



EMERGENCY OPERATIONS PROCEDURES

Procedure for Reporting Emergencies

The nature and degree of the emergency will determine whom to call. Give the following information clearly and distinctly on each emergency call to appropriate agencies:

- Your name and position.
- Your school site or location and school site or location phone number.
- What is happening or has happened. The purpose for the call.
- The degree of urgency.
- Where and to whom officers/emergency personnel are to report at the site. Be specific.
- A brief report is to be filed with the appropriate assistant superintendent.

KEY DISTRICT OFFICES

TELEPHONE

KEY COMMUNITY AGENCIES

TELEPHONE

Superintendent	425 385.4018/4019	Police/Sheriff's Office/Fire	911
Deputy Superintendent	425 385.4017	Poison Information Center	800 222.1222
Regional Superintendent (Region 1)	425 385.4020	Snohomish Dept. Emergency Mgt.	425 388.5060
Regional Superintendent (Region 2)	425 385.4021	Everett Officer of Emergency Mgt.	425 257.8109
Regional Superintendent (Region 3)	425 385.4023	Snohomish County PUD	425 783.1000
Exec. Director Facilities and Operations	425 385.4190	Sonitrol	425 258.3655
Director of Maintenance and Operations	425 385.5200		
Safety and Security Coordinator	425 308.7430		
Director of Communications	425 385.4049		
Exec. Director of Human Resources	425 385.4103		
Supervisor of Transportation	425 385.4140		
General Counsel	425 385.4123		

Evacuation Procedures

General Education Teachers Shall:

1. Check to see if the primary evacuation route is safe and clear. **(See building administrator to obtain evacuation routes.)** If primary route is not accessible, use the secondary route.
2. Collect all students and yellow emergency backpack expeditiously from the classroom and area restrooms and evacuate in an orderly fashion to the safe dispersal area.
3. Upon arrival at the assembly point, line up the students and perform a roll call.
4. Convey the results of the roll call and report the names and likely locations of any missing individuals to the designated runner.
5. Supervise students during the emergency evacuation procedure.
6. Wait for the signal to return to the classroom, or further instructions for campus dismissal.
7. Non-special-needs teachers shall aid in the evacuation of visitors and students who are temporarily mobility-impaired (i.e., on crutches, etc.).

Special-Needs Teachers Shall:

1. Check to see if the primary evacuation route is safe and clear. **(See building administrator to obtain evacuation routes.)** If primary route is not accessible, use the secondary route.
2. Collect all students and yellow emergency backpack expeditiously from the classroom and restrooms.
3. Assign evacuation assistant duties to paraeducators and other trained staff members for the students under their supervision. The special-needs teacher shall ensure that two adults shall be assigned to each mobility-impaired student.
4. Evacuate in an orderly fashion to the safe dispersal area.
5. Upon arrival at the assembly point, line up the students and perform a roll call.
6. Convey the results of the roll call and report the names and likely locations of any missing individuals to the designated runner.

Para Educators and Trained Staff Shall:

1. Provide assistance as instructed by the primary and secondary special needs teachers.
2. When assigned to the first floor, wheel special-needs students in wheelchairs to the evacuation area.
3. When assigned to the second floor, assist in carrying students in wheelchairs down the stairs to the dispersal area. If needed, two adult assistants may be assigned for one wheelchair-bound student.
4. Provide assistance to non-mobility impaired special-needs students by being a "buddy." This activity requires holding the hand of the individual and guiding them down the stairs. These students are not mobility impaired and only need a firm hand to lead them.

Itinerant Staff Shall:

1. Secure their work areas from immediate hazards (i.e., powering down, closing valves, etc.).
2. Evacuate to the dispersal area.
3. Provide assistance as assigned by the building administrator.

Lockdown Procedures

Teachers Shall:

1. Round up all students directly outside of the classroom.
2. Lock door, close outside blinds. Interior blinds must also be closed.
3. Move students away from windows and doors.
4. Teachers shall maintain a calm atmosphere in the classroom, keeping alert to the emotional needs of students.
5. Follow your sites pre-determined roll call reporting procedure.
6. Wait for the all-clear announcement to end lockdown.

All Staff and Students Shall:

1. Refrain from using remote controls, telephones, or radios during lockdown unless assigned by the Site IC or designee.
2. Go immediately to a Full Lockdown (get away from windows and doors).
3. **CAUTION:** If the fire alarm is activated during a lockdown, staff and students shall not evacuate unless evidence of a fire (i.e., smoke, flames) is seen or smelled. (This may be a ploy to get students out in the open and make them vulnerable to assault.)
4. If students and staff are on the playground or on an athletic field during lockdown:
 - a. If the intruder is on the playground or an athletic field, staff and students shall be instructed to go to the cafeteria or gym.
 - b. If the intruder is in the building, staff and students shall be directed to an alternative student/family reunification point.
5. If students are on a bus, they should drop and lie flat on the bus floor.

