

EMERGENCY PROCEDURES

**FIRE EVACUATION: THREE (3) DRILLS REQUIRED ANNUALLY**

- 1) In the event of a fire
  - A) Give the fire alarm signal (one long continuous signal).
  - B) Call and report the fire.
  - C) Authority to sound the fire alarm system in the event of a real emergency is possessed by any person who discovers the fire.

- 2) Fire evacuation drills

- A) Instructions must be given to all students participating in NWESD 189 administered cooperative(s) on the **FIRST DAY** of program each year.
- B) A fire/evacuation drill must be held three (3) times each program year.

- 3) Authority to call drills

The sounding of a fire alarm for the purpose of a drill is an authority possessed solely by the site administrator, or someone authorized by him/her.

- 4) Purpose of fire drills

Fire drills are held to familiarize the occupants of a building with the signals, evacuation routine, and exits so that in case of emergency there will be no hesitation or confusion in leaving the building.

These drills are for the safety of all persons involved, and each person must realize that the success of the drill is dependent upon his/her actions and cooperation. Therefore:

- A) all persons in the building(s) must take part in the fire drill; and
- B) every fire alarm should be considered as a warning of an actual fire.

- 5) Frequency – fire drills

- A) Fire drills will be held as often as necessary and no less than three (3) times per program year, to assure rapid and orderly evacuation of the program site. During severe weather, fire drills may be postponed. A record (Form 3432-F1) of all fire drills will be kept on the premises subject to inspection by the fire chief.
- B) In NWESD 189 administered cooperatives (except those located in juvenile detention centers), fire drills include complete evacuation of all persons from the building(s).

6) Warning signals – fire drills

The fire warning signal will be one long continuous signal, whether by bell, siren, or horn.

An emergency warning signal, either by whistle or hand siren, should be planned for, and occasionally used, thereby anticipating possible power failure.

**Responsibilities of Staff**

1) Site administrators will:

- A) Be in complete charge of all matters pertaining to organizing and conducting fire drills at the site, and will be responsible for the efficiency of the drill and all corrective actions or punishments taken for violation of the rules and regulations.
- B) Be thoroughly familiar with the fire alarm system, all fire-fighting equipment, all means of egress, and any special features of the building(s) that might prove dangerous to human life, (storerooms, lunchrooms, attic spaces, ventilators, etc.) or where fire may spread quickly.
- C) Be responsible for notifying engineers, and lunchroom staff that in case of an actual fire, the ventilating systems, the oil burners, gas meters, ovens, etc., are shut off.
- D) Appoint all subordinate officers (see “E” immediately below) and instruct them in the general plan of the drills and details of their specific duties, such as instruction regarding:
  - 1) How to send an alarm to the fire department (including how the fire alarm system operates – both electrical and emergency).
  - 2) How to use all fire-fighting equipment located at the program site (e.g., extinguishers).
  - 3) The importance of quick action to send in a fire alarm signal, and to vacate the building(s) – even if firefighting equipment (e.g., extinguishers) is in use.
- E) Appoint subordinate officers:
  - 1) Searchers – These are NWESD 189 staff assigned to inspect sections of the building(s) to make sure that everyone is out. Cloakrooms, lavatories, work room, and all other places frequented by students or staff must be checked. Searches will rejoin their classes as soon as the inspection is completed.
  - 2) Traffic Guards – These may be students appointed by the site administrator to open doors, assist in traffic control, and maintain order.
  - 3) Safety Coordinator – In case of actual fire, during the absence of the site administrator, it must be clearly understood by the entire staff which person will be in charge.

- 2) Program staff shall:
  - A) Be in charge of their respective students.
  - B) Issue all commands relative to participation in the fire drills except as delegated by them to aides.
  - C) Unless assigned as searchers, lead their students to the designated outside stations.
  - D) Immediately report to the site administrator if any student is unaccounted for after a visual check of students.

### **Drills on Request**

Occasionally, fire department representatives may come to program site(s) and request an immediate fire drill. In general, this is their method of checking upon the quality of the drill program, and site administrators are expected to cooperate fully, even to the extent of calling a drill at an inconvenient time.

### **Procedures**

- 1) In case of fire the Site Administrator will:
  - A) Sound the alarm.
  - B) Call and identify self to fire department officials, directing them to the location of the fire and give them any necessary special information.
  - C) Make a building search.
  - D) Ensure that staff and students perform all activities assigned to them during fire drills.
- 2) During fire drills – when the alarm begins:
  - A) Staff will lead students to the designated exit.
  - B) Students will walk briskly (no running), with arm's length spacing, and without talking, laughing, or breaking from the ranks (no student may leave the line).
  - C) Students not in the classroom will join the line of the first group of students met (students must not return to the classroom).
  - D) Staff will check roll when assigned area is reached.
  - E) Staff will not leave the students gathered at a designated area unless someone is placed in charge.
  - F) Staff will notify the site administrator if any student is missing.
  - G) The site administrator will initiate a search for any missing students.
- 3) After a fire drill:
  - A) The site administrator will give the all clear signal (a short steady signal).
  - B) Staff will lead the students back into the classroom.

