

# Montesano School District

## Emergency Response Plan

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## Introduction

### What is an Emergency?

- A. A duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons or property caused by air pollution, fire, flood or flood water, storm, epidemic, riot, earthquake, intruder or other causes. This may be beyond the control of the services, personnel, equipment and facilities of the site and or district and require the combined efforts of the State or other political subdivisions. School district facilities must be prepared to respond to an emergency or traumatic event in an organized and timely manner so that students and staff can continue to function effectively without additional trauma or the development of additional emergencies.
- B. School district emergencies can be small and easily managed, or they can be large and difficult to manage. Every school district emergency must be managed in a way that ensures the safety of everyone involved. In order to provide a safe and secure teaching and learning environment, personnel must plan for the management of emergency events that cannot be predicted or prevented. This plan is designed to help you do that.

## Situation

- a. The school district sites consist of five buildings. There is an average daily student enrollment of 1400 and 182 staff members. (See descriptions, next page)
- b. The building administrators have the primary responsibility for developing and implementing the site Emergency Operations Plan. The building administrators have the responsibility of executing the policies developed by the district.
- c. Site personnel and/or local fire and law enforcement agencies handle most emergencies on site.

## Assumptions

- a. During an emergency, centralized direction and control (i.e., activation of the Command Post) is the most effective approach to management of emergency operations.
- b. In case of an emergency that is beyond the capabilities of the site to handle, site personnel will coordinate with local emergency response agencies. This may include having a member or members act as liaison with responding agencies.

# Communications

## Emergency Communications

When an emergency condition exists, the Building Administrator will notify the necessary personnel to respond to their area of assignment. The methods of communication listed below will be used. Notifications will be given in plain language. Code words shall not be used.

- a. Intercom
- b. Radio
- c. Telephone
- d. Runners

## Media Relations

The site Information Officer will be prepared to deal with the media prior to the arrival of the district Information Officer. A separate staging location will be pre-identified for media briefings.

## Emergency Contact Numbers

Public Safety Agencies	Number
General Emergency	911
Police/Sheriff/Fire 360-249-1031/360-249-4851	911
Poison Control	1-800-732-6985
Local Hospital – Grays Harbor Community Hospital	360-532-8330
Child Protective Service	360-537-4300
Health Department	360-532-8631
Children Advocacy Center	360-249-0005
District Contacts	Number
Superintendent Dan Winter	360-249-3942
School Safety Pam Banks	360-249-3942
Transportation Samantha Green	360-249-1697
Operations/Maintenance Chad Cokeley	360-249-3942
Food Services Sheila Baker	360-249-3942
Health Services Alisha Forrest	360-249-4528

## List of Schools and Administrators

School	Address	Phone	Bldg Administrators
Jr/Sr High School	303 N. Church St	360.249.4041 360.249.1630	Anne Greene, Principal Vaughn Uber, Asst. Principal
Simpson Elementary	519 W. Simpson Ave	360.249.4331 360.249.1730	Chris Cady, Principal
After School Program	519 W. Simpson Ave	360.249.1772	Cassidy Schoenbachler, Director
Beacon Elementary	1717 E Beacon Ave	360.249.4528 360.249.1830	Barb Page, Principal
Student Services	502 E. Spruce Ave	360.249.2114	Shawn Brown, Director
District Office	502 E. Spruce Ave	360.249.3942	Dan Winter, Superintendent

# Site Assignments and Staging Areas

## District Office

<b>On Site Locations and Staging Areas for District Office</b>		
	<b>Primary</b>	<b>Alternate</b>
On Site Command Post	Main Office	Board Room
Student Care	n/a	
First Aid	Meeting Room	Upstairs Mtg Room
Student Request	HS Office	
Student Release	HS Office	
Media Staging	County Court House	
Law Enforcement Staging	Parking Lot East of Tennis Courts	Football Field
Fire Staging	Parking Lot East of Tennis Courts	Football Field
Public Works Staging	Parking Lot East of Tennis Courts	Football Field
Utilities Staging	Parking Lot East of Tennis Courts	Football Field
Staff Relocation Center	Field on corner of Spruce & Academy	Parking Lot of Methodist Church
District Staging	District Office	HS Office

<b>Off Site Locations and Staging Areas for District Office</b>		
	<b>Primary</b>	<b>Alternate</b>
Off Site Command Post	Police Dept.	Court House
Student Care		
First Aid	Church of God	Dr. Shin's Office
Student Request		

Student Release		
Media Staging	GH Courthouse	GH Courthouse
Law Enforcement Staging	MPD	MFD
Fire Staging	MFD	MPD
Public Works Staging	City Hall	MPD
Utilities Staging	City Hall	MPD
Student Relocation Center		
District Staging	District Office	Bus Garage

## Beacon Elementary

Beacon Onsite	Primary	Alternate
On Site Command Post	Elementary Office	Library
Student Care	Classrooms	Field Locations
First Aid	Health Room	Meeting Room
Student Request	Elementary Office	Field Command
Student Release	Elementary Office	Transportation Gate
Media Staging	County Court House	County Court House
Law Enforcement Staging	East Parking Lot	Bus Drop-off
Fire Staging	East Parking Lot	Bus Drop-off
Public Works Staging	East Parking Lot	Bus Drop-off
Utilities Staging	East Parking Lot	Bus Drop-off
Student Relocation Center	West Grass Field	Blacktop Field
District Staging	District Office	High School Office

