INTRODUCTION

This is a guide for planning, making decisions, and taking actions to protect students, employees, and facilities in emergencies.

Although each emergency may have to be handled differently, sound judgment must always be used. Decisions must be based on concern for the safety of people, as well as probable consequences of actions.

Employees are to cooperate with those in authority, whether civil or school district administrators. Persons acting in good faith within the scope of their employment will be protected from civil liability by the district.
BASIC STRUCTURE OF BUILDING
DISASTER AWARENESS RESPONSE TEAMS

District
DART
Team

OPS Safety Team
- Principal
- DART Team Rep
- Team Leaders

PTR Safety Team
- Principal
- DART Team Rep
- Team Leaders

OHS Safety Team
- Principal
- DART Team Rep
- Team Leaders

OMS Safety Team
- Principal
- DART Team Rep
- Team Leaders

Partnership
Safety Team
- Principal
- DART Team Rep
- Team Leaders

TEAMS

- INCIDENT MANAGEMENT
- EVACUATION
- FIRST AID
- SEARCH AND RESCUE
- CRISIS TEAM

- FIRE AND UTILITIES
- DAMAGE ASSESSMENT
- STUDENT/PARENT REUNION
- SUPPORT AND SECURITY

Building teams will:
- Stay familiar with the district’s emergency plan and procedures
- Apply the plan to the needs of their building and population
- Put building-level plans in writing for those responsible for carrying them out
- Recruit and assign staff to assist with specific tasks in emergency situations
- Communicate these plans annually to individual building staff
ACCIDENTS

Minor accidents can happen at any time during school activities. Responding appropriately to the needs of victims of the accident is of utmost importance.

The following actions should be taken in the event of an accidental injury to students or staff:

1. The first adult on the scene assumes responsibility for appropriate procedures to be taken until an administrator arrives.
   - Keep injured person still and quiet.
   - Check for breathing and bleeding, administer immediate first aid if necessary.
   - Call 9-1-1 if appropriate, give necessary information.
   - Call for administrative assistance, health tech, nurse.
   - Collect the facts:
     > WHO was involved in accident
     > NATURE of accident
       > Time, Date, Location
       > Responsive action taken
     > WITNESSES

2. The Administrator or Designee will:
   - Contact parent/guardian or relative/spouse of the injured person.
   - Complete necessary forms: accident report, insurance forms, etc.
THE PERSON RECEIVING THE BOMB THREAT WILL:

1. Attempt to gain as much information as possible when the threat is communicated.
2. Use the “BOMB THREAT REPORT” form as a guide to collect the information needed. Don’t be bashful about asking direct, specific questions about the threat. Keep the caller on the phone as long as possible, if the threat is received by phone, attempt to gain more information.
3. Take good notes when talking to the person on the telephone. Keep the caller on the line, and write down everything that is said. Be aware of background noise, special voice characteristics, music, machinery, or other sounds.

The most important information is:

☐ When will the bomb explode?    ☐ Where is the bomb located?

4. Immediately after receiving the bomb threat, the person receiving the call will verbally notify the building administrator of the threat received. Complete the “bomb threat report” form. Such forms should be near each phone and all persons responsible for answering phones should be familiar with their use. (Attach: Bomb Threat form)

5. Turn off cell phones and/or walkie-talkies (radio waves could trigger a bomb.)

BUILDING ADMINISTRATOR WILL (IF NECESSARY):

1. Notify county sheriff or police department. Request assistance. Call 911.
2. Notify the superintendent.
3. Evacuate the building using fire drill procedures. Staff should be notified in person. The intercom should not be used, as a bomb could be electronically triggered.
4. The evacuation site should be at least 700 feet away from the building.
5. Notify surrounding occupied buildings so that precautions can be taken.
6. Secure all exits to prevent re-entry to buildings during the each period.
7. Be certain people stay clear of all buildings; a bomb(s) may be planted against an outside wall. The blast will be directed in large part away from the building. Other structures might be used as shielding.
8. Arrange for possible shut-off of utilities.
9. Re-occupy buildings only when clearance is given by proper authorities.
10. Fill out the Incident Report form.

STAFF WILL:

1. Follow normal evacuation procedures. Leave a window or door ajar when leaving.
2. Be sure to take classroom emergency kit.
3. Keep students calm and quiet.
4. Take roll. Report missing persons. Searches will be conducted outside building only.

DO NOT —
Move any suspicious device.

DO —
Keep all students and staff away from suspicious device.
BUS ACCIDENTS

Bus Accident — Non-Injury

1. Driver reports details of accident by radio/phone or second party. Call 9–1–1 and Transportation Supervisor. Report the following:
   *WHO? Bus Number - Driver Name.
   *WHERE? Exact location and direction of travel.
   *WHAT? Describe incident.

2. Transportation Department notified of incident. Report the following:
   *WHO? Name of district department.
   *WHAT? Describe briefly the vehicles involved / nature of accident.
   *WHERE? Exact location / address.
   *WHEN? Time of incident.

3. Transportation Department dispatches bus, mechanic and replacement driver with route information and camera.

4. Transportation Department notifies District Office. Supervisor should go to scene of accident.

5. Transportation Department notifies schools regarding accident and delay or change in routes.

6. Transport students to their destination.

Bus Accident — Involving Serious Injury or Death

1. Driver Response: Use a pre-arranged code to notify Transportation Department by radio/phone. (The reason for using a code is to avoid unnecessary curious onlookers/ambulance chasers and anticipation, confusion and stress to those who may be monitoring the radio frequency).
   *WHO? Bus number ________ Driver Name. ______________
   *WHAT? Code ____________
   *WHERE? Exact location, address and direction of travel _____________

2. Transportation announces over radio to all district vehicles to lower the volume on their radio. (This is to avoid unnecessary stress to student).

3. Transportation Department Response:
   > Call 9-1–1 with information.
   > WHO? Name of School District and Department
   > WHAT? Describe briefly the facts as known.
   > WHERE? Exact location / address.
   > WHEN? Time of accident
   > Dispatch bus with driver and a mechanic with all route information and camera.
   > Notify the District Office for Support Services.
   > Notify school and Crisis Team.
   > Complete student roster.
   > School will notify parents / legal guardians.
   > Activate support group for students.

