



Puyallup School District
Emergency Response Procedures
Supported by Communities In Schools of Puyallup

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FIRE EVACUATION PROCEDURE

From OSPI--Fire evacuation plans shall include the following:

- Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only.
- Procedures for employees who must remain to operate critical equipment before evacuating.
- Procedures for accounting for staff and students after evacuation has been completed.
- Identification and assignment of personnel responsible for rescue or emergency medical aid.
- The preferred and any alternative means of notifying staff and students of a fire or emergency.
- The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
- Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
- A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.
- The procedure for reporting a fire or other emergency to the local emergency dispatch center (911) and to the district (x6333).
- The life safety strategy and procedures for notifying, relocating, or evacuating occupants.

Recommended Drill Protocol

1. Post evacuation routes from each building in all classrooms.
2. Determine specific rendezvous locations for each class and mark well.
3. Prior to the drill, call your area fire department and call Operations at 8772.

The signal for a fire drill is the continuous ringing of the fire alarm signal. In the case of an actual fire, it is the responsibility of the principal or the person in charge of the office to notify the fire department.

4. Close all windows and doors, take keys **without** locking the door, take emergency folder/clipboard/backpack, and shut off lights.
5. Follow the route shown on the evacuation map posted in the classroom.
6. Staff without students should report to the school's EOC for directions.
7. Once outside, put students in rows and take roll. Instruct students to be quiet and, if necessary, to stay away from fire lanes and emergency vehicles. Send attendance with the names of any missing students or adults to the event coordinator. Students are to stay with their teacher at all times.
8. Remain outside until the order for re-entry into the building. Upon safe re-entry, report anything amiss to the principal.

9. Convene the school Safety Committee to review what went well and what needs working on.

In the event of a real or suspected fire:

1. Evacuate all buildings following the appropriate evacuation procedures.
2. Call 9-911. Identify the problem, **(give the school name, address, and location of fire)** in the building.
3. Notify the District by calling x6333.
4. Upon arrival of the fire department, they will assume command.
5. Principal or designee (liaison) will meet the fire department at the command post. Liaison person is the staff person who will be assigned to the fire department command post and remain there throughout the incident.
6. Principal will assign someone to determine absent and/or missing students.
7. Convene the building emergency operations teams.
8. If a long evacuation is necessary, contact Transportation to request buses for students to sit in (during inclement weather) or to transport to predetermined Student Release/Family Reunification location.

EARTHQUAKE RESPONSE PROCEDURE

Prior to an earthquake, plans will include the following:

- Pre-determined appropriate evacuation areas by the School Safety Committee.
- Specific rendezvous locations for each class that are marked well.
- Posted evacuation routes from the building in each classroom.
- Emergency supplies located in a convenient to-go bag.
- Accountability procedures for staff to report the presence or absence of staff and students.

Recommended Drill Protocols:

1. The principal or designee will activate the alarm or PA system to indicate the start of the drill.
2. The drill shall include a “drop, cover, and hold” for 60 seconds and an evacuation.
3. Sweep the hallways during the evacuation portion to ensure all students and staff have left the building.
4. Teach students that they should be alert and prepared for after-shocks.
5. Remain in evacuation locations until all attendance is accounted for and the all-clear is announced.

In the Event of an Actual Earthquake:

A. During the Earthquake--

1. All persons drop, cover and hold. Wait for at least sixty seconds after shaking stops.
2. Face away from windows and shelves. Shield head and eyes with one arm and hold onto the desk/table leg with the other hand.
3. In gyms/cafeterias or Commons, students should line up along an inside wall, crouch and cover their heads.
4. If outdoors, students should stay as far away as possible from trees, buildings, poles, wire, and other elevated objects, and lie down or crouch low to the ground.
5. Remain covered until instructed to evacuate.

B. After the Earthquake:

- Utilities (e.g. gas, electricity, water) that may be immediately dangerous are to be shut off at the main switches by the custodial staff.
- Evacuate the building 60 seconds after the last shaking is felt.

