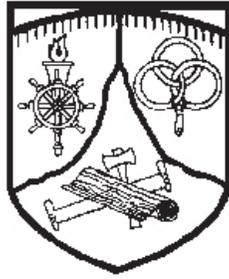


HOQUIAM SCHOOL DISTRICT



EMERGENCY HANDBOOK

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EMERGENCY PROCEDURES HANDBOOK

Hoquiam School District #28 • 305 Simpson Avenue • Hoquiam, WA 98550 • (360)538-8200

INTRODUCTION:

This Emergency Procedure Handbook has been developed to provide general guidelines for dealing with some of the specific emergency situations that may arise within the school setting.

It is required that each building develop in-depth plans that reflect, and are able to meet, its own specific needs based upon staffing and facilities, as well as the age and maturity levels of the student body and other circumstances that make up the unique environment for that building.

In an emergency, each principal or designee is the main authority until additional assistance is provided by the district or local authorities as necessary.

EMERGENCY PHONE NUMBERS: Fire, Medical, Police.....9-911

District Office.....	538-8200	_____
Principal	_____	_____
Assistant Principal	_____	Nurse.....	_____
School Office Coordinator	_____	Police Dept. Dispatch.....	532-0892
Maintenance Shop.....	538-8280	Poison Control	1-800-542-6319
District Transportation	538-8270	Crisis Line.....	532-4357
Counselors.....	_____	Child Welfare Services (CPS).....	537-4300

EMERGENCY PHONE NUMBERS

BURGLARY/VANDALISM

1. Do not touch or alter the scene in any way.
2. Notify appropriate building administration immediately, who will notify the school superintendent.
3. Contact Law Enforcement (9-911). Get a case file number as soon as one is available.
4. Notify the District Office. District Office will notify other departments to assist (e.g. gas shut off).
5. Compile a complete list of all stolen items including estimated value and serial numbers.

BURGLARY/VANDALISM

ACCIDENTS

1. Assess the situation through examination of the victim and surroundings.
 - a. Use your best judgment to determine the appropriate immediate care.
 - b. Check for medical tags or medical information in wallet or purse.
2. Depending upon the situation, call 9-911, and then contact building administration. The office will contact legal guardian.
3. Administer Basic First Aid as necessary. Whenever possible this should be done by trained individuals only.
4. DO NOT LEAVE THE VICTIM UNATTENDED unless it is absolutely impossible to do otherwise.
5. Do not move victim who is down unless serious hazards exist.

ACCIDENTS

UTILITY INTERRUPTION OR FAILURE

(Water...Natural Gas...Electricity)

1. Notify appropriate building administrator immediately. Staff will be alerted to the nature of the emergency and what actions/procedures to follow, as appropriate.
2. Remain in classrooms or move students to a safe part of the building, or evacuate if necessary.
3. Call 9-911 if the situation threatens the safety of students or staff.
4. Contact the District Office. District Office will notify other departments (e.g. gas shut off).
5. Given an electrical incident, unplug all electrical devices prior to leaving the building.
6. Turn on handheld radio and wait for instruction.

UTILITY INTERRUPTION OR FAILURE

TSUNAMI

Immediately following an Earthquake

1. Follow Earthquake response- “Drop, Cover and Hold”
2. Quickly evacuate the building.
3. Gather students, take attendance and move to designated higher ground in response to a possible Tsunami (follow building procedures).
4. Send designed staff into the building to inspect building.
5. Teachers are to remain with their students until all are picked up by parents.

Advanced Notice of on-coming Tsunami

1. Upon receiving advance notice of a Tsunami, the Superintendent/designee shall conduct a conference call or hold an immediate meeting with all program supervisors.
2. Each individual school building shall call parents and request that the parent pick up their student as soon as possible.
3. Superintendent/designee shall arrange for the transportation with the Director of Transportation to the high school for those students who were not picked up by parents.
4. Superintendent/designee shall notify the media of school closure and emergency procedures.
5. Administrators and staff shall coordinate parent pick up of students at the high school.
6. Students transported to the high school shall be organized and grouped according to their school for ease of identification.
7. Parents will be permitted to pick up their student(s) by working with the designated staff members.
8. The Director of Transportation will coordinate activities in the same location used by fire and police personnel while the Superintendent coordinates activities at the high school.

TSUNAMI

TIDAL WAVE, FLOOD

1. “All Call” will be made by principal or designee to evacuate.
2. Teachers will evacuate with students to designated area taking emergency buckets and class lists.
3. Teachers take attendance.
4. Notify principal or designee of any missing students.
5. Students will be signed out by their parent/guardian with individual teachers on a class list.
6. Teachers stay with their students until all are picked up.
7. Once all students are signed out, the teacher will assist other teachers until all students are released.

