established immediately to prevent unauthorized access to the building.

A. **Principal or designee (IMT Leader) responsibilities during an emergency:**

1. Activate alarm system or send message runner if the system is down.
2. Determine appropriate evacuation area if different from the primary assembly area.
3. Telephone :
  - a. Call 911
  - b. Request PUD if appropriate
  - c. Call the district Superintendent's Office
4. Activate IMT personnel to:
  - a. Insure accountability of all personnel
  - b. Initiate the First Aid Team to attend to the injured if needed
  - c. Assure complete evacuation of building(s)
  - d. Secure school for specific emergency
  - e. Clear road/fire lanes for emergency vehicles (pre-assigned)

- f. Assure that injured students/staff are delivered to emergency medical services for care and/or transportation to the hospital
- g. Become IMT leader and set up / brief / coordinate all teams
- h. Act as Safety Officer / PIO unless these positions can be delegated
- i. Stay near the Incident Command Post so he/she is available to everyone
- j. Interact with the emergency responders under Unified Command
- k. Direct team members and any available employees to aid emergency responders and other authorities
- l. Avoid entering dangerous areas
- m. Assure the school is thoroughly inspected before re-entry is allowed
- n. Seek Superintendent or designee's approval for school closure if damage cannot be immediately restored or repaired
- o. If possible, have students/staff re-enter parts of the school that are declared safe

**B. Evacuation Team responsibilities during an emergency:**

1. Upon emergency alert, secure work area as advised and report to primary interior command post unless otherwise advised.
2. Receive a briefing and perform duties as assigned by the IMT leader in cooperation with emergency services personnel
3. Work with and report to your team leader.
4. DO NOT re-enter the building without permission of the IMT leader.
5. Protect a crime scene or remain in the assembly area and calm students if not assigned another duty
6. If an off site movement of students is required, insure that any student driving home is cleared by team
7. If dismissed, inform the IMT leader of departure i.e., if nurse is used for evacuation team then needed for medical purposes.
8. Upon safe re-entry, report anything amiss to the IMT leader

**C. Teacher responsibility during evacuation:**

1. Upon alert, assemble students for evacuation using designated routes and account for all students
2. Close the door upon departure
3. Be aware that hazards may require alternate egress routes
4. Upon arrival at the assembly area, account for all students
5. Report anything out of the norm
6. Obtain medical care for the injured students

7. Report any students missing or left behind because of serious injuries
8. Stay with and calm students
9. If building closure is ordered, when advised, release students that drive their cars (unless drivers are needed to evacuate students from the site) accounting for those who have left. Stay with bus riders until buses arrive.
10. If signaled to re-enter school, account for all students when back in classroom.
11. Check room and report anything unusual to the IMT leader.
12. “Debrief” students to calm fears about the evacuation.

**D. Evacuation Team responsibilities if necessary to evacuate to another location:**

1. Leader shall proceed ahead to insure off-campus site is available for occupancy.
2. Arrange bus transportation for students/staff. If transportation is unavailable, coordinate a safe route to the off-campus site and manage the flow of people for maximum accountability and safety.
3. Enlist students/staff with cars to help transport evacuees in need of special assistance.
4. Direct the evacuation and assure that all students/staff are accounted for as they arrive.
5. Enlist help to facilitate the parent-student reunion.

**FIRE**

**A. Fire**

1. The first person to discover the fire should sound the fire alarm signal and immediately evacuate the building. Notify building administrators. Do not attempt to put out any fire, no matter how small, before sounding the fire alarm.
2. Teachers should take their class lists and lead their students to the designated exit if it is not blocked. If blocked, use secondary exit. Teachers should maintain control of their students at the pre-designated gathering point a safe distance away from the school and out of the way of any firefighting equipment.
3. Call **911** to notify the Fire Department/Police and report location of fire.
4. Employees trained in using fire extinguishers can aid in the extinguishing of fires only if such action will not endanger their lives.
5. The building administrator or designee shall:
  - a. Notify the District office and Maintenance Department immediately.
  - b. Notify custodians to shut off gas valves, etc.