- Evacuate with students; take a class list or roster and go-kits to the pre-determined rendezvous sites. Turn off lights as you exit.
- Remind students to be alert for after-shocks.
- Teachers immediately check neighboring rooms to ensure colleagues are safe.
- As you exit, be aware of broken glass, structural damage and falling items. Do not touch power lines or objects touched by the wires. All wires should be treated as live.
- Administrators will account for all staff. Teachers will account for all students. Staff not directly responsible for students are to report to the school's Emergency Operations Center (EOC).
- Set up First Aid/Triage station and activate the Search and Rescue Team, as necessary. For serious injuries, request aid by calling 911.
- Report the school's status to the District EOC (see Emergency Contact Numbers) re: attendance, injuries, and structural damage; and make requests for what is needed.
- Students and staff remain outside until further instructions from the District. The building will probably need to be inspected by a district team for structural damage, utility problems, and chemical spills. Expect to be outdoors for a while.

C. During Building Inspection:

- District facilities staff will do a visual walk-through with the principal or designee to check for structural damage, utility problems, and chemical spills.
- The principal/designee, the Facilities Dept., and/or Emergency Operations Center will determine whether school should resume.
- If school resumes:
 - Before students re-enter the room, teachers will check closets and storage shelf areas. Open closet and cupboard doors carefully and watch for objects falling from shelves.
- If school is not safe to resume:
 - Set up Student Release/Family Reunification Center. Follow protocols.
 - Principal or designee will remain until all students and staff have been evacuated.
 - In inclement weather, move students to the pre-determined shelter (reunification site), if able. Otherwise, build protection.
 - Have plastic garbage liners available for body protection.

LOCKDOWN RESPONSE PROCEDURE

Full Lockdown Response Plan

1. Announcement will be repeated, "Attention staff, go to **full lockdown.**"
2. Teachers near outside doors, should lock outside doors and sweep bathrooms. (Know your assignment and help with substitute teachers and other substitute staff.)
3. Lock classroom doors and bring any students/visitors in with you. (Pause to look for students and threat.)
4. Students, staff, and visitors should enter the closest locked room upon the announcement of the **full lockdown**. DO NOT TRAVEL.
 - a. **Students in the commons area** should immediately proceed to... (complete according to your specific school environment).
 - b. **Students in gymnasium** should go to... (complete according to your specific school environment).
 - c. **Students in the auditorium** should exit to... (complete according to your specific school environment).
 - d. Staff members who are outside with students will be contacted to be made aware of the lockdown. These staff members will determine the safest course of action in evacuating the students.
 - e. Students and staff members who cannot access a locked classroom need to find a safe place to lockdown and should consider fleeing outside.
5. If applicable, close classroom blinds/window coverings and stay clear of the windows. Cover door window with window strip (building specific).
6. Turn off lights.
7. Consider having students sit calmly away from the windows/doors (usually on the door wall side of the room) or spread out and get behind furniture, tables and desks. Chose the option that best fits your situation.
8. This is not a duck or drop and cover drill. Prepare to:
 - a. Barricade the door.
 - b. Run.
 - c. Hide.
 - d. Fight. Defend yourself.
9. Keep students calm and reassured.
10. If gunshots or explosions are heard, get low or flat on the floor. Quickly evaluate what is happening. Where is the threat coming from? Prepare to move quickly to cover or flee the area.

11. DO NOT open the door for anyone.
12. DO NOT evacuate the building if the fire alarm sounds, unless there is imminent fire danger.
13. If an intruder enters the area you are in, direct students to run away from the intruder. Escape the situation immediately. Prepare to run, barricade and fight.
14. Remain in full lockdown until further instructions are given by an identified office/staff member or a member of law enforcement.

Modified Lockdown Response Plan

Modified lockdown will be defined and the parameters will be announced. It may include the following:

1. Visitors should report to the office immediately, as directed.
2. Do not cover interior windows so that you may see who is knocking at your door.
3. Students may or may not be released from class, unless escorted by a staff member. This includes restroom privileges.
4. Take roll call when safe to do so.
5. When directed, teachers will email student list to administration.
6. Stand-by for specific instructions. Students may be moving from class to class (usually indoors only) with extra security around the building. Please remind students to move immediately to their next class without delay.
7. School leadership should maintain communication with local authorities, the district, and neighboring jurisdictions.

