



MONROE
SCHOOL DISTRICT

DISTRICT
ALL-HAZARDS
EMERGENCY OPERATIONS PLAN
SECTION 1

Prepared By
Monroe School District #103– Risk/Safety

Published: **08/01/2021**

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DISTRICT OFFICES/SCHOOL CONTACT INFORMATION

<p><u>Administration Office</u> 200 E. Fremont St. Monroe, WA 98272-0687 (360) 804-2500 FAX (360) 804-2529</p>	<p><u>Chain Lake Elementary</u> 12125 Chain Lake Road Snohomish, WA 98290 (360) 804-3100 FAX (360) 804-3199 Snohomish Co Fire Building Identifier: 31-220</p>
<p><u>Frank Wagner Elementary</u> 115 Dickinson Road Monroe, WA 98272-2104 (360) 804-3300 FAX (360) 804-3299 Snohomish Co Fire Building Identifier: 31-222</p>	<p><u>Fryelands Elementary</u> 15286 Fryelands Blvd Monroe, WA 98272 (360) 804-3400 FAX (360) 804-3499 Snohomish Co Fire Building Identifier: 31-225</p>
<p><u>Hidden River Middle School</u> 9224 Paradise Lake Road Snohomish, WA 98296 (360) 804-4100 FAX (360) 804-4199 Snohomish Co Fire Building Identifier: 31-572</p>	<p><u>Leaders in Learning</u> Frank Wagner Center 639 W. Main Street Monroe, WA 98272 (360) 804-2800 FAX (360) 804-2819 Snohomish Co Fire Building Identifier: 31-226</p>
<p><u>Maltby Elementary</u> 9700 - 212th St. SE Snohomish, WA 98296 (360) 804-3500 FAX (360) 804-3599 Snohomish Co Fire Building Identifier: 31-223</p>	<p><u>Maintenance Department</u> 639-½ West Main Street Monroe, WA 98282 (360) 804-2670 FAX (360) 804-2678</p>
<p><u>Monroe High School</u> 17001 Tester Road Monroe, WA 98272 (360) 804-4500 FAX (360) 804-4699 Snohomish Co Fire Building Identifier: 31-765</p>	<p><u>Park Place Middle School</u> 1408 West Main Street Monroe, WA 98272-2099 (360) 804-4300 FAX (360) 804-4399 Snohomish Co Fire Building Identifier: 31-573</p>
<p><u>Salem Woods Elementary</u> 12802 Wagner Road Monroe, WA 98272-7712 (360) 804-3600 FAX (360) 804-3699 Snohomish Co Fire Building Identifier: 31-221</p>	<p><u>Sky Valley Education Center</u> 351 Short Columbia Monroe, WA 98272 (360) 804-2700 FAX (360) 804-2759 Snohomish Co Fire Building Identifier: 31-571</p>
<p><u>Transportation Department</u> 1410 West Main Street Monroe, WA 98272-2024 (360) 804-2650 FAX (360) 804-2669</p>	<p><u>NEW Administration Office (Under Construction)</u></p>

All-Hazard Emergency Operations Plan

The All-Hazards Emergency Operations Plan provides suggested Standard Response Actions to be utilized by local schools in the event of an emergency, disaster or a crisis.

While school is being conducted remotely, these same procedures should apply if the staff member identifies a hazard/risk outlined in this procedure.

Procedures for use in case of emergencies, disasters, or crisis shall be formulated as well as annually reviewed and updated. Included shall be procedures for the emergency closure of a building or department. If an emergency/disaster/crisis should arise during the school day, it shall be the district's policy to have students remain at school under the supervision of the school district until regular dismissal time or released to an authorized parent/guardian or designee. In formulating and implementing the procedures, the district will work cooperatively with the local, state or federal government agencies or organizations, which have appropriate legal and delegated responsibility.

Building Administrator: the person assigned to the building who is in charge of the day to day operations of the facility: principal, assistant principal, dean of students, program director, assistant program director, supervisor, and director. RCW 28A.320.125(2)(e) requires the building principal be certified in Incident Command System by taking **IS-100.SC/IS-100.SCa**: *Introduction to the Incident Command System, I-100 for Schools* <http://www.training.fema.gov/programs/emischool/emischool.aspx>

Building administrators shall provide appropriate review and in-service activities to familiarize staff and students with the emergency procedures.

Consider the following definitions:

Emergency: A minor or major unforeseen event which has the potential of substantially interfering with normal school routines and which may or may not include minor or major injuries.

Disaster: A major unforeseen event which has the potential of substantially interfering with human life including major injury, and causing from 24-72 hours of interruption in normal communications, food, water, transportation, and utility systems.

Crisis: A crisis is any event that is, or is expected to lead to, an unstable and dangerous situation affecting an individual, group, community, or whole society. Crises are deemed to be negative changes in the security, economic, political, societal, or environmental affairs, especially when they occur abruptly, with little or no warning.

Situational Awareness: The perception of environmental elements with respect to time or space, the comprehension of their meaning, and the projection of their status after some variable has changed, such as time, or some other variable, such as a predetermined event.

NOTE: All staff should know that in a **CRISIS SITUATION** only the district's designated spokesperson will communicate with the news media.

SCHOOL IDENTIFICATION: Wear your school identification during school hours. Emergencies/Disasters/Crisis are unplanned events. Your students and staff may know you, but our Emergency Responders may not. During an event, responders can ID you quickly. SAVE Time, DO your part, WEAR your School ID.

Notice of Non-Discrimination

The Monroe School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator

Joanne Dickinson:
200 E Fremont
Monroe, WA 98272
360.804.2539
dickinsonj@monroe.wednet.edu

Section 504/ADA Coordinator

David Paratore:
200 E Fremont
Monroe, WA 98272
360.804.2603
paratored@monroe.wednet.edu

Compliance Coordinator for 28A.640 and 28A.642 RCW

Joanne Dickinson:
200 E Fremont
Monroe, WA 98272:
360.804.2539
dickinsonj@monroe.wednet.edu

The Monroe School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact Ginnie Ayres at 360.804.2558.



MONROE SCHOOL DISTRICT

Emergency Operations Plan Revisions

Date Revised	Section:	Short Summary of Revision:
11/14/2016	ALL	Updated District Logo
01/10/2017	Power/Internet/telephone Outage	Added the Snohomish PUD Power Outage Map web site link
1/26/2017	Elevator Emergency Plan	Added Elevator Emergency Plan as required by L&I
1/30/2017	District Motor Pool Vehicle/School Bus Collision/incident	Updated Protocol
2/16/2017	Added District Office/School Address and contact information	Added offices/school contact information. Also added the Snohomish County Fire Building Identifier Number that are on roof of each school.
2/21/2017	Exposure Incident- Infectious Diseases	Changed Health Services Direct to Director of Student Services. Change Benefits Coordinator to WCT assigned Payroll Specialist.
3/15/2017	Section 6 - Camera	Added Camera SOP
3/16/2017	Power/Internet/Telephone Outage	Added Community Notification and Notifications to Operations personnel. Added Technology Phone Outage voicemail setup procedures.
4/14/2017	School Threat Investigation Procedure	Added procedures
4/14/2017	Student/Staff Accountability Team	Deleted and responsibilities moved under Reunification Team.
4/14/2017	District Radio Section	Removed and add as EOP Section 5
4/19/2017	District Motor Pool Vehicle	Changed requirements of documents in bus
4/25/2017	Rapid Responder	Updated information on closing an incident or drill. Can be done through Easy Alert by hitting "end" button.
4/25/2017	District School Drills	Changed required to use Rapid Responder for every drill.
4/28/2017	Power/Internet/Telephone	Added Communications for portable radio usage
7/07/2017	District School Drills	Updated to reflect changes in RCW 28A.320.125 and district-wide drill schedule
7/19/17	ALL	Update table of contents, added page numbers, hyperlinks, and formatting. Updated active shooter response plan.
8/11/17	STAT	Updated flow chart to incorporate Risk and Safety
12/19/17	District Motor Pool Vehicle/School Buss	Updated responsibilities and protocol for 911 calling/easy alert activation
05/16/18	Drugs	Updated protocol and procedures
05/16/18	Drugs/Weapons	Separated "drugs" and "weapons" into two response categories; outlined weapons procedure for deadly weapons and non-deadly weapons/replicas
05-07/20/18	All	Functional Annexes applied for Easy Alert & Radio Communication; Emergency Evacuation; Shelter in Place; and MED (Lockdown/Lockout). EOP sections updated to refer to functional annex instead of duplications of information.
	School Threat Investigation	Updated
5/30/18	STAT Systems	Flow chart updated to include pre-attack indicators

7/20/18	NEW PRE ATTACK INDICATOR SECTION	
12/03/18	Functional Annex: Easy Alert	Updated info regarding standard confidentiality expectations
6/13/19	Hazard Annex	Added outdoor air quality section
7/18/19	Organization	Moved table of contents to 2 nd page
7/18/19	Drill & Exercise	Updated to 19/20 drill schedule and link to operational procedure
01/07/20	Inclement Weather	Added info from the city of Monroe winter weather EOP
08/01/20	Office Locations, Pandemic Illness Drill and Exercises Overview Page	New Admin office added, pending further details and construction completion. Pandemic Influenza section renamed "Pandemic Illness" Drill and exercises for 2020-year start replaced with conversation based all-hazard review with students. En-mass evacuation or other drills are not scheduled due to increased Pandemic Illness risk. Guidance on standardizing response during remote learning added
10/01/20	Drill & Exercises	Drill Schedule Updated for student return to in-person learning

*****Update EOP with revisions by August 1 and Feb 1

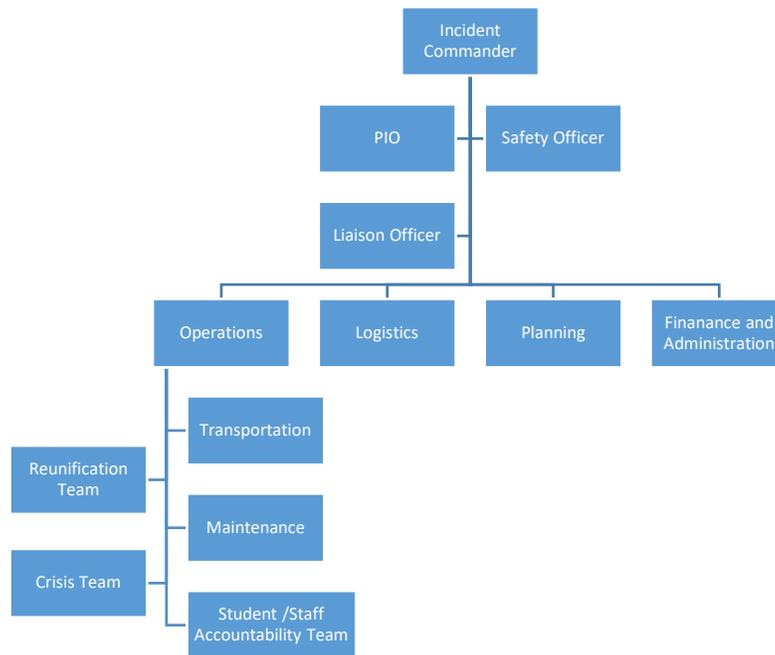
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Functional Annex's

Incident Command System, Easy Alert and Radio Communication

Incident Command System.

In any emergency, the Monroe School District Follows the Incident Command structure.



Adopting ICS will help school personnel work with emergency responders to provide a coordinated response. ICS is the common link between the school and all others who are involved with (or have an interest in) the incident.

A **Unified Command** is an authority structure in which the role of incident commander is shared by two or more individuals, each already having authority in a different responding agency. Unified command is one way to carry out command in which responding agencies and/or jurisdictions with responsibility for the incident share incident management.

Incident Command Positions:

- *Incident Commander:* Sets the incident objectives, strategies, and priorities and has overall responsibility for the incident.
- *Public Information Officer:* Serves as the conduit for information to internal and external stakeholders, including the media or other organizations seeking information directly from the incident or event. All information sharing during an emergency event should be cleared by the PIO prior to release.
- *Liaison Officer:* Serves as the primary contact for supporting agencies assisting at an incident.
- *Safety Officer:* Monitors safety conditions and develops measures for assuring the safety of all assigned personnel.

- *Operations Section Chief:* Establishes the tactics to meet the incident objectives and directs all operational resources.
- *Planning Section Chief:* Supports the incident action planning process by tracking resources, collecting/analyzing information, and maintaining documentation.
- *Logistics Section Chief:* Provides resources and needed services to support the achievement of the incident objectives.

An incident commander will be assigned to every incident through the Easy Alert “Assign Incident Commander” feature.

Easy Alert is a tool utilized by administrators, department directors, and operations staff within the Incident Command System. Easy Alert should be activated with any incident that requires notification of the superintendent’s office or 911 (all criminal activity and major incidents).

Upon activation of an Easy Alert, all school and district ICS personal are expected to join the easy alert. During a major event, Easy Alert may be the first and only means of communicating between schools that a major event is occurring. The school administrator or district official in charge of the incident is responsible for updating the Easy Alert summary.

All communication submitted into Easy Alert/Rapid Responder is considered confidential to first responders and district Incident Command Staff. Absolutely no information acquired in Easy Alert is to be shared with district staff or the community without prior approval from the PIO.

Use of District-Wide Channel.

All Hytera radios operated by the Monroe School District are equipped with a district-wide communication feature on Channel 16. MSD operations and district personnel will normally communicate on this channel, and it will serve as a means of district communication during an emergency. When information needs to be shared between schools and departments quickly, the district will utilize radio channel 16.

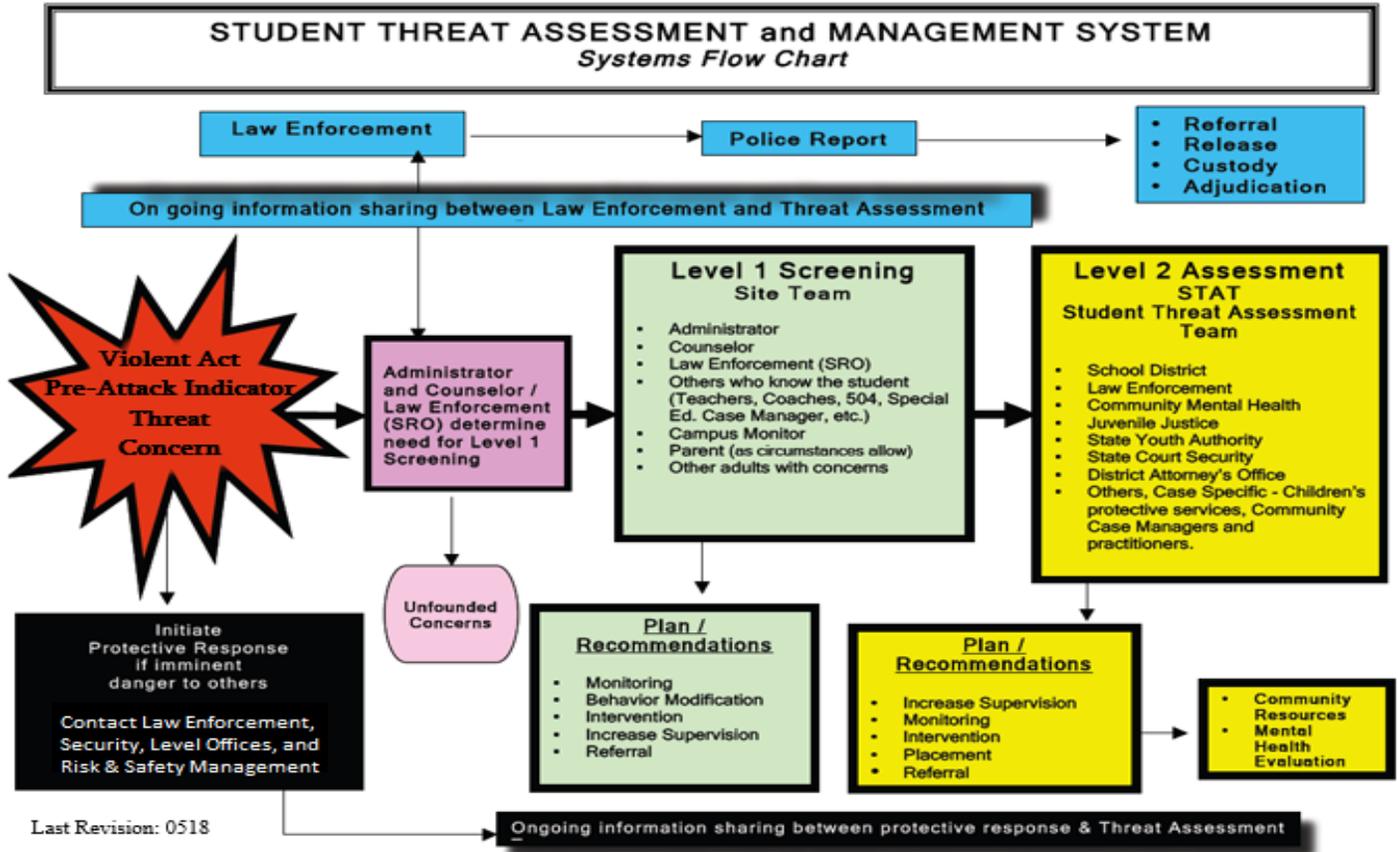
Use Common Terminology Across the District.