- c. Conduct a building sweep (including all restrooms, if it is safe to do so) to ensure that everyone has exited the building.
  - d. Secure the area. DO NOT allow re-entry to the building until it has been declared safe.
  - e. Consult with district office regarding the closure of school if necessary.
6. Closure of School
    - b. Students will be signed out by their parent/guardian according to the building reunification plan.
    - c. Teachers must stay with their students until all are picked up.
    - d. Once all students are signed out, the teacher will assist other teachers until all students are released.
  7. If utility or gas lines are affected, the fire department should notify the appropriate utility.
  8. Teachers should:
    - a. Make sure everyone is out of the room.
    - b. Close doors and leave the rooms unlocked.
    - c. Close the windows, if time permits, to reduce air flow.
    - d. Turn off the lights.
    - e. Remain with your class.
    - f. Move class away from the building to the pre-designated gathering location.
    - g. Take your class list and take attendance at the evacuation site. Report any students not unaccounted for to the designated person. The principal/designee shall initiate a search for any missing students.
    - h. Keep students quiet in order to hear any instructions.

### **DO NOT RE-ENTER BURNING BUILDING**

#### Fire Drills:

- A. Instructions must be given to all students on the FIRST DAY of school in September, each year.
- B. A fire drill should be held during the first week of school and monthly.
- C. It is particularly important that kindergarten children, representing the one large group of children new to the schools, be given instructions in fire drill procedures for the building.

#### Authority to Call Drills

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

### 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 his/her actions and cooperation. Therefore:

- A. All persons in the building must take part in the fire drill.
- B. Every fire alarm should be considered as a warning of an actual fire.

### Frequency - Fire Drills in Schools

- A. Fire drills shall be held monthly. During severe weather, fire drills may be postponed.
- B. A record of all fire drills shall be kept on the premises subject to inspection by the fire chief, and a copy sent to the superintendent's office.
- C. In schools, fire drills include complete evacuation of all persons from the building.

### Warning Signals - Fire Drills

The fire warning signal shall be one long continuous signal, whether by bell, siren or horn. An emergency warning signal, either by whistle, or hand siren, should be planned for, and occasionally used, thereby anticipating possible power failure.

### Responsibilities of Staff

- A. Principals shall:
  - 1. Be in complete charge of all matters pertaining to organizing and conducting fire drills in the building, and shall be responsible for the efficiency of the drill and all corrective actions or punishments taken for violation of the rules and regulations.
  - 2. Be thoroughly 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, and lunchroom staff that in case of an actual fire, the ventilating systems, the oil burners, gas meters, ovens, etc., are shut off.
  - 4. Appoint all subordinate officers 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 in an emergency).
  - b. How to use all in-school fire-fighting equipment.
  - c. 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.
5. Appoint subordinate officers
- a. **Searchers** - These are teachers assigned to inspect sections of the buildings to make sure that everyone is out. Cloakrooms, lavatories, teachers' rooms, and all other places frequented by students or teachers must be checked. Searchers shall rejoin their classes as soon as the inspection is completed.
  - b. **Traffic Guards** - These are students appointed by the principal to open doors, assist in traffic control, and maintain order.
  - c. **Fire Drill Aides** - These are students appointed by either the principal or teachers to assist in any way deemed necessary, and to take the place of teacher searchers in their absence only. They may be used as messengers, or assigned to aid handicapped students or those who are ill or faint.
  - d. **Safety Coordinator** - In case of actual fire, during the absence of the principal, it must be clearly understood by the entire staff which person shall be in charge.

B. Teachers shall:

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 aides.
3. Lead their classes to the designated outside stations, unless assigned as searchers.
4. Immediately report to the principal or fire drill aides, if any student is unaccounted for after a visual check of students.

Drills on Request

Occasionally, fire department representatives may come to schools and request an immediate fire drill. In general, this is their method of checking upon the quality of the drill program, and principals are expected to cooperate fully, even to the extent of calling a drill at an inconvenient time.