4. District personnel will follow-up with an investigation of the accident and respond to the media.
CHEMICAL SPILL IN BUILDING / HAZARDOUS MATERIALS INCIDENT/ POISONING

CHEMICAL SPILL -
1. In the event of a chemical spill in a school building, students and employees must be moved to a safe location immediately—using fire drill procedures.
2. Do not attempt to remove materials from the scene, but determine type of hazardous material from witnesses.
3. Determine if it is necessary to evacuate only the building involved or the entire area.
4. If you are to evacuate -
   * Look at the flag for wind direction.
   * Move to an area CROSSWIND or UPWIND from the spill.
5. Try to address the spill at the lowest level possible. Calling the Fire Department escalates it to the highest level, which may be unnecessary for many types of spills.
6. Call Fire Department and appropriate District personnel, if necessary, depending on the severity of the spill. Once the Fire Department is called, all control of the situation is taken out of district hands.
7. When a chemical spill occurs either inside or outside of the school building, follow the advice of the authorities: (Fire Department, County Heath Department, etc.)
8. Wait for permission from authorities before returning to the school building.
9. Check Material Safety Data Sheets (MSDS).

HAZARDOUS MATERIALS INFORMATION
- The school district will provide Material Safety Data Sheets (MSDS) training to inform all employees of potentially hazardous materials in the workplace.
- Each location has a Chemical Hazard Notebook that contains MSDS for hazardous products. All substance containers should be clearly labeled. Hazardous chemicals transferred to other containers must be labeled.

HAZARDOUS MATERIALS INCIDENT OFF-SITE -
Chemical accidents of disaster magnitude include tank truck accidents involving large quantities of toxic gases or flammable material. If such a spill occurs in the school vicinity, notification will probably be made by the police or fire department. They will give recommendations and / orders as to what action should be taken. If district evacuation is ordered, follow the District Evacuation Plan for volcanic activity / mudflow.

POISONING—
If a student ingests a poisonous substance:
- Check with school nurse / health tech.
- Call WASHINGTON POISON CENTER 1-800-222-1222.
- Call parents.

Following any emergency, please complete an Incident Report form.
CHILD ABUSE

REMEMBER:
Failure to report a suspected incident of child abuse, within 48 hours, is a gross misdemeanor.
Protect the victim and protect yourself.

Important FIRST STEPS:

SEXUAL ASSAULT (Child assaulted on or near school property) -
1. Accompany child suspected of physical or sexual abuse or neglect to safe place at school and remain with child.
2. Once student has been cared for, notify principal or supervisor.
5. CPS will notify the family.

SEXUAL ABUSE (Suspicion of past sexual incidents) -
1. Accompany child suspected of physical or sexual abuse or neglect to safe place at school and remain with child.
2. Once student has been cared for, notify principal or supervisor.
6. CPS will notify the family.

*DO NOT NOTIFY IF PARENT / LEGAL GUARDIAN IF THEY ARE THE ALLEGED PERPETRATOR.
DRILLS

Practicing emergency response actions is a vital part of preparation for unexpected events. The following guidelines are recommended. Minimally, one drill per month.

FIRE DRILLS — Six per year.

DISTRICT EVACUATION — One scheduled drill for which students are prepared and reminded of reasons for such a drill. One unscheduled drill to be called by the superintendent.

LOCK-DOWN — One drill per year to be held in the fall.

SHELTER-IN-PLACE One drill per year.

<table>
<thead>
<tr>
<th>OCTOBER</th>
<th>NOVEMBER</th>
<th>DECEMBER</th>
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<tbody>
<tr>
<td>Evacuation Drill</td>
<td>Lock-Down Drill</td>
<td>Fire Drill</td>
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<tr>
<td>Date</td>
<td>Date</td>
<td>Date</td>
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<tr>
<td>JANUARY</td>
<td>FEBRUARY</td>
<td>MARCH</td>
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<tr>
<td>Shelter-in-Place</td>
<td>Fire Drill</td>
<td>Fire Drill</td>
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<td>Date</td>
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<td>APRIL</td>
<td>MAY</td>
<td>JUNE</td>
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<tr>
<td>Fire Drill</td>
<td>Evacuation Drill</td>
<td>Fire Drill</td>
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<tr>
<td>Date</td>
<td>Unscheduled Date</td>
<td>Date</td>
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(LAHAR) Shelter-in-Place Date
**OR Ting School District**

Emergency Response Plan Standard Operating Procedures

**Earthquake Response Actions and Evacuation**

Take action at the first indication of ground shaking.

In the event of an Earthquake —

**Inside the Building**

1. Move away from windows, shelves, heavy objects and furniture that may fall.
2. Get under desk or other shelter. Cover head with one arm and with jacket or notebook if available. Hold on to desk or other shelter with other hand. If shelter moves, move with it and stay under.
3. If shelter is not available, move to an inside wall or corner, turn away from windows, kneel along wall, bend head close to knees, cover sides of head with elbows and clasped hands behind head.
   - Portable Classrooms - Heating and lighting units should be turned off immediately.
   - Library - Move away from windows and bookshelves. Take appropriate cover.
   - Laboratories - All burners should be extinguished (if possible) before taking cover. Stay clear of hazardous chemicals that may spill.
   - Gym or Auditorium - Move to safer area (if possible). If not, move to inside walls or doorways. Avoid objects that could fall.
   - Cafeteria - Drop and cover under tables. Turn away from windows.
4. Be silent so that directions can be heard above noise of earthquake.
5. Stay in sheltered position for 60 seconds after shaking stops.
6. Teachers will evacuate classrooms after the initial shock and things settle down. Be alert to possibility of aftershocks, falling debris, and downed wires and trees.
7. When leaving classrooms, teachers should make every effort to take class roster and all available emergency supplies.
8. Teachers will take classes to pre-arranged places, account for all students, and check on neighboring classes. Teachers will stay with students until re-entry has been approved, directed to take students elsewhere, or students are picked up by authorized persons.
9. The school emergency plan will be activated, and staff with team responsibilities will leave their classes in the charge of a buddy staff member and report to the outside Command Center.
10. Schools will remain open indefinitely until every student has been released to parents or authorized person.

**Outside the School Building / Playground**

1. Get clear of all buildings, trees, exposed wires, flagpoles, or other hazards that may fall. The safest place is in the open — STAY THERE.
2. Lie or crouch low to the ground. Cover head. Look around for danger that may demand movement.
3. After the shaking stops, assemble in pre-arranged location. When teachers have arrived to assembly area, classes will re-assemble as a group in pre-assigned area. Student roll should be taken. Wait for instructions from principal/designee.

EARTHQUAKE RESPONSE ACTIONS AND EVACUATION (INSIDE BUILDING)
EARTHQUAKE RESPONSE ACTIONS AND EVACUATION

Take action at the first indication of ground shaking.

IN THE EVENT OF AN EARTHQUAKE —

WALKING TO AND FROM SCHOOL
1. The safest place is in the open. STAY THERE.
2. Move away from overhead signs, trees and wires.
3. DROP AND COVER HEAD.
4. DO NOT RUN
5. After the earthquake — if on the way to school, continue to school. If on the way home, continue home.