Terminology should be the same across all schools in a district. MSD has adopted the use of plain language: codes or code words should not be used during communication. Additional information on MSD communication protocol can be found in the *District Communication Plan* section of this document.

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District Threat Assessment Team Protocol

The Monroe School District encourages early recognition of pre-attack indicators, threats, and other dangerous circumstances. However, recognition is not enough: appropriate action must follow. The formalized protocol for action regarding threats, concerns, or acts of violence from students or staff is the Threat Assessment Team Process.



Building Administrator – enter a safety ticket and contact the required team participants to start a School Level 1 or District Level 2 STAT Assessment.

The Threat Assessment Team (TAT) is a multi-jurisdictional team, designed to effectively evaluate escalating violence or threats of violence and create a formalized safety/prevention plan to reduce the same. The primary goal of the TAT is to provide an immediate and systematic response to youth and adults who pose a threat to commit violence to others. Furthermore, the TAT also reduces over-reactive school responses to Zero-Tolerance Policies that often result in an inflated number of students identified as potentially dangerous and thus an over reliance upon expulsion to resolve school safety concerns.

TAT Process

1. Assign someone to have responsibility (Case Manager)
2. Initial Assessment (Individual or Team)

3. Immediate Safety Actions
4. Investigation
5. Threat Assessment Team Meeting (Level One)
6. Refer to Level Two if Necessary
7. Develop Safety and/or Supervision Plan(s)
8. Implement & Follow-up
9. Re-Convvene Team Meeting, Review and Update

<u>Level One Team Members</u>	<u>Level Two Team Members</u>
<ul style="list-style-type: none"> • <i>Case Manager: Admin</i> • Required to Invite: <ul style="list-style-type: none"> • Admin • Mental Health • SRO or Local Law Enforcement • Risk/Safety Management • Optional to Invite: <ul style="list-style-type: none"> • Teachers • Coaches • Parents • Other adult stakeholders 	<ul style="list-style-type: none"> • <i>Case Manager: Risk/Safety or HR</i> • Team Members: <ul style="list-style-type: none"> • School Admin • Mental Health • Law Enforcement: WSP, SCSO, MPD • Risk/Safety Management • Juvenile Justice • Human Resources • Student Services • Other adult stakeholders

The TAT process is a two-level system that includes the different perspectives of a school site-based multi-disciplinary team called a Level 1 Screening and a multi-agency community team called a Level 2 Assessment.

Simply put, the objectives are:

- Identify and assess threats of potentially harmful behavior and determine the level of concern and action required.
- Organize resources and strategies to manage situations involving students that pose threats to other students, staff and the community.
- Maintain a sense of psychological safety among our students, teachers, and parents, thus fostering a learning environment that allows for teaching and learning that is free of the distraction caused by fear.

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EMERGENCY RESPONSE ACTIONS

Four standardized protocols may serve as foundations to staff emergency response actions: Evacuation, Shelter-In-Place, Drop/Cover/Hold, and M.E.D (Move, Evade, Defend).

Emergency Evacuation is the immediate and urgent movement of people away from the threat or actual occurrence of a hazard. Examples range from the small scale evacuation of a building due to a storm or fire to the large scale evacuation of a district because of a flood, bombardment or approaching weather system. In situations involving hazardous materials or possible contamination, evacuees may be decontaminated prior to being transported out of the contaminated area.

1. EVACUATE BUILDING

- Locate emergency backpack (exterior door)
- Locate evacuation map/EVACUATION AREA
- Students/staff leave building to emergency evacuation area
- INJURED:
 - If unable to walk/cover with desk/tell to stay/help is on its way.
- Close doors & place color sign on door:
 - GREEN – All Evacuated from building
 - RED – Student/Staff in building: Injury

2. RELOCATE TO EVACULATION AREA

- Students/staff walk quietly to EVACUATION AREA
- Line up quietly, facing fence at designated area: Roll Call
- IDENTIFY AND REPORT STATUS OF STAFF/STUDENTS:
 - Count students - CLASS ENROLLMENT # _____
 - Identify missing/additional students/staff and location.

3. EMERGENCY PACK SIGN

- Get sign from backpack - Hold up appropriate color side:
- GREEN – All Evacuated from building
- RED – Student/Staff is: Missing/Additional #/Injured

Shelter-In-Place is an emergency response used to minimize exposure to facility occupants to chemical or environmental hazards by taking refuge in predetermined interior rooms or areas where actions are taken to isolate the interior environment from the exterior hazard. (Washington State Register, Emergency Rules, Building Code Council, Section 402 – Definitions).

Two examples of shelter-in-place drills would be a chemical spill and a weather related emergency.

1. MOVE TO SHELTERING LOCATION IF POSSIBLE

- Designated location
- Interior location with minimal windows/glass

2. SEAL AREA

- Close all windows and doors
- Shut down HVAC systems

- Seal around doors & windows with duct tape/wet towels
- Block vents
- Take precaution against broken glass/flying debris

Drop/Cover/Hold is an emergency response to an earthquake.

1. If indoors:
 - **DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
 - Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
 - Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
 - Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, loadbearing doorway.
 - Stay inside until shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
 - Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
 - **DO NOT** use the elevators.
2. If outdoors:
 - Stay there.
 - Move away from buildings, streetlights, and utility wires.
 - Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits, and alongside exterior walls. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

M.E.D (Move, Evade, Defend) is an emergency response to physical violence.

When a violent individual is in your vicinity, you must be prepared both mentally and physically to deal with the situation. You have three options:

1. MOVE & EVACUATE
 - Have an escape route and plan in mind. Use any means necessary to get away.
 - Leave your belongings behind.
 - Evacuate regardless of whether others agree to follow.
 - Help others escape, if possible.
 - Do not attempt to move the wounded.
 - Prevent others from entering an area where the active shooter may be.
 - Keep your hands visible.
 - Call 911 when you are safe.
2. EVADE & BARRICADE
 - Evade by hiding in an area out of the attacker's view and then escaping when possible.
 - Lock door and barricade entry to your hiding place.

- Shut off the lights. Make your location appear to be empty.
 - Silence your cell phone (including vibrate mode) and remain quiet.
 - Be ready to Move or Defend against intruder.
 - **“Lockdown”** is a term to denote that a violent individual is active somewhere on campus. Individuals in hallways or unstructured areas should move to a secured area if time allows. Evade if the attackers location is unknown.
 - **“Lockout”** is a term to denote that danger is off-campus. Remaining on campus in a secured fashion is usually the safest method of action. Lock exterior doors and windows, and post staff to remain vigilant of incoming danger.
3. DEFEND AGAINST ATTACKER
- Fight as a last resort and only when your life is in imminent danger.
 - Attempt to incapacitate the shooter using anything available.
 - Act with as much physical aggression as possible.
 - Improvise weapons, throw heavy items, and consider an escape plan.

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Hazard Specific Annex's

MEDICAL EMERGENCY

School District Resources

Community Resources

Communications Director
 Director of Student Services
 Superintendent’s Office
 District’s Safety Team
 Director of Facilities
 Custodian
 District Crisis Team
 Department Coordinator of Student Information Systems
 School Nurse (If on campus)
 Director of Human Resource

Fire/EMS
 Law Enforcement
 Bio-Hazard Cleaning

Response Action	Responsible
1. Call 911 – notify the office immediately	Office Staff
2. Send additional staff person to assist at the scene of the emergency (two staff members are to remain with the affective person until aid unit arrives). Notify School RN.	Office Staff
3. <u>Activate Incident Command in Rapid Responder Easy Alert</u> . Once law enforcement/fire arrives, assign school district employee to Unified Command. Superintendent’s Office will be notified when the incident is activated in Rapid Responder. In Rapid-Responder: <ul style="list-style-type: none"> • Brief description of injury • Log time of FIRE/EMS arrival. • Time Student/Staff family notified. • Log time of FIRE/EMS departure. • Any other notes for follow-up, documentation and incident review. 	Building Administrator/Office Staff
4. Send first aid supplies as needed.	School Staff
5. Check individual for medical alert tag. Send emergency information (i.e., Student Emergency Contact, Medical Alert Update, Care Plan-if applicable) to emergency scene.	School Staff
6. If necessary, obtain assistance from staff trained in CPR/emergency first aid (arrange for class coverage as needed).	Medically Trained Staff
7. Designate individual to meet aid unit and direct to scene of injury.	School Staff
8. Call the student/staff’s family. If staff is injured notify Human Resource.	Office Staff /Communications Director
9. In case of traumatic amputation or loss of teeth, locate and provide the affected part to EMT.	Medically Trained Staff
10. Notify classroom teacher.	Office Staff
11. If necessary, provide for sibling needs.	Office Staff/School Counselor/District Crisis Team
12. Complete If needed: <ul style="list-style-type: none"> ○ Employee Accident-Incident Report. ○ Student Accident Report. 	Building Administrator

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911 Emergency

FIRST RESPONDER WILL:

1. Survey scene for safety
2. Determine nature/extent of injuries or concern.
 - a. Tap and shout: does the individual respond to stimuli?
 - b. Assess airway - breathing - circulation.
 - c. Is there possible head and/or neck injury?
3. Only allow movement initiated by injured/ill person. Do not move individual unless risk to bodily safety is present.
4. Designate someone to notify the office of need for immediate help by use of building identified means of immediate communication. **IF INDICATED BY SEVERITY OF SYMPTOMS, GIVE DIRECT INSTRUCTION TO AN ADULT TO CALL 911 NOW, CITING NAME OF INJURED/ILL PERSON, NATURE OF INJURY, AND LOCATION.**
5. Stay with injured/ill person. Remain calm.
6. Continue to assist primary care provider as needed until resolution of emergency or until relieved by another staff member.
 - a. Health Room Personnel or other building Response Team member is to respond **IMMEDIATELY** to the location of the emergency. This person becomes the **PRIMARY CARE PROVIDER** and assumes primary responsibility for care. The Health Services RN will provide/coordinate direct care if present in building at the time of the event.

PRIMARY CARE PROVIDER:

1. Note time that response to emergency call is made.
2. Bring first aid supplies to scene - blanket, gloves, and first aid pack.
3. Direct assessment/emergency treatment.
4. Communications between scene and emergency responders.
5. Determine status of individual:
 - a. If injured/ill person is deemed stable and able to walk or be carried, immobilize injured body part, then escort to health room.
 - b. If injured/ill person is deemed unstable (i.e. breathing or circulatory problem, potential spinal cord injury, or fracture further jeopardized by movement) **DESIGNATE STAFF MEMBER TO NOTIFY OFFICE TO CALL 911 IMMEDIATELY**, stating name of injured/ill individual and nature of injury or concern.
 - c. Maintain communication with office regarding status of injured/ill individual.

SCHOOL THREAT INVESTIGATION

School District Resources

Community Resources

Superintendent
 Safety/Risk Management Officer
 Assistant Superintendent
 Communications Director
 Director of Human Resource

Law Enforcement
 City Council
 Fire Department

Response Action	Responsible
1. Upon discovery of School Threat - call 911 to have law enforcement respond. Implement the following procedures: AFTER HOURS: Upon discovery of a graffiti indicating a threat, staff will call the Building Administrator or Custodial Supervisor, or Director of Facilities (don't leave a message, staff must have a personal conversation – if unable to contact call Safety/Risk Management Officer) to notify of them of the incident. <ul style="list-style-type: none"> • Secure area by assigning staff member to watch area until law enforcement arrives. • Preserve evidence by not allowing individuals to walk into crime scene area. • DON'T touch area to preserve fingerprint evidence. 	Building Administration/School Staff/Custodians/Security Specialist
2. <u>Activate Incident Command in Rapid Responder Easy Alert.</u> <ul style="list-style-type: none"> • Assign a Building Administrator to add a short summary of incident. • Keep communications updating during incident to keep all responders updated. 	Building Administration/Office Staff
3. Restrict movement within the school until law enforcement arrives. If needed, Shelter-in-Place if no immediate threat, Evacuation if immediate threat.	Building Administrator/Staff
4. Investigate. Check security cameras and secure video footage for law enforcement for the period of when the area was last checked until when the graffiti or indicator of the threat is found. Identify students on the video who were entering the area during that time period and provide that information to law enforcement.	Building Administrator/Security Specialist/Safety/Risk Management Officer
5. Contact Communications Director for Community and Staff Notification. <ul style="list-style-type: none"> • If Law Enforcement involved work with their PIO 	Communications Director/Superintendent/Building Administration
6. Activate STAT protocol.	Building Administrator/Safety/Risk Management Officer

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FIRE/FIRE ALARM

School District Resources

Community Resources

Communications Director
 Transportation Manager
 Safety/Risk Management Officer
 Director of Facilities
 Custodians
 Director of Student Services
 Department Coordinator of Student Information Systems

Fire/EMS
 Law Enforcement
 Evergreen Security

Response Action	Responsible
1. Upon detection of smoke or fire or a report of a fire, sound fire alarm immediately. Call 911, if alarm is activated from unknown source, proceed as if there were an actual fire.	Office Staff
2. Activate Incident in Rapid Responder Easy Alert. Activate Incident Command Center at safe location – Rapid Responder. If law enforcement/fire arrives assign school district employee to Unified Command. Superintendent’s Office will be notified when the incident is activated in Rapid Responder. <ul style="list-style-type: none"> o Consider the following: <ul style="list-style-type: none"> • Down wind and uphill. • Chemicals. • Ingress and Egress of equipment if needed. 	Office Staff
3. Activate Emergency Evacuation Plan.	Office Staff
4. If needed, staff member shall be assigned to assist physically impaired occupants located on floors above or below ground level, and: <ul style="list-style-type: none"> • Move handicapped persons to a windowed room, • Post the handicap sign in window, • Close all doors in area, and • Remain with the handicapped person(s) until help arrives 	Office Staff
5. Account for all students and staff.	Building Administrators/School Staff
6. Notify Transportation Department if evacuation off-site is needed.	School Staff/Transportation Dispatch
7. If injury or damage has occurred, have building inspection completed before reentering site.	Director of Facilities /Custodians/Fire
8. Activate Community Notification.	Communications Director/Department Coordinator of Student Information Services
9. Complete if needed: <ul style="list-style-type: none"> o Employee Accident-Incident Report. o Student Accident Report. o Property/Vehicle Incident Report 	Office Staff

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AFTER SCHOOL EMERGENCY INCIDENTS/NOTIFICATIONS

School District Resources

Community Resources

Marketing Director
 Executive Director of Student Services
 Superintendent's Office
 Safety/Risk Management Officer
 Communications Director
 Director of Facilities
 Custodian Supervisor
 District Crisis Support Team
 Department Coordinator of Student Information Systems
 Director of Human Resource
 Transportation Manager
 Transportation Supervisor

Fire/EMS
 Law Enforcement
 DSHS

Response Action	Responsible
1. If an emergency Call 911 –	Staff
2. <u>Activate Incident in Rapid Responder Easy Alert.</u>	Staff
3. If the incident involves Maintenance or Facility issues contact Director of Facilities immediately.	Staff
4. If the incident involves ON Campus Incident involving student or staff contact the Building Administrator.	Staff
5. If the incident involves OFF Campus Incident related to a student, student parent(s), or staff contact Director of Human Resource.	Staff
6. The Director of Facilities, Building Administrator or the Director of Human Resources will notify the Superintendent and/or proper staff regarding the incident. Together they will develop an Incident Action Plan to handle the situation.	Director of Facilities/Building Administrator/Director of Human Resource
7. Emergency Responders can find contact information in Rapid Responder and SMART911.	