After a FALSE ALARM the principal shall:

1. Notify the fire department of the incident.
2. Notify school officials of the incident.

**LOCKDOWN**

- A. In the event an unidentified individual is observed on campus, a staff member should report the individual's presence to the main office immediately. An administrator will look into the person's intentions and purpose for being there and request that they report to the main office to obtain a Visitor's Badge.
- B. In the event an unidentified individual **who appears to be menacing, threatening or a danger** is observed on campus or in a campus building, **a staff member should call 911** and then report the individual's presence to the main office immediately, identifying the perceived threat or danger, description of individual, possession of a weapon, unusual conduct, and etc.
- C. In the event of a lockdown, an intercom all-call message will be broadcast to all buildings on campus to the effect that there may be an intruder on campus and that all teachers are asked to initiate an immediate lockdown of their classrooms.
- D. The Building Administrator will call the district office to report the lockdown. The district office will notify maintenance to inform them of the lockdown situation.
- E. When a lockdown is called, staff and students will take the following steps:
1. Teachers are to check hallways in front of their rooms and collect any student in the vicinity into their room.
  2. Students outside of the buildings are to report to the designated evacuation site as determined by building procedures.
  3. Teachers are to lock and close their classroom doors and not open them to anyone until the message is given by the building administrator or Aberdeen Police Department that the lockdown has ended.
  4. Teachers are to lower any shade or blind on any **door** window.
  5. Teachers are to be sure that outside window shades, curtains, and/or blinds are open. If closed when the lockdown begins, open them immediately.
  6. All students are to be attentive to teacher direction, be quiet and are not to use cell phones or any other outside source of communication (laptops, pagers, cell phones, blackberries, etc.)
  7. Teachers are to make a list of students who are **physically present in their class at the time of the lockdown** and send it to the office when the lockdown is over to make sure all students are accounted for. Do not put the name of any student on this list who is not physically present.

8. Teachers and students are to get on the floor away from the door and out of a line of sight from outside the windows and quietly remain in that position until the message is given by the building administrator or Aberdeen Police Department that the lockdown has ended.
9. The school office will do the following immediately:
  - a. Notify the district office of lockdown
  - b. Notify Transportation
  - c. Notify adjacent facilities that may be affected by lockdown i.e., St. Mary's School

### **PANDEMIC/EPIDEMIC**

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

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

In the event of prolonged school closings and/or extended absences by staff or students as the result of a pandemic flu or other catastrophe the superintendent shall develop a pandemic/epidemic emergency plan that includes at a minimum:

- A. The chain of command for the emergency plan, and the individuals responsible for specific duties such as quarantine
- B. The specific steps the district will take to stop the spread of the disease
- C. The process for identifying sick students.
- D. The transportation plan for sick students
- E. Disease containment measures for the district
- F. 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 web site.
- G. Procedures for dealing with the student privacy rights
- H. A continuity of operations plan for central office functions including employee leave, pay and benefits during a pandemic
- I. An ongoing communication plan for staff, students and parents

**SUICIDE THREAT**

- A. When a student reports a potential for harm to self or others staff shall assess the situation.
- 1. If the student has a weapon call 911.**
    - a. Secure the student's location.
    - b. Remove other students and staff from danger, if possible.
    - c. Initiate a lockdown or evacuate as determined by the situation.
  - 2. If no weapon**
    - a. Remove student from imminent danger, if possible.
    - b. Take student to a secure location and ensure continuous adult supervision.
    - c. Initiate counseling services and be sure that the student is escorted to counseling location.
- B. Counselor's responsibilities from this point on:
- Step 1: Assess the level of immediate risk and follow protocol from this point on.
- a. Does the student have a plan?
  - b. Does the student have access to the means to harm self?
  - c. Have there been past attempts?
  - d. Is there a history of suicide in the family or others close to the student?
  - e. Is the student being abused?
- Step 2: Respond to situation based on level of risk
1. High Risk – immediate threat to self or others. Student remains in adult supervision and is released only to custody of parent, police, or hospital
    - a. Have student sign a no-harm contract
    - b. Call crisis line to have a counselor from outside counseling agency come to make an assessment.
    - c. Contact crisis team
    - d. Contact parents: outline parent response process
    - e. Call police (ambulance) if immediate danger is present
    - f. Call CPS if abuse is an issue
    - g. Make referral to True North services if needed
  2. Moderate Risk – no immediate threat but suicidal thoughts or ideas
    - a. Have student sign no-harm contract
    - b. Contact crisis team
    - c. Contact parents: outline parent response process
    - d. Make referral to True North services if needed