- C) Staff will check the roll.
  - D) Students will not loiter in the halls.
  - E) Staff will notify the site administrator if any student or staff member is missing.
  - F) The site administrator will initiate a search for any missing students or staff members.
- 4) After a FALSE ALARM the Site Administrator will:
- A) Notify the fire department of the incident.
  - B) Notify NWESD 189 officials of the incident.

### **LOCKDOWN – THREE (3) DRILLS REQUIRED ANNUALLY**

Modified lockdown is initiated to isolate students and staff inside the program site from potential dangers outside the facility. Modified lockdown is typically used when events in the vicinity of the facility may pose a threat.

Lockdown is initiated to isolate students and staff from immediate dangers which may include armed intruders, violent behaviors, suspicious trespassers, on-campus shootings, bomb threat, sniper, or nearby police activity.

### **SHELTER IN PLACE – ONE (1) DRILL REQUIRED ANNUALLY**

“Shelter-in-place” is initiated to protect students and staff from chemical, radiological, or biological contaminants released into the environment. To “shelter-in-place” means to take immediate shelter where you are and isolate your inside environment from the outside environment.

### **ADDITIONAL SAFETY-RELATED DRILL – ONE (1) DRILL REQUIRED ANNUALLY**

Student program sites will consider earthquakes, tsunamis, or other high-risk local events.

### **EARTHQUAKE**

The threat of an earthquake in Washington is ever present. As with other unforeseen events, the NWESD 189 must be prepared to care for students and staff until danger subsides.

Each site administrator in consultation with staff is required to prepare a plan and conduct an emergency earthquake drill at least once annually (per additional safety-related drill above) for students served in a NWESD 189 administered cooperative. The program staff is encouraged to contact the NWESD 189 office and the county emergency service department for technical assistance.

## **Preparation**

The site administrator and staff will be responsible for conducting an annual inspection of the facility early in the academic program year for the purpose of identifying potential hazards in the event of an earthquake, e.g., securing all bookcases to wall to prevent collapse. Those hazards that cannot be corrected by facility level personnel will be submitted to NWESD 189 supervisor personnel for resolution as resources permit.

## **Information to Parents/Guardians**

Parents/guardians should be advised that:

- 1) If there is an earthquake while children are on their way to the program site, they should “duck and cover away from power lines, buildings, and trees.” Once the earthquake has stopped, they should proceed to the program site. If the quake occurs on their way home, after protecting themselves until the quake stops, they should proceed to their home.
- 2) A child should not be removed from the program site unless they have first checked with program officials. If a parent/guardian were to remove a child without checking out, others could be needlessly hurt while searching for a missing child.
- 3) They should avoid calling the program site. The phones, if functioning, may be needed by program staff. Parents/guardians of injured child(ren) will be notified first. All program sites will have trained staff to help injured child(ren) until other medical assistance arrives.

Staff members should attempt to account for all students and staff before re-entry, the site administrator must feel absolutely certain, on the basis of thorough inspection of both structures and utility conduits, that the facility is safe; but no students or staff will be dismissed until procedures have been approved by the Superintendent’s office if NWESD 189-wide communications are in operation.

## **General Responsibilities**

The site administrator must become familiar with the alarm system, all means of egress, and any special features of his/her facility which might endanger human life. Staff should be appointed and instructed in the general earthquake plan. The site administrator should carry out all communication functions, coordinate post-quake building inspections, and signal re-entry when safety is assured.

Staff will see that all students take protective action appropriate to their situations; evacuate classes in an orderly and expeditious manner; maintain order; supervise evacuated students; and, insure orderly re-entry when signaled.

Monitors may be appointed from the more mature pupils in each class to assist staff. Monitors should be assigned to substitute for any staff member who may be injured.

The site administrator will assist in the inspection of the facility, including utility conduits, and shut down mechanical/electrical systems as required. Other staff members will act as searchers; assist in evacuation and care of injured or disabled individuals; help remove hazardous materials or debris; and, carry out any additional assigned functions.