ON SCHOOL BUS
1. Driver should quickly consider area before deciding to stop. If possible, stay away from buildings, trees, wires, etc.
2. Set brake and turn off ignition.
3. Students put heads on laps and cover heads.
4. Stay on bus.
5. Render first aid if necessary.
6. Report location and condition to bus supervisor (if possible).
7. If on the way to school, continue. If delivering students home, continue to do so.
8. If conditions do not permit such continuation, contact bus supervisor or principal/designee for instructions.
EMERGENCY COMMUNICATIONS

1. EMERGENCIES WITHIN A SCHOOL
   Internal communications will be via:
   - Public address systems
   - District telephone/emergency radio to administration offices.
   External communications will be via:
   - News bulletins, as needed, by appointed personnel only.

2. EMERGENCIES AFFECTING TWO OR MORE SCHOOLS
   Internal communications will be via:
   - District telephone network (if operable)
   - District radio system for internal communications
   Superintendent or designee and/or Principal will release information to news media and prepare necessary bulletins. The Public Information Officer will collect and release information if the emergency is of a continuing nature.

3. WHEN USING THE DISTRICT RADIO SYSTEM
   - Firmly push button to transmit, wait several seconds, speak calmly and clearly into the mouthpiece.
   - DO NOT interrupt when someone is transmitting—EXCEPT: Emergency Information.
   - Portable units should remain in charger when not in use.

4. PRINCIPALS & DISTRICT OFFICE
   These radios are a direct communication between Pierce County Emergency Management and Orting School District. The two channels you will use are:
   - DEM REP; (channel 2): Use this channel to contact Pierce County Department of Emergency Management. Directions for use: Turn on, using small dial on top of the radio. The larger and taller dial is your channel selection. Select channel 2. It will read ‘DEM REP’ on the digital read out panel. When using to call Pierce County DEM, depress the button on the side of the microphone and talk clearly. Refer to yourself as Orting School District and your location (DO, OPS, PTR, etc). Do not use your name directly. Explain your situation and what your needs are. Indicate you are finished talking by saying ‘please reply’ or ‘over’. Lift up on the button. Give them the opportunity to reply.
   - MTL AID; (channel 1): Use this channel to contact local police & fire. Use the same protocol as channel 2.

5. BRIEFINGS/BULLETINS
   - Briefings and bulletins will be necessary in a continuing emergency, especially when school remains open.
   - Use established communication channels to keep employees, students, parents, and community informed.
     * Keep building secretaries briefed on changing situation and what to tell people who phone.
     * Hold briefings with employees, student leaders and other key communicators.
     * Enact telephone tree to quickly communicate updates.
     * Prepare bulletins to distribute to employees, students, parents and key communicators, as needed.
     * Supply Superintendent’s office and public information office with a copy of each bulletin

6. WORKING WITH THE NEWS MEDIA
   *ONLY* pre-assigned personnel will meet with the media in a designated area so as not to disrupt the educational process.
   *News media personnel are not to be on school grounds, except in designated areas.
   *Staff are to report any news media personnel who appear elsewhere on campus.
   *If media personnel are allowed anywhere else on campus, an assigned staff member must accompany them.
   - ALERT STAFF of appearance
   - REPORT ONLY factual information
   *Employees are to:
   - READ special news bulletins and communicate only the facts.
   - Cooperate with the news media as directed by the Principal.
   - Provide only appropriate information.
   - Defer unnecessary information; alert Principal of concerns.
   - Be sure that the news media do not invade the privacy rights of students/parents/staff.
<table>
<thead>
<tr>
<th><strong>EMERGENCY PHONE NUMBERS</strong></th>
<th><strong>The Employee reporting the emergency should notify his/her principal or supervisor.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Address:</strong></td>
<td><strong>Police/Fire</strong> 911</td>
</tr>
<tr>
<td><strong>Major Cross Street:</strong></td>
<td><strong>Poison Control</strong> 800-222-1222</td>
</tr>
<tr>
<td><strong>Principal:</strong></td>
<td><strong>Crisis Clinic</strong> 800-244-5767</td>
</tr>
<tr>
<td><strong>Home Phone:</strong></td>
<td><strong>Mental Health</strong></td>
</tr>
<tr>
<td><strong>Cell:</strong></td>
<td><strong>Non Emergency</strong> 253-848-5571</td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td><strong>Emergency</strong> 253-445-8125</td>
</tr>
<tr>
<td><strong>Assistant Principal:</strong></td>
<td><strong>Pierce Transit</strong> 253-581-8080</td>
</tr>
<tr>
<td><strong>Home Phone:</strong></td>
<td><strong>Puget Sound Energy</strong> 888-225-5773</td>
</tr>
<tr>
<td><strong>Cell:</strong></td>
<td><strong>Orting City Hall</strong> 360-893-2219</td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td><strong>Non Emergency</strong></td>
</tr>
<tr>
<td><strong>School Secretary:</strong></td>
<td><strong>Orting Fire Dept.</strong> 360-893-2221</td>
</tr>
<tr>
<td><strong>Home Phone:</strong></td>
<td><strong>Orting Police</strong> 360-893-3111</td>
</tr>
<tr>
<td><strong>Cell:</strong></td>
<td><strong>Dispatch</strong> 360-829-3157</td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td><strong>Qwest Repair</strong> 800-954-1211</td>
</tr>
<tr>
<td><strong>Head Custodian:</strong></td>
<td><strong>Hospitals</strong></td>
</tr>
<tr>
<td><strong>Home Phone:</strong></td>
<td><strong>Good Samaritan</strong> 253-848-6661</td>
</tr>
<tr>
<td><strong>Cell:</strong></td>
<td><strong>Mary Bridge</strong> 800-552-1419</td>
</tr>
<tr>
<td><strong>Address:</strong></td>
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*This page to be updated annually and attached to the back of procedures document.*
EMERGENCY LOCKDOWN PROCEDURES

If it is determined that the safety and health of students and staff are in jeopardy, an announcement will be made to alert the staff of potential danger.

The announcement will be:

“Staff, this is a campus lockdown (drill). All adults and students should be in secured classrooms. Please go to classrooms immediately.”

A description of the intruder may be given.

Upon hearing this announcement the following steps must be implemented:

TEACHERS/STAFF —

1. Teachers should quickly check halls and get students in classrooms and seated on floor.
2. Close and lock doors. Close blinds. Pre-cut paper can be taped to a door window.
3. Teachers will gather students in the safest area of the room, away from the windows if possible.
4. Teachers will maintain (as best they can) a calm atmosphere in the classroom.
5. Head secretary will operate the phones and radio. Assistant secretary will deliver messages as needed and work with Principal.
6. Staff is NOT to use remote controls, telephones, or radios during a lock down unless assigned by Principal or Police.
7. Staff will not leave assigned areas unless authorized by Principal or Police.
8. When the emergency is over, an all-clear will be announced.
9. The Crisis Response Team will meet to determine needs of school.
10. Each staff member will document exactly what occurred in his/her area of responsibility. This will be done as soon as possible. These reports will be turned in to law enforcement personnel.