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CHEMICAL LAB SPILL

School District Resources

School Nurse (If on campus)
 Director of Student Services
 Superintendent's Office
 District's Safety Team
 Safety/Risk Management Officer
 Custodian
 Director of Facilities
 Communications Director

Community Resources

Fire/EMS
 Law Enforcement
 Bio-Hazard Cleaning
 OSHA
 PSESD
 L&I

Response Action	Responsible
1. If the spill is endangering other people and/or has the immediate potential to cause a fire, pull the nearest fire alarm to evacuate the building and alert the local Fire Department. The fire alarm is the fastest way to evacuate the building and get help. <ul style="list-style-type: none"> • Move students away from immediate area of danger - If Emergency call 911: <ul style="list-style-type: none"> ○ Do not leave the building or area unless instructed to do. ○ Avoid spreading chemical exposure area. • Identifying minor spills <ul style="list-style-type: none"> a) You can clean up the spill yourself if you can answer yes to these four questions: <ul style="list-style-type: none"> i) Do you know which chemical was spilled? ii) Do you know the hazards of that chemical? iii) Can you protect yourself from those hazards (with gloves, eye protection)? iv) Do you have access to, and know how to use, a chemical spill kit for that chemical? b) If you answer "No" to any of those questions, treat it as a major spill. 	School Staff
2. Activate Incident in Rapid Responder Easy Alert. Once law enforcement/fire arrives assign school district employee to Unified Command. Superintendent's Office will be notified when the incident is activated in Rapid Responder.	Building Administrator/Office Staff
3. Initiate Evacuation or Shelter In Place for rest of building. <ul style="list-style-type: none"> ○ Consider shutting off HVAC Units. ○ Avoid the area where the chemical spill occurred and any fumes which are present. ○ Remember Up Wind, Up Stream, and Up Hill from the location of spill. 	Building Administrator/Custodian
4. For chemical exposure, use the eye wash or safety shower for 15 minutes, removing all clothing that is contaminated with the chemical.	School Staff
5. Check Safety Data Sheets (SDS) to determine the potential for exposure. https://msdsmanagement.msdonline.com/222e16ab-3010-450b-b9b3-db73200f571a/ebinder/?nas=True	Building Administrator/School Staff
6. Wait for instructions from emergency responders if on-scene.	
7. Do not re-enter spill site until it is declared safe by building administrator or fire.	Building Administrator
8. Complete if needed: <ul style="list-style-type: none"> ○ Employee Accident-Incident Report. ○ Student Accident Report. 	Building Administrator

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Chemistry Laboratories

General Procedures

- Minimize all chemical exposures;
- Assume that all chemicals are hazardous;
- Don't underestimate the risks; KNOW the risk;
- Assume that a mixture is more hazardous (toxic, flammable, reactive) than its components;
- Assume that chemicals of unknown toxicity are toxic;
- Always avoid skin contact with chemicals;
- Always reduce airborne exposure with appropriate ventilation or fume hood;
- Never smell directly or taste any chemicals
- No eating, drinking, gum chewing or makeup application permitted in labs;
- Don't mix chemicals with food items in storage, microwave or fridge;
- All chemical containers need to be properly labeled and capped, closed at all times;
- Never permit horseplay or inattention in the laboratory;

Storage:

- Storage and prep room needs to be locked at all times when teacher is not present;
- Nobody has access to chemicals without appropriate training, protection and another person present;
- Students have access to chemicals only when teacher is present;
- All unlabeled materials are considered highly hazardous and need to be properly disposed of as hazardous waste;
- Flammables stored in appropriate flammable cabinet at all times;
- Corrosives stored in appropriate cabinets; acids separated from caustics; organic acids separated from inorganic acids; nitric acid (strong oxidizer) separated from everything else (plastic cage-like insert);
- Pipette bottles with rubber top are appropriate only for short term storage (until unit is over);

Preparation

- Know the hazards of the chemicals and of that particular experiment;
- Try out experiments several times before introducing them to the classroom;
- Always have a knowledgeable partner present when you try out new experiments (even after hours!);
- Be aware of the limitations of your facilities (ex. no eyewash = no caustics);
- Have proper personal protective equipment (PPE) ready;
- No respirators in school labs – should not have that high respiratory hazard present;
- Goggles need to be sterilized between uses;
- Use the minimum amount of chemical needed for the success of the experiment at the lowest possible concentration;
- Replace highly hazardous chemicals/experiments with less hazardous alternatives;
- Use technology to replace hazardous experiments and broadcast demonstrations;

Required apparel when working with chemicals

- Shoes shall be low-heeled and closed-toed. Socks shall be worn in laboratories when chemicals are present.
- Long pants and/or chemical splash aprons shall be worn. Shorts and short skirts are prohibited.
- Sleeves must be buttoned or rolled up. Loose sleeves can contact chemicals.
- Neckwear such as ties and scarves are prohibited near chemicals.
- Long hair must be tied back or otherwise secured to prevent contact with chemicals.
- Watches with absorbent wrist bands are prohibited near chemicals
- Contacts may be worn by staff and students. If chemicals or their vapors contact the eye, contacts shall be removed while flushing eyes in the eye wash, not before flushing.

Use of space:

- Chemicals are stored in a permanent, well ventilated storage area, separating hazard categories from each other;

- Do not store chemicals on floors, on countertops, in sinks or fume hoods;
- When no longer used, chemicals are immediately put back in the storage area;
- Aisles and exits need to be kept clear at all times (watch for carts)
- Prevent clutter and don't mix chemicals with books, notebooks, paper (fire hazard);
- Do not store clothing, books, bags near chemicals and don't let backpacks block exits or aisles; Experiments are performed standing up;
- Amphitheater setting present a special problem for splashing chemicals;
- Have separate, designated and labeled sharps and hazardous waste storage areas;

End of experiment:

- Chemicals are put away immediately into proper storage areas (ex. flammables in flammable storage cabinet);
- All containers all properly closed/capped;
- Area is cleaned up;
- Personal Protection Equipment (PPE) is cleaned, goggles sanitized and everything goes back to the designated storage;
- Hazardous waste and sharps are collected in separated, designated containers;
- Wash hands with soap and lukewarm water;
- Ensure that gas, water and electricity are turned off and rooms are locked;

Incidents, accidents:

- Always be prepared for worst case scenario;
- Know the use and exact location of safety equipment and alarms;
- Have spill equipment and trained personnel ready;
- Have a phone with direct line to the outside and permission to call 911 if needed;
- All accidents, incidents, cuts, scrapes etc. need to be reported and discussed; it's an excellent learning tool;
- File timely, written reports of hazardous conditions and defective equipment;
- If needed evacuate area;
- Spills need to be immediately cleaned up or 911 called – custodians should not clean up chemical spills;
- Watch for wet, slippery floors, especially when carrying chemicals;

During experiments:

- Hot glass looks exactly as cold glass! Use heat protection.
- Watch for potentially asbestos containing heat gloves;
- Never use broken, chipped or cracked glassware;
- Use lubrication on cut glass surfaces;
- Always use pipettes with a bulb; do not allow liquid in the bulb;
- Make sure the size of equipment and glassware is appropriate, matching and fitting properly;
- Do not force glassware, joints or bulbs; use lubrication when needed;
- Make sure that a built unit (ex. distillation) is solid, fixed to something sturdy and won't tip over;
- Direct the opening of test tubes away from your face and the students' face. Gently shake tube when heating liquid;
- Test tubes need to be stored in appropriate holders, not laid on the bench (rolling off, spilling materials); dispose of soaked, chemical covered old wooden test tube holders; clean and maintain test tube holders;

Periodic checks:

- Eye wash (weekly; use log sheet)
- Safety shower (monthly; use log sheet)
- Storage, preparation area (have a regular inspection schedule, use an inspection list, date and sign list)

VANDALISM

School District Resources

Community Resources

Director of Facilities
 Safety/Risk Management Officer
 Custodian Supervisor
 Communications Director

Law Enforcement

Response Action	Responsible
1. Upon discovery of vandalism call 911 if you have suspect(s), information leading to an arrest. <ul style="list-style-type: none"> • Secure area by assigning staff member to watch area until law enforcement arrives. • Preserve evidence by not allowing individuals to walk into crime scene area. • Don't touch area to preserve fingerprint evidence. 	School Staff
2. If no suspects, notify the Director of Facilities or Safety/Risk Management Officer.	School Staff
3. <u>Activate Incident in Rapid Responder Easy Alert.</u> Superintendent's Office will be notified when the incident is activated in Rapid Responder.	Building Administrator/Office Staff
4. If no suspects, work with Director of Facilities or Safety/Risk Manager to file on-line crime report. <ul style="list-style-type: none"> • Snohomish County Sheriff's Office: http://www.snohomishcountywa.gov/301/File-an-Online-Crime-Report • Monroe Police Department: http://www.monroewa.gov/index.aspx?NID=533 	Building Administrator/ Director of Facilities/Safety Risk Management Officer
5. If appropriate arrests or high value damage to property contact Communications Director for Community Notification. <ul style="list-style-type: none"> a. The student or student's guardian may be required to pay restitution for damages. Consult with the Facilities and Operations Department. 	Communications Director/Superintendent
6. Complete if needed: <ul style="list-style-type: none"> o Property/Vehicle Incident Report. 	Building Administrator/Office Staff/Custodian

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Vandalism

1. Secure the scene and assign someone to area until cleaned up.
2. Make sure of safety of others entering area.
3. If suspect(s) are identifiable and arrest can be made, make sure evidence is secure until police arrive.
4. Get statements from witness.
5. Secure Video Camera Footage if available.
6. Don't touch evidence – (i.e., fingerprints, tire marks, foot prints).
7. Get permission from law enforcement, Director of Facilities or Safety/Risk Management Officer before cleaning area up.

MISSING/KIDNAPPED CHILD

School District Resources

Community Resources

Communications Director
 Transportation Manager
 Safety/Risk Management Officer
 Superintendent's Office
 Director of Human Resource

Fire/EMS
 Law Enforcement
 Media
 FBI
 Missing and Exploited Children
 Unit
 Media

District Safety Team
 Executive Director of Student Services
 Department Coordinator of Students Information Systems
 Facilities Director
 Director of Student Services
 District Crisis Team

Response Action	Responsible
1. Check school records/locator card for legal custody.	Office Staff
2. Consider Lockdown to secure all staff and students	Building Administrator
3. Activate Incident in Rapid Responder Easy Alert. Once law enforcement/fire arrives assign school district employee to Unified Command.	Building Administrator /Office Staff
4. Contact District Transportation Office to see if student was picked up/dropped off. Check with district's Director of Human Resource - HIB Coordinator for previous reporting regarding student.	Office Staff/School Staff/Transportation Manager
5. Notify family and/or police immediately. <ul style="list-style-type: none"> • School Officials should encourage parents to contact law enforcement to file a runaway report if suspected. 	Building Administrator /Office Staff
6. Document any information or facts surrounding the incident such as when and where the student was last seen, obtain recent student photo, description of clothing, participation in after-school activities, names of friends, etc.	Office Staff/School Staff/Transportation Manager
7. If the student is on probation, the school should contact court services, the probation office or police department.	Director of Students Services/Building Administrator /Office Staff
8. Identify and locate close friends. <ul style="list-style-type: none"> • Ask if child was seen today. • Ask if child made any statements. 	Office Staff/School Counselor/School Staff
9. Help parents and close friends cope with a runaway/lost or kidnapped child situation by connecting them with school counselors/district student support team/crisis team.	Director of Student Services/School Counselor/Crisis Team
10. If you suspect a kidnap situation: <ul style="list-style-type: none"> • Call 911 immediately. • Notify any circumstances which have been observed, such a vehicle make model and color, license plate, description of person(s) of interest, etc. • Identify witnesses and provide law enforcement with information. 	Office Staff

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Missing/Kidnapped Child

1. Secure the scene.
2. Identify and secure witnesses for law enforcement.
3. Immediately secure school video cameras if available. Save video for law enforcement to review and download.
4. Have photos, student identification and other emergency contact information ready for law enforcement.

DISTRICT MOTOR POOL VEHICLE/SCHOOL BUS COLLISION/INCIDENT

School District Resources

Community Resources

Communications Director
 Transportation Manager
 Transportation Supervisor
 Superintendent's Office
 Director of Human Resource
 District Safety Team
 Executive Director of Student Services
 Department Coordinator of Students Information Systems
 District Crisis Team
 Safety/Risk Management Officer

Fire/EMS
 Law Enforcement
 Media

Response Action	Responsible
1. Check for injuries. Clear vehicle from roadway if possible and safe.	Driver
2. Driver notifies Transportation Department that a collision/incident has occurred, type of injuries, and to call 911 – required during ANY collision (including "minor" incidents).	Driver
3. Dispatcher notifies Transportation Manager or Transportation Supervisor of collision/incident. Dispatcher notifies the school building administrator where the students are from if appropriate.	Transportation Dispatcher
4. Keep students in their original seats unless there is imminent risk to their safety.	Driver
5. Transportation Dispatcher - <u>Activate Incident in Rapid Responder Easy Alert and update situation summary.</u> (Once law enforcement/fire arrives assign school district employee to Unified Command). Superintendent's Office will be notified when the incident is activated in Rapid Responder.	Transportation Dispatcher/Transportation Manager/Transportation Supervisor/Safety Risk Management Officer
6. Transportation Manager will verify Easy Alert has been updated to reflect details of the incident. NOTE: (Safety/Risk Management Officer will respond to collisions/incident that involve another party and/or serious or fatal injuries and other collisions/incidents are that deemed appropriate by Superintendent, Human Resource Director, and Assistant Superintendent of Operations).	Transportation Manager
7. Identify where students are seated by using the student roster. Please provide a copy to law enforcement if on scene and upload copy into Rapid Responder. Pull bus video and upload into Rapid Responder and shared collision video folder (name video date of collision).	Driver/Transportation Manager/Transportation Supervisor/Safety Risk Management Officer/Department Coordinator of Student Information Services
8. Communications Director will work with District Administration Office to make contact with student's family.	Communications Director/District Administration Staff
9. The driver of the district vehicle or bus involved in collision/incident is immediately removed from further driving and immediately transported to local hospital (if in Snohomish County use Evergreen Health – Monroe or Providence Hospital-Everett Colby) for mandatory drug/alcohol. Contact Human Resource Office for Administration Letter.	Transportation Supervisor/Safety Risk Management Officer
10. Driver shall fill out Risk Management Pool Motor Vehicle Accident Reporting form with the Transportation Manager or Transportation Supervisor before going off shift. Upload a copy Incident/District Vehicle Collision folder.	Driver/Transportation Manager/Transportation Supervisor
11. Complete if needed: <ul style="list-style-type: none"> o Employee Accident-Incident Report. o Student Accident Report. o Property/Vehicle Incident Report 	Driver/Office Staff/Director of Student Services/Transportation Manager/Transportation Supervisor

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District Motor Pool Vehicle/School Bus Collision/Incident

Rapid Responder will be activated in any vehicle collision or incident. 911 will be notified during all collisions involving non-school property and/or students.

Transportation

All buses must have:

- Red Folder which stays on bus with IHP Information
- Computer generated student roster

Transportation Dispatch, in the event of a collision, will initiate an Incident in Rapid Responder to include:

- Bus ID /Route
- Current bus location
- Accident location (if different from current bus location)
- Replacement driver status

Transportation Supervisor/Risk Manager will provide updates re incident in Rapid Responder

- Arrival on scene of emergency responders, district personnel
- Complete student list from computer generated student seating chart, take picture of list to upload to Rapid Responder for calling
- Pictures of collision
- Picture of Exchange of Information
- Student status re EMT evaluation
- Driver status, i.e. replacement driver arrival; driver in route to hospital

Operations

- Pull student list from Skyward per Route #
- Call administrators of sites involved to advise of accident (to be posted in RR w/Administrator contacted)
- Family Alerts
 - Send initial text/email to families: Route # ____ will be delayed
 - Send second text/email 15-20 minutes later: Route # ____ minor accident, no injuries reported by student, EMT evaluating
- Reconcile list based on seating chart provided on site
- Initiate calling families of students on the bus
 - Determine team to call families
 - Provide script for calling

Communications

- Field calls from families re incident
- Provide script, if needed, for Operations to make parent calls or receiving calls from parents.

District Office

- Assist with calling student's families

EARTHQUAKES

School District Resources

Community Resources

Communications Director
 Director of Facilities
 Executive Director of Student Services
 Department Coordinator of Student Information Systems
 Superintendent
 Transportation Manager
 Safety/Risk Management Officer
 Director of Human Resource

Fire/EMS
 Law Enforcement
 County Emergency Management (DEM)
 Public Utilities
 Red Cross Personnel

Response Action	Responsible
1. Provide guidance to students and staff during an earthquake. <ul style="list-style-type: none"> • Indoors – “Drop, Cover, & Hold.” • Outdoors – Get away from building, trees, poles, overhead wires. If in moving vehicle, stop and remain inside until shaking. 	School Staff
2. After the shaking stops, evacuate to an open area and report on locations of injured or trapped individuals that were left behind. Do not attempt to provide first aid or to move injured person if it interferes with the evacuation.	School Staff
3. Check for fires or other physical hazards, (e.g., downed wires, broken gas, water or sewer lines) and take appropriate precautions. Shut off valves, switches, etc.	School Staff/Custodian
4. Call 911 to report injuries/structural damage.	School Staff
5. <u>Activate Incident in Rapid Responder Easy Alert</u> . Once law enforcement/fire arrives assign school district employee to Unified Command.	Building Administrator/Office Staff
6. Provide first aid, emotional support and comfort to students and staff. Take precautions to protect students and staff from exposures. Do not re-enter a damaged building until it has been cleared for occupancy by local authorities or District Office Operations.	Building Administrator /Medically Trained Staff/ Director of Facilities
7. Account for all students and staff.	Accountability Team/School Staff
8. Work with District Administration to decide to Implement Shelter In Place, Evacuation Plan or School Cancellation Procedure.	Building Administrator /Transportation Manager/Reunification Team/Accountability Team
9. Complete if needed: <ul style="list-style-type: none"> ○ Employee Accident-Incident Report. ○ Student Accident Report. ○ Property/Vehicle Incident Report 	Building Administrator

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Earthquake

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. Minimize your movements to a few steps to a nearby safe place and stay indoors until the shaking has stopped and you are sure exiting is safe.