### **Staff Instructions (during quake)**

Staff should maintain control in the following manner:

- 1) In a classroom, students should get under desk or table, face away from window, away from bookshelves and heavy objects that may fall, crouch on knees close to ground, place head close to knees, cover side of head with elbows and clasp hands firmly behind neck, close eyes tightly and remain in place until instructed otherwise or until the “all clear” signal is given.
- 2) In gymnasiums or assembly areas, students should exit such facilities as expeditiously as possible. Individuals should move to designated areas.
- 3) On a stairway, students should move to the interior wall and “duck and cover” (evacuate exterior stairs and move to designated areas).
- 4) If outdoors, students should move to designated areas, as far away as possible from buildings, poles, wires, and other elevated objects, and lie down or crouch low to the ground. Staff and students should be aware of encroaching danger that may demand further movement.

### **Staff Instructions (after quake)**

The site administrator should inspect facilities before instructing staff and students to evacuate. Classes should be evacuated through exits to a safe area. Students should move away from buildings and remain there until given further instructions. Responsible student(s) or staff should be posted to prevent re-entry.

Following this evacuation, the site administrator should:

- 1) Check for injuries among students and staff. (Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.)
- 2) Check for fires or fire hazards.
- 3) Check utility lines and appliances for damage. If gas leaks exist, shut off the main gas valves and shut off electrical power if there is damage to the wiring. (Do not use

matches, lighters, or open flame appliances until you are sure no gas leaks exist, and do not operate electrical switches or appliances if gas leaks are suspected.)

- 4) Instruct students not to touch power lines or objects touched by the wires. (All wires should be treated as live.)
- 5) Clean up spilled medicines, drugs, chemicals, and other potentially harmful materials immediately.
- 6) Do not eat or drink anything from open containers near shattered glass. (Liquids may be strained through a clean handkerchief or cloth if danger of glass contamination exists.)
- 7) Check any chimney over its entire length for cracks and damage, particularly in the attic and at the roofline. (Unnoticed damage could lead to a fire.)
- 8) Check closets and storage shelf areas. (Open closet and cupboard doors carefully and watch for objects falling from shelves.)
- 9) Keep the streets clear for emergency vehicles.
- 10) Respond to requests for help from police, fire department, and civil defense but do not go into damaged areas unless your help has been requested.
- 11) Plan for student/staff needs during the time that may elapse before assistance arrives (e.g., four (4) to eight (8) hours).

## **BOMB THREATS**

Most bomb threat messages are very brief. When possible, every effort should be made to obtain detailed information from the caller such as: exact location of the bomb, time set for detonation, description of the bomb, and type of explosive used. Details such as: time of call, exact words used, sex, estimated age, identifiable accent, voice description of caller, and identifiable background noise should also be noted (see Form 3432-F2). Do not disconnect the telephone connection (hang-up), it may be possible to trace the call.

### **Evacuation Decision**

The site administrator should notify the NWESD 189 office immediately. The site administrator should be ready to provide specific information regarding the “threatening call” and indicate if the building(s) will be evacuated and/or searched.

If the site administrator determines the threat is a hoax, he/she will conduct a quiet search of the building(s). No classes will be dismissed. A written report should be submitted to the Special Programs Director and Superintendent.

If the site administrator determines that the message is a dangerous threat, law enforcement officers and the NWESD 189 office should be contacted. A routine fire drill should be initiated at least fifteen (15) minutes prior to the time of possible detonation. Staff should remain with their students until such time as the danger of explosion is past. Search procedures should be conducted under the direction of law enforcement officers. A written report should be submitted to the Special Programs Director and Superintendent.

### **Search Procedures**

Each site should have a volunteer search team composed of staff members. The person most qualified to search buildings or space is the person using the area.

1) How a search is to be made

The room to be searched may be divided into three (3) parts. The bottom third of the room, from eye level to the floor where most of the objects are located; the middle third from eye level upward toward the ceiling; and the top third of the room. The top third will have such items as light fixtures or a ceiling vent which can usually be observed from the floor. The search should be conducted systematically in a clockwise or counterclockwise manner. Searchers should look into areas that are open and listen in those areas (cabinets, desks, lockers) where opening every closed area is impossible.

Many homemade bombs are made with spring-wound clocks and give off a ticking sound. The more sophisticated bombs use other devices such as batteries, chemicals, or may even be plugged into a light switch.

2) What to look for

**ALL UNIDENTIFIED PACKAGES FOUND DURING BOMB SEARCHES SHOULD BE CONSIDERED DANGEROUS AND LEFT UNTOUCHED, TO BE EXAMINED AND IDENTIFIED BY A QUALIFIED BOMB EXPERT.** Bombs come in many shapes and sizes. Some are disguised, while others may be as crude as sticks of dynamite held together with twine or tape. One must be suspicious of any package that cannot be identified. Example: a brown paper package found ticking in an unlocked locker should always be considered dangerous.