If Intruder(s) are on playground or other outside area where students are present—

1. Outdoor Supervisor/other staff should move all students into nearest building.
2. Lock exit doors.
3. Ask all students to sit on floor.
4. All available staff will help supervise students.
EMPLOYEE RESPONSIBILITIES

Employees are responsible for familiarizing themselves with this guide. In an emergency situation, they are responsible for following directives from administrators and cooperating with emergency service personnel.

MAJOR EMERGENCIES —

> ACTIVATE EMPLOYEE EMERGENCY RESPONSE TEAMS —

> IF TEAMS HAVE NOT BEEN FORMED, THE FOLLOWING SHALL APPLY:

♦ THE OFFICE SECRETARY WILL:
  > Follow instructions from the Principal to give administrative and communications aid.
  > Provide first aid as necessary.

♦ THE MAINTENANCE STAFF WILL:
  > Inspect buildings, electrical power lines, gas and water mains, systems and equipment for damage and malfunctions.
  > Alert Principal to any damage/malfunction necessitating school evacuation/closure.
  > Serve school as advised.
  > Coordinate repairs with district’s operations/maintenance and utility company personnel.

♦ THE SCHOOL NURSE/HEALTH TECH WILL:
  > Provide first aid as necessary.
  > Coordinate medical treatment and the movement of the ill or seriously injured until emergency services personnel arrive.
  > Aid emergency services personnel.

♦ TEACHERS WILL:
  > Be accountable for students in their charge.
  > Remain calm and direct students in taking cover or following evacuation procedures.
  > Report missing students to the Principal or designee.
  > Seek aid for injured students or provide aid as appropriate.
  > Select more responsible students to help monitor the situation, if necessary.

♦ UNASSIGNED STAFF, LIBRARIAN, COOK, AIDE, COUNSELOR OR OTHER PERSONS WITHOUT ASSIGNED STUDENTS WILL:
  > Secure work area and evacuate building.
EMERGENCY SITUATION ON OR NEAR SCHOOL GROUNDS INVOLVING
POLICE OR FIRE DEPARTMENTS

PRINCIPAL —
♦ Notify the superintendent of the situation.
♦ Activate appropriate Emergency Response Teams to assist with answering phones, crowd control, etc.
♦ Consult with the agency in charge of the emergency (police or fire) and decide if students are safer at school or at a different location.
♦ Notify parents of the situation through the Emergency Broadcast System.

STAFF —
♦ Maintain supervision of students as directed.
EVACUATION OF SCHOOL DISTRICT DUE TO A VOLCANIC EVENT or LAHAR  
—DISTRICT STAFF —

A sudden, unexpected event may necessitate the immediate evacuation of the entire district. Notification may come from the state or county via the early warning siren system.

When the LAHAR Early Warning Sirens wail  
All personnel and students need to start immediate evacuation to the Pierce County Gravel Pit.  
DO NOT WAIT FOR OFFICIAL NOTIFICATION.

The Pierce County Gravel Pit is the official school district EVACUATION SITE. Follow Calistoga over the Puyallup River Bridge at the south end of town. Continue straight up the road past THE OLD SOLDIERS HOME to the top of the hill by the warehouses and parking areas. Keep the area clear for more evacuees as they arrive.

FOR ALL OF THE FOLLOWING INSTRUCTIONS—

USE COMMON SENSE!

DISTRICT OFFICE

SUPERINTENDENT —
- Inform Principals and transportation personnel.
- Take walkie-talkie and proceed to evacuation site.
- Oversee entire evacuation.
- Maintain communications with principals and transportation personnel as needed.

DISTRICT OFFICE STAFF—
- Take vital records.
- Stop at ECEAP preschool to alert them to evacuate in their van.
- Proceed to evacuation site. Drive as far as possible.
- When traffic stops, walk the remainder of the way to the PC Gravel Pit

MAINTENANCE STAFF—
- Proceed to evacuation site. Help with children where you can.
- Keep walkie-talkies with you.

TRANSPORTATION STAFF—
- If at or near the bus garage, drive busses to the elementary schools and transport the students as far as possible in the direction of the PC Gravel Pit.
- If evacuation is ordered, or you hear the early-warning sirens, follow directions by police and fire.
- Go to high ground as quickly as possible.
- If you are already on high ground, DO NOT go back in to the valley.
- Report in with District Transportation.

FOOD SERVICE STAFF—
- Proceed to evacuation site.
- Help with students where possible.

*Special Note: IF DRIVING BUS OR CAR — when traffic stops, LEAVE the vehicle and quickly head for the evacuation site.
EVACUATION OF SCHOOL DISTRICT DUE TO A VOLCANIC EVENT or LAHAR
— Primary School Staff and Students —

A sudden, unexpected event may necessitate the immediate evacuation of the entire district. Notification may come from the state or county via the early warning siren system.

When the LAHAR Early Warning Sirens wail
All personnel and students need to start immediate evacuation to the Pierce County Gravel Pit.
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FOR ALL OF THE FOLLOWING INSTRUCTIONS—

USE COMMON SENSE!

ELEMENTARY SCHOOL—
Orting Primary School

PRINCIPAL—
- Inform office staff of sirens wailing and to evacuate.
- Inform staff of sirens wailing and to start evacuation procedures.
- Activate fire alarm.
- Oversee evacuation of buildings and accounting of students. Lock rooms as they are completely emptied of people so re-entry is not possible.
- Check buildings for students/others not accounted for.
- Use walkie-talkies for communication.
- As buses are available, direct buses to be filled to maximum capacity and direct them to evacuation site.
- Start teachers and students walking to evacuation site.
- Make final check of school when all students, faculty, and personnel are gone.
- Drive with the remaining persons to the evacuation site.

OFFICE STAFF—
- Gather vital records and CAR KEYS.
- Load any students in the office on to busses.
- Put records and any remainder students and personnel in vehicles.
- Go to evacuation site.

CLASSROOM TEACHERS—
- Gather vital student list, emergency backpack, personal identification and CAR KEYS.
- If buses are available, load as many students as possible. Make sure to record who is on the bus on your class list.
- Put any remaining students in your vehicles.
- Go to the evacuation site.

CLASSIFIED STAFF—
- Help as needed with loading students on buses, cars, or walking as necessary. If you drive, take your personal identification and CAR KEYS.
- Go to the evacuation site.

*Special Note: IF DRIVING BUS OR CAR — when traffic stops, LEAVE the vehicle and quickly head for the evacuation site.
ORTING SCHOOL DISTRICT

EVACUATION OF SCHOOL DISTRICT DUE TO A VOLCANIC EVENT or LAHAR
—PTARMIGAN RIDGE, ORTING MIDDLE SCHOOL AND ORTING HIGH SCHOOL

Staff and Students

A sudden, unexpected event may necessitate the immediate evacuation of the entire district.
Notification may come from the state or county via the early warning siren system.