TIDAL WAVE, FLOOD

DEATH OF A STUDENT/STAFF MEMBER

In the event of the death of a student or staff member:

1. Get the facts from a reliable source.
2. Notify the District Office. District Office will notify other departments to assist.
3. Reach out to key staff—employ the phone tree to notify all staff members.
4. Assemble a team as appropriate to come up with a specific plan for notification and student/staff grief.
5. Hold regular and timely staff meeting to disperse accurate information.
6. Designate one spokesperson who will respond to the media.

Considerations:

1. Have counselors available to assist students and staff.
2. Who was the student/staff member connected with? For example, if a wrestler, share with the wrestling team privately.
3. Make an area available for students to go and share their feelings privately.
4. Provide materials for students to write out their feelings, notes to the family, etc.
5. Provide teachers with factual information to share with students.

DEATH OF A STUDENT/STAFF MEMBER

FIRE

1. Sound the fire alarm bell and immediately evacuate the building. Notify building administration. Do not attempt to put out any fire, no matter how small, before sounding the fire alarm bell.
2. Teachers evacuate their classroom and maintain control of the students at the pre-designated gathering point. Communicate all students are accounted for to incident command.
 - a. If time permits close the windows to reduce air flow.
 - b. Take your class roster and take roll at the evacuation site.
 - c. Turn off lights.
 - d. Close doors – leave the rooms unlocked.
 - e. Remain with your class.
 - f. Move away from the building to the pre-designated gathering location.
 - g. Keep students quiet in order to hear any instructions.
3. Notify the District Office. District Office will notify other departments to assist (e.g. gas shut off and other appropriate utilities).
4. If necessary notify the Fire Department/Police by calling 9-911. Give the address of the building where help is needed. Ensure an individual is present to guide emergency responders.
5. Conduct a building sweep (including all restrooms) if it is safe to do so to ensure that everyone has exited the building.
6. Employees trained in using fire extinguishers can aid in the extinguishing of fires only if such action will not endanger their lives. Custodian will shut off utilities as appropriate.
7. Secure the area. DO NOT allow reentry to the building until it has been assured to be safe.
8. Consult with the Superintendent regarding the close of school.

FIRE

INTRUDER ON CAMPUS

If any person is observed in or about the school who is not believed to be authorized or appears suspicious for any reason:

1. Report the suspicious circumstances to the school office. Provide as much specific information as possible.
 - a. Where the individual is.
 - b. What they look like.
 - c. What they are wearing.
 - d. Other.
2. The office staff should determine who will approach the “guest” and whether or not to take a partner along.
3. Approach the “guest” firmly and politely.
 - a. Introduce yourself and your title.
 - b. Ask for identification...find out who they are and what their business is at school.
 - c. Accompany them to the main office to sign-in, or direct them to leave campus.
4. If they refuse to comply and/or do not leave voluntarily, office personnel will call 9-911 to inform law enforcement authorities of the trespassing situation.
5. **LOCKDOWN: IN THE EVENT OF AN INTRUDER ON CAMPUS** who appears to be an imminent threat.
 - a. Office personnel will contact law enforcement by calling 9-911.
 1. Ask law enforcement to respond to the main office.
 - b. Notify the District Office. District Office to contact transportation and other buildings as appropriate.
 - c. **COMMUNICATE** with staff and students (via a **NON**-coded announcement)
 1. “Staff, This is a lockdown.”
 2. We have an intruder on campus.
 3. Give a description...and the last known location of the intruder.
 4. The police have been notified and are en route.
 5. Please get all students into a locked classroom and stay away from the windows until further notice.
 - d. Account for all the students in your classroom.
6. Maintain your professionalism at all times.
 - a. Remain calm.
 - b. Do your best to maintain order.

INTRUDER ON CAMPUS

COMMUNICATING WITH THE MEDIA IN TIMES OF CRISIS

The superintendent or his/her designee will usually be the official spokesperson for the district in a crisis. He/she will contact the media and take the lead role in preparing all written statements or news releases. Depending upon the situation and wishes of building administrators, the superintendent will work either from the district office or from the site of the crisis. If you are emotionally engaged in the crisis, you should not serve in the role of spokesperson.

POINTS TO REMEMBER

1. 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. Contact the superintendent to determine who will report to the media.
2. 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. Reporters want to know who, what, when, where, why, how and how much. Use the same facts in dealing with the media so the story is consistent, giving you a basis for dealing with a misquote or inaccuracy of facts, if it occurs.
3. Always tell the truth. Tell the bad news quickly. It could be your only chance to set the record straight. Remember that it is vital to establish the school district as the best source of information about the crisis. If reporters suspect you are hiding something, they are likely to dig hard for information from other sources and play the story more sensationally and perhaps less accurately.
4. Don't answer a question with, "no comment." Reporters might report you wouldn't answer questions 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. Examples: relatives of an injured student haven't been notified yet or revealing the identity of a witness could jeopardize an investigation, etc.
5. Don't let a reporter's friendly or pushy manner disarm you into giving additional information beyond accurate original answers. Even if they say they are, don't assume any chatty comments are, "off the record."
6. No news deadline is so important that it is 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 frame. Don't put reporters off indefinitely; they will only get more insistent and abrasive if you do.