DEFINITIONS

Full Lockdown

A full lockdown is an established response plan implemented by a school or other workplace building which is put into effect once there is a perceived or actual threat from an external or internal source.

Responses to a threat always begin with a Full Lockdown, and may transition to a Modified Lockdown upon recommendation by Law Enforcement.

Modified Lockdown

A modified lockdown is a modification of a full lockdown, based on more information and situational awareness. It is initiated to isolate students and staff inside the school from

potential dangers outside the school. Modified lockdown is typically used when events in the vicinity of the school may pose a threat. Daily activities usually continue, however, there is restricted access both in and out of the building(s).

SHELTER-in-PLACE RESPONSE PROCEDURE

From OSPI – Shelter-in-place plans will include the following:

- Identification of the procedures of initiating the shelter-in-place plan throughout the facility or campus by the school's Emergency Preparedness/Safety Committee.
- Identification of pre-arranged alert and recall signals to notify all staff and students
- Identification of procedures for reporting the facility is sheltering-in-place to the local emergency Dispatch center (911) and to the district (x6333).
- A means of two-way communication between a central location and each secure area.
- Location of supplies for securing windows and doors: towels, duct tape, plastic sheeting.
- Location of emergency supplies.
- Accountability procedures for staff to report the presence or absence of staff and students.
- Identification of crisis response team members in accordance with the National Incident Management System.
- Actions to be taken in the event of a fire or medical emergency while in sheltering-in-place.
- Identification of how to turn off the HVAC system.

Recommended Drill Protocols

Shelter-in-place procedures are different than lockdown procedures and a shelter-in-place is used for a different purpose than a lockdown.

Shelter-in-place: where there is a chemical, biological or radioactive hazard in the air or near vicinity.

Chemical agents are poisonous gases, liquids, or solids that have toxic effects on people, animals and plants. *(Therefore, when at home, we need to remember our pets, as possible)*. A chemical agent can come from the school itself (chem lab, furnace) or the community (a fire, an overturned chemical tanker).

Therefore, ahead of time, each classroom and office should be supplied with duct tape and even plastic sheeting or towels. Or, if your school's choice is to move all students to a large gym or theater, build a bin of needed supplies and keep it there.

1. A shelter-in-place drill should be conducted in a manner that it simulates as much of the emergency plan as possible, without necessitating the use of the emergency supplies or equipment.

The signal for a shelter-in-place is intercom announcement. The decision to shelter-in-place may come from local police, a TV or radio news feed, or a spill within the school.

2. Sweep the hallway and bring all students into the classroom OR if safe, quickly lead all students to the predetermined location for sheltering. Close all windows and doors. Seal the windows and doors with duct tape or plastic sheeting and duct tape. Towels can be dampened and placed along the crack under the door.
3. Turn off the HVAC system. (*When at home, don't forget the fireplace damper*).
4. Once in sheltering location(s), staff should locate the shelter-in-place supplies and direct students to help take actions to seal doors and windows.
5. Remain in shelter until ordered to evacuate, or until the all clear is announced.
6. Convene the school Safety Committee to review what went well and what needs improvement.

In the event of an actual chemical hazard:

1. Call 9-911. Identify the problem and **give the school name, address, and location or hazard** in the building.
2. Notify the district by calling x6333. Maintain communication with District and appropriate emergency responders as conditions change.
3. Do not leave your sealed shelter until told it is safe by fire department.
4. Avoiding chemical exposure is your primary goal: leaving your shelter to assist victims can be a deadly decision.
5. If gas or vapor contamination is suspected in the building, take shallow breaths through a wet or damp cloth or paper towel.
6. Close drapes and blinds. Move away from the windows.
7. If you were outside before taking shelter and think you may have been exposed:
 - Take off your outer clothes and put them in a plastic bag and seal it.
 - Take a cool shower, using lots of soap and water.
 - If you have symptoms of exposure, call poison control or 911.
 - When rescued, tell emergency responders that you may have been exposed and give them the sealed bag of clothes.
8. In the event the hazard is within the school (a spilled chemical), the fire department may choose to evacuate the building. Take students upwind from the spill until buses arrive from Transportation Dept. to pick students up.
9. In the event of student release/family reunification, implement the reunification protocols.