When the LAHAR Early Warning Sirens wail
All personnel and students need to start immediate evacuation to the Pierce County Gravel Pit.
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FOR ALL OF THE FOLLOWING INSTRUCTIONS—

USE COMMON SENSE!

ORTING MIDDLE SCHOOL,
PTARMIGAN RIDGE (grades 3-5) and
ORTING HIGH SCHOOL

PRINCIPAL—
• Inform office staff of sirens wailing and to evacuate.
• Inform staff of sirens wailing and to start evacuation procedures.
• Activate fire alarm.
• Oversee evacuation of buildings and accounting of students. Lock rooms as they are completely emptied of people so re-entry is not possible.
• Check buildings for students/others not accounted for.
• Use walkie-talkies for communication.
• Start teachers and students walking to evacuation site.
• Make final check of school when all students, faculty, and personnel are gone.
• Drive or walk as situation allows with the remaining persons to the evacuation site.

OFFICE STAFF—
• Gather vital records and CAR KEYS.
• Load any students in the office on to busses.
• Put records and any remainder students and personnel in vehicles.
• Follow designated route to the evacuation site.

CLASSROOM TEACHERS—
• Gather vital student list, emergency backpack, personal identification.
• Follow designated route to the evacuation site.

CLASSIFIED STAFF—
• Take personal identification.
• Help as needed with students walking on the evacuation route.
• Follow designated route to the evacuation site.

*Special Note: IF DRIVING BUS OR CAR — when traffic stops, LEAVE the vehicle and quickly head for the evacuation site.
ON-SITE EVACUATION
(Not volcanic or other incident requiring leaving district)

1. In an emergency evacuation, the PRINCIPAL/DESIGNEE will:
   - Determine appropriate evacuation areas which have been pre-designated.
   - Activate alarm/PA system or send message runner.
   - Telephone emergency service personnel as appropriate for situation:
     - 9-1-1
     - Superintendent's office
     - Utilities
   - Activate key personnel to:
     - Attend to the injured.
     - Assure complete evacuation and that students/staff are accounted for.
     - Report any missing person to district search and rescue, or fire/police officials so that a search may be organized.
     - Secure school for specific emergency.
     - Clear road/fire lanes for emergency vehicles (pre-assigned).
     - Assure that injured students/staff are reported to medical services for care and transportation to hospital/emergency medical center.
     - Be contact person for emergency services, district, utility and/or news media personnel and provide needed aid (pre-assigned).
     - Direct employees to aid those from the emergency services, district, utilities and other authorities. Avoid entering damaged areas unless specifically asked.
   - Make sure all students/staff are accounted for once outside.
   - Assure the facility is thoroughly inspected by the district maintenance supervisor and/or other officials before re-entry is allowed.
   - Seek Superintendent or designee approval for school closure if damage cannot be immediately restored or repaired.
   - If possible, have students/staff re-enter parts of the school that are declared safe.

2. In an emergency evacuation, EMPLOYEES will:
   - Immediately upon being alerted to evacuate, secure work area/classroom and exit the room as directed. Take classroom emergency kit along.
   - Report any injuries to medical personnel.
   - DO NOT re-enter the building unless directed to do so by on-scene officials.
   - If students are to be dismissed, do so in accordance with family emergency plan and following Student Reunion Plan.
   - When signaled to re-enter safe areas of the school, quickly do so.

3. In an emergency evacuation MAINTENANCE STAFF will:
   - Keep roads/fire lanes clear for service vehicles.
   - Assist on-scene emergency personnel.
   - Inspect buildings for safety before approving re-entry.

4. If it is necessary to evacuate to another school or relief center, the PRINCIPAL will:
   - Contact the Superintendent or designee to arrange bus transportation for students and staff accompanying them.
   - Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
   - Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.
FIRE WITHIN SCHOOL BUILDING

- Evacuate the buildings immediately for any fire or suspected fire.
- Sound alarm (if it has not already been done).
- Call 9-1-1, identify problem, school building address and location of fire (if known).

NEVER attempt to fight a fire larger than wastebasket size. Even a small fire can generate enough smoke to cause serious injury. Never attempt to fight a fire by yourself. Call for help. Always stay between the fire and the exit.

FIRE EXTINGUISHER INSTRUCTIONS:

P - PULL safety pin from handle;
A - AIM at the base of the fire;
S - SQUEEZE the trigger handle;
S - SWEEP from side to side.

If your clothes (or someone else’s) catch fire—STOP, DROP AND ROLL!!

Upon arrival, the Fire Department will assume command.

PRINCIPAL —
> Oversee evacuation. If someone is missing, search among the classes outside the building and notify on-scene fire department commander.
> Notify fire commander of any suspected utility breaks.
> Notify superintendent. DO NOT RETURN TO BUILDING for phone.

EMPLOYEES —
> See that all windows and doors are closed and turn off lights when leaving room.
> Supervise evacuation to pre-determined site. If it is in the way of the fire and/or fire department, take class to an alternate, safe location.
> Take roll. Maintain supervision.

OFFICE STAFF —
> Close vaults and secure vital records.
> Verify teacher roll and known absences. Notify principal of missing students.

MAINTENANCE —
> Turn off all utilities except emergency lights.
> Close all doors in the area involved if it can be done safely.
> Open all gates and keep access roads open for emergency vehicles.

DO NOT RETURN TO THE BUILDING UNTIL FIRE DEPARTMENT OFFICIALS DECLARE THE AREA SAFE.
The campus intruder is defined as a non-student or a student on suspension who loiters or creates disturbances on school property. RCW 9A.52.070, Criminal Trespass, defines the penalty for the intruder. Dangerous and/or concealed weapons are forbidden on school premises unless carried by law enforcement officers.

1. If possible, alert the Principal IMMEDIATELY.
2. Have the person(s) under suspicion come to the office or be kept under constant surveillance.
3. Ordinarily, DO NOT ASK THE PERSON(S) if he/she is carrying a weapon.
4. DO NOT ATTEMPT TO DISARM THE PERSON(S)

PROCEDURES

1. Have a partner present if possible.
2. One person can contact office/authorities if needed while others observe from a safe distance.
3. Ask the intruder for identification.
4. Inquire as to purpose of presence.
5. Advise intruder of the trespass laws.
6. Ask the intruder to quietly leave the campus or invite him/her to accompany you to the office.
7. If the intruder refuses to respond to your requests, inform him/her of your intention to summon law enforcement officers.
8. If the intruder gives no indication of voluntarily leaving the premises, notify the civil authorities.
Any report of a lost student brought to the attention of school staff should be considered serious. When the student is reported missing coming to or going from school functions, school personnel will become involved.