If in a moving vehicle:

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

If trapped under debris:

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.
- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

Staff Responsibilities – Following a severe or disastrous earthquake, the superintendent's office will become the district command center.

A. The **superintendent** shall:

1. Check the status at the district schools and on the buses.
2. Confer with police, fire department, and city/county officials regarding the situation at each school and in the community.
3. Determine plan for continuation of school following the disaster.
4. Notify principals and radio stations so that parents are informed of situation at each school and school plans for the immediate future.
5. Release principals when all students and staff have been released.

B. The **Building Administrator** shall:

1. Appoint guards to see that no unauthorized person goes back in to the buildings until they have been declared safe.
2. Post traffic control at school gates to keep parking lot free for emergency vehicles.
3. Assess total school situation and report to superintendent.
4. Announce location of disaster and first aid centers.
5. Direct the recovery of all disaster-related and medical supplies and equipment.
6. See that parents and guardians are notified as soon as possible of any serious injury to students; if necessary, send injured children to emergency centers.
7. Release students according to the superintendent's directive.
8. Release staff at the principal's discretion.

C. The **teachers/para educators** shall:

1. Remain with their class group or report the building disaster center if they do not have a class group.
2. Teachers are in charge of all first aid for the students in their class group until an emergency first aid station is established. Students with major injuries are to receive attention first; children with minor injuries are to be cared for after evacuation.
3. Take roll. Send notice to building disaster center immediately of any student who is not with class group, noting possible whereabouts, i.e. at library, absent from school, etc. Take roll periodically throughout the disaster period.
4. Teachers are asked to be specific in noting names and addresses of those to whom students are released if other than parents.
5. Report to the principal when all students have been released.

FLOODING

School District Resources

Community Resources

Communications Director
 Transportation Manager
 Safety/Risk Management Officer
 Superintendent
 Facilities Director
 Custodians
 Department Coordinator of Student Information Systems
 Executive Director of Student Services
 Director of Human Resource

Fire/EMS
 Law Enforcement
 Public Utilities
 Snohomish County Emergency Management (DEM)
 Bio-Hazard Cleaning

Response Action	Responsible
1. During the periods of flood watches or warnings, emergency alert system (EAS) will broadcast radio announcements of current conditions.	Superintendent
2. Transportation Route Team will notify Superintendent's Office of route closures.	Assistant Superintendent of Operational Services
3. Notify Communications Director/Department Coordinator of Student Information Services to send out messages to staff and family. <ul style="list-style-type: none"> • Communications Director – Twitter/District Web Page • Transportation Manager – Flash Alert • Department Coordinator of Student Information Services – Skyward/Robo Call 	Assistant Superintendent Of Operational Services
4. Based upon National Weather Service and/or Department of Emergency (DEM) advice and school schedule, implement School Closure Plan, Evacuation or Shelter In Place Plan.	Superintendent/School Staff/Transportation Manager
5. <u>Activate Incident in Rapid Responder Easy Alert for tracking and notifications.</u> Emergency response will be activated based on advice of the state or county DEM. School cancellation may be implemented in response to DEM precautionary determinations.	Superintendent/Building Administrator
6. If needed, equipment may need to be shut off (i.e., electric, HVAC).	Custodians/Director of Facilities
7. Evacuate to high ground if necessary.	Building Administrator /School Staff/Transportation Manager
8. Complete if needed: <ul style="list-style-type: none"> o Employee Accident-Incident Report. o Student Accident Illness Report. o Property/Vehicle Incident Report 	Building Administrator

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Flood Procedure

If a flood is likely in your area, you should:

- Listen to the radio or television for information.
- Be aware that flash flooding can occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to move.
- Be aware of parking lots, streams, drainage channels, canyons, and other areas known to flood suddenly. Flash floods can occur in these areas with or without such typical warnings as rain clouds or heavy rain.

If you must prepare to evacuate, you should do the following:

- Secure your classroom. Move essential items to a secure location.
- Turn off utilities at the main switches or valves if instructed to do so. Disconnect electrical appliances. Do not touch electrical equipment if you are wet or standing in water.

If you have to leave, remember these evacuation tips:

- Do not walk through moving water. Six inches of moving water can make you fall. If you have to walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you.
- Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely. You and the vehicle can be quickly swept away.

The following are important points to remember when driving in flood conditions:

- Six inches of water will reach the bottom of most passenger cars causing loss of control and possible stalling.
- A foot of water will float many vehicles.
- Two feet of rushing water can carry away most vehicles including sport utility vehicles (SUVs) and pick-ups.

If flooding effects any bus route area:

- Transportation Manager decides on alternate route.
- Communications to parents regarding alternate pickup.

SCHOOL CLOSURE INFORMATION: School closure information may be obtained via:

- School schedule hotline at 360-804-2950
- Internet at <https://www.flashalert.net/signup.html>
- Direct link on Monroe Public Schools webpage www.monroe.wednet.edu
- Robo text message – notify building secretary of your cell number and carrier

INCLEMENT/SEVERE WEATHER

School District Resources

Community Resources

Communications Director
 Transportation Manager
 Safety/Risk Management Officer

Superintendent's Office
 Director of Facilities
 Custodians
 Assistant Superintendent of Operations
 Department Coordinator of Student Information Systems
 Executive Director of Student Services
 Director of Human Resource

Fire/EMS
 Law Enforcement
 Snohomish County Emergency Management (DEM)
 Media
 NOAA Weather Radio
 Emergency Alert System (EAS) Broadcast
 City of Monroe Emergency Management

Response Action	Responsible
1. During periods of severe weather watches or warnings, the emergency alert system (EAS) radio and television broadcasts will carry announcements of current conditions. Heed warnings and take precautions as advised to minimize injury or property damage. Activate if necessary: <ul style="list-style-type: none"> o Snow – Implement Snow Route Team and Procedures. o Local Flooding – Implement Flood Route Team and Procedures. o City Response – 425.239.0189 is the 24/7 on-call city contact to report hazardous road conditions (ice/snow/flooding) o Drive Teams will report back to Transportation for review of routes and make determination. 	Superintendent/Assistant Superintendent of Operational Services/Transportation Manager/ Director of Facilities /Safety/Risk Management Officer.
2. Activate Incident in Rapid Responder Easy Alert for tracking and notifications.	District Incident Command Team
3. Notify Staff/Student's Family/Media. <ul style="list-style-type: none"> • Communications Director – Twitter • Transportation Manager – Flash Alert • Department Coordinator of Student Information Services – Skyward/Robo Call 	Superintendent/Communications Director/Department Coordinator of Student Information Services/Safety Risk Management Officer/Transportation Manager
4. Based upon National Weather Service and/or Snohomish County (DEM) advice and if school is in session, implement Shelter in Place, Emergency Evacuation Plan, and/or Emergency Transportation Plan.	Superintendent/Transportation Supervisor/ Building Administrator
5. Emergency response will be activated based on advice of the National Weather Service and DEM. In consultation with DEM, school cancellation may be implemented in response to predicted severe conditions.	Superintendent/Transportation Supervisor
6. During electrical storms, summon all persons into building. Avoid glass doors and windows, telephones, and all electrical appliances, including computers.	Building Administrator/Office Staff/School Staff/Custodians
7. Complete if needed: <ul style="list-style-type: none"> o Property/Vehicle Incident Report 	Building Administrator

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Inclement Weather Procedure

The district shall develop emergency bus routes and schedules to be used when weather conditions make the usual routes impassable or, in the superintendent's judgment, too hazardous. In the fall of each school year, a bulletin outlining the types of school closures with copies of emergency routes and schedules shall be distributed to parents with instructions on how to obtain emergency information. If roads are closed to buses but not to private vehicles, the district shall continue to operate the regular instructional programs of the schools without providing bus transportation on the affected roads until the roads are again open to buses.

- Snow/Severe Wind/Rainstorm/Lightning

1. If inclement weather conditions occur during the night, an established district plan goes into effect to determine if school scheduling will be affected.
 - a) If school operation is affected, principals and program administrators will be notified before 5 a.m. by a district administrator using the school messenger system and/or Easy Alert. Principals will implement site email/text notifications.
 - b) District personnel will contact the Puget Sound Emergency Communications System (PSECS) to request that television and radio stations announce any changes in school schedules.
2. When weather conditions worsen during the day and if, in the opinion of the superintendent, early dismissal provides a safer alternative to students, the superintendent will notify the schools.
 - a) All in-district activities and meetings will automatically be canceled.
 - b) Out-of-district functions will be held at the discretion of the superintendent.
 - c) Principals will notify teachers and all support staff of reason and time of early dismissal.
 - d) Teachers will announce early dismissal instructions to students.
 - 1) Students who are to ride bus home or to a neighbor's home will be dismissed as usual.
 - 2) Students who are to ride a different bus will be given a bus permit.
 - 3) Students who walk home will be dismissed as usual. If there is a safety hazard they will be instructed to wait at school until transportation can be provided.
 - e) Principals will release individual students to a parent or guardian or, if requested, to other persons only with permission of parent or guardian who enrolled the child.
 - f) Teachers and principals will remain in the building until all students are cleared.
 - g) Principal will release teachers after students are cleared.
 - h) Principal will remain in the building to follow through on any student problems as a result of the dismissal.
 - i) Principal will make every reasonable effort to check out with the superintendent, prior to leaving the building.
3. If there is a safety hazard that prohibits buses from running:
 - a) Transportation department will notify superintendent/principals that buses cannot run.
 - b) Principals will notify teachers of reason for remaining at school for an unspecified time (including overnight).
 - c) Principal will notify available teachers and support staff that assistance might be needed to prepare food and sleeping arrangements.
 - d) Teachers and principals will remain in the building until all students are cleared unless district administration staff is being used to monitor students.
 - e) Principal will release teachers after students are cleared.

- f) Principal will remain in the building to follow through on any student problems as a result of the dismissal.
 - g) Principal will check out with the superintendent prior to leaving the building.
4. If the decision is to remain in school:
- a. Principal will notify staff and students to move inside immediately and either stay in classroom or move to designated "safe" areas in school.
 - b. Teachers will close doors and windows in the teaching area or "safe" area and cover windows with shades, if available.
 - c. Teachers will lead students in special instructions given by principals which may include instructing students to:
 - 1) Sit on floor next to inside wall of room away from open doors, windows, stoves, metal pipes, sinks, and plug-in electrical equipment.
 - 2) Sit with knees and arms protecting back of head, facing away from windows.
 - d. Teachers will remain with students until the storm has passed.
 - e. Principals will check evacuated areas to see that all are clear.
 - f. Principals will notify superintendent when storm has passed.
 - g. Principals and custodial staff will check the building for structural damage during and after the storm, and the principals will report damage to the superintendent.
5. If students and/or staff are going to be sheltered in place for more than 2 hours beyond normal school business hours, arrangements need to be made with Kitchen personnel for delivery of snack or food. Operations in conjunction with Building Administrator will communicate with kitchen personnel to make those arrangements.

SCHOOL CLOSURE INFORMATION: School closure information may be obtained via:

- School schedule hotline at 360-804-2950
- Internet at <https://www.flashalert.net/signup.html>
- Direct link on Monroe Public Schools webpage www.monroe.wednet.edu
- Robo text message – notify building secretary of your cell number and carrier

VOLCANIC ERUPTION

School District Resources

Community Resources

Superintendent
 Transportation Manager
 Safety/Risk Management Officer
 Director of Facilities
 Director of Human Resources
 Department Coordinator of Student Information Systems
 Communications Director
 Executive Director of Student Services
 Custodians

Fire/EMS
 Law Enforcement
 County Emergency Management (DEM)
 Red Cross
 FEMA
 Washington Incident Management Team
 ATS

Response Action	Responsible
1. During periods of severe weather watches or warnings, the emergency alert system (EAS) radio and television broadcasts will carry announcements of current conditions. Heed warnings and take precautions as advised to minimize injury or property damage.	Superintendent/Assistant Superintendent of Operations/Safety Risk Management Officer
2. If ash fallout occurs, Shelter In Place until the ash is settled unless there is a danger of structural damage.	School Staff/Custodian/Facilities Director/Fire
3. Close all windows and doors. Shut off all incoming outside ventilation during the ash fall. Shut off heating and ventilation equipment unless it is necessary for maintaining heat in building. Activate HVAC shut down procedure if necessary.	Custodians/Facilities Director/ATS
4. Activate Incident Command Center at District Administration Building if during school hours to monitor situation with local and state authorities.	Assistant Superintendent Of Operations/Safety Risk Management Officer
5. <u>Activate Incident in Rapid Responder Easy Alert</u> for tracking and notifications.	District Incident Command Team
6. Notify Staff/Student's Family/Media. <ul style="list-style-type: none"> • Communications Director – Twitter • Transportation Manager – Flash Alert • Student Information Services – Skyward/Robo Call 	Superintendent/Communications Director/Student Information Services/Safety Risk Management Officer/Transportation Manager
7. Activate Emergency Transportation Plan.	Building Administrator/Superintendent/Transportation Manager
8. If injuries or structural damage call 911.	Office Staff
9. Complete if needed: <ul style="list-style-type: none"> ○ Employee Accident-Incident Report. ○ Student Accident Illness Report. ○ Property/Vehicle Incident Report 	Building Administrator

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Volcanic Eruption

Advance Warning of Eruption and Ash Fall:

- Principal will alert staff and students to prepare for a possible early dismissal.
- Custodian will shut off heating, cooling, and ventilation systems. Electricity will be kept on.
- Teachers will give students instructions for covering of mouths and noses if this becomes necessary.
- When weather conditions worsen during the day and if, in the opinion of the superintendent, early dismissal provides a safer alternative to students, the superintendent will notify the schools.
 1. Principal will notify teachers and all support staff of reason and time of early dismissal.
 2. Teachers will announce early dismissal instruction list for students.
 - a. Students who are to ride bus home or to a neighbor's home will be dismissed as usual.
 - b. Students who are to ride a different bus will be given a pre-written bus permit.
 - c. Students who walk home will be dismissed as usual. If there is a safety hazard they will be instructed to wait at school until transportation can be provided.
 3. Principals will release individual students to a parent or guardian or, if requested, to other persons only with permission of parent or guardian who enrolled the child.
 4. Teachers and principals will remain in the building until all students are cleared.
 5. Principal will release teachers after students are cleared.
 6. Principal will remain in the building to follow through on any student problems because of the dismissal.
 7. Principal will check out with the superintendent prior to leaving the building.

If Time Does Not Permit Dismissal:

1. Principal will have all staff and students seek shelter in place inside the school.
2. Teachers will give students instructions for covering of mouths and noses if this becomes necessary.
3. Teachers will close windows and shut all doors.
4. Custodian will shut off heating, cooling, and ventilation systems. Electricity will be kept on.