Beacon Off Site	Primary	Alternate
Off Site Command Post	Montesano PD	Montesano Moose Lodge
Student Care	High School	County Fair Grounds

First Aid	Monte Elma Rd-South	Moose Lodge
Student Request	Office	
Student Release	Office	
Media Staging	Grays Harbor Court House	Grays Harbor Court House
Law Enforcement Staging	Montesano PD	Montesano Fire Department
Fire Staging	Montesano Fire Department	Montesano PD
Public Works Staging	Montesano Fire Department	Montesano PD
Utilities Staging	Montesano Fire Department	Montesano PD
Student Relocation Center	High School	County Fair Ground
District Staging	District Office	High School

## Simpson Elementary

Simpson On Site	Primary	Alternate
On Site Command Post	Office	Field-west side of campus
Student Care	Office	Field-west side of campus
First Aid	Office	Field-west side of campus
Student Request	Office	Field by bus turn around
Student Release	Office	Field by bus turn around
Media Staging	North parking lot	Kamilchie and 4 <sup>th</sup> Street
Law Enforcement Staging	North parking lot	Kamilchie and 4 <sup>th</sup> Street
Fire Staging	North parking lot	Kamilchie and 4 <sup>th</sup> Street
Public Works Staging	North parking lot	Kamilchie and 4 <sup>th</sup> Street
Utilities Staging	North parking lot	Kamilchie and 4 <sup>th</sup> Street
Student Relocation Center	South side of campus	Kamilchie and 4 <sup>th</sup> Street
District Staging	District Office	South side of soccer field

<b>Simpson Off Site</b>	<b>Primary</b>	<b>Alternate</b>
Off Site Command Post	Police Station	District Office
Student Care	Crait Field	Fair Grounds
First Aid	Crait Field	Fair Grounds
Student Request	Crait Field	Fair Grounds
Student Release	Crait Field	Fair Grounds
Media Staging	G.H. County Courthouse	G.H. County Courthouse
Law Enforcement Staging	3 <sup>rd</sup> and Simpson	3 <sup>rd</sup> and Spruce
Fire Staging	Police Department	Fire Department
Public Works Staging	Fire Station	County Building
Utilities Staging	Fire Station	County Building
Student Relocation Center	Crait Field	Fair Grounds
District Staging	District Office	Bus Garage

## **Jr/Sr. High School**

<b>Onsite - Jr/Sr High</b>	<b>Primary</b>	<b>Alternate</b>
On Site Command Post	Office	Rottle Stadium
Student Care	Office	Tagman Softball Field
First Aid	Office	Tagman Softball Field
Student Request	Office	Front of Rottle Stadium
Student Release	Office	Front of Rottle Stadium
Media Staging	District Office Parking Lot	Parking Lot on N. Sylvia & Spruce Street
Law Enforcement Staging	Student Parking Lot	Staff Parking Lot
Fire Staging	Bus lane	Staff Parking Lot
Public Works Staging	Behind School	Staff Parking Lot
Utilities Staging	Behind School	Staff Parking Lot
Student Relocation Center	Rottle Stadium	Bo Griffith Gymnasium

District Staging	District Office	Bo Griffith Gym

<b>Off Site Jr/Sr High School</b>	<b>Primary</b>	<b>Alternate</b>
Off Site Command Post	Presbyterian Church	Beacon Elementary I
Student Care	Presbyterian Church	Beacon Elementary
First Aid	Presbyterian Church	Beacon Elementary
Student Request	Presbyterian Church	Beacon Elementary
Student Release	Presbyterian Church	Beacon Elementary
Media Staging	District Office Parking Lot	
Law Enforcement Staging	Student Parking Lot	Staff Parking Lot
Fire Staging	Student Parking Lot	Staff Parking Lot
Public Works Staging	Staff Parking Lot	Parking Lot on N. Sylvia & Spruce Street
Utilities Staging	Staff Parking Lot	Parking Lot on N. Sylvia & Spruce Street
Student Relocation Center	Presbyterian Church	Beacon Elementary
District Staging	District Office	

## General Emergency

- Notify 911 (if necessary) and the Building Administrator. The Building Administrator notifies the Superintendent.
- Notify CPR/first aid certified persons in school buildings of medical emergencies, if necessary. Names of CPR/first aid certified persons are listed in the Crisis Team Members section.
- Seal off high-risk areas.
- Take charge of the area until the incident is contained or relieved.
- Assemble Crisis Team.
- Preserve evidence. Keep detailed notes of the incident.
- Refer media to Dan Winter – District Spokesperson

Work: 360-249-3942

# Building Assignments and Resources

## District Office

POSITION	1 <sup>ST</sup> (Primary)	2 <sup>ND</sup> (Alt)	3 <sup>RD</sup> (Alt)
<b>Building Administrator</b>			
Safety	Pam Banks	Chad Cokeley	
Liaison	Cindy Wecker		
Information Officer	Dan Winter	Sheila Baker	
<b>Operations</b>			
Communications	Dan Winter		
Recorder	Pam Banks		
Security	Dan Winter		
Search & Rescue	Dan Winter	Vaughn Uber	
Safety/Damage	Chad Cokeley	Dan Winter	
Medical/First Aid	Cindy Wecker	Alisha Forrest	
Student Supervision	N/A		
Student Request	N/A		
Student Release	N/A		
Runners	N/A		