<table>
<thead>
<tr>
<th>WHEN A STUDENT IS REPORTED LOST</th>
<th>WHEN A STUDENT IS REPORTED KIDNAPPED</th>
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<tbody>
<tr>
<td>&gt; Call parent/guardian and encourage him/her to call 9-1-1.</td>
<td>&gt; Upon report of kidnapping, call parent/guardian and/or 9-1-1. Relay any available information to the dispatcher.</td>
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<tr>
<td>&gt; Notify Superintendent.</td>
<td>&gt; Notify Superintendent.</td>
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<td>&gt; Gather the following information about the student for the patrol officer.</td>
<td>&gt; Keep school procedures as normal as possible.</td>
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<tr>
<td>♦ Who made the report?</td>
<td>&gt; Gather witnesses in private area to meet with patrol officer.</td>
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<tr>
<td>♦ Time last seen, where and with whom?</td>
<td>&gt; Obtain description of suspect(s) and vehicle, if possible.</td>
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<tr>
<td>♦ Physical description and how dressed?</td>
<td><strong>SUSPECT</strong> -</td>
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<td>♦ Playmates, names, addresses and phone numbers of friends.</td>
<td>* HEIGHT * WEIGHT</td>
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<td>♦ Normal path, mode of transportation to and from school.</td>
<td>* RACE * HAIR COLOR</td>
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<tr>
<td>&gt; Contact Transportation supervisor for assistance and information.</td>
<td>* CLOTHING * FACIAL HAIR</td>
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<td>&gt; Contact teachers or other adults to see if student shared any information with them that might be helpful.</td>
<td><strong>VEHICLE</strong> -</td>
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<td>&gt; Provide counselor with information regarding those who may be distraught.</td>
<td>* COLOR * MAKE YEAR</td>
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<td>* LICENSE PLATE NUMBER</td>
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<td>* NOTICEABLE DAMAGE</td>
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<td>&gt; Clarify type of kidnapping—custodial or other.</td>
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<td>&gt; If suspect is custodial, obtain information from legal guardian/parent and relay to 9-1-1 dispatcher.</td>
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<td>&gt; If suspect is other than parent/guardian:</td>
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<td>♦ Obtain name of kidnapped victim’s best friend who may know ex-boy or girl friend of the person kidnapped. <em>(He/she should be available for Patrol Officer)</em>.</td>
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<td>♦ Obtain photograph of victim—yearbook personal files or parent/guardian.</td>
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<td></td>
<td>&gt; Provide counseling for those distraught over the situation.</td>
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</table>
MAJOR CRIME

VIOLENT CRIMES AGAINST PEOPLE

PRINCIPAL —

1. Get the facts —
   - WHO
   - WHAT
   - WHEN
   - WHERE
   - WHY

2. If crime is still in progress, call 9-1-1 for Police/Sheriff and request aid car.

3. If crime is over and suspect is gone, the Police/Sheriff office should be called.

4. Meet immediate medical needs of victim.

5. Superintendent will be notified.

6. Parent/legal guardian and key communicators will be notified.
MASS CASUALTY

In the event of a Mass Casualty Incident (MCI)

PRINCIPAL —
- Determine what the problem is and call 9-1-1.
- Identify the problem and give the school address.
- School representative will meet Command Officer who will determine exact nature of incident.
- Keep calm, reassure students.
- Evaluate situation and use appropriate response procedures.

⇒ Fire Department will notify appropriate agencies for additional help.
⇒ Crisis Team will convene and contact Superintendent to determine if there is a need to send students home.

VIOLENCE—VANDALISM

STAFF —
- Immediately inform Administrator of anyone trespassing or acting in a disruptive or unlawful manner on school property or adjacent property.
- Report to the Principal what you have observed — assault, extortion, blackmail, coercion, attempted abduction or missing persons.
- **DO NOT** get physically involved, unless necessary.
- **DO NOT** inquire about a weapon.
- **DO NOT** try to disarm anyone.
- Try to be calm and calm others.
- In case of extortion, blackmail or coercion of staff or a student, have witness and victim wait for authorities.

HOSTAGE—SNIPER

PRINCIPAL —
- Get the facts — (WHO, WHAT, WHEN, WHERE, WHY)
- Call 9-1-1, identify the problem.
- **Respond** to immediate conditions/safety of hostages.
- Evacuate other staff and students from the scene, if possible.
- Secure buildings, limit movement near windows.
- **Wait** out the incident until the SWAT team arrives to assume command. **DO NOT** anger or excite the hostage taker.
- Crisis Team will be assembled to decide what to do with the rest of the students, media, and trauma of others as a result of the incident.
- Superintendent will be notified.
- **Parent/legal guardian** and key communicators will be notified.
MEDICAL EMERGENCIES

CALMLY AND CAREFULLY ASSESS THE MEDICAL EMERGENCY YOU ARE FACED WITH.

FIRST AID FOR RESCUE BREATHING

⇒ Gently tilt the head back and lift the chin to open the airway.
⇒ Pinch the nose closed.
⇒ Give two slow breaths into the mouth.
⇒ Breathe—
  Adult—once every five seconds
  Children/infants—once every three seconds.

If you are doing the procedure correctly, you should see the chest rise and fall.

TO STOP BLEEDING

⇒ ALWAYS WEAR LATEX OR RUBBER GLOVES
⇒ Apply direct pressure to the wound.
⇒ Maintain pressure until the bleeding stops.
⇒ If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level

CHOKING

⇒ Check scene...then check person.
⇒ Have someone call 9-1-1.
⇒ Obtain consent.
⇒ Stand behind the person and lean them forward.
⇒ Deliver 5 back blows with the heel of your open hand.
⇒ Place the thumb side of one of your fists against the person’s abdomen, just above the navel and well below the end of the breastbone. Grasp your fist with your other hand and give 5 quick upward abdominal thrusts.
⇒ Repeat back blows and abdominal thrusts until
  *OBJECT is forced out.
  *Person can BREATHE or COUGH forcefully.
  *Person becomes UNCONSCIOUS.

If person becomes unconscious at any time, call 9-1-1, if not already done, and continue with care for unconscious choking.

POISONING

If a student ingests a poisonous substance:
⇒ Check with school nurse / health tech.
⇒ Call WASHINGTON POISON CENTER 1-800-222-1222
  > Call parents.
OPERATIONAL FAILURE

Operational failures include breakdown of the heating/air conditioning system, broken water, steam or gas lines, or loss of electrical, sewer or water service. In such a case:

MAINTENANCE —

If a gas leak is suspected or confirmed —

⇒ Immediately notify the principal of the need to clear the immediate area or evacuate the building(s). Assure that there are no open flames.
⇒ If electrical wire / equipment damage is suspected, turn off main power switch. Unplug appliances and turn off light switches and computers to avoid power surge.
⇒ Cooperate with fire department/utility personnel in correcting the problem.
⇒ Notify the superintendent’s office.