SCHOOL CLOSURE INFORMATION: School closure information may be obtained via:

- School schedule hotline at 360-804-2950
- Internet at <https://www.flashalert.net/signup.html>
- Direct link on Monroe Public Schools webpage www.monroe.wednet.edu
- Robo text message – notify building secretary of your cell number and carrier

BOMB THREAT/SUSPICIOUS DEVICE

School District Resources

Community Resources

Communications Director
 Transportation Manager
 Safety/Risk Management Officer
 Superintendent
 Director of Facilities
 Director of Human Resource
 Director of Student Services
 Department Coordinator of Student Information Systems

Fire/EMS
 Law Enforcement
 FBI
 ATF

Response Action	Responsible
<p>1. Notification of a bomb threat usually comes by telephone, verbally, or by a letter or a note. Suspicious packages are visible and should be treated potential hazard. Don't use two-way radios.</p> <p>General instructions -- In the event of a bomb threat, the following apply:</p> <p>The person receiving the bomb threat should immediately inform the building administrator or person in charge and then complete the bomb threat report. The following information from a person calling in a bomb threat is most helpful:</p> <ul style="list-style-type: none"> o Where bomb is placed in building? o When (time/day) was the bomb placed in the building? o Exact date and time the bomb threat was received. o As close as possible, the message verbatim from the caller. o Is the threat related to any political, religious, or personal issues? o Approximate age of caller. o Are there any distinctive background noises? o Does the caller have an accent or distinctive speech pattern? o What is the disposition of the caller -- calm, frenzied, mad, hysterical, etc.? o Attempt to keep caller on the telephone and prolong the call. o Write down number that appears on Caller ID if possible. 	Office Staff
2. If a bomb threat Call 911 immediately from another phone.	
3. Activate Incident in Rapid Responder Easy Alert. Once law enforcement arrives assign school district employee to Unified Command. Superintendent's Office will be notified when the incident is activated in Rapid Responder.	Building Administrator /Office Staff
4. Call Operations – Assistant Superintendent of Operational Services and Safety/Risk Management Officer.	Building Administrator
<p>5. Make decision whether or not to evacuate the building. If building is to be evacuated, it should be handled as a FIRE alarm with staff assisting in guiding all students and personnel away from the designated location of threat. Make visual observations for secondary devices. Keep eyes open!</p> <ul style="list-style-type: none"> • In inclement weather, the gym will be secured as soon as possible and used to shelter students until it is determined safe to return to the remainder of the building. • Assigned staff in positions near all building entrances to prevent re-entry of the building during the search. 	Building Administrator/Assistant Superintendent of Operational Services/Safety Risk Management Officer

<ul style="list-style-type: none"> Teachers will account for all of their assigned students and report missing students to the building administrator. 	
<p>6. Evaluate the threat and make decisions regarding building evacuation, building search, etc.</p> <ul style="list-style-type: none"> If it is determined that the threat is a hoax, a quiet inspection of the building will be made by the building administrator and available staff. The police/sheriff should still be notified prior to making any decision as to whether the bomb threat is potentially real or a hoax. However, the building administrator may evacuate the building at any time. 	Building Administrator/Assistant Superintendent of Operational Services/Safety Risk Management Officer
<p>7. When law enforcement arrive:</p> <ul style="list-style-type: none"> Advise law enforcement of situation and follow their instructions. Law Enforcement will notify Fire/Bomb Squad if necessary. Turn control of building over to Law Enforcement/Fire Incident Commander. Leave school representative in Unified Command. 	Building Administrator/Assistant Superintendent of Operational Services/Safety Risk Management Officer
<p>8. If a decision to search is made, place prearranged search procedure into action. Have a checklist of building rooms and spaces available so that all areas are checked.</p>	Law Enforcement/Building Administrator
<p>9. In consultation with Incident Command Officials, determine whether to resume building operations or activate School Cancellation Procedure.</p>	Superintendent/Building Administrator/Transportation Supervisor
<p>10. In consultation with Incident Command Officials, Communications Director should activate community notification.</p>	Communications Director/Superintendent
<p>11. Complete if needed:</p> <ul style="list-style-type: none"> Activate STAT Process Employee Accident-Incident Report Student Accident Illness Report Property/Vehicle Incident Report 	Building Administrator

Homeland Security Bomb Threat Checklist

(Place by all telephones in the building)

https://emilms.fema.gov/is906/assets/ocso-bomb_threat_samepage-brochure.pdf

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Bomb Threat/Suspicious Device Search

Each building 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.

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 counter-clockwise manner. Searchers should look into areas that are open and listen in those areas (cabinets, desks, lockers) where opening every closed area is impossible.

Most 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 building administrator should enlist the voluntary aid 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 building 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 building 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 alleged bomb is 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 law enforcement can assume the responsibility of conducting the search. A staff member should be stationed at 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; and
- 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. Their inspection should precede any police or security investigation and should be designed to prevent any further injury.

ACTIVE SHOOTER/VIOLENT INTRUDER

School District Resources

Community Resources

Communications Director
 Transportation Manager
 Safety/Risk Management Officer
 Facilities Director
 Superintendent
 Executive Director of Student Services
 Department Coordinator of Student Information Systems
 District Crisis Team
 Director of Students Services
 Director of Human Resource

Fire/EMS
 Law Enforcement
 Media
 Evergreen Fairgrounds

Response Action	Responsible
1. Call 911 Immediately. Information to provide to 911 operators: <ul style="list-style-type: none"> o Location of the attacker. o Number of attackers. o Physical description of attackers. o Number and type of weapons attacker has. o Number of potential victims at location. 	School Staff
2. Move & Evacuate, Evade and Barricade, or Defend Against Intruder.	School Staff
3. <u>Activate Incident in Rapid Responder Easy Alert</u> . Once law enforcement arrives assign school district employee to Unified Command. Superintendent’s Office will be notified when the incident is activated in Rapid Responder.	Building Administrator/Office Staff/Safety Risk Management Officer/Assistant Superintendent of Operational Services
4. Notification to all district principals that incident has occurred. <ul style="list-style-type: none"> • Communicate by radio, phone, or other method available as soon as possible 	Superintendent’s Office
5. Activate Student/Staff Accountability Team. <ul style="list-style-type: none"> o Account for all students in attendance. 	Department Coordinator of Student Information Systems/School Staff
6. Activate Student/Staff Reunification Team. <ul style="list-style-type: none"> • Work with law enforcement. • Identified witness(es) – notify law enforcement 	Student Services Staff/Law Enforcement
7. Activate District Crisis Team.	Director of Student Services
8. Community Notification – Unified Command	Superintendent/Communications Director
9. Complete if needed: <ul style="list-style-type: none"> o Employee Accident-Incident Report o Student Accident Illness Report o Property/Vehicle Incident Report 	Building Administrator

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Active Shooter/ Violent Intruder

An **Active Shooter** is an individual actively engaged in killing or attempting to kill people in a confined and populated area.

- Victims are selected at random.
- Event is unpredictable and evolves quickly.
- Knowing what to do can save lives.

A **Violent Intruder** is ANY individual, armed with any weapon or no weapon, who is intent upon harming individuals in your vicinity, including yourself.

COMMIT to YOUR ACTIONS!!!!!!...your life depends on it.

When law enforcement arrives:

The first officers to arrive on scene will NOT stop to help the injured.

- Expect rescue teams to follow initial officers. These rescue teams will treat and remove the injured.
- Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned.

Do not leave the area until law enforcement authorities have instructed you to do so.

- Remain calm and follow instructions
- Drop items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers, such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not ask questions when evacuating

Students should AVOID calling 911 unless someone is injured or needs immediate care. 911 Operators during these situations will be overwhelmed with calls. If you witnessed the event, tell law enforcement, school staff or parent so you can give a statement and get appropriate assistance to deal with the crisis.

RAPE

School District Resources

Community Resources

Executive Director of Student Services
 Superintendent
 Safety/Risk Management Officer
 Communications Director
 Director of Human Resource
 District Crisis Team
 Director of Student Services
 School Nurse (if on campus)
 Human Resource Director – HIB Coordinator
 Department Coordinator of Student Information Systems

Fire/EMS
 Law Enforcement

Response Action	Responsible
1. Check for injuries – Escort to school nurses or counselors office	School Staff
2. Call 911.	Office Staff
3. Contact Child Protective Services.	Office Staff
4. <u>Activate Incident in Rapid Responder Easy Alert</u> . Document all steps taken, witnesses, and pertinent information. Notify Superintendent.	Building Administrator/Office Staff
5. Encourage the victim NOT wash until speaking to law enforcement. Never leave victim alone.	Office Staff
6. Notify Director of Student Services and Director of Human Resources - HIB Coordinator.	Office Staff
7. Obtain the victim’s emergency contact information and other records needed for law enforcement.	Office Staff/Department Coordinator of Student Information Systems
8. Call the parent, spouse or other individual listed on the emergency card.	Office Staff
9. Complete if needed: <ul style="list-style-type: none"> ○ Activate STAT Process ○ Employee Accident-Incident Report ○ Student Accident Illness Report 	Building Administrator

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Rape

As a first point of contact, it is important to provide sensitive care and support, to ensure that the student is not re-traumatized as a result of reporting the incident.

When you are made aware of abuse or sexual assault, your first responsibility is ALWAYS to **ensure the immediate safety of the victim**. * Regardless of when the assault occurred *

Once the victim is safe: It is important to remember that your role is NOT to assess or to define the assault, or to determine whether or not the assault actually occurred. Your primary responsibility is to remain supportive of the victim, while **referring the student to school resources or community agencies** that are trained in providing assistance and intervention for survivors of sexual violence.

You do not have to have all of the answers. If someone is disclosing to you, it typically means that you are someone they trust and often times they just want to be heard. Don't be afraid to tell them that you don't know the answers, and use that as a point for referral. It is not your responsibility to "fix" the problem.

While you are not expected to act as a counselor, when you are present with someone who has been assaulted, you should be aware that the supportiveness of your response can be critical in the healing process. Though there is not one "right" way to respond to someone who has been sexually assaulted, the following may serve as a guide in identifying more or less helpful responses:

Helpful Responses:

- Listen without interrupting. Encourage the student to take his/her time, if necessary.
- Don't panic. Remain calm and concerned.
- Respect the language the student uses to identify what's happened.
- Understand that individuals from different cultural backgrounds may express or experience their reactions to an assault in different ways.
- Allow for tears and expression of feelings.
- Validate the student's experiences or reactions.
- Believe and support the student.
- Acknowledge courage and discomfort.
- Remind the student that he/she is not at fault.
- Help the student identify safe individuals within his/her existing support system.
- Encourage the student to seek medical attention and/or counseling.
- Allow the student to make his/her own decisions.
- Ask what you can do to be supportive.
- Provide resources and options.

***DO NOT DESTROY EVIDENCE OF RAPE:**

Do not wash clothes or victim's body or underwear.

Do not allow victim to wash or wipe body.

Do not wipe away dirt, semen or dried blood.

Stay with the victim and reassure her/him of safety.

ASSAULT

School District Resources

Community Resources

Executive Director of Student Services
 Superintendent
 Safety/Risk Management Officer
 Communications Director
 Director of Student Services
 District Crisis Team
 School Nurse (if on campus)
 Director of Human Resource- HIB Coordinator
 Department Coordinator of Student Information Systems

Fire/EMS
 Law Enforcement

Response Action	Responsible
1. Call 911 – injuries and/or criminal intent	School Staff
2. Check for injuries – advised School nurse to assist with injuries	School Staff
3. <u>Activate Incident in Rapid Responder Easy Alert.</u> Once law enforcement/fire arrives assign school district employee to Unified Command. Superintendent’s Office will be notified when the incident is activated in Rapid Responder Easy Alert.	Building Administrator/Office Staff
4. Secure Suspect – secure with building administrator or security specialist until law enforcement arrives. (Secure Room). Assign staff to gather witnesses and secure the scene. Control witnesses from leaving area so they can be interviewed. Assign staff to deal with daily duties. Document all steps taken, witnesses, and pertinent information for future reference.	Building Administrator/Office Staff
5. Notify Director of Student Services and Director of Human Resources -HIB Coordinator of incident. <ul style="list-style-type: none"> • Safe School Ticket needs to be entered. 	Office Staff
6. Work with law enforcement to notify suspect’s and victim’s parent(s)	Building Administrators/Law Enforcement
7. Make appropriate notifications to school’s staff and student’s parent(s).	Communications Director/Assistant Superintendent of Student and School Support.
8. Work with Student Services for counseling and possible District Crisis Team Activation.	Building Administrator/Director of Student Services
9. Complete if needed: <ul style="list-style-type: none"> o Activate STAT Process o Employee Accident-Incident Report o Student Accident Illness Report o Restraint/Isolation Procedure and Report 	Building Administrator

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Assault

Coordinate Staff – suspect liaison, victim liaison, scene securement, and witness liaison.

Secure suspect in a secure room until law enforcement arrives if able. Control backpack and other items. School Violations allow for search of those items.

If video is available, secure for investigation and make a copy for law enforcement.

Hold a District Level 1 STAT Meeting to assist with development of a Safety Plan prior to suspect returning to school.

EXPOSURE INCIDENT –INFECTIOUS DISEASES

School District Resources

Community Resources

School Nurse (If on campus)
 Director of Student Services
 Superintendent’s Office
 District’s Safety Team
 Director of Human Resource

Fire/EMS
 Law Enforcement
 Bio-Hazard Cleaning
 OSHA

Response Action	Responsible
<p>1. <u>First Aid Procedures- If Emergency call 911:</u> Wound cleansing should be conducted in the following manner: a) Soap and running water are recommended for washing wounds. Alcohol based hand sanitizer can be used when running water is not immediately available. Hands must be washed with soap and running water as soon as feasible. b) Eyes or other mucous membranes: flush thoroughly with tepid tap water.</p> <ul style="list-style-type: none"> o Disposable non-latex gloves, must be worn when contact with blood or body fluids is anticipated. o Gloves and any cleansing materials will be discarded in a lined trash container that is secured and disposed of daily according to WAC 296-823 and the Infectious Disease Control Guide for School Staff, OSPI (most recent publication). o Hands must be washed before and after treating the student and after removing gloves. Proper hand washing requires the use of soap and water and vigorous washing under a stream of warm water for at least 15 seconds. Hand washing is most important in preventing the spread of disease. o Treatment must be documented on an electronic entry or health room log sheet. 	Building Administrator/School Nurse/Medically Trained Staff
<p>2. Report immediately to the school nurse (if on campus). Notify building administrator or supervisor. If not present, the supervisor will be notified as soon as possible regarding the exposure incident.</p>	Employee
<p>3. The employer will make immediately available to the exposed employee a confidential medical evaluation and follow-up at contracted local emergency medical facility. Care will be provided within 24 hours or as sought by the employee. If the incident suggests significant exposure, immediate treatment will be encouraged.</p>	School Nurse/Building Administrator/Employee Supervisor/Medically Trained staff
<p>4. Activate Easy Alert. The supervisor will notify the Director of Student Services within 24 hours of the exposure incident. The Director of Student Services will inform the Superintendent, Safety/Risk Management Officer and Director of Human Resource about whether medical care was obtained, and whether follow-up action was taken in the work setting to decrease occupational exposure risk.</p>	Supervisor
<p>5. Complete if needed:</p> <ul style="list-style-type: none"> o Employee Accident-Incident Report. o Occupational Exposure Data Sheet. <p>The employee will forward the completed Employee Accident / Incident Report, Puget Sound Workers’ Compensation Trust Form, and Occupational Exposure Data Sheet to the Benefits Coordinator within 48 hours of the exposure. The WCT assigned Payroll Specialist will forward copies of the reports to the Director of Student Services.</p>	Supervisor/Employee
<p>6. The Director of Student Services or R.N. designee will communicate with the source individual or the parent/guardian of the source individual as directed by the district’s preferred health care provider and as permissible under state and federal law. Information regarding an exposed employee’s medical evaluation and follow-up, and source identity and testing, will be upheld as strictly confidential according to applicable confidentiality laws</p>	

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Infectious Diseases

Personal Protective Equipment

- a) Protective gloves and appropriate personal protective equipment will be used when exposure to blood and other potentially infectious materials is anticipated. Employees are expected to wear gloves and use other protective equipment when exposure to body fluids is anticipated.
- b) Employees will have readily available disposable (single use) non-latex gloves in appropriate sizes, readily accessible at each work site.
- c) Utility gloves worn for custodial purposes must be cleaned and disinfected for re-use if the integrity of the glove is not compromised.
- d) First aid packs with disposable non-latex gloves and wound dressings will be readily accessible to all employees.
- e) Mouth shields or other ventilation devices will be accessible to all work settings.
- f) Protective eyewear with splashguard barriers and disposable gowns will be available in health rooms, developmental preschool and Structured Learning Center programs, and issued to individual employees when occupational exposure is anticipated.
- g) Hands must be washed following glove removal and before eating or drinking.

Reporting at Building Level

1. The principal or licensed registered nurse will report to the local health officer any student who is infected with a reportable disease as per schedule WAC 246-100. Employees learning of a student with a sexually transmitted disease will report directly to the health district and will otherwise maintain the information in strict confidence.
2. When symptoms of communicable disease are detected in a student who is at school, the established procedures for determining the disposition of ill or injured students will be followed.
The principal or designee will:
 - a) Call the parent, guardian or emergency alternate to advise him/her of the signs and symptoms.
 - b) Determine when the parent or guardian will pick up the student.
 - c) Keep the student isolated and observed until the parent or guardian arrives.
 - d) Notify the teacher of the arrangements that have been made prior to removing the student from school.
3. The principal, licensed registered nurse or health services administrator will consult with the local health authority as necessary in making the appropriate determination about a suspected infectious disease, and for recommendations and direction in controlling outbreaks of disease.
4. When a student is fourteen (14) years or older and symptoms are of a sexually transmitted disease the student has confidentiality rights that prohibit notification to anyone but the health district.

