



Entiat School District

Staff Handbook

Section 2

Emergency Procedures

School Delay and Closure

Emergency Response Plan

District-Wide Map



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School Delay and Closure

When, in the opinion of the administration, conditions exist that warrant school closure, delay or early dismissal, the district will record an alert message on the school voicemail system and use the automated phone call system to notify parents.

School Closure will occur when conditions are so severe that it is not in the best interest of any students to be in school attendance. Parents will be notified by radio (560AM, 102.1FM KPQ and 93.5FM KOZI), and informational messages will be available at 784-0402 and 784-1800. Information will also be posted at www.entiatchools.org by 7:00 am when possible.

Delayed Opening situations may occur which will delay school opening one hour and 45 minutes (start time of 10:00) If your students' bus does not arrive within fifteen minutes of its regular time, please tune to KPQ or KOZI for information concerning the delayed opening.

There will be no AM Preschool for that day.

Students who arrive at school because they did not hear the closure or delay information are asked to go to the high school office.

Early Dismissal situations may occur in which school would be released at an earlier time. Before releasing students, we would attempt to contact parents via the automated phone call system, and notify radio stations (KPQ and KOZI). Normal bus take-home routes would be in effect. If the driver determines there to be no adult supervision at home, the student will be returned to school and kept safe under adult supervision until the guardian arrives.

Staff procedures

Closure

The bus dispatcher will survey the road conditions and notify the Superintendent of a potential hazardous condition. If the Superintendent agrees to close or delay opening, he/she will activate the district's phone tree and school employees will be informed of work reporting requirements.

Delay

All staff should report to school as close to the normal starting time as possible; safety permitting.

Responsibilities

- Bus dispatcher will evaluate road conditions and contact Superintendent with recommendations
- Superintendent will contact Principal and decision will be made
- Principal activates phone tree and contacts media
- Website manager will post updated information to school website



EMERGENCY PROCEDURES GUIDE

EARTHQUAKE

DROP — To the floor.

COVER — Take cover under a sturdy piece of furniture—against a load bearing wall is best. Protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors, or tall furniture.

HOLD — On to a sturdy object and be prepared to move with it. Hold until the ground stops shaking and it's safe to move.

EVACUATE -- When the shaking stops, leave the building via the closest safe exit and enter Evacuation Mode.

MEDICAL EMERGENCY

If a serious medical emergency exists (serious injury or illness), the following procedures should be used:

1. Assess the situation by examining the patient. Check for medical tags.
2. Render emergency first aid, if trained. If not trained, find someone who is. Do not move the victim unless he/she is in a life threatening environment.
3. Call 911 and request an ambulance. Notify the building administrator.
4. Obtain necessary patient information by checking the emergency card on file in office for student.

FIRE

1. If you discover smoke or fire, pull fire alarm as you leave the building.
2. Use standard evacuation procedure for any fire or suspected fire.
3. Close classroom door as you leave. Do not lock the door!

BOMB THREAT

1. May be delivered in writing, in person, over the telephone, or through a second party.
2. Notify the Principal immediately. He/She will call 911.
3. Principal activates the building Crisis Team and notifies the Superintendent.
4. Follow standard evacuation procedures unless told otherwise.
5. Teachers, place your Emergency Kit in the door jamb to indicate that nothing is out of the ordinary.
6. If you see something suspicious **REPORT IT--DON'T TOUCH IT.**
7. Re-occupy buildings only when clearance is given by the Evacuation Team Leader.

LOCKDOWN

1. When an interior threat is discovered, a building lockdown will be ordered. Other district buildings may secure their building perimeters if appropriate.
2. Lock all interior room doors. Do not open for anyone and ignore any fire alarms as they may be false signals.
3. Students outside of class will immediately return to their room, but if they are far away, they should enter the closest room and the student's teacher will be notified ASAP.
4. Students under threat or outside, leave campus, take shelter and notify the district office.
5. Close, lock and cover all interior windows and glass panels.
6. Do not obstruct exterior windows.
7. Move everyone away from interior doors and windows.
8. Turn off lights and keep quiet. Teacher call on vibrate only, everyone else turn off their cells.
9. Don't open any doors, for any reason, for anyone.
10. Lockdown concluded when police or principal enters the room; follow their directions.
11. Upon lockdown conclusion a roll call will be performed by each instructor with students.

CAMPUS INTRUDER

1. When Confronting an intruder who is greatly agitated, take another staff member with you. Ask another staff member not involved to inform the building administrator, who will call 911.
2. Make contact with the intruder, after determining who will initiate contact and who will be the backup person.
3. Attempt to find out the purpose of the intruder's presence on campus, and whether the intruder is interested in a particular student or the school in general. Assess the level of danger.
4. Attempt to direct the intruder away from staff and/or students. Use casual conversation or body language to direct the situation.
5. If the intruder refuses to cooperate, do not take action that will escalate the situation. Withdraw from the situation and observe intruder from a safe distance.
6. If intruder shows a weapon, assure him/her that it is not necessary for him/her to consider using the weapon. Back away slowly and leave the area with both hands and palms facing the intruder.
7. If the intruder tells you to stop, do as instructed, but continue to assure him/her that there is no need for force.
8. Take all possible precautions to isolate the suspect from the students and/or staff. If necessary, contact the office and implement lock-down.
9. If intruder leaves campus, get description of person (height, clothing, etc.) and/or vehicle, including license number and state.