Notes:

## Resource Inventory

- Communications equipment
- First aid supplies
- Fire fighting equipment
- Lighting
- Classroom emergency kits
- Food
- Water
- Blankets
- Maintenance supplies
- Tools

Available Resources	Location (s)
Radios – 2	Superintendent's Office District Secretary's Office
First Aid Kits -	District Secretary's Office – Storage cabinet
Flashlights	Each office to include: Superintendents, Admin Asst, District Secretary, Business Manager, Accounts Payable.

## Beacon Elementary

POSITION	1 <sup>ST</sup> (Primary)	2 <sup>ND</sup> (Alt)	3 <sup>RD</sup> (Alt)
<b>Building Administrator</b>			
Safety	Barb Page	Rachel Duckworth	

Liaison	Barb Page	Rachel Duckworth	
Information Officer	Barb Page	Rachel Duckworth	
<b>Operations</b>			
Communications	Barb Page	Dan Winter	Any Available Staff
Recorder	Kate Messick		Any Available Staff
Security	Barb Page	Custodian	Any Available Staff
Search & Rescue	Barb Page	Custodian	Any Available Staff
Safety/Damage	Barb Page	Custodian	Any Available Staff
Medical/First Aid	Alisha Forrest	Any Available Staff	Any Available Staff
Student Supervision	Classroom Teachers	Specialists	Classified Staff
Student Request	Rachel Duckworth		Specialists
Student Release	Barb Page		Specialists
Runners	Classified Staff	Classified Staff	Classified Staff

Notes:

## Resource Inventory

- Communications equipment
- First aid supplies
- Fire fighting equipment
- Lighting
- Classroom emergency kits
- Food
- Water
- Blankets
- Maintenance supplies
- Tools

Available Resources	Location (s)
Radios	Office and Workroom (10)
First Aid Kits	Nurses office and Red Pack (west playground doors)
Flashlights	Office and Workroom

## Simpson

POSITION	1 <sup>ST</sup> (Primary)	2 <sup>ND</sup> (Alt)	3 <sup>RD</sup> (Alt)
<b>Building Administrator</b>			
Safety	Chris Cady	Stephanie Singer	Roxanne Didion
Liaison	Chris Cady	Stephanie Singer	Roxanne Didion
Information Officer	Chris Cady	Stephanie Singer	Roxanne Didion
<b>Operations</b>			
Communications	Sue Beck	Roxanne Didion	
Recorder	Roxanne Didion	Crystal Raines	Shawn Grubb
Security	Chris Cady	Custodian	Classified Staff
Search & Rescue	Chris Cady	Custodian	Classified Staff
Safety/Damage	Chris Cady	Custodian	Classified Staff
Medical/First Aid	Crystal Raines	Chris Cady	Classified Staff
Student Supervision	Classroom Teachers	Specialists	Classified Staff
Student Request	Stephanie Singer	Specialists	Classified Staff
Student Release	Molly Kelner	Specialists	Classified Staff
Runners	Classified Staff		

## Resource Inventory

- Communications equipment
- First aid supplies
- Fire fighting equipment
- Lighting
- Classroom emergency kits
- Food
- Water
- Blankets
- Maintenance supplies
- Tools

Available Resources	Location (s)
Radios	Office and Workroom (10)
First Aid Kits	Nurses office and Red Pack (west playground doors)
Flashlights	Office and Workroom

## Montesano Jr/Sr High School

POSITION	1 <sup>ST</sup> (Primary)	2 <sup>ND</sup> (Alt)	3 <sup>RD</sup> (Alt)
<b>Building Administrator</b>			
Safety	Anne Greene	Vaughn Uber	Kristy Southard
Liaison	Anne Greene	Vaughn Uber	Marla Sweet
Information Officer	Anne Greene	Vaughn Uber	Marla Sweet
<b>Operations</b>			
Communications	Marla Sweet	Vaughn Uber	Sonya Fry
Recorder	Kristy Southard	Heather Bruland	Kristy Southard
Security	Anne Greene	Vaughn Uber	Pat Pace

Search & Rescue	Anne Greene	Pat Pace	Brian Hollatz
Safety/Damage	Anne Greene	Vaughn Uber	Custodial Staff
Medical/First Aid	Briana Simbe	Vaughn Uber	Any Available Staff
Student Supervision	Anne Greene	Classroom Teachers	Classified Staff
Student Request	Marla Sweet	Sonya Fry	Classified Staff
Student Release	Sonya Fry	Heather Bruland	Classified Staff
Runners	Heather Bruland	Classified Staff	Custodial Staff

## Resource Inventory

- Communications equipment
- First aid supplies
- Fire fighting equipment
- Lighting
- Classroom emergency kits
- Food
- Water
- Blankets
- Maintenance supplies
- Tools