DRUGS

School District Resources

Community Resources

Superintendent
 Communications Director
 Safety/Risk Management Officer
 Executive Director of Student Services
 Director of Student Services
 Department Coordinator of Student Information Systems
 Director of Human Resource

Fire/EMS
 Law Enforcement

Response Action	Responsible
1. If the presence of drugs, drug paraphernalia is suspected or seen, notify building administrator immediately.	School Staff
2. Drugs: The building administrator will investigate by talking to witness(es), student(s), search the student(s) and their belongings, including lockers and books, if necessary. <ul style="list-style-type: none"> ○ Any drugs or drug paraphernalia must be reported to law enforcement. ○ Appropriate disciplinary sanctions will be assigned. ○ Parents/guardians will be notified. 	Building Administrator/Security Specialist
3. Investigate & Report. The building administrator will investigate by: <ul style="list-style-type: none"> ○ Talking to witness(es) and student(s); Reviewing history; ○ Searching the student(s) and their belongings; ○ Searching lockers, bags, or vehicles as necessary ○ Law Enforcement will be contacted for any illegal contraband on school property ○ Appropriate disciplinary sanctions will be assigned. ○ Parents/guardians will be notified. 	Building Administrator
4. Activate Incident in Rapid Responder Easy Alert. Once law enforcement arrives assign school district employee to Unified Command. Superintendent's Office will be notified when the incident is activated in Rapid Responder.	Building Administrator/Office Staff
5. Complete if needed: <ul style="list-style-type: none"> ○ Restraint/Isolation Form ○ Property/Contraband Log-in form ○ Incident Report 	Building Administrator

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WEAPONS

School District Resources

Community Resources

Superintendent
 Communications Director
 Safety/Risk Management Officer
 Executive Director of Student Services
 Director of Student Services
 Department Coordinator of Student Information Systems
 Director of Human Resource

Fire/EMS
 Law Enforcement

Response Action	Responsible
1. If the presence of a deadly weapon is suspected, seen, or being brandished take immediate action. <ul style="list-style-type: none"> a. Notify building administrator. b. Notify 911 c. Take action to ensure safety: Move, Evade, or Defend. d. Conduct a search/seize the item if necessary e. A deadly weapon is any item, article, or substance that, in the manner in which it is being used, can cause severe bodily injury and/or death. 	School Staff/Building Administrator/Security Specialist
2. Other weapons & threats. Non-lethal weapons, replicas, toy weapons, or other weapons that do not raise an immediate level of fear or harm: (If threat or concerned call 911 immediately). The building administrator will investigate by: <ul style="list-style-type: none"> o Talking to witness(es) and student(s); o Searching the student(s) and their belongings; o Searching lockers and books to secure the item. o Appropriate disciplinary sanctions will be assigned. o Parents/guardians will be notified. 	Building Administrator
3. <u>Activate Incident in Rapid Responder Easy Alert.</u> Once law enforcement arrives assign school district employee to Unified Command. Superintendent's Office will be notified when the incident is activated in Rapid Responder.	Building Administrator/Office Staff
4. <u>Activate STAT protocol.</u> Case management will be assigned to the building administrator to complete a level one investigation; Safety/Risk may assume management of the case if deemed necessary or if referred to a level two team.	Building Administrator/Safety & Risk Manager
5. Complete if needed: <ul style="list-style-type: none"> o Restraint/Isolation Form o Property/Contraband Log-in form o Incident Report 	Building Administrator

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Drugs/Weapon

Search procedures if law enforcement is needed:

- SCSO and Monroe Police Department will work with building administrator regarding search procedures and guidelines if crime.

If a search of a person is required, trained building administrators will conduct the search.

Dangerous Weapons:

RCW [9.41.280](#) - Possessing dangerous weapons on school facilities—Penalty—Exceptions.

RCW [9.41.250](#) - Dangerous weapons - Penalty

School safety and security is increased by limiting the availability of weapons and potential weapons on school grounds. Both state and federal law regulate the possession of firearms and other dangerous weapons at school and near schools.

- [RCW 28A.600.420](#) addresses "Firearms on school premises, transportation, or facilities..."
- [RCW 9.41.280](#) of the criminal code addresses "Possessing dangerous weapons on school facilities..."

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. Dangerous weapons include but are not limited to firearms, slung shots, sand clubs, metal knuckles, daggers, dirks, spring blade knives, nun-chu-ka sticks, throwing stars, air guns, stun guns, and devices intended to injure a person by an electric shock.

The superintendent is directed to see that all school facilities post "Gun-Free Zone" signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the superintendent of Public Instruction.

According to state law, the following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

- A. Persons engaged in military, law enforcement, or school district security activities;
- B. Persons involved in a school authorized convention, showing, demonstration, lecture or fire-arm safety course;
- C. Persons competing in school authorized firearm or air gun competitions; and
- D. Any federal, state or local law enforcement officer;

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

- A. Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and
- B. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class.

The district may suspend or expel a student for up to one year if the student acts with malice, as defined under RCW 9A.04.110, and displays an instrument that appears to be a firearm on school premises, school-provided transportation, or areas of facilities while being used exclusively for school activities.

Persons over eighteen years of age and persons between fourteen and eighteen years of age with written parental or guardian permission may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices, nor may anyone eighteen years or older deliver a spray device to anyone under fourteen or to anyone between fourteen and eighteen who does not have parental permission. Personal protection spray devices may not be used other than in self-defense as defined by state law.

School officials shall notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, including a one-year expulsion for a violation involving a firearm. However, the superintendent may modify the one-year expulsion on a case-by-case basis.

District contraband and found property procedure shall be followed if items are located.

SUDDEN DEATH/SUICIDE

School District Resources

Community Resources

Executive Director of Student Services
 Superintendent
 Safety/Risk Management Officer
 Department of Student Information Systems
 District Crisis Team
 Director of Student Services
 Director of Facilities
 Communications Director
 Director of Human Resource

Fire/EMS
 Law Enforcement
 Employee Advisory Services
 Department of Health
 Bio-Hazard Cleaning
 Snohomish County Human Services
 Snohomish County Mental Health
 Compass Health Emergency Services

Response Action	Responsible
1. ON-CAMPUS INCIDENT: Call 911 (note time).	Office Staff
2. Activate Incident in Rapid Responder Easy Alert. Once law enforcement/fire arrives assign school district employee to Unified Command. Superintendent's office will be notified when the incident is activated in Rapid Responder.	Building Administrator/Office Staff
3. Send additional staff person to assist at the scene of the emergency (two staff members are to remain with the affective person until aid unit arrives).	Office Staff/Medically Trained Staff
4. If necessary, obtain assistance from staff trained in CPR/emergency first aid (arrange for class coverage as needed).	Medically Trained Staff
5. Designate individual to meet aid unit and direct to scene of injury.	School Staff
6. Call families.	Office Staff
7. OFF-CAMPUS INCIDENT: In the event a student, parent, staff member, friend, or public figure dies, determine the level of crisis and plan accordingly. Notify the Superintendent's office	Building Administrator /School Staff
8. Administrators and counselors meet as soon as possible. <ul style="list-style-type: none"> o Determine the level of impact – individuals and groups who will be most affected. o Make a provision for staff coverage – substitutes, time, etc. o Contact community/county resources, if necessary, to provide counseling to students, staff and parents. 	Superintendent/Administrators
9. Activate District Crisis Team – Coordinate with Superintendent/Incident Command for response. <ul style="list-style-type: none"> o Determine amount of time spent on campus. o Communicate with staff before or after school, depending on how death occurs. o Provide facts and inform staff of plans. o Announcements and/or written memo to be read by teachers to give to students the facts. o Classroom discussions as necessary using format supplied during staff meeting. o DO NOT USE SCHOOL ASSEMBLIES or the ALL-SCHOOL ANNOUNCEMENT SYSTEM. 	Building Administrator /Superintendent
10. Determine if School Cancellation Plan should be activated.	Superintendent/Transportation Supervisor
11. Contract Bio-Hazard cleaning.	Director of Facilities/Custodians/Contractor
12. Attach Emergency Medical Notification Checklist to completed Incident Report.	Office Staff
13. Complete if needed: <ul style="list-style-type: none"> o Employee Accident-Incident Report. o Student Accident Illness Report. o Property/Vehicle Incident Report. 	Building Administrator

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Sudden Death/Suicide Resources

Student Self-Advocacy

The district will encourage students to inform a counselor, nurse, other support staff, or trusted adult when they are experiencing depression or thoughts of suicide, or when they suspect or have knowledge of another student's depression and suicidal ideation.

Where appropriate, the district will employ peer mentoring practices to support student efforts to educate their peers to identify the warning signs of depression and suicidal behavior and to connect students to adult resources.

Crisis Intervention

School support staff trained in suicide prevention and intervention and emotional and behavioral distress, will be immediately contacted regarding a suicide threat or other indications of student self-harm or aggression. Law enforcement and mental health agencies may also be consulted as recommended by student intervention and safety teams. Student re-entry planning will include development of appropriate student safety plans.

Whenever a staff member suspects or has knowledge of a student's suicidal ideation, the staff member will take appropriate steps to support the student, promptly notify the school administrator and school counselor, and request that identified school staff conduct an initial risk screening.

The administrator or counselor will then notify the student's parents/guardians as soon as possible, unless notification of the parents will jeopardize the student's safety. The district will refer the student and family to mental health resources in the community.

The administrator or designee will ensure the student's physical safety by one of the following as appropriate:

- Secure immediate medical treatment if a suicide attempt has occurred;
- Secure emergency assistance if a suicidal act is being actively threatened;
- Keep the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene;
- Document the incident and disposition in writing as soon as feasible;
- Communicate with the parent/guardian and student as soon as possible regarding concerns and resources;
- Provide access to counselors or other appropriate personnel to listen to and support students and staff who are directly or indirectly involved with the incident; or
- Provide an opportunity for all who respond to the incident to debrief, evaluate the effectiveness of the strategies used and make recommendations for future actions.

Partnering with Families

If a student is determined to be at risk, the principal or designee will contact the parent/guardian and:

1. Ask the parent/guardian whether he or she is aware of the student's mental state;
2. Ask the parent/guardian how he/she will obtain mental counseling or appropriate support for the student;
3. Provide names of community counseling resources, if appropriate, and offer to facilitate the referral;

4. Determine the parent's/guardian's intent to seek appropriate services for the student; and
5. Discuss the student's reentry into school.

Post-Event

In the event that a suicide occurs or is attempted, the principal or designee will follow the crisis intervention procedures outlined in the Monroe Public Schools Prevention and Intervention Plan.

After consultation with the Superintendent or designee, and the student's parents/guardians, about facts that may be disclosed in accordance with the laws governing confidentiality of student record information, the principal or designee may provide students, parents/guardians, and staff with information, postvention counseling, and communication about mental health resources.

School administrators will receive support from the district crisis team in postvention efforts. Mental health professional may assist in determining appropriate course of action in student discussions and communication with families.

Following a suicide, the district will also assess the impact across schools, and work with community partners to deliver postvention services to students and families.

Communications

The district Suicide Prevention Board Policy and Procedure, and the Prevention and Intervention Plan for student emotional and behavioral health, will be available on the district intranet and communicated to families.

Requests for information regarding an individual incident will be directed to the District Communications Director.

HARASSMENT, INTIMIDATION, AND BULLYING (HIB)

School District Resources

Community Resources

Director of Human Resource– HIB Coordinator
 Safety/Risk Management Officer
 Transportation Manager

Fire/EMS
 DSHS
 Law Enforcement
 OSPI

Response Action	Responsible
1. Advise Director of Human Resources - HIB Coordinator and building administrator	Director of Human Resources - HIB Coordinator
2. Filing an Incident Reporting Form. http://www.monroe.wednet.edu/COMMON_FILES/HIB_ReportForm.pdf <ul style="list-style-type: none"> • In order to protect a targeted student from retaliation, a student need not reveal his identity on an Incident Reporting Form. The form may be filed anonymously, confidentially, or the student may choose to disclose his or her identity (non-confidential). 	School Staff/ Building Administrator
3. If incident occurred on school bus equipped with camera. Mark Video appropriately. Notify Transportation Supervisor	Driver/Transportation Manager
4. Investigate incident per district policy and procedure <ul style="list-style-type: none"> a. Activate STAT Protocol if necessary 	Building Administrator

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Harassment, Intimidation, and Bullying (HIB)

Aggressor – means a student, staff member, or other member of the school community who engages in the harassment, intimidation, or bullying of a student.

Harassment, intimidation, or bullying– means an intentional electronic, written, verbal, or physical act that:

- Physically harms a student or damages the student’s property.
- Has the effect of substantially interfering with a student’s education.
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Conduct that is “substantially interfering with a student’s education” will be determined by considering a targeted student’s grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

Conduct that may rise to the level of harassment, intimidation, and bullying may take many forms, including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation, or bullying.

<http://www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx>

PANDEMIC ILLNESS

School District Resources

Community Resources

Director of Student Services
 Superintendent
 Safety/Risk Management Officer
 School Nurse (If on campus)

Fire/EMS
 Law Enforcement
 Department of Health
 Snohomish County Health
 Department
 Communicable Diseases

Director of Facilities
 Department Coordinator of Student Information Systems
 Communications Director
 Custodian Supervisor

Response Action	Responsible
1. If anyone within the school 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.	Building Administrator
2. 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 school as guided by Snohomish County Health Officer.	Director of Student Services/School Nurse/Building Administrator
3. In the event of prolonged school 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: A. The chain of command for the emergency plan, and the individuals responsible for specific duties such as quarantine; B. The specific steps the district will take to stop the spread of the disease; C. The process for identifying sick students; D. The transportation plan for sick students; E. Disease containment measures for the district; F. A continuing education plan for students, such a plan may include providing students with assignments via mail, local access cable television, or the school district's Web site; G. Procedures for dealing with student privacy rights; H. A continuity of operations plan for central office functions including employee leave, pay and benefits during a pandemic; and I. An ongoing communication plan for staff, students and parents.	Superintendent/Building Administrator/Communications Director
5. Complete if need: o Employee Accident-Incident Report. o Student Accident Illness Report. o Property/Vehicle Incident Report.	Building Administrator

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Pandemic ILLNESS Checklists for Schools

Pandemic Influenza – Mitigation Checklist

District Committee: District committees may address the following:

- Develop a communication plan for possible school closures.
- Determine the length of time a student needs to be in school for revenue generation.
- Work with human resources regarding schools functioning with 30% of workforce absent. Look at alternatives of staggered school times, changes in bussing, and telecommunication.
- Work with the business office regarding payroll continuation with 30% of workforce absent.
- Order prevention posters and materials for all classrooms in the district.
- Develop system for receiving daily reporting on numbers of students and staff absent because of pandemic illness. District committee review district communicable disease policies and procedures.
- Determine any additional policies/procedures that may need to be in place and what translation needs to be done.

School Committee: Each school identifies a committee of three to four persons responsible for developing a timeline and overseeing the implementation of:

- Pandemic preparations and possible interventions.
- An Incident Command Center that receives communication from the district office and city and county government offices.

School site committees may address the following:

- Identify individual(s) to educate staff about pandemic illness.
- Identify individual(s) to educate students about hand-washing, covering cough with a tissue, and staying home when sick.
- Identify individual(s) to educate families about pandemic flu and school plan.
- Identify individual to make sure each room has soap and running water for hand-washing; if not, provide alcohol-based hand-washing product. Place tissues in each room.
- Distribute the Stop Germs, Stay Healthy poster and post in each classroom.
- Review current school district pandemic flu plans
- Review current pandemic influenza response plan from city and county governments.
- Continue educating staff, families, and students on pandemic flu prevention and plans for the school.

Develop at each school an incident command center management protocol to include the following activities:

- Identify chain of command in case of illness. Establish a backup command adding at least additional tiers.
- Develop procedures for communicating with staff, students, and families.
- Identify information to be translated. Identify which languages are represented in the student population.
- Identify and recruit translators; translate information into a template form so that only minor changes will need to be made at time of outbreak.
- Develop procedures for communicating with the local and county health departments and the media.
- Identify procedure for communicating possible school schedule changes, bussing changes, and school closure guidelines.
- Review procedures for sending sick individuals home, and make adjustments if necessary.

- Identify the number of staff and students absent daily with pandemic flu.
- Report numbers absent to district office and city and county governments if requested to do so.
- Have translators review information templates and finalize the information that will be provided to non-English speaking families.
- Activate your incident command management system as warranted.
- Identify information that needs to be communicated to staff, students, and families, and the frequency and method of communication.
- Hold faculty/staff meetings and provide information on extent of infection at school site and possible changes that may take place at the school.
- Document critical actions taken during the response.
- Conduct timely debriefings to identify lessons learned and make necessary changes to the response plan.

Pre-planning for Recovery:

- Identify and pre-screen health and grief service providers.
- Develop template letters.
- Provide training for school staff regarding grief and possible health problems.