SHELTER IN PLACE

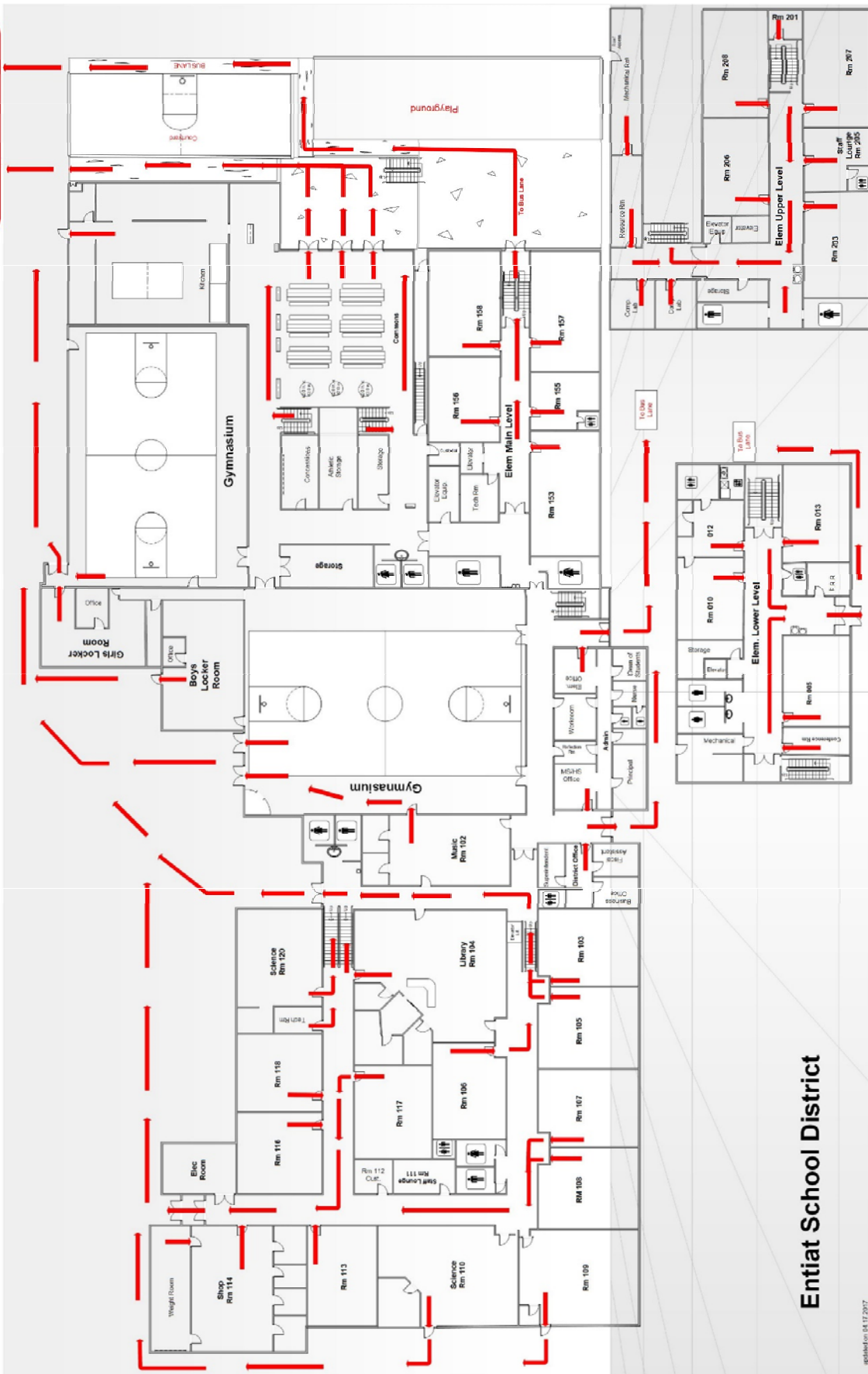
1. When alerted, anyone outside will immediately return to their interior classroom.
2. Teachers will close and lock all exterior door(s) or window(s).
3. Teachers take their Evacuation material and proceed, with their class, to the gym.
4. Upon arrival teachers will take attendance using the Red / Green Card, similar to Evacuations.
5. Everyone must follow the directions of the Evacuation Team Leader.
6. Maintain a calm atmosphere.
7. Provide for the emotional needs of the students.
8. Teams will shut off air exchanges and seal exterior doors and operable windows.
9. Do not open exterior doors, for any reason, until the all clear is given.

EVACUATION

1. Alarm signals all-building evacuation.
2. Teachers will organize students for departure.
- Take grade book/class roster, Red/Green Card.
- Students do not go to lockers.
- Leave the building via your standard exit or the closest and safest exit
- Line up in the evacuation assembly area.
- Conduct a roll call and display Red / Green Card towards Evacuation Team Leader.
- When signaled to re-enter school, account for all students when back in classroom.
- Check room and report anything out of the ordinary to the Principal and debrief the students.
3. Staff w/ students from special classes will reunite them with their teachers, then report to the Evacuation Team Leader for assignment.
4. Staff without students report to the Evacuation Team Leader for assignment.



ELEMENTARY FIELD
(EVERYONE MEETS HERE)



Entiat School District

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