3) Search without evacuation

If the preliminary decision is to search the building without evacuating the students, the site administrator should enlist the voluntary aide of the staff to conduct a cursory search of the building. Particular attention should be paid to those areas that are accessible to the public, such as hallways, stairways and stairwells, restrooms, unlocked lockers, unlocked unused classrooms, closets, and the like. A search should also be made on the outside of the building on low window ledges, window wells, and the base of all outside walls.



4) Search with evacuation

If the decision is to evacuate staff and students, the site administrator should have the team conduct a more thorough search of the entire building. The signal to be used for evacuation is through the use of the fire drill routine. When a threat appears to be “dangerous,” the site administrator should enlist the aid of the local police and fire department in conducting the search. All searchers should vacate the building for a short period of time when the bomb is alleged to detonate. After the search has been made and the danger period is over, the students may then return to their classrooms for resumption of normal activities.

5) Search with evacuation during valid bomb threats

When the bomb threat is judged to be valid, the building should be cleared immediately of all personnel so that the police can assume the responsibility of conducting the search. A staff member should be stationed near each entrance to prevent unauthorized persons from returning to the building until the area is declared safe.

6) Disposition of suspected bombs

In the event of the discovery of a suspected bomb, the following steps will be taken:

- A) Do not touch or attempt to move the package in any manner.
- B) Avoid moving any article or articles which in any way may be connected with the bomb to act as a triggering mechanism. Bombs have been set off by turning on a light switch or lifting a telephone receiver.
- C) Clear the danger area of all occupants.
- D) Assign staff at entrances to prevent others from entering.

The decision of whether or not to evacuate depends on the circumstances of each call. Every call should be handled individually and evaluated separately. If there is doubt as to what action to take, the safety of students and staff must be paramount and evacuation procedures should be followed.

Persons to be evacuated from the area should be moved to a minimum of 300 feet from the point of possible explosion. Power, gas, and fuel lines leading to a danger area should be shut off as soon as practical. All flammable liquids and materials should be removed from the surrounding area as well as any portable materials of value.

If an actual bomb explosion does occur, the police department should maintain a guard around the area to prevent re-entry by any unauthorized person. However, inspection is necessary to insure the safety of all persons having business in the bombed area. Fire marshals, building inspectors, etc., should be requested to inspect the building regarding supporting walls, damaged overhead structure, broken gas lines, live power lines, etc.

These inspections should precede any police or security investigation and should be designed to prevent any further injury.

### **EMERGENCY EVACUATION**

When an emergency within a program site or department necessitates total or partial closure of the program site(s) within the NWESD 189, threatens the safety and well-being of students, and/or interferes in the normal operation of the NWESD 189 program(s), the following emergency procedure will be followed:

- 1) The report of an emergency will be directed to the Superintendent's office.
- 2) If the nature of the emergency calls for immediate action on the part of a site administrator, he/she will take necessary action and report such action to the Superintendent's office.
- 3) The Superintendent's office will contact those departments and/or program sites who must assist in the emergency action.
- 4) When appropriate, the Superintendent's office will contact the appropriate police/sheriff department and the county department of emergency services.

The site administrator will instruct staff including teachers, secretaries, aides, and bus drivers as to their respective responsibilities in an evacuation exercise.

The site administrator will be responsible for organizing and conducting such emergency evacuation drills as are necessary and will objectively evaluate the activity following each such drill. In the absence of the site administrator, staff should be able to conduct all aspects of the evacuation procedure.

### **PANDEMIC/EPIDEMIC**

If anyone within the program site is discovered or suspected to have a communicable disease that may result in an epidemic/pandemic, that person will be immediately quarantined pending further medical examination. Local health officials will be notified immediately.

Any student or staff member found to be infected with a communicable disease that bears risk of pandemic/epidemic will not be allowed to attend the student program until medical clearance is provided by the individual's primary care physician or other medical personnel indicating that the risk of that individual transmitting the disease no longer exists.

In the event of prolonged student program closings and/or extended absences by staff or students as the result of a flu pandemic or other catastrophe, the Superintendent will develop a pandemic/epidemic emergency plan that includes at a minimum:

- 1) The chain of command for the emergency plan, and the individuals responsible for specific duties such as quarantine.
- 2) The specific steps the NWESD 189 will take to stop the spread of the disease.
- 3) The process for identifying sick students.
- 4) The transportation plan for sick students.
- 5) Disease containment measures for the NWESD 189.
- 6) A continuing education plan for students; such a plan may include providing students with assignments via mail, local access cable television, or the NWESD 189's website.
- 7) Procedures for dealing with student privacy rights.
- 8) A continuity of operations plan for central office functions including employee leave, pay and benefits during a pandemic.
- 9) An ongoing communication plan for staff, students, and parents.

#### **EXCEPTIONS**

Emergency drills and procedures will be administered by the appropriate corrections staff at each of the county detention center programs operated by the NWESD 189.

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