Recovery:

- Mobilize the District and Snohomish County Crisis Recovery Team to provide emotional-psychological support.
- If there is a loss of life in the school community, establish location site or “Safe Room” for counseling services to be provided.
- Hold faculty/staff meeting and provide information on extent of pandemic flu in the community and activities that may assist students, signs and symptoms to look out for, and safe room function and location.
- Announce counseling support services that are available to faculty and staff.
- Announce counseling support services that are available to students.
- Provide rest places for those who tire easily.
- Provide physical assessments if needed, if staff are available, or make appropriate community health referrals.
- Send letter home to families.
- Make educational materials available to families on topics such as how to support students with their recovery from pandemic flu, common symptoms of loss and grief, and constructive ways to cope with stress.
- Make educational materials available to staff on topics such as recovering from the flu, and common symptoms and constructive ways to cope with stress.
- Establish working relationship with Employee Assistance Programs.
- Identify students, families, and staff who may need long-term physical and mental health support or intervention and develop the school and community resources to provide these services.
- Monitor the effects of cumulative stress on caregivers such as office staff, school nurses, teachers, aides, school counselors, and other crisis team members.
- Modify work roles and responsibilities or add volunteer or support staff as needed.
- Consider offering school-based health and mental health services if available by community, university, or public/nonprofit mental health agencies and identify funding to support these services.
- Follow up with student referrals made to community agencies.
- Conduct debriefings with Crisis Recovery Team.
- Assess if Crisis Recovery Team needs additional training, as needs arise.
- Document “lessons learned” and incorporate them into revisions and trainings.

HAZARDOUS MATERIAL/CHEMICAL SPILL

School District Resources

Community Resources

Communications Director
 Transportation Manager
 Safety/Risk Management Officer
 Director of Facilities
 Superintendent
 Custodian Supervisor
 School Nurse (if on campus)
 Custodian

Fire/EMS
 Law Enforcement
 Public Utilities
 County Emergency Management (DEM)
 ATS
 L & I
 Department of Ecology
 Poison Control Center
 Health District

Response Action	Responsible
1. Check for injuries and identify person(s) and notify school nurse (if on campus).	School Staff
2. Call 911.	Office Staff
3. <u>Activate Incident in Rapid Responder Easy Alert</u> . Once law enforcement/fire arrives assign school district employee to Unified Command. Superintendent's office will be notified when the incident is activated in Rapid Responder.	Building Administrator/Office Staff
4. Activate Evacuation and/or Shelter-in Place Plan. Evacuate building immediately if any danger sign is present such as fumes, vapors, odors or smoke, or if any person is physically affected; e.g., headache, dizziness, fainting, skin rash, respiratory distress, blurred vision, weakness, sweating, etc.	Building Administrator/School Staff
5. Consider HVAC shut down procedures.	Custodian/ Director of Facilities
6. If possible, determine what (chemical substance) caused the exposure or injury. Read the label and follow instructions. Obtain SDS (Safety Data Sheet) for further instructions.	School Staff/Custodian/ Director of Facilities
7. Based on advice from the fire department, curtail or cease building operations.	Building Administrator
8. In coordination with Incident Commander, implement Shelter In Place or School Cancellation Plan.	Building Administrator /Transportation Manager
9. Community Notification – Unified Command	Superintendent/Communica tions Director
10. Discuss situation with Department of Ecology personnel. Develop a plan for clean-up and waste disposal in coordination with the Department of Ecology. Clean and decontaminate the area.	Director of Facilities /District Safety/Risk Management Officer
11. Complete if needed: <ul style="list-style-type: none"> o Employee Accident-Incident Report. o Student Accident Illness Report. 	Office Staff

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Hazardous Materials Incident

Listen to local radio or television stations for detailed information and instructions. Follow the instructions carefully. You should stay away from the area to minimize the risk of contamination. Remember that some toxic chemicals are odorless.

If asked to evacuate, you should:

- Do so immediately.
- Stay tuned to a radio or television for information on evacuation routes, temporary shelters, and procedures.
- Follow the routes recommended by the authorities--shortcuts may not be safe. Leave at once.
- If you have time, minimize contamination in the house by closing all windows, shutting all vents, and turning off attic fans.
- Take pre-assembled disaster supplies.
- Remember to help your neighbors who may require special assistance--infants, elderly people, and people with disabilities.

If caught outside, you should:

- Stay upstream, uphill, and upwind! In general, try to go at least one-half mile (usually 8-10 city blocks) from the danger area. Move away from the accident scene and help keep others away.
- Do not walk into or touch any spilled liquids, airborne mists, or condensed solid chemical deposits. Try not to inhale gases, fumes and smoke. If possible, cover mouth with a cloth while leaving the area.
- Stay away from accident victims until the hazardous material has been identified.

If in a motor vehicle, you should:

- Stop and seek shelter in a permanent building. If you must remain in your car, keep car windows and vents closed and shut off the air conditioner and heater.

If requested to stay indoors, you should:

- Close and lock all exterior doors and windows.
- Close vents, fireplace dampers, and as many interior doors as possible.
- Turn off air conditioners and ventilation systems. In large buildings, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building. If this is not possible, ventilation systems should be turned off.
- Go into the pre-selected shelter room. This room should be above ground and have the fewest openings to the outside.
- Seal gaps under doorways and windows with wet towels or plastic sheeting and duct tape.
- Seal gaps around window and air conditioning units, bathroom and kitchen exhaust fans, and stove and dryer vents with duct tape and plastic sheeting, wax paper, or aluminum wrap.
- Use material to fill cracks and holes in the room, such as those around pipes.
- If gas or vapors could have entered the building, take shallow breaths through a cloth or a towel. Avoid eating or drinking any food or water that may be contaminated.

Shelter Safety for Sealed Rooms:

- Ten square feet of floor space per person will provide sufficient air to prevent carbon dioxide build-up for up to 5 hours, assuming a normal breathing rate while resting.
- However, local officials are unlikely to recommend the public shelter in a sealed room for more than 2-3 hours because the effectiveness of such sheltering diminishes with time as the contaminated outside air gradually seeps into the shelter. At this point, evacuation from the area is the better protective action to take.
- Also you should ventilate the shelter when the emergency has passed to avoid breathing contaminated air still inside the shelter.

GAS LEAK

School District Resources

Community Resources

Director of Facilities
 Safety/Risk Management Officer
 Custodians
 Communications Director
 Transportation Manager

Fire/EMS
 Puget Sound Energy

Response Action	Responsible
1. Upon discovery of a gas leak notify building administrator and custodian. <ul style="list-style-type: none"> • If gas leak is internal, implement Evacuation procededly. 	School Staff
2. Call 911 from outside the area where the gas leak is suspected.	School Staff
3. <u>Activate Incident in Rapid Responder Easy Alert</u> . Once law enforcement/fire arrives assign school district employee to Unified Command. Superintendent's office will be notified when the incident is activated in Rapid Responder.	Building Administrator/Office Staff
4. Notify Gas Company.	Office Staff/Custodian
5. Determine whether School Cancellation Plan is appropriate. Notify staff and students. <ul style="list-style-type: none"> • If extended stay outdoors is in inclement weather, contact transportation to provide buses to transport students to a partner school or shelter students on buses. • Do not re-enter building until given "All Clear" by the Superintendent, Incident Commander or emergency response. <ul style="list-style-type: none"> • Building Administrators and staff need to know the location of gas shut off for the buildings on campus contact custodian or Director of Facilities. 	Building Administrator /Superintendent/Transportation Manager
6. If appropriate Community Notification.	Communications Director/Superintendent/ Department Coordinator of Student Information Systems
7. Complete if needed: <ul style="list-style-type: none"> ○ Employee Accident Report. ○ Student Accident Report. ○ Property/Vehicle Incident Report. 	Building Administrator/Office Staff/Custodian

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POWER/TELEPHONE/INTERNET OUTAGES

School District Resources

Community Resources

Director of Facilities
 Transportation Supervisor
 Security/Risk Management Officer
 Superintendent
 Student Information Systems Services
 Technology
 Custodian Supervisor
 Communications Director

Fire/EMS
 Law Enforcement
 Snohomish PUD
 Frontier

Response Action	Responsible
1. Evaluate problem; determine if problem is on-site or off-site. On-site: Determine if it can be corrected by staff and if there are safety hazards affecting building occupants. Determine if life-safety systems have been affected. Isolate hazardous areas and/or evacuated the building as appropriate. Off-site: Ask utility supplier to determine probable of duration of outage. Do not expect them to give time lines- minimum is 2-3 hours for localized outage. Determine if life-safety systems have been affected. Isolate hazardous areas and/or evacuate the building as appropriate. Snohomish PUD Power Outage Map for major storms: http://outagemap.snopud.com/	Custodian/ Building Administrator/ Director of Facilities/Technology
2. Activate Easy Alert. Notify Superintendent’s Office/Technology/Communications Director/Director of Facilities/Department Coordinator of Student Information Systems Director	Building Administrator/ Custodian/Director of Facilities/Technology
3. Notify Director of Facilities so instructions can be provided for generators and lighting, MUST include generator operations for septic at MBE and SWE	Office Staff
4. Activate shelter in place to control movement of students and staff if power outage.	Building Administrator
5. Implement Community Notification.	Communications Director/Department Coordinator of Student Information Systems Director
6. Determine if School Cancellation Plan needs to be activated.	Superintendent
7. Consider HVAC shut down procedures.	Director of Facilities /Custodian

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Power/Telephone/Internet Outages

Communications:

Portable Radios can be used to call from MBE to HRMS. Once the district repeater is installed schools can call to District Office using the District Main Channel – Channel 16 on each portable radio.

Utilities:

Building Administrators and Staff need to know where the utilities shut offs are located.

Power Outage:

1. Activate Generator if backup power is needed – work with custodian.
2. Turn off unnecessary lighting and power sources if generator is activated.
3. Work with Food Services in case power to on-site kitchen is out.

Phone Outage:

[360-804-2505](tel:360-804-2505) setup and it forwards straight to voicemail. The password is "outage" or 688243.

The voicemail box is setup to deliver voicemails via email to a Google Group at phoneoutage@monroe.wednet.edu

The Google Group will have the MDORception as a member to monitor voicemail at all times. Technology will add the following staff if there is an outage.

1. Director of Communications
2. Office Manager at the building
3. Secretary at the building
4. Marketing Liaison
5. Marketing Assistant

HVAC SYSTEM FAILURE

School District Resources

Community Resources

Director of Facilities
 Safety/Risk Management Officer
 Custodians
 Communications Director

Fire/EMS
 Law Enforcement
 ATS
 L&I

Response Action	Responsible
1. Upon discovery of a failure of the heating system, notify building administrator and custodian.	School Staff
2. Evaluate the problem. If cold weather conditions prevail, notify building administrator to curtail building activities that may accelerate heat loss (e.g., close all windows and doors and delay class activity). If the heating supply cannot be restored, contact Director of Facilities and ATS. If unable to correct the problem, notify building administrator of the time required to restore heat or to reach unsafe conditions.	Custodian
3. HVAC shut down procedures, consider internally generated Hazmat spill (i.e., Chemistry labs has a metallic sodium explosion or Picric Acid Spill)	Custodian/Director of Facilities
4. Determine whether School Cancellation Plan is appropriate. Notify staff and Students	Building Administrator /Superintendent
5. If appropriate Community Notification.	Communications Director/Superintendent/Department Coordinator of Student Information Systems

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INDOOR AIR QUALITY

School District Resources

Community Resources

Director of Facilities
 Safety/Risk Management Officer
 Custodians Supervisor
 Communications Director
 Director of Student Services
 Director of Human Resource
 Assistant Superintendent of Operational Services

Fire/EMS
 Department of Health
 ATS
 L&I
 Contractors
 EPA

Response Action	Responsible
1. Notify building administrator and Custodian immediately. Upon discovery of an Indoor Air Quality concern there are three basic principles of indoor air quality management and maintenance: <ul style="list-style-type: none"> o When problems do arise, they can most often be resolved employing the existing skills of staff; o The expense and effort required to prevent most indoor air quality problems is much less than the expense and effort required to resolve problems after they develop; o Many indoor air quality problems can be prevented. 	School Staff
2. EVALUATE THE CONCERN by first identifying the level of concern.	School Staff/Building Administrator
LEVEL I - LOW PRIORITY: The cause of the concern cannot be identified, does not seem to affect health, yet the individual(s) would like the concern checked out. <i>Is there a potential problem that the individual(s) would like further inspection of, or would like an explanation of what is occurring?</i> <ul style="list-style-type: none"> o The Director of Facilities and Safety/Risk Management Officer will investigate and confer with the Director of Student Services if indoor air quality is problematic. 	School Staff/Building Administrator/ Director of Facilities /Safety Risk Management Officer
LEVEL II - LONG-TERM (CHRONIC) PROBLEM: The cause of the problem cannot be identified and occurs over time in a continuous or intermittent pattern. <i>Is there an odor, temperature or humidity problem, and/or physical symptoms causing concern?</i> <ul style="list-style-type: none"> o The Director of Facilities and Safety/Risk Management Officer will take action as indicated by the situation and consult with the Assistant Superintendent of Operational Services and Director of Student Services. o The building nurse will be contacted when health implications are identified, suspected, or questioned, and will consult with/report to the Director of Health Services. 	School Staff/Building Administrator/Director of Facilities/Safety Risk Management Officer
LEVEL III - SHORT-TERM (ACUTE) PROBLEM: The cause of the concern is suspected or identified, has a sudden onset and may represent a broader or escalating problem. <i>Is there an odor, temperature or humidity problem and/or physical symptoms causing sudden (acute) discomfort to one or more occupants?</i> <ul style="list-style-type: none"> o Open doors and windows to ventilate the area. o Remove any individuals from the location who may experience respiratory symptoms. o The custodian will report to the Director of Facilities and Safety/Risk Management Officer if situation cannot be readily resolved. o The Director of Facilities and Safety/Risk Management Officer will take action as indicated by the situation and report to/consult with the Assistant Superintendent of Operational Services and Director of Student Services. o The building nurse will be contacted when health implications are identified, suspected, or questioned and will report to/consult with the Director of Student Services. o The Medical Emergency Procedure will be followed if the health of employee(s) or student(s) is compromised, regardless of whether 911 is called. 	School Staff/Building Administrator/Director of Facilities/Safety Risk Management Officer
LEVEL IV - EMERGENCY PROBLEM: The cause of the problem has a sudden onset, and immediate response is needed to prevent a serious health and/or safety risk to the occupants. <i>Is there a chemical spill, widespread breathing problems, suspected gas leak, or other hazardous condition?</i>	School Staff/Building Administrator/Director of Facilities/Safety

<ul style="list-style-type: none"> o Evacuate the area. o Follow Medical Emergency Procedure and call 911. o Notify the Director of Facilities, Safety/Risk Management Officer, Director of Student Services and the Superintendent's Office immediately. 	Risk Management Officer
3. Consider HVAC shut down procedures, consider internally generated Hazmat spill (i.e., Chemistry labs has a metallic sodium explosion or Picric Acid Spill)	Custodian/Director of Facilities
4. Complete the <i>Indoor Air Quality Report</i> form immediately or following resolution of the LEVEL III and IV incidents.	Building Administrator/ Custodian
5. The Director of Facilities and District Safety/Risk Management Officer will investigate and confer with the Assistant Superintendent of Operational Services if indoor air quality is problematic.	Director of Facilities/Safety Risk Management Officer/Director of Student Services
6. Determine whether School Cancellation Plan is appropriate. Notify staff and students.	Building Administrator /Superintendent
7. If appropriate Community Notification.	Communications Director/Superintendent /Department Coordinator of Student Information Systems
8. Complete If needed: <ul style="list-style-type: none"> o Employee Accident Report. o Student Accident Report. o Property/Vehicle Incident Report. 	Building Administrator/Office Staff/Custodian

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Indoor Air Quality Guidelines

Monroe Public Schools responds to indoor air quality concerns according to the guidelines of the Environmental Protection Agency's *Tools for Schools Action Kit*. The district's Indoor Air Quality Team will respond based on a review of *Indoor Air Quality Report* forms as submitted. The building administrator and the district's Indoor Air Quality team will evaluate reports based on the *Guidelines for Responding to Indoor Air Quality Concerns*. The district's Indoor Air Quality Team will include the Director of Facilities, Safety/Risk Management Officer, Director of Student Services, maintenance employee familiar with the heating and ventilation system of the specific site, the building administrator and the lead custodian. Employees submitting concerns will receive a summary report following completion of the investigation. As appropriate, site visits will be conducted to evaluate all aspects of quality indoor air maintenance.

What Can We Do To Maintain Indoor Air Quality?

