

Emergency Procedures

Emergency Drills

In accordance with the Revised Code of Washington, RCW 28A.305.130(11), and the Washington Administrative Code, WAC 180-41-010 through WAC 180-41-040, the following emergency drill regulations will be followed:

1. All occupants of school buildings—pupils, teachers and other school personnel without exception—shall, at the beginning of each school year be given full and explicit instructions on exit drills in order that they have a clear working knowledge of exit drill directions and rules.
2. Instructions and practices in ways to meet such emergencies as blocked exits and blocked stairways during exit drills shall be provided pupils and school personnel.
3. The principal of each building will designate at least three (3) persons, in descending order, who will take charge of the school should an emergency occur while the principal is absent.
4. Emergency evacuation directions shall be posted in each room of the building, indicating the exit route to be used by the occupants of that particular room. Periodically, oral instructions will be given to the students relating to the evacuation of gyms, auditoriums, and other large-group meeting areas.
5. Exit drills shall be held at least 4 times per school year to assure rapid and orderly evacuation of the building in the event of an emergency.
6. Alarm for all emergency exit drills shall be by the appropriate school building administrator or his/her designee without advance announcement to building occupants.
7. Emergency drills will be executed at irregular times of the day so as to eliminate any possible distinction between a drill and an actual emergency situation.
8. Special provision shall be made for the removal of disabled and physically handicapped persons from the building.
9. The exit alarm system is to be used only for emergency exit drills and in the case of actual emergencies necessitating evacuation of the building.
10. A substitute device, readily available, for manual sounding the alarm should be provided for use in the event the electric alarm system fails to operate.
11. All students and school personnel will be made familiar with the location of fire alarm boxes.

12. In order that pupils will not be returned to a building hazardous to life, the recall signal shall be on that is separate and distinct from, and cannot be confused with, any other signal.

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 an emergency plan and conduct an emergency earthquake drill at least twice annually. The building staff is encouraged to contact the district office and the county emergency service department for technical assistance. The transportation supervisor shall prepare an emergency response plan.

Preparation

The principal and building staff shall 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. Building evacuation routes, outside regrouping areas, and other safety measures should be established.

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. Once the earthquake has stopped, they should proceed to school, provided streets, roads, and sidewalks are passable. If the quake occurs on their way home, after protecting themselves until the quake stops, they should proceed to their home, provided streets, roads, and sidewalks are passable.
2. A parent is not to remove a child from the school grounds until 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. Parents should avoid calling the school. Phones, if they are 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.
4. Local radio and T.V. stations (KWPZ, KGMI, KPUG, KVOS) will be utilized to inform parents of the emergency situation, and provide information for parents to

pick up their children. The district office will provide emergency information to the above situations.

Staff members should take student class lists as they exit the building. Staff members should account for all students and staff before re-entry to buildings. The principal must feel absolutely certain, on the basis of thorough inspection of both structures and utility conduits, that the facility is safe. No students or staff will be dismissed until procedures have been approved by the superintendent's office if district-wide communications are in operation. If district wide communications are not operable, the building principal will dismiss students and staff.

General Responsibilities

The principal, assistant principal and staff 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 principal should carry out all communication functions, coordinate post-quake building inspections and signal re-entry when safety is assured.

Teachers shall see that all members of their respective classes take protective action appropriate to their work area situations; evacuate classes in an orderly and expeditious manner; maintain order; supervise evacuated students; and, insure orderly re-entry when signaled. Student monitors may be appointed from the more mature pupils in each class to assist teachers. Student monitors may be assigned to substitute for any teacher who may be injured.

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.

Staff Instructions (During Quake)

Staff should maintain control in the following manner:

1. Remain calm.
2. In a classroom, library or cafeteria students should get under a desk or table, face away from windows, 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.
3. In gymnasium or assembly areas, students should exit such facilities as expeditiously as possible. Individuals should move to regroup areas as designated at each school site by the principals.

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4. On a stairway students should move to the interior wall and “duck and cover”. (Individuals should evacuate exterior stairs and move to designated areas.)
5. 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.

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 designated safe area. Students should move away from buildings and remain in the designated safe area until given further instructions. Responsible staff should be posted to prevent building re-entry.

Following an evacuation, the principal and designated staff will:

1. Check for injuries among students and staff. (Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.) Medical help should be called.
2. Check for fires or fire hazards.
3. Check utility lines and appliances for damage. If gas leaks exist, shut off the main gas valves and shut off electrical power if there is damage to the wiring. (Do not use matches, lighters, or open flame appliances until you are sure no gas leaks exist, and do not operate electrical switches or appliances if gas leaks are suspected.)
4. Instruct students not to touch power lines or objects touched by the wires. (All wires should be treated as live.)
5. Clean up spilled medicines, drugs, chemicals and other potentially harmful materials immediately.
6. 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.)
7. Check closets and storage shelf areas. (Open closet and cupboard doors carefully and watch for objects falling from shelves.)
8. Keep the streets clear for emergency vehicles.
9. Staff should supervise students in designated safe areas.
10. Be prepared for “after-shocks”.
11. Respond to request for help from police, fire department and civil defense, but do not go into damaged areas unless your help has been requested.

12. Plan for student/staff needs during the time that may elapse before assistance arrives. (e.g. four to eight hours). Items to be considered include water, restroom facilities, staying warm and dry, food, etc.

Transportation Department

The Supervisor of Transportation Services, or designee, is the “Individual-in-Charge” with respect to all emergency related activities affecting the Transportation emergency staff.

Transportation Services Procedure If Students Are Aboard A School Bus:

If students are aboard a school bus in transit between their residence and school sites (in either direction), a determination will be made by the Superintendent working closely with the Transportation Supervisor to transport students to the safest, most appropriate destinations, based on the prevailing conditions and severity of the disaster. This may be their school sites, their residences, or alternate school sites or designated relocation centers.

Transportation Supervisor will work closely with the District Office regarding bus and student disposition so that correct information may be passed on to parents and the Emergency Broadcast Network. The coordination of information and the following of instructions between the District Office, Transportation Supervisor and bus drivers will be very important in this situation.

If a determination is made to return the students to their residences information on alternate and emergency drop-off-sites will become extremely important.

Upon the safe delivery of their charge of students, school bus drivers will report in to the Transportation Supervisor for possible civil transportation assistance duties.

Bomb Threats

Most bomb threat messages are very brief. When possible, every effort should be made to obtain detailed information from the caller 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 caller and identifiable background noise should also be noted. All bomb threats should be reported to the local police.

Evacuation Decision

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.

If the principal determines that the message is a dangerous threat, law enforcement officers and the district office should be contacted. 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. 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.

Search Procedures

Local police should assist building staff members in a building search. The person most qualified to search buildings or space is the person using the area.

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 listed 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.

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.

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, and the like. 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.

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 routine. 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.

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.

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.
3. Clear the danger area of all occupants.
4. Assign staff at entrances to prevent others from entering.

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.

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.

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.

Emergency School Evacuation

When an emergency within a school or department necessitates total or partial closure of the 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 shall be followed:

1. The report of an emergency shall be directed to the Superintendent's office.
2. If the nature of the emergency calls for immediate action on the part of a principal, he/she shall take necessary action and report such action to the Superintendent's office.
3. The Superintendent's office shall contact those departments and/or schools who must assist in the emergency action.
4. When appropriate the Superintendent's office shall contact the city police department and the county department of emergency services.

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

The principal shall be responsible for organizing and conducting such emergency evacuation drills as are necessary and shall objectively 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.