Available Resources	Location (s)
Radios	Office and Workroom (10)
First Aid Kits	Nurses office and Red Pack (west playground doors)
Flashlights	Office and Workroom

## Assault/Fights

- Ensure the safety of students and staff first.
- Call 911, if necessary.
- Notify CPR/first aid certified persons in school building of medical emergencies (names of CPR/first aid certified persons are listed in Crisis Team Members section).
- Notify Building Administrator. Building Administrator assembles Crisis Team Members.
- Seal off area where assault took place.
- Defuse situation, if possible.
- Building Administrator notifies police if weapon was used, victim has physical injury causing substantial pain or impairment of physical condition, or assault involved sexual contact (intentional touching of anus, breast, buttocks or genitalia of another person in a sexual manner without consent. This includes touching of those areas covered by clothing).
- Building Administrator notifies Superintendent and parents of students involved in assault.
- Document all activities. Ask victim(s)/witness(es) for their account of incident.
- Assess counseling needs of victim(s) or witness(es). Implement post-crisis procedures.

## Bomb Threat

### Upon receiving a message that a bomb has been planted in school:

- Use bomb threat checklist. (Next page of Emergency Response Plan)
- Ask where the bomb is located, when will the bomb go off, what materials are in the bomb, who is calling, why is caller doing this.
- Listen closely to caller's voice and speech patterns and to noises in background.
- Write down phone number listed on your phone screen, if you have caller ID. (not all phones have this feature)
- Notify Building Administrator or designee.
- Building Administrator orders evacuation of all persons inside school building(s).
- Building Administrator notifies police (call 9 - 911) and Superintendent. Building Administrator or Superintendent must report incident to police.

### Evacuation procedures:

- Building Administrator warns students and staff. Do not mention "Bomb Threat". Use standard fire drill procedures.
- Direct students to take their belongings.
- Students and staff must be evacuated to a safe distance outside of school building(s). After consulting with Superintendent, Building Administrator may move students to their designated relocation center if weather is inclement or building is damaged. Primary relocation center (500 feet is general rule. Consult with local bomb disposal unit)
- Teachers take roll after being evacuated.
- No one may re-enter the building(s) until fire or police personnel declare them safe.
- Building Administrator notifies students and staff of termination of emergency. Resume normal operations.

## Bomb Threat Checklist

### Description Detail Report

#### Questions to ask:

- 1) When is the bomb going to explode?
- 2) Where is it right now?
- 3) What does it look like?
- 4) What kind of bomb is it?
- 5) What will cause it to explode?
- 6) Did you place the bomb?
- 7) Why?
- 8) What is your address?
- 9) What is your name?

#### Exact wording of the threat:

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Sex of Caller: \_\_\_\_\_ Race: \_\_\_\_\_

Length of call: \_\_\_\_\_ Age: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number at which call was received: \_\_\_\_\_

#### Callers Voice - Circle as applicable:

- Calm
- Nasal
- Angry
- Stutter
- Excited
- Lisp
- Slow
- Raspy
- Rapid
- Deep
- Soft
- Ragged
- Loud
- Clearing Throat
- Laughter
- Deep Breathing
- Crying
- Cracked Voice
- Normal
- Disguised
- Distinct
- Accent
- Slurred
- Familiar

If voice is familiar, whom did it sound like?

#### Background Sounds:

- Street Noises
- Factory Machinery
- Animal Noises
- Voices
- Clear
- PA System
- Static
- Local Call
- Music
- Long Distance
- House Noises
- Phone Booth
- Motor
- Office Machinery
- Other

#### Threat Language:

- Well Spoken (educated)
- Incoherent
- Taped

	<ul style="list-style-type: none"><li>• Foul</li><li>• Message read</li></ul>
<b>Notes:</b>	Remarks:

## Bus Incident

**Bus Driver/Monitor**

- Ensure the safety of students and staff first.
- Call 911, if necessary.
- Notify the district transportation office by radio or call 249.5454 – or If unable to reach anyone at transportation, contact district office at 249.3942.
- Notify Superintendents office at 249.3942. Superintendent assembles Crisis Team Members.

**Site Personnel**

- Notify CPR/first aid certified persons in school building of medical emergencies (names of CPR/first aid certified persons are listed in Crisis Team Members section).
- Assess counseling needs of victim(s) or witness(s). Implement post-crisis procedures.
- Building Administrator notifies Superintendent and parents of students involved.
- Identify location(s) where injured are taken.

## Earthquakes

The duration of a quake is short, lasting only a few seconds or minutes. Earthquakes are unpredictable and have the potential to create a great amount of damage over a large area. You must realize early in the event that emergency service may not be able to provide immediate assistance.

Activate the EMP but evacuation should never be automatic. There may be more danger outside the building or facility than there is inside. Before any decision is made to vacate all or part of a school, someone must find out that there is: 1) a safe route out: and 2) a safe place to assemble the students outside.