3. Not a risk
  - a. Does not have a plan
  - b. Does not have access to weapon or other means of harm
  - c. Student denies suicide ideation or report
  - d. Speak with student openly to determine if initial assessment is correct
  - e. Help student become aware of resources for future
  - f. Contact parents: outline parent response process

Step 3: Follow-up

- a. Meet with crisis team to debrief and plan
- b. Contact parents: outline parent response process
- c. Meet with student when he/she returns to school
- d. Continue referrals to in-school programs (groups, peer-mentors, nurse, etc.)
- e. Meet with teachers involved with students to debrief.
- f. Inform others as needed about the student without breaching confidentiality

### **TSUNAMI, FLOOD**

Warnings for tsunami will be given from the Grays Harbor Office of Emergency Management. The extent of the flood or tsunami and the time before it arrives will dictate the course of action to be taken by the school district. The Aberdeen Police Department or Grays Harbor Sheriff's Office will notify the superintendent by telephone of flooding or possible flooding on roads used as routes.

- A. An all-call will be made by the administrator or principal to evacuate.
- B. School buildings will follow their evacuation route procedures.
- C. Staff should take their class lists, take attendance, and maintain control of their students at the pre-designated gathering point.
- D. Notify the principal or administrator of any missing students or staff.
- E. Students will be signed out by their parent/guardian according to the building reunification plan.
- F. Teachers must stay with their students until all are picked up. Once all students are signed out, the teacher will assist other teachers until all students are released.

## **WEAPONS**

The principal or designee should follow these guidelines:

- A. Notify law enforcement and district office immediately. Identify the individual, their location, and the location of the weapon. Note specific description or identifying characteristics of the individual to inform law enforcement.
- B. If there is an on-site law enforcement officer, they should determine the level of threat.
  1. If the level of threat is high, have the law enforcement officer call for additional backup, attempt to get the weapon from the individual through negotiation, or take other appropriate law enforcement action.
  2. If the level of threat is low, call the individual to the office and have the law enforcement officer take the appropriate action.
  3. If situation requires, initiate a **LOCKDOWN**.

The staff should follow these guidelines:

- A. Avoid confronting the individual.
- B. Notify the school office immediately.
- C. When notifying the officer, identify the individual (if known), their location, and the location of the weapon.

## **COMMUNICATING WITH THE MEDIA**

THE SUPERINTENDENT OR HIS/HER DESIGNEE SHALL BE THE OFFICIAL SPOKESPERSON FOR THE DISTRICT IN A CRISIS.

The superintendent will contact the media and take the lead role in preparing all written statements or news releases. Depending upon the situation, and wishes of the building administrator, the superintendent will work either from the district office or from the site of the crisis.

- A. If the media arrives, keep them in a designated waiting area.
- B. The primary goal is to keep the public informed about the crisis while at the same time trying to maintain the privacy of students and staff, and assure as little disruption of the educational process as possible.

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- C. As soon as possible, prepare a written statement giving the basic facts clearly and concisely, or ask assistance from the Superintendent's office. If there is time, try to anticipate some of the questions reporters will ask. They always want to know who, what, when, where, why, how, and how much. Use the same facts in dealing with all the media so the story is consistent, giving you a basis for dealing with a misquote or a factual inaccuracy, if it occurs.
  - D. Always tell the truth. Tell the bad news quickly. It may be your only chance to set the record straight. Remember that it is vital to establish the District as the best source of information about the crisis.
  - E. Don't answer a question with "no comment." The reporters might report that you wouldn't answer the question or might interpret for themselves why you aren't answering. Instead say, "I can't share that information with you right now, but I will call you as soon as I can release it." If you can't reveal information at all, tell the reporter why. For example, relatives of an injured student haven't been notified yet, or revealing the identity of a witness could jeopardize an investigation, etc.
  - F. Don't let a reporter's friendly or pushy manner disarm you into giving additional information beyond your accurate, original answers. Don't assume any chatty comments are off the record, even if you say they are. **NOTHING IS "OFF THE RECORD."**
  - G. No news deadline is so important that it's worth making an inaccurate statement. If a reporter says he/she has deadline problems, ask how long you have to get the information, and then try to obtain it within that time.