COMMUNICATING WITH MEDIA

RIGHTS OF DIVORCED OR ESTRANGED PARENTS

(Includes potential “kidnapping” by estranged or divorced parent)

- **Consult the current parenting plan, divorce decree, etc. and any restraining orders signed by a judge before releasing any information to the non-custodial parent.**
 - **ANY COURT ORDER SUPERCEDES THE STEPS BELOW**
1. The parent who enrolled the child and with whom the child resides is considered the custodial parent. The Hoquiam School District is obligated to the enrolling parent.
 2. In general, both parents/guardians have the right:
 - a. to view the child’s school records.
 - b. to receive the school progress reports.
 3. Only the custodial parent has the right to visit or remove the child from school property. If the non-custodial parent asks to visit or take the child from school, do the following:
 - a. Building administration is to explain that the school staff is responsible for the child’s welfare while at school.
 - b. Inform the non-custodial parent that he or she must provide prior approval from the custodial parent agreeing to the request.
 - c. In front of the non-custodial parent, telephone the custodial parent and explain the request. If the custodial parent agrees, then comply with the request. If unable to reach the custodial parent, the child will not be released.
 - d. Should the non-custodial parent be uncooperative or otherwise threatening, belligerent, or intimidating contact law enforcement for assistance.
 4. When complying with the rules or the law and either party takes exception, state that we intend to follow the law until a court order is received to the contrary.
 5. Family disputes should be resolved away from the school setting.
 6. In general, school district employees will only, upon court order, write a letter regarding school attendance and grades and will not make judgments regarding competence of parents.

RIGHTS OF DIVORCED OR ESTRANGED PARENTS

HARASSMENT

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, including, but not limited to, one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. “Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline, and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation, or bullying also constitute violations of this policy.

The superintendent is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of procedure 6590, Sexual Harassment.

HARASSMENT

EARTHQUAKE:

DURING THE EARTHQUAKE:

1. If indoors...
 - a. Stay indoors.
 - b. Crawl under sturdy furniture. DROP...COVER... AND, HOLD
 - c. If possible, move to an inside wall or to a doorway.
 - d. Stay away from windows and glass.
 - e. Watch for falling objects – plaster, bricks, light fixtures, high bookcases, etc.
 - f. Do not use any open flame (possible gas leak).
 - g. Do not run through or near buildings where debris could fall on you.
2. If outside. . .
 - a. Move students away from buildings, trees, wires, etc.
 - b. Stay in the open until instructed to do otherwise.
 - c. Take roll. Account for all building occupants.
3. If in a school bus. . .
 - a. Move away from buildings and power lines.
 - b. Stop and secure bus.
 - c. Stay inside until the shaking stops.
 - d. Contact dispatch for further instructions.

AFTER THE SHAKING:

1.
 - a. Make sure no debris is hanging over building exits.
 - b. After exits have been inspected, evacuate the building and move well away from it.
 - c. Keep students in groups and under control.
 - e. Take attendance to make sure all students are accounted for.
2.
 - a. Shut off all utilities. Custodians check utilities by turning on one at a time.
 - b. If electricity is shorting, turn off power at the primary source.
 - c. Should water pipes leak, turn off water at primary source.
 - d. 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.
 - e. Stay out of building until custodian/maintenance or gas utility officials indicate it is safe to return.

IN THE EVENT OF INJURIES:

1. Call 9-911 immediately.
 - a. Provide necessary and appropriate immediate first aid.
 - b. Inform parents of victims.
2. Inform District Office of present status. Wait for special instructions.
3. Stay out of damaged buildings until it is determined that they are safe to re-enter.
4. Be wary of after shocks.

EARTHQUAKE

CHEMICAL HAZARD, SLIDE OR ASH FALLOUT

ADVANCE WARNING OF ERUPTION, ASHFALL, CHEMICAL GAS/FUMES

1. The district office will notify staff to prepare for dismissal if time permits.
2. Transportation will be provided. If limited routes are to be used, elementary students shall have priority access to bus transportation. Transportation may be prioritized given prevailing winds.
3. Custodians, in conjunction with maintenance personnel, will shut down heating, cooling, and ventilation systems. The electricity will remain on.
4. Instruct staff and students to cover mouth and nose with handkerchief or some other article of clothing if necessary.