1. Custodial staff shall make a quick building inspection (check water, gas, and electrical controls first) and report to the building principal.
2. Teachers shall:
  - a. Be responsible for the safety of students. REMAIN CALM AND IN CONTROL.
  - b. Direct students to "DROP, COVER AND HOLD" – Drop to the floor, cover your body (head) and hold on to protective area.
  - c. When possible, movement should be away from windows and outside walls toward inner walls and doorways.
  - d. If you are in a dangerous classroom—the ceiling has collapsed, wires are crackling, broken glass or chemicals are all over the floor, you smell gas or smoke—you will want to leave, but you must do some reconnaissance before you move to safety.
  - e. If possible, ask a nearby staff member to cover the students while you find the best way to get out and the safest place to go. You may not need to go outside, but merely move from one area to another.
  - f. Account for all students before leaving the classroom. Take student roster with you upon evacuation. Teacher will account for all students. Principal will account for all staff.
3. Additional reminders in case of a noticeable earthquake:
  - a. If inside, remain there and take advantage of the safest available areas—under desks, tables or a bench, in doorways, in corridors, or against interior walls.
  - b. Stay away from glass windows or from under skylights.

## Evacuation Checklist

- Building Administrator issues evacuation procedures.
- Building Administrator determines if students and staff should be evacuated outside of building or to their perspective/designated relocation center. Building Administrator contacts Transportation Supervisor and informs his/her that the evacuation is taking place.
- Building Administrator notifies relocation center if applicable.
- Direct students and staff to follow evacuation drill procedures and route. Follow alternate route if normal route is too dangerous.
- Close all windows.
- Turn off lights, electrical equipment, gas, water faucets, air conditioning and heating system.
- Describe how disabled and non-English speaking students and staff will be provided for.
- Lock doors.

### Teachers:

- Direct students to follow normal evacuation drill procedures unless IC alters route.
- Take classroom roster and emergency kit.
- Close classroom doors and turn out lights.
- When outside building, account for all students. Inform principal or Building Administrator immediately of missing student(s).
- If students are evacuated, stay with class unless relieved by buddy teacher. Take roll again when you arrive at the relocation center.

## Fire

In the event a fire or smoke from a fire has been detected:

- Activate fire alarm.
- Evacuate students and staff to a safe distance outside of building.
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- Teachers take class roster.
- Building Administrator notifies police (call 9-911) and Superintendent. Alarm center will also contact 911 and Mark Patterson. Building Administrator or Superintendent must report incident to Fire Marshal.
- Teachers take roll after being evacuated.
- Building Administrator may move staff/students to designated relocation center if weather is inclement or building is damaged.
- No one may re-enter building(s) until entire building(s) is declared safe by fire or police personnel.
- Building Administrator notifies students and staff of termination of emergency. Resume normal operations.

## Gas Leak

### If gas odor has been detected in the building:

- Evacuate students and staff to a safe distance outside of building.
- Shut off gas valve (cannot be turned back on without notifying company)
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- Teachers take class roster.
- Building Administrator notifies police and fire (call 9-911) and Superintendent.
- Teachers take roll after being evacuated.
- After consulting with Superintendent, Building Administrator may move Staff/students to designated relocation center, if weather is inclement or building is damaged. Primary relocation center
- No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- Building Administrator notifies students and staff of termination of emergency. Resume normal operations.

### If gas odor has been detected outside the building:

- Building Administrator notifies police and fire department (call 9-911) and Superintendent. Building Administrator or Superintendent must report incident to Fire Marshal.
- Building Administrator determines whether to shelter in place or evacuate. Fire personnel will assist with decision.
- After consulting with Superintendent, Building Administrator may move staff/students to designated relocation center, if weather is inclement or building is damaged. Primary relocation center
- No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- Building Administrator notifies students and staff of termination of emergency. Resume normal operations.

## Hazardous Materials Event

### Incident occurred in school:

- Call 9-911.
- Notify Building Administrator.
- Building Administrator notifies Superintendent.
- Seal off area of leak/spill.
- Take charge of area until fire personnel contain incident.
- Fire officer in charge will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.
- Notify parents if students are evacuated.
- Resume normal operations after consulting with fire officials.

### Incident occurred near school property:

- Fire or police will notify Superintendent.
- Fire officer in charge of scene will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.
- Notify parents if students are evacuated.
- Resume normal operations after consulting with fire officials.

## Hostage

- If hostage taker is unaware of your presence, do not intervene.
- Call 9-911 immediately. Give dispatcher details of situation; ask for assistance from hostage negotiation team.
- Initiate lockdown.
- Seal off area near hostage scene.
- Notify Building Administrator.
- Building Administrator notifies Superintendent.
- Give control of scene to police and hostage negotiation team.
- Keep detailed notes of events.

### If taken hostage:

- Follow instructions of hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to hostage taker.
- Ask permission to speak and do not argue or make suggestions.

## **Intruder**

**(Depending upon circumstance order of procedure may vary.)**

### **Intruder- An unauthorized person who enters school property:**

- Politely greet guest/intruder and identify yourself.
- Ask another staff person to accompany you before approaching guest/intruder, if you feel threatened.
- Ask guest/intruder the purpose of his/her visit.
- Inform guest/intruder that all visitors must register at the main office.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.
- Notify Building Administrator.
- Initiate lockdown.

### **If intruder refuses to leave:**

- Warn intruder of consequences for staying on school property. Proper authorities will be notified
- Notify security or police and Building Administrator if intruder still refuses to leave. Give police full description of intruder. (Keep intruder unaware of call for help if possible)
- Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package, etc).
- Maintain visual contact with intruder from a safe distance.
- Building Administrator notifies Superintendent and may issue lock-down procedures (see Lock-Down Procedures section).