Itinerant Staff:

1. Secure their work area from immediate hazards.
2. If inside during a lockdown, close and lock doors, and close blinds.
3. If working outside during a full lockdown, leave site immediately. Notify department supervisor for additional directions.
4. If working outside during a modified lockdown, go inside and close and lock doors, and close blinds. Report presence to ICP. (Leaving during a police search in the vicinity of the school may throw off tracking dogs and district police resources.)
5. If students are on a bus, they should drop and lie flat on the bus floor.

Lockout Procedures

A Lockout (**formerly Modified Lockdown**) is implemented in response to danger located outside of the building and/or campus. Normal school activities should continue with the exception that no one should be allowed to leave and/or enter the building.

1. Immediately bring staff and students engaged in outside activities inside the building.
2. If equipped, activate lockdown button which will lock exterior doors.
3. Prevent entry/exit of the building(s).
4. Limit exposure at outside windows or doors.
5. **CAUTION:** If the fire alarm is activated during a lockdown, staff and students shall not evacuate unless evidence of a fire (i.e., smoke, flames) is seen or smelled. (This may be a ploy to get students out in the open and make them vulnerable to assault.)
6. Follow your sites pre-determined roll call reporting procedure.
7. Wait for the all-clear announcement to end lockout.

Visitors and/or Disruptive Activities

The following guidelines are suggested as basic security measures to prevent/reduce disruptive activities in the school:

- A. All visitors are required to check into the office upon entering a school building. All entrances must be posted with instructions directing visitors to the office to check in.
- B. Staff members are responsible for monitoring hallways and playgrounds. Unfamiliar persons are to be directed to the office.
- C. A visitor's badge with the current date should be worn conspicuously. If the visitor does not have an appropriate badge, the individual should be escorted to the office to be cleared for visitation.
- D. Written guidelines pertaining to the rights of non-custodial parents should be readily accessible to district staff when a non-custodial parent requests to meet with the teacher of his/her child, visit with his/her child, or remove his/her child from the school premises.
- E. If a visitor is under the influence of alcohol or drugs, is committing a disruptive act or invites another person to do so, the staff member may exercise the right to order the visitor off of school premises. If the visitor fails to comply, the staff member should contact the school office, which may, in turn, report the disturbance to a law enforcement officer.

IN THE EVENT OF A FIRE

- Give the fire alarm signal (one long continuous signal).
- Call and report the fire (911).

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

Teachers/Staff Responsibilities

- Be in charge of their respective classes.
- Issue all commands relative to participation in the fire drills except as delegated by them to aides.
- Unless assigned as searchers, lead their classes to the designated outside stations.
- Immediately report to the Emergency Operations Center or fire drill aides, if any student is unaccounted for after a visual check of students.

During Fire Drills

- Teachers shall lead students to the designated exit. SEE EVACUATION PROCEDURES.
- Students shall walk briskly (no running), with arm's length spacing, and without talking, laughing or breaking from the ranks. (No student may leave the line.)
- Students not in the classroom shall join the line of the first group of students met. (The student must not return to the classroom.)
- Teachers shall check roll when assigned area is reached.
- Teachers shall not leave the students gathered at a designated area unless someone is placed in charge.
- Teachers shall notify the Incident Commander if any student is missing.
- The building administrator shall initiate a search for any missing students.

After a Fire Drill

- The Incident Commander shall give the all clear signal (a short steady signal).
- Teachers shall lead the students back into the classroom.
- Teachers shall check the roll.
- Students shall not loiter in the halls.
- Teachers shall notify the Incident Commander if any student is missing.
- The Incident Commander shall initiate a search for any missing students.

If an earthquake occurs during school hours, the Emergency Operations Center (EOC) shall be activated at the district and site emergency plans shall be implemented. The district emergency communications network shall be activated to provide contact between all sites. The district EOC shall coordinate and allocate district resources.

All students shall be required to stay at school under the care and supervision of district personnel until released to their parents, legal guardians or adult on student's authorized emergency contact list. Students on buses shall remain in the custody of the bus driver and shall, if possible, be delivered to a district school site for care and supervision. The Transportation Department shall provide written procedures and instructions to all regular and substitute bus drivers on what to do in case of major emergencies.

TEACHERS AND ALL OTHER STAFF SHALL:

1. Supervise students.
2. Perform emergency duties as determined by response team assignment.

STAFF AND STUDENTS SHALL:

1. If in a building:
 - a. DROP, COVER AND HOLD. Face away from windows, and try to avoid glass and falling objects, move away from under suspended light fixtures. Get under chairs or tables.
 - b. After the earthquake stops, teachers shall make a quick assessment of the class and post on the doors, one of three communications cards kept in their yellow backpacks:
 - Red ~ Urgent, injuries need immediate assistance.
 - Green ~ Everyone evacuated.
 - c. If students or staff are injured, the teacher shall hand off his/her class to his/her "buddy teacher" for evacuation and stay behind to render assistance.
 - d. The "buddy teacher" shall evacuate and request aid for those left behind.