PRINCIPAL —

On being notified of an operational failure that endangers occupants of the building(s) -

⇒ Phone the fire department and alert employees/students to evacuate.
⇒ Call 9-1-1 and the proper utility company as necessary.
⇒ Communicate with maintenance crew investigating the failure about progress toward correcting it.
⇒ Notify superintendent who will make decision about dismissing students.

EMPLOYEES —

⇒ Immediately report any operational failure to principal.
⇒ Cooperate with maintenance/utility personnel.
⇒ If power failure, unplug appliances and turn off computers to avoid power surge when power is restored.
⇒ Utilize flashlight from classroom emergency kit as needed.
⇒ Follow district closure and evacuation guidelines.
REPORTING INFORMATION

When calling 9-1-1, give the following information when requesting aid for an emergency.

1. Your name and position —
2. Your school building —
3. Building address and phone number —
4. What has happened / victim’s name —
5. Nature / degree of emergency —
6. Specific location of emergency in the building and name of person to report to —
7. Assure message has been understood before hanging up —

/ 360-893-
EACH SCHOOL SHALL HAVE IN PLACE —

1. **An In-building EMERGENCY RESPONSE TEAM**
   * The team will be composed of at least the following:
     - Principal
     - Secretary
     - Nurse/health tech
     - Faculty DART Team representative,
     - Assistant Principal
     - Counselor
     - Advisor to Student Government (secondary level)
     - Maintenance person
   * The team is activated by Principal or designee, as needed, to respond to school emergency or crisis

2. **A chain of command with the Principal as the lead person**
   * The Principal will be the chief spokesperson for the school.
   * All media questions will be referred to the Principal. This may be coordinated with the spokesperson for any other agency which may be involved in an emergency.
   * At the secondary level, the Assistant Principal will be second in the chain.
   * A back-up administrator will be identified in the absence of the building administrator.
   * At all schools, the Secretary will be next in line and be responsible for:
     - Implementing the in-building communication system.
     - Answering the phone and giving the agreed-upon message.
     - Instructing other people who answer phones of the agreed-upon message.

3. **Staff phone numbers and emergency information cards for each employee.**

4. **Staff phone tree (updated and current)**

5. **Current rosters in each classroom and photographs of each student.**

6. **A method to contact parents and a procedure to allow parents to pick-up children following an emergency.** High school should have staff in parking lots to check student drivers and passengers as they leave.

7. **An in-building communication system including:**
   * A signal for alerting staff to an emergency.
   * Guidelines for using nor not using the PA system in emergency situations.
SCHOOL EMERGENCY PREPAREDNESS (continued)

EACH SCHOOL SHALL HAVE IN PLACE —

8. A system to contact outside agencies or personnel. Buildings are to contact in the following order:
   * Emergency Agency (*depending on emergency*)
   * School Nurse / Health Tech
   * Support Services (*if emergency involves building systems*)
   * Superintendent / designee (*all cases*)
   * Communications Personnel (*to put message on recorder, and give correct information*)
   * Parents / Legal Guardians
   * Key Communicators

9. A media area where media will be directed. Media will not be allowed in other locations on campus.

10. Key communicators who are influential patron and who are expected to give the correct information to the community.

11. A system to contact siblings.

12. A system to provide information and support to students and staff including the provision for using both large and small groups.

13. Alternate places to house students on a temporary basis.

14. Necessary equipment / material provided by the Building Safety Committee. See appendices.

15. Family emergency directives for emergency dismissal including where students should go and persons authorized to pick them up.
SUICIDE OR DEATH

ANY SUICIDE ATTEMPT SHOULD BE TAKEN SERIOUSLY

SUICIDE THREAT

1. Notify Principal or Counselor immediately. The Principal or School Counselor will screen severity and determine need for assessment.
2. Staff involved with identification of risk will notify parents / legal guardian.
3. Parent / legal guardian will be provided clear information of intervention and appropriate crisis phone numbers.

SUICIDE ATTEMPT

1. Call 9-1-1 immediately.
2. **DO NOT LEAVE PERSON ALONE**
3. Notify Nurse / Health Tech, Principal, and Counselor.
4. School Crisis Team will meet to determine necessary action.
5. Call parent / legal guardian, specify what is going to happen, where to go (office or hospital), and have someone ready to meet parent / legal guardian.
6. School Counselors will determine if “Regional Crisis Team” should be activated.
7. Principal will notify Superintendent and make follow-up report.

COMPLETED SUICIDE

1. Call 9-1-1 immediately.
2. Principal notifies Nurse / Health Tech and Counselor.
3. Principal will notify Superintendent and make follow-up reports.
4. Regional Crisis Team activated by principal and counselor.
5. Emergency staff meeting will be called. As much factual information as possible will be presented to provide consistent data to share with students when school convenes. The Principal and Crisis Team will tell staff about strategy for the day.
6. An intervention area (Safe Room, etc) will be available for counseling for staff and students.
7. The Principal or District designee is the spokesperson for the school and the only person to talk to the media / press.
8. “Regional Crisis Team” will be recruited to assist students with the tragedy.

DEATH OF STUDENT OR STAFF (NON-SUICIDE)

School Crisis Team will gather information, evaluate situation and establish plan as appropriate.
DISTURBANCE—DEMONSTRATION—UNLAWFUL ASSEMBLY

STUDENT INVOLVEMENT

1. Secure the classroom, notify office to secure building, keep students in classrooms and away from windows or areas of possible danger.
2. The Crisis Team will be alerted.
3. Superintendent / Designee will be notified of situation.
4. Employees and students will be informed as necessary. Calm fears and keep operations as normal as possible. Passing times may be adjusted for student protection.
5. Principal will request to meet with a group of 3 to 5 involved students to discuss concerns, encouraging others to return to class.
6. Students will not be released until the Principal determines that they will not be at risk.
7. If necessary, students will be removed from the school grounds via an alternate route.

NON-STUDENT INVOLVEMENT

1. Secure the classroom, notify office to secure building, keep students in classrooms and away from windows or areas of possible danger.
2. 9-1-1 will be called to alert authorities of situation and possible future needs.
3. The Crisis Team will be alerted.
4. Superintendent / Designee will be notified of situation.
5. Employees and students will be informed as necessary. Calm fears and keep operations as normal as possible. Passing times may be adjusted for student protection.
6. District Administrator or Principal / Designee will inform demonstrators of laws and policies regarding unauthorized assembly.
7. Demonstrators will be asked to leave school grounds. The Administrator will offer to meet with a spokesperson.
8. If negotiations fail, the authorities will be called to the scene.
9. Principal or Designee will be a spokesperson for the media.
10. Students will not be released until the Principal determines that they will not be at risk.
11. If necessary, students will be removed from the school grounds via an alternate route.