## **Lockdown**

Should someone or something pose a perceived threat to the safety and welfare of students and staff, a campus lockdown may be initiated by school authorities.

If campus lockdown procedures are implemented staff are expected to:

(Specific action may depend on individual building and room location.)

- Keep students calm and orderly. DON'T PANIC.
- Direct all students, staff and visitors to remain in classrooms or secure rooms.
- Check hallways outside the classroom and restrooms adjacent to the classroom and ask any student(s) in the area to report to the nearest supervised classroom.
- Lock classroom doors and windows.
- Close all window blinds and cover window in door with paper.
- Take roll: Account for all students you are supervising.
- If intruder is observed, report conditions to the office. (Provide location, description and directions intruder is headed.) DO NOT CONFRONT INTRUDER.
- Await further instructions. (You will be informed when it is safe to move about the building.)
- DO NOT RELEASE STUDENTS until you are told that the threat is eliminated.

**If a lockdown occurs during lunch period or while students are outside:**

- Move all persons away from windows and doors.
- Class activities may continue
- Allow no one outside of classrooms until the Building Administrator gives the all-clear signal.

## **Lockdown: Limited**

Lock-down procedures may be issued in a case involving a situation/threat in the area of the school but off campus.

- Building Administrator will issue lock-down order by announcing a warning over PA system, sending a messenger to each classroom or other alternate method.
- Direct all students, staff and visitors into classrooms or secure rooms.
- Lock classroom doors.
- Cover windows of classrooms.
- Move all persons away from windows and doors.
- Class activities may continue
- Allow no one outside of classrooms until the Building Administrator gives the all-clear signal.

## **Lockdown: Intruder on Campus**

This procedure should be used only in the case where someone poses a perceived threat to the safety and welfare of students and staff.

### **Staff Responsibilities:**

- Keep students orderly. DON'T PANIC.
- Direct all students to remain in the classroom away from windows and doors.
- Check hallways outside the classroom and ask any students(s) in the hall to report to the nearest supervised classroom.
- Check all restrooms adjacent to the classroom and direct students to go to the nearest supervised classroom.
- Lock all classroom doors and windows.
- Close all window blinds.
- Cover window in classroom door.
- Await further instructions. (You will be informed when it is safe to move about the building.)
- If intruder is observed, inform the office. (Provide location, description and direction intruder is headed.)
- DO NOT RELEASE STUDENTS UNTIL THE ALL CLEAR SIGNAL IS GIVEN.

### **Administrator Responsibilities:**

- Determine the seriousness of the threat.
- Initiate the school lockdown plan as appropriate.
- Apprise all staff that a lockdown procedure is in place.
- Direct custodial and security staff to secure the building. Lock all exterior entrances and exits.
- Direct a staff member to call 911 and provide a description of the intruder, location on campus, and gravity of the emergency.
- Direct a staff member to call the Superintendent's office to report that a lockdown is in place.
- In conjunction with police authority, assume responsibility of controlling the lockdown.
- When the threat is eliminated, notify staff members that normal activities may be resumed.
- Notify the Superintendent's office of the results of the lockdown and any action taken against the intruder.

**Lockdowns During Lunch Periods:**

If a lockdown occurs during lunch period or while students are outside, direct students to report to the nearest safe location that best fits the situation. Make certain that the location of the students is made known to the office.

AT NO TIME ARE STUDENTS, STAFF MEMBERS, OR ADMINISTRATORS TO TAKE CHANCES WITH THEIR SAFETY.

## Media

All staff must refer media to site or district spokesperson.

The School District, Law Enforcement and Fire assume responsibility for issuing public statements during an emergency. (This responsibility shall be pre-determined during the planning process)

- Superintendent serves as district spokesperson unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.

### Telephone Numbers (home, work, mobile)

District spokesperson: Dan Winter 360.249.1233 - 249.3942

Alternate District spokesperson: Sheila Baker 360.249.1235 249.3942

- School Public Information person acts as contact for emergency responders and assists district spokesperson with coordinating media communications. If Public Information person is unavailable, an alternate assumes responsibilities.

School Public Information person	Each Building Administrator	
Beacon	Barb Page	360.249.4528
Simpson	Chris Cady	360.249.4331
Jr/Sr High School	Anne Greene	360.249.4041
Alternate Public Information person	Sheila Baker	360.249.3942

### During an emergency, adhere to the following procedures:

- Incident Commander or designee relays all factual information to Superintendent.
- Superintendent notifies other schools in district and may ask school Public Information designee to prepare a written statement to media.
- Establish a media information center away from school.
- Update media regularly. Do not say "No comment".
- Do not argue with media.
- Maintain log of all telephone inquiries. Use scripted response to respond to inquiries.