CRITICAL ILLNESS/INJURY PROCEDURE

- Teachers/staff will:
 - ✓ Keep injured person still and quiet.
 - ✓ Check for breathing and bleeding, and medical alert bracelet; administer immediate first aid if necessary.
 - ✓ Send someone or call the school office for help.
 - ✓ Stay with the child until relieved by other personnel.
 - ✓ Contact school nurse and building administrator.
 - ✓ Collect the facts of the cause or nature of the injury.

INFECTIOUS DISEASES

- Upon request, the school nurse will advise the building administrator of the rules and regulations regarding infectious diseases and assist him or her in effecting appropriate exclusion of those whose presence would constitute a danger to public health.

Chemical Spills/Hazardous Materials

Hazardous Materials (chemical) spills are of two magnitudes. The first involves accidental chemical spills by staff, especially those associated with the science laboratories. The second is a disaster involving a tanker truck or nearby industrial facility accidents where a large quantity of toxic material is released. Should such an accident endanger the students or staff, the following procedures shall be used.

ACCIDENTAL

Teachers/Staff Member Responsibilities

- Evacuate non-essential staff and students in the immediate area of the spill.
- Evaluate level of hazardous exposure. If the spill is less than a half gallon, teachers may clean up the spill as outlined in their Chemical Hygiene Plan or Shop Safety Plan.
- Avoid direct contact with chemicals.
- Notify the building administrator.
- Locate Material Safety Data Sheet (MSDS).
- Do not attempt to clean up spilled chemical without reviewing MSDS and obtaining proper protective equipment.

DISASTER

All Staff Responsibilities

- Follow the directions of the fire department if evacuation is warranted. Evacuation routes may be altered by the fire department to avoid exposure to fumes. The alternate assembly point (Parent-Child Reunification) may be used to eliminate the possibility of exposure.
- Shelter in place if required.
 - a. Custodial staff shall shut down all HVAC systems.
 - b. All staff shall close and lock doors to offices and classrooms.
 - c. Tape shall be placed around doors and windows, or wet towels at the bottom of doors.
 - d. Any open flames shall be extinguished.
 - e. Lockdown student supervision procedures shall be followed.
 - f. Doors shall not be opened until the all clear is given by the fire department.

Suicide or Self Inflicted Injury

Staff members shall be made aware of their responsibilities in the event of a potential or imminent suicide incident. Staff are expected to follow the procedures as specified. Three steps are vital in a suicide prevention program:

- Ensuring the short-term physical safety of the student;
- Communicating with appropriate school personnel, parents or guardians and local support personnel, and establishing an interim plan of action; and
- Referring to the appropriate professional or agency and implementing a long-term plan of action.

The following procedures are intended to serve these purposes.

Potential Suicide (No Physical Evidence)

Any staff member who receives or discovers information about a potential suicide (notes, threats, conversations, etc.) will immediately notify the building administrator and school counselor.

- Any suggestion, demonstration, or communication of an intention to commit suicide must be taken seriously.
- Such behavior shall be reported to the building administrator and school counselor, or school psychologist.
- The superintendent or designee and building administrator, shall be apprised of the situation and of the plan for monitoring the student's behavior.
- Confidentiality is not applicable when the student threatens himself (or others). In such circumstances, no matter what guarantees of privacy have been given the student, the information must be discussed with the appropriate staff. The building administrator will notify the parent. Referral to an outside agency or private professional shall be made in cooperation with the parents. If the building administrator and school counselor deem the student seriously in need of professional intervention, and the parent refuses to cooperate, appropriate agencies shall be contacted by the school administration and/or the intervention team to intervene on the student's behalf.
- The school administration and/or school counselor shall monitor the student's functioning in school until a positive adjustment is evident.

Actual Suicide

In the event of an actual suicide, the school must exercise care to avoid the risk of imitation and to help deal with the grieving, guilt and shock of students and staff. The superintendent or designee, building administrator and District Response Team shall be contacted immediately. If the suicide occurs on campus, the police department must also be notified.

INTRODUCTION

Guidelines for managing bomb threat emergencies at Everett Public Schools.

1. Provide initial training to all school administrators, secretaries, teachers and building staff on the proper use of your building's bomb threat emergency procedures. Training should include threat assessment for school administrators and search technique for those personnel who will assist with the cursory search.
2. Annually provide refresher-training exercises for appropriate personnel.
3. Keep the Call Taker's Checklist readily available for each school building staff member or others who have responsibility for taking in-coming telephone calls.
4. Keep your Bomb Threat Emergency Procedures readily available for each school administrator to use in case of a bomb threat emergency.
5. Ensure your building's public address system is operating properly and can be heard by all occupants.
6. Establish alternate sites for shelter and evacuation. Pay particular attention to evacuation procedures for limited ability students.

CALL TAKER'S ACTIONS

1. If your school receives a bomb threat, the call taker should immediately refer to the CALL TAKER'S CHECKLIST and attempt to solicit as much information as possible from the caller.
2. The call taker should notify the school administrator and 9-1-1. Law enforcement will be dispatched to investigate the threat.
3. The call taker should immediately take steps to trace the call.