IF TIME DOES NOT PERMIT DISMISSAL:

1. Have all staff and students seek shelter inside the school until emergency subsides.
2. Advise staff to close windows and shut all doors.
3. Follow instructions for covering mouth and nose if necessary.
4. Custodians, in conjunction with maintenance personnel, will shut down heating, cooling and ventilation systems. Electricity will remain on.

CHEMICAL SPILLS OR MUD SLIDE

1. When a chemical is spilled in a district building or on district property, students and staff must be moved to a safe location immediately. If you are not sure of the effects, evacuate.
2. If you are the first person to discover the situation, notify building administration or your immediate supervisor.
3. When appropriate 9-911 will be called to apprise them of the situation. Information on hazardous chemicals can be found in the District Material Safety Data Sheet (MSDS) Notebook located in the office of each building.
4. Notify the District Office. District Office will notify other departments to assist (e.g. gas shut off).
5. If evacuation is determined necessary, direct students to an area crosswind (not up or down wind) to the spill. Assembly in an area away from the danger and take attendance.
6. Should the danger pass or not be as serious as first thought, await word from authorities before returning to the building.
7. Students should remain at school until it is safe to use normal means of getting home or until they are picked up by parent/designee, or evacuated by district transportation to a safe area.

CHEMICAL HAZARD, SLIDE OR ASH FALLOUT

BOMB THREAT PROCEDURES

In the event a bomb threat is received via a telephone call, the person responding to the call should:

1. Note the exact time of the call and the line the call came in on. **DO NOT HANG UP THE TELEPHONE UNTIL THE CALL IS COMPLETED.**
2. Do not interrupt the caller except to ask direct pertinent questions:
 - a. Where is the bomb?
 - b. When will it go off?
 - c. What does it look like?
 - d. Why was it planted?
 - e. Who is calling?
- If possible, encourage another person to make a call to 9-911.
3. Try to determine if the caller appears to be familiar with the building by the description of the bomb location.
4. Try to keep the caller talking as long as possible to get as much information as you can.
5. Immediately after the call:
 - a. Write out the message in its entirety-before you speak to anyone.
 - b. Notify the school administration of the call.
6. Maintain your professionalism at all time
 - a. Remain calm.
 - b. Do your best to maintain order.

Administrative Procedures:

1. Notify the District Office. District Office will notify other departments to assist (e.g. gas shut off and other appropriate utilities).
2. Decide if the building is to be evacuated; if so use appropriate procedures.
3. Notify Law Enforcement and Fire Department personnel immediately by calling 9-911.
4. Conduct a walk through inspection of the building.
5. Leave the message on computer or wall, etc. If possible, lock area and keep students away. Do not remove until police and administration have seen and copy threat.

BOMB THREAT PROCEDURES (1)

Suspicious Packages

In the event of the discovery of a suspected bomb, any unexplained package, briefcase, or any other strange, suspicious, or unusual objects, the following steps should be taken:

1. Do not touch or attempt to move the package in any manner.
2. Clear the danger area of all occupants.
3. If police/fire personnel have not been notified, do so immediately.
4. Seal off the area.
5. Do not tamper with the suspicious object in any way. Refer the handling of the item to law enforcement personnel.
6. Maintain your professionalism at all time
 - a. Remain calm.
 - b. Do your best to maintain order.
7. Notify District Office. District Office will notify other departments to assist (e.g. gas shut off and other appropriate utilities).

PANDEMIC FLU

In the event of a pandemic flu event, the district shall follow it's policy and procedures including:

1. The Grays Harbor County Health Department shall make the determination to close schools due to verified evidence of pandemic flu.
2. The school superintendent and school nurse shall be in direct contact with the Grays Harbor County Health Department.
3. Communications shall take place using the district web page, school newsletters, school information line, phone tree and district email.

PANDEMIC FLU

MISSING CHILD/ SUSPECTED KIDNAPPING

Any report of a missing child or lost student brought to the attention of the school should be considered serious and investigated immediately.

I. When a student is reported to be missing:

1. Submit known information to the building administrator/designee
2. Call the parent/guardian
3. Call the Superintendent/designee
4. Call 9-1-1- if necessary
5. Be certain to gather the following information for the police:
 - a. Who made the report
 - b. Time the student was last seen, where and by whom
 - c. Physical description of the student
 - d. How was the student dressed?
 - e. What is the student's normal path to or from school
6. Plan a staff meeting to provide staff with accurate information
7. Designate a spokesperson to be the point of contact for the media
8. Provide counseling for those who may be distraught over the situation

II. When a student is reported kidnapped:

1. Immediately upon receiving the report of a kidnapping, call parent/guardian
2. Call 9-1-1
3. Notify the Superintendent
4. Gather witnesses
5. Document a description fo the suspect(s) and vehicle
6. Plan to hold a staff meeting to brief staff with accurate information
7. Designate a spokesperson who will be the point of contact for the media
8. Provide counseling for those distraught over the situation.