### Media statement

- Create a general statement before an incident occurs. Adapt statement during crisis.
- Emphasize safety of students and staff first.
- Briefly describe school's plan for responding to emergency.
- Issue brief statement consisting only of the facts.
- Respect privacy of victim(s) and family of victim(s). **Do not release names to media. Refrain from exaggerating or sensationalizing crisis.**

## Serious Injury/Death

### If incident occurred in school:

- Call 9-11.
- Notify CPR/first aid certified persons in school building of medical emergencies (names of CPR/first aid certified persons are listed in Crisis Team Members section).
- If possible, isolate affected student/staff member.
- Notify Building Administrator.
- Building Administrator notifies Superintendent.
- Activate school crisis team. Designate staff person to accompany injured/ill person to hospital.
- Building Administrator notifies parent(s) or guardian(s) of affected student.
- Direct witness(es) to school psychologist/counselor. Contact parents if students are sent to psychologist/counselor.
- Determine method of notifying students, staff and parents.
- Refer media to Dan Winter 360.249-3942
  - District Spokesperson
  - Telephone Numbers (home, cell, work)

### If incident occurred outside of school:

- Activate school crisis team.
- Notify staff before normal operating hours.
- Determine method of notifying students and parents. Announce availability of counseling services for those who need assistance.
- Refer media to Dan Winter 249.3942
  - District Spokesperson
  - Telephone Numbers (home, cell, work)

### Post-crisis intervention:

- Meet with school counseling staff and Marc Rice to determine level of intervention for staff and students.
- Designate rooms as private counseling areas.
- Escort affected students, siblings, close friends, and other "highly stressed" students to counselors.
- Debrief all students and staff.
- Assess stress level of all students and staff.
- Recommend counseling to overly stressed students and staff.
- Follow-up with students and staff who received counseling.
- Designate staff person(s) to attend funeral.
- Allow for changes in normal routines or test schedules to address injury or death.

## Sheltering Procedures

Sheltering provides refuge for students, staff and public within school building during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency. Be prepared to go into lockdown/shelter-in-place once inside.

- Identify safe areas in each school building.
- Building Administrator warns students and staff to assemble in safe areas. Bring all persons inside building(s).
- Teachers take class roster.
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Seal doors, windows, and vents with plastic sheets and duct tape.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- Teachers should account for all students after arriving in safe area.
- All persons must remain in safe areas until notified by Building Administrator or emergency responders.

## Student Unrest

- Notify police, if necessary. **CALL 911**
- Ensure the safety of students and staff first.
- Contain unrest. Seal off area of disturbance.
- Notify Building Administrator.
- Building Administrator notifies Superintendent.
- Warn staff. Building Administrator may issue lock-down (see Lock-Down Procedures section).
- Shut off bells.
- Move students involved in disturbance to an isolated area.
- Meet with student representatives to address issues.
- Document incidents with cassette recorder or take detailed notes.

### Teachers:

- Keep students calm.
- Lock classroom doors.
- Do not allow students to leave the classroom until you receive an all-clear signal from Building Administrator.
- Make a list of students that are absent from classroom. Document all incidents.

# Suicide

## Suicide Attempt in School:

- Verify information.
- Call 9-911.
- Notify school psychologist/counselor, Building Administrator and **Marc Rice** or \_\_\_\_\_. Other suicide intervention service
- Building Administrator notifies Superintendent and parent(s) or guardian(s) if suicidal person is student. Building Administrator may schedule meeting with parents and school psychologist/counselor to determine course of action.
- Calm suicidal person.
- Try to isolate suicidal person from other students.
- Ask suicidal person to sign a "no suicide contract".
- Stay with person until counselor/suicide intervention arrives. **Do not leave suicidal person alone.**
- Determine method of notifying staff, students and parents. Hold daily staff debriefings before and after normal operating hours as needed.
- Activate school crisis team to implement post-crisis intervention. Determine level of intervention.
- Suicidal Death/Serious Injury:
  - Verify information.
  - Activate school crisis team.
  - Building Administrator notifies Superintendent.
  - Notify staff in advance of next school day following suicide or attempted suicide.
  - Determine method of notifying students and parents. Do not mention "suicide" or details about death in notification. Do not hold memorials or make death appear heroic. Protect privacy of family.
  - Implement post-crisis intervention.

## Post-crisis Intervention:

- Meet with school counseling staff and \_\_\_\_\_ Marc Rice \_\_\_\_\_ to determine level of intervention for staff and students.
- Designate rooms as private counseling areas.
- Escort siblings, close friends, and other "highly stressed" students to counselors.
- Assess stress level of staff. Recommend counseling to overly stressed staff.
- Refer media to Dan Winter. Do not let media question students or staff.
- Follow-up with students and staff who received counseling. Resume normal routines as soon as possible.

# Terrorist Event

Weapons of mass destruction likely to be employed by terrorists fall into four basic categories: Nuclear, Biological, Chemical, and Conventional. The below outlined procedures will protect students and staff should such attacks occur.

## Nuclear:

Defense against nuclear weapons depends primarily on distance from the point of detonation. If time permits:

- Move students and staff to specifically identified basement or lower level rooms. Interior hallways may be used as an alternate.
- Close all doors leading into hallways to minimize flying glass.
- All people assume the **duck, cover and hold** position on the ground.
- Shut down all utility systems to the building. (Gas and electricity are the priorities)
- Shelter in place to protect from fall out if attack is far enough away.
- Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities

## Biological:

Defense against biological attacks is difficult. Awareness of an attack is usually not possible for days or weeks. The first signs may emerge as personnel notice a higher than usual incidence of various symptoms. Should an attack be discovered while in progress the school should:

- Reverse-evacuate all people into school buildings.
- Shelter in place. (**Do not use basements or low lying areas**)
- Close all doors and windows.
- Shut down the HVAC system. (Limit airflow from outside)
- Seal doors, windows, and vents with plastic and duct tape.
- Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities.