STAFF GUIDELINES

1. Exercise good judgment and reasonable action to guard against escalating the disturbance / demonstration.
2. Record observations of any incidents (including date, time, place, names and actions of those involved, and any intervention attempts). Report to the Principal.
3. Maintain normal classroom operations as much as possible.
4. If the disturbance / demonstration is outside the building, keep students away from windows and close blinds in order to keep students as safe as possible.
SEVERE WINDSTORM

If adequate warning is given of impending storm -

If time and conditions permit, school dismissal may be ordered prior to an emergency. Follow family emergency directives for students.

SUPERINTENDENT —

⇒ Give order to evacuate.
⇒ Inform principals, transportation personnel, and media.
⇒ Activate communication team to monitor radio, TV, and ham radio for information.

PRINCIPALS —

⇒ Inform staff of evacuation order and give instructions.

EMPLOYEES —

⇒ Follow evacuation procedures and principal’s instructions.

Sudden Storm, No Warning

SUPERINTENDENT —

⇒ Activate communication team to monitor radio, TV, and ham radio for information.
⇒ Activate all disaster teams for possible additional emergencies as a result of the wind.

PRINCIPALS —

⇒ Give order to take cover. If possible assemble students and staff in safe location on leeward side of building. *(downwind side)*
⇒ Remain near inside wall on lower floor, if possible.
⇒ Avoid gyms, auditoriums, and other structures with large roof spans.
⇒ Evacuate rooms bearing full force of the wind and older portables.
⇒ Activate in-building emergency teams.
⇒ Notify utility companies of any damage if possible.

EMPLOYEES —

⇒ Close windows and blinds in work area.
⇒ Bring students to assembly area as directed, being sure to bring emergency supplies.
⇒ Take roll.
⇒ Maintain supervision.
FLOOD

A warning should be received from the Department of Emergency Management or the local sheriff/police. The extent of the flood, and the time it is expected to arrive locally will dictate the course of action to be taken.

EARLY CLOSING OF SCHOOL

SUPERINTENDENT —

⇒ Notification of flooding or possible flooding on roads will be made by the local civil authorities.
⇒ Decision will be made whether or not to close school early.
⇒ Activate “School Messenger” for notification to staff, students and community.

PRINCIPAL —

⇒ Inform employees of early dismissal and direct them to consult family emergency directives. This will dictate how each student will be sent home. Student—parent reunion guidelines will be followed.
⇒ Supervise dismissal.
⇒ If a student is returned to school —
   1. Call parent or other authorized adult
   2. Arrange for alternate transportation home or to another location as directed by parent, or
   3. Provide for the care of student at school if school is a safe location.
⇒ A list of students who will not be able to go home will be compiled immediately. Arrangements will be made for safe temporary quarters. Snacks and/or meals, water, blankets, warmth, and activities will be provided. (It is recommended that students have their own zip-lock kits for food.) Local emergency agencies should be called upon for assistance.

EMPLOYEES —

⇒ Follow directions for dismissal. Consult family emergency directives and record on class roster how each student is released. Follow student—parent reunion guidelines.
⇒ Send forms to office when all students are released.

BUS DRIVERS —

⇒ Regular routes will be followed unless notified by bus supervisor or superintendent.
⇒ If an emergency should occur such as a flooded bridge or a stalled bus, the bus driver will call the bus supervisor or a principal.
⇒ If the road to a student’s home is impassable and no alternate route is available, the bus driver will call the bus supervisor or a principal and the student should be returned to school.
## INCIDENT REPORT

<table>
<thead>
<tr>
<th>DATE OF INCIDENT</th>
<th>TIME</th>
<th>AM / PM</th>
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**PERSON(s) COMPILING REPORT**

**NATURE OF INCIDENT** (earthquake, intruder, fire, etc)

**DESCRIBE THE INCIDENT**

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<th>Description</th>
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**AGENCIES INVOLVED AND REPORTED TO:** (sheriff, police, fire, etc.)

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<tr>
<th>Agency 1</th>
<th>Agency 2</th>
<th>Agency 3</th>
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**INJURIES INCURRED. INDICATE NAMES & INJURIES OF INJURED PERSONS.**

1. 
2. 
3. 
4. 
5. 

**INITIAL DAMAGE ASSESSMENT.**

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**IN YOUR CASE, WERE SCHOOL PROCEDURES FOLLOWED?**

(If the answer is NO, please give details.)

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<th>Details</th>
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<td>PERSON COMPLETING THIS FORM</td>
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<th>INDIVIDUALS AT THE DEBRIEFING</th>
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<th>TOPICS DISCUSSED</th>
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<th>PARTS OF THE INCIDENT THAT WENT WELL.</th>
<th>PARTS OF THE INCIDENT THAT NEEDED ATTENTION.</th>
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<th>CONCLUSIONS OF DEBRIEFING.</th>
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<th>RECOMMENDATIONS OR CHANGES FOR CONSIDERATION.</th>
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<tr>
<th>ARE RECOMMENDATIONS BEING REFERRED TO ANOTHER FOR REVIEW AND/OR ADJUSTMENTS IN CURRENT POLICY?</th>
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<th>TO WHOM IS THE REFERRAL BEING ASSIGNED FOR REVIEW?</th>
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**Incident Debriefing** *(Page 2 of 2)*

* Each incident should be debriefed as soon as possible (within 72 hours)
# BOMB THREAT REPORT FORM

**QUESTIONS TO ASK**
- When is the bomb going to explode? ____________
- Where is it right now? _________________________
- What does it look like? _______________________
- What kind of bomb is it? _____________________
- What will cause it to explode? ________________
- Did you place the bomb? _____________________
- Why? ____________________________________
- What is your address? _______________________
- What is your name? _________________________

**CALLER’S VOICE**

**GENDER OF CALLER________**

**APPROXIMATE AGE _______**

- Calm
- Angry
- Excited
- Slow
- Rapid
- Soft
- Laughter
- Distinct
- Familiar
- Whispered

If voice is familiar, who did it sound like?

**BACKGROUND SOUNDS**

- Street noises  
- Machinery  
- PA system  
- Household  
- Animals  
- Static  
- Casual  
- Machinery  
- Office  
- Animals  
- Clear  
- Other

**THREAT LANGUAGE**

- Well-spoken  
- Incoherent  
- Message Read
- Taped  
- Irrational
- Foul

**EXACT WORDING OF THREAT**

**CALL RECEIVED BY:**

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<th>Name</th>
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<th>DATE</th>
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<th>TIME</th>
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<td>________ AM / PM</td>
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Length of Call ________________
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www.ready.gov

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access.wa.gov/emergency/index.aspx

Pierce County Emergency Management —
www.co.pierce.wa.us