## Chemical:

- Reverse-evacuate all people into school buildings.
- Shelter in place. (**Do not use basements or low lying areas**)
- Close all doors and windows.
- Shut down the HVAC system. (Limit airflow from outside)
- Seal doors, windows, and vents with plastic and duct tape.
- Be prepared to treat students and staff who experience a reaction to the chemical agent.
- The decision to evacuate should be made after consulting with public safety, emergency management, or military authorities.

## Conventional:

The danger from the blast effect of conventional explosive devices is similar to nuclear devices with a higher rate of survivability. If responding to the threat of an imminent blast nearby:

- Move students and staff to specifically identified basement or lower level rooms. Interior hallways may be used as an alternate.
- Close all doors leading into hallways to minimize flying glass.

- All people assume the *duck, cover, and hold* position on the ground.
- Shut down all utility systems to the building. (Gas and electricity are the priorities)
- Shelter in place to protect from fall out if attack is far enough away.
- Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management or military authorities

**If the school is the target:**

- Evacuate to pre designated off site location(s)

## Weapons

- Call police if a weapon is suspected to be in school.
- Ask another administrator or SRO to join you in questioning suspected student or staff member.
- Accompany suspect to private office to wait for police.
- Conduct search with police or SRO.
- Inform suspect of his/her rights and why you are conducting search.
- Keep detailed notes of all events and why search was conducted.
- Notify parent(s) or guardian(s) if suspect is a student. Explain why search was conducted and results of the search.
- If suspect threatens you with a weapon, do not try to disarm them. Back away with your arms up. Remain calm.

## Weather

### **Severe Weather Watch has been issued in an area near school**

- Monitor Emergency Alert Stations (see EAS section) or NOAA Weather Stations (National Weather Service, Weather Channel).
- Bring all persons inside building(s).
- Close windows and blinds.
- Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks and in hallways away from windows and large rooms.
- Review “drop, cover and hold” procedures with students.

### **Severe Weather Warning has been issued in an area near school or severe weather has been spotted near school**

- Shut off gas.
- Move students and staff to safe areas.
- Remind teachers to take class rosters.
- Ensure that students are in “drop, cover and hold” positions.
- Account for all students.
- Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.

## Emergency Closure/Late Start Information

Montesano School District uses an emergency call out system in the event of school schedule changes or closures due to inclement weather or an emergency. In addition, another means of communication is the FlashNews/FlashAlert system which will communicate directly with local TV stations.

1. The Emergency Call Out System will be initiated and will call the first phone number listed on each student's record regarding the specific event with instructions.
2. FLASH ALERT for subscribers: A message will appear on your requested method of communication; email and/or cell phone. For information on how to subscribe to this FREE service, please go to [www.flashalert.net](http://www.flashalert.net) directly, or our website at [www.monteschools.org](http://www.monteschools.org) and click on EMERGENCY ANNOUNCEMENTS.
3. School District WEBSITE: [www.monteschools.org](http://www.monteschools.org)
4. Click on EMERGENCY ANNOUNCEMENTS for school closure information.
5. District Office : # 360.249.3942 A recorded message from the district office will announce any school schedule changes or emergency closures.
6. 4. The following Stations will have the public information from FLASHNEWS between 6:00 am – 7:00 am as well as listed on their school closure website: KOMO 4 NEWS      KING 5 NEWS KIRO 7 NEWS    FOX Q13 NEWS  
  
(subject to Flashnews communications abilities and filters)

If bus routes are on emergency schedules due to snow or flood conditions:

Schedules are determined on a route-to-route basis. Contact the Transportation Department at 360.249.5454 for details. In the event of an emergency early release, the emergency call out system will be activated in addition to flashnews. Every effort will be made to communicate with parents to ensure that students have transportation home.

### LATE START INFORMATION FOR EMERGENCY SITUATIONS ONLY:

- Preschool: No morning or mid-morning sessions for Pre-school. The afternoon session will remain as scheduled unless otherwise announced.
- Kindergarten: No morning classes will be held on emergency late start days
- Breakfast will not be served on late start days.
- Lunch will be served on late start days.

*All afterschool activities will be canceled on emergency closure days unless otherwise announced.*

## Notice of First Aid Care

DATE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

Dear Parent:

\_\_\_\_\_ was injured at school and has been given first aid. If you feel further care is necessary, please consult your family physician.

Destination: (If not presently on site) \_\_\_\_\_

Transporting Agency: (if not presently on site) \_\_\_\_\_

Time: \_\_\_\_\_

Remarks:

Please sign and return one copy to school. Retain a copy for your records.

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PARENT'S SIGNATURE

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SCHOOL REPRESENTATIVE'S SIGNATURE

Note: 1 copy goes home with student

1 copy stays with teacher or medical treatment team records