- General cleanliness is essential to ensuring good air quality. Clutter makes cleaning of a workspace more difficult. Strive to eliminate clutter. The presence of dirt, moisture and warmth stimulate the growth of molds and other microbiological contaminants. Dust mites increase the possibility of allergy symptoms.
- Upholstered furniture, pillows, cushions and area or throw rugs make classroom cleaning more difficult. These items also contribute to an increase of dust mites and other contaminants as well as interfere with the control of head lice. It is best to limit bringing these items into the work area. Refer to *Standards for Classroom/Worksite Furnishings*.
- The best way to control indoor mold growth is to control moisture. Report any areas of visible or suspected moisture to the building administrator and custodian.
 - Keep items as dry as possible. Avoid keeping damp objects such as sponges and paintbrushes in your work area. Wring excess moisture after cleaning these items and place in well-ventilated area for speedy drying.
 - Report spills on carpeting to the building custodian.
- Ensure adequate airflow by keeping furniture or other obstacles from blocking vents and unit ventilators. Learn about thermostat settings and proper operation of the ventilation system. Use only chemicals, cleaners, and deodorizers that are provided by the district. Buildings will maintain a list of all authorized products.
 - Safety Data Sheets (SDS) will be available in the buildings for all products used.
 - All products must have identifying SDS labels. Be familiar with ingredients and precautions.
 - Always keep chemicals out of the reach of students.
- Any food in work areas should be kept in sealed containers. Avoid food preparation outside of designated kitchens.
- Limit the presence of animals in school facilities (see Operational Procedure I-01 *Animals in the Classroom*).
- Report signs of pests to the Building Administrator.
- Ask students to wipe their shoes before entering the classroom.
- Keep area well ventilated during science and art activities that include special supplies. Examples of supplies/activities that may affect air quality are solvents, inks, adhesives and glues, wax, varnishes and lacquers, powdered pigments, acids, clays, paints, and firing kilns. Make sure art and work supplies do not emit contaminants. Supplies should be labeled AP Nontoxic, CP Nontoxic, or Health Label by the Art and Craft Materials Institute. Be aware of irritation that may be caused by dry erase markers, permanent ink pens, correction fluids, perfumes, nail polish and polish remover.

Above all, employees and administrators must work cooperatively to address indoor air quality concerns. Staff members are strongly encouraged to use the above guidelines to help minimize or eliminate contributing causes of reduced indoor air quality in their work environments.

OUTDOOR Air Quality Conditions*

First, check local air conditions at <https://fortress.wa.gov/ecy/enviwa/> and then use this chart.



	Good	Moderate	Unhealthy for Sensitive Groups	Unhealthy	Very Unhealthy/ Hazardous
Recess (15 minutes)	No restrictions.	Allow students with asthma, respiratory infection, lung or heart disease to stay indoors.	Keep students with asthma, respiratory infection, and lung or heart disease indoors.	Keep all students indoors and keep activity levels light.	Keep all students indoors and keep activity levels light.
P.E. (1 hour)	No restrictions.	Monitor students with asthma, respiratory infection, lung or heart disease. Increase rest periods or substitutions for these students as needed.	Keep students with asthma, respiratory infection, lung or heart disease, and diabetes indoors. Limit these students to moderate activities. For others, limit to light outdoor activities. Allow any student to stay indoors if they don't want to go outside.	Conduct P.E. indoors. Limit students to light indoor activities.	Keep all students indoors and keep activity levels light.
Athletic Events and Practices (Vigorous activity 2-3 hours)	No restrictions.	Monitor students with asthma, respiratory infection, lung or heart disease. Increase rest periods and substitutions for these students as needed.	Students with asthma, respiratory infection, lung and heart disease, or conditions like diabetes shouldn't play outdoors. Consider moving events indoors. If events are not cancelled, increase rest periods and substitutions to allow for lower breathing rates.	Cancel events. Or move events to an area with "Good" air quality — if this can be done without too much time spent in transit through areas with poor air quality.	Cancel events. Or move events to an area with "Good" air quality — if this can be done without too much time spent in transit through areas with poor air quality.

Public Health Recommendations for Schools on Fine Particle Air Pollution

***Students with asthma should be following their Asthma Action Plan in all Air Quality Conditions.** **Light Activities:** Playing board games, throwing and catching while standing, and cup stacking.

Moderate Activities: Yoga, shooting basketballs, dance instruction, and ping pong.

Vigorous Activities: Running, jogging, basketball, football, soccer, swimming, cheerleading, and jumping rope.

ELEVATOR EMERGENCY

School District Resources

Community Resources

Director of Facilities
 Safety/Risk Management Officer
 Custodians
 Assistant Superintendent of Operations

Fire/EMS
 L&I
 ThyssenKrupp Elevator Corporation

Response Action	Responsible
<p>1. Unoccupied Elevator Failures If an unoccupied elevator fails, contact the Director of Facilities. When reporting an elevator failure, provide the location (e.g., building, address) and elevator number. The Director of Facilities will:</p> <ul style="list-style-type: none"> • Dispatch a District employee (e.g., maintenance, custodian) to respond to the call; • Confirm that an entrapment issue does not exist; • Contact the elevator contractor for a service request and determine the estimated time of arrival; and • Place an "Out of Service" sign on the elevator if the estimated time of arrival is in excess of 30 minutes. <p>Note: No District employee shall attempt to reset the elevator, open the shaft or pry open the doors.</p>	<p>Building Administrator/Director of Facilities</p>
<p>2. Occupied Elevator Failures If a person is trapped inside an elevator, call 911 to notify the Fire Department. If a student is involved in the entrapment, then the Assistant Superintendent of Operations and Director of Facilities shall be notified. If you are outside an elevator and have knowledge of someone trapped inside the elevator, call 911 immediately. When reporting an elevator failure to 911, provide the following:</p> <ul style="list-style-type: none"> • Caller's name; • Location (e.g., building, address, floor); • Problem (e.g., stalled, stuck between floors, people trapped); • Number of people trapped; • If any trapped persons are students; and • Any injuries, life threatening conditions or additional information. <p>In addition, building administrator will call the Director of Facilities:</p> <ul style="list-style-type: none"> • Dispatch a District employee (e.g., maintenance, custodian) to respond to the call; • Contact the elevator contractor for a service request and determine the estimated time of arrival; • Communicate to the trapped persons inside the elevator that help is on the way; • Ascertain if there are any injuries, severe sense of panic or life threatening conditions inside the elevator; • Maintain communication with the elevator contractor at all times to avoid activities that could endanger passengers, mechanics, or other people responding to the scene. <p>Note: No District employee shall attempt to reset the elevator, open the shaft or pry open the doors.</p>	<p>Building Administrator/Director of Facilities</p>

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Elevator Emergency

Since the code requires the evacuation plans to be available to authorized elevator and emergency personnel, you must either:

- Have someone on site that will show the inspector the plans;
- Post the plan in the machine room; or
- Post signage in the machine room to indicate where the plan is located.

8.6.11.5 Emergency Evacuation Procedures for Elevators

8.6.11.5.1 The evacuation of passengers from stalled elevators shall be performed only by authorized, elevator and emergency personnel (see 1.3) in compliance with the procedures specified in 8.6.11.5.2 through 8.6.11.5.6.

8.6.11.5.2 A written emergency evacuation procedure shall be made and kept on the premises where an elevator is located.

8.6.11.5.3 The procedure shall identify the hazards. The procedure shall also detail the safety precautions utilized in evacuating passengers from a stalled elevator.

8.6.11.5.4 All authorized personnel who are assigned to assist in evacuating passengers from a stalled elevator, and all persons who use special purpose personnel elevators, shall be given a copy of these procedures and all necessary training to assure that they understand and comply with the procedures.

8.6.11.5.5 These procedures shall be available to authorized elevator and emergency personnel.

8.6.11.5.6 A record of authorized personnel trained, and all persons who use special purpose personnel elevators, as specified in 8.6.11.5.4, shall be kept on the premises where the elevator is located and shall be available to the authority having jurisdiction.

APPENDICES

SMART 911/Rave Panic Button



Notify Key Personnel

Key on-site personnel are notified of an emergency immediately when a Panic Call is made to 9-1-1. Throughout the process, these users will continue to be notified with situational updates in real time, so that they can take appropriate action.



Emergency Call Capabilities

When you make an emergency call from the Rave Panic Button app, key on-site personnel are notified of the emergency, you are immediately connected to 9-1-1, and 9-1-1 receives both the emergency type and critical emergency information about the campus.



Critical Data to 9-1-1

9-1-1 immediately receives critical data about the campus a Panic Call is placed from – key situational items like caller location, building floor plans, campus, contact, and access info – and is given the ability to rapidly message campus employees and first responders.

More information to install app www.ravepanicbutton.com

If you decide you want the notifications, contact District's Safety/Risk Management Officer to sign up for SMART 911/Rave Panic Button notifications.

SNOPAC 911 – NON-EMERGENCY PHONE NUMBERS

NEW #SNOCOUNTY NON-EMERGENCY NUMBERS

Citizens can call these numbers to report non-emergencies, instead of 911.

425-407-3999

SNOPAC

425-775-3000

SNOCOM



You can transfer calls to these numbers.

Use the non-emergency number for any situation that does not compromise the safety or security to the campus or students.

Call 911:

Medical
Fire/Fire Alarm
Suspicious Person On Campus
Collision
Bomb Threat
Threatening Individual
Restraining/Protection Order
Violation
Dangerous Weapon violation
Active "Assault"

Calling Non-Emergency:

Child Abuse/Neglect
Theft
Vandalism – usually done online
Cold "Assault" – not currently happening
Abandoned Vehicle on School Property

Website snohomishcountywa.gov/3637/Calling-911

SNOPAC 911 is set up to receive text messages to regular "911"-So if you can't talk but can text, send a text to "911".

Using Rapid Responder for Incidents, Drills, and Training

<https://prod.rapidresponder.com/Login.aspx>

During a crisis, instant access to site-specific information is mission critical. Fast access to such information can reduce the danger to both civilians and emergency responders. The technology to protect lives and property is here now. Developed by public safety professionals, it has already proven its worth to police and fire departments around the country.

Using Rapid Responder and a laptop computer, emergency personnel can immediately access critical site-specific information such as:

- Floor plans
- Fire suppression equipment location
- Emergency action plans
- Hazardous material data
- Access and egress routes
- Real-time data sharing and coordination
- On-the-fly reporting

Utilizing a highly reliable combination of on-board data and dynamic, web-based content, Rapid Responder offers a logical, secure and integrated approach to emergency data management.

Resources: Rapid Responder APP is available on Smartphones.

www.preparedresponse.com or www.waspc.org

Administrators - Reminder to close out incidents, drills, or training after the incident is completed. There are two ways to end the incident or drill. First is through Easy Alert Button click on "X" button or second is through the administrator site of Rapid Responder.

<https://prodadmin.rapidresponder.com/login.aspx>

- To complete a summary for an incident or drill, Administrator needs to sign into Rapid Responder-Administrative Interface. Click on school where the drill, training or incident occurred. Click on Events, click on tab for event you are updating, click on the specific drill, training or incident. Fill out summary report and click save.

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DISTRICT SCHOOL DRILLS

The Monroe School District is charged with the responsibility for providing for the safety of staff and students. Written policies and procedures alone cannot guarantee student and staff safety. It is essential that frequent and regularly scheduled drills be practiced at each school. The building administrators shall supervise emergency drills or other safety activities necessary to assure appropriate responses if/when emergencies occur. The District’s Safety Committee will review to ensure each school is complying with the following drill requirements. As of July 2017, House Bill 1279 changes the required emergency drills that all schools are required to conduct. Schools are required to have no less than one safety-related drill each month, and must document the date and time of each drill.

Emergency Drills: On an annual basis schools shall conduct no less than one safety-related drill for each month that school is in session (including partial months), and, at a minimum must include the following:

- Use of the school mapping system (Rapid Responder);
- Drills for shelter-in-place (I.E. flood, tsunami, windstorm, chemical spill, etc.);
 - Name: *Shelter in Place Drill*
- Drills for violence;
 - Name: *MED Drill*
- Drills for evacuation;
 - Name: *Evacuation Drill*

Therefore, the minimum number of emergency drills performed in a normal school year while students are on-site is ten (10). These drills must teach students the basic functional responses for evacuation, lockdown, and shelter-in-place.

In an effort to be consistent across the district, the Emergency Preparedness Program will select a drill competency for each month:

<u>Month</u>	<u>Drill</u>
September:	<i>No in-person movement drills are scheduled due to increased pandemic risk, at this time. Review emergency procedures with students through conversation-based learning</i>
October:	All-Hazard Overview upon student return, emphasis on Earthquake Conversation/Table-Top learning
November:	Pandemic Illness Table-Top. Review Pandemic Illness procedures
December:	Evacuation Table-Top. Review Evacuation procedures.
January:	Shelter-in-place Table-Top. Review Shelter-in-place procedures.
February:	MED Table-Top. Review M/E/D procedures.
March:	Evacuation Table-Top
April:	Earthquake Table-top
May:	Evacuation Table-Top
June:	MED/Lockout Table-Top

Monroe School District requires all drills must be scheduled in advance and utilize the Rapid Responder Easy Alert system. The intent is that building administrator, and building support personnel utilize the school mapping system on a regular basis to increase familiarity with the system in case of an actual emergency. Schools shall document the date and time of drills, as well as the specific type of drill undertaken. Please reference the [Drill and Exercise Operational Procedure](#) for additional information and guidance.

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.

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ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This section establishes the operational organization that will be relied on to manage the incident and includes:

- A list of the kinds of tasks to be performed by position and organization.
- An overview of who does what.

The building administrators are not able to manage all the aspects associated with an incident without assistance. The school relies on other key school personnel to perform tasks that will ensure the safety of students and staff during a crisis or critical incident. It is difficult to form a team while a crisis or critical incident is unfolding. Roles should be pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs.

School staff may be required to remain at school to assist in an incident. In the event that this School EOP is activated, staff will be assigned to serve within the Incident Command System based on their expertise and training and the needs of the incident.

A. Building Administrator

- The building administrator may serve as the Incident Commander or delegate that authority to a qualified individual. At all times, the building administrator still retains the overall responsibility for the overall safety of students and staff. However, delegating the authority to manage the incident allows the building administrator to focus on policy-level activities and interfacing with other agencies and parents.

B. Incident Commander

The Incident Commander responsibilities include:

- Assume overall direction of all incident management procedures based on actions and procedures outlined in this EOP.
- Take steps deemed necessary to ensure the safety of students, staff, and other individuals.
- Determine whether to implement incident management protocols (e.g. Evacuation, Reverse Evacuation, Shelter in Place, Lockdown, etc.), as described more fully in the functional annexes in this document.
- Arrange for transfer of students, staff, and other individuals when safety is threatened by a disaster.
- Work with emergency services personnel. (Depending on the incident, community agencies such as law enforcement or fire department many have jurisdiction for investigations, rescue procedures, etc.)
- Keep the principal and other officials informed of the situation.

C. Teachers/Para Educators

Teachers shall be responsible for the supervision of students and shall remain with students until directed otherwise.

Responsibilities include:

- Supervise students under their charge.
- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders according to established incident management procedures.
- Give appropriate action command during an incident.
- Take attendance when class relocates to an outside or inside assembly area or evacuate to another location.

- Report missing students to their building administrator so they can report it to Incident Commander or ICS supervisor.
- Obtain first aid services for injured students from the school nurse or person training in first aid. Arrange for first aid for those unable to be moved.
- Render first aid if necessary. School staff will be trained and certified in first aid and CPR.

D. Counselors, Social Workers, and Psychologists

- Counselors, social workers, and psychologists provide assistance with the overall direction of the incident management procedures at the site.
- Responsibilities include:
 - Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
 - Direct students in their charge according to established incident management protocols.
 - Render first aid if necessary.
 - Assist in the transfer of students, staff, and other individuals when their safety is threatened by a disaster.
 - Execute assignments as directed by the Incident Commander or ICS supervisor.

E. School Nurse/Health Assistant

Responsibilities include:

- Administer first aid or emergency treatment as needed.
- Supervise administration of first aid by those trained to provide it.
- Organize first aid and medical supplies.

F. Custodians/Maintenance Personnel

Responsibilities include:

- Survey and report building damage to the Incident Commander or Operations Section Chief.
- Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines.
- Provide damage control as needed.
- Assist in the conservation, use, and disbursement of supplies and equipment.
- Keep Incident Commander or designee informed of condition of school.

G. Office Staff

Responsibilities include:

- Answer phones and assist in receiving and providing consistent information to callers.
- Provide for the safety of essential school records and documents.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Provide assistance to the principal and Policy/Coordination Group.
- Monitor radio emergency broadcasts.
- Assist with health incidents as needed, acting as messengers, etc.

H. Food Service/Cafeteria Workers

Responsibilities Include:

- Use, prepare, and serve food and water on a rationed basis whenever the feeding of students and staff becomes necessary during an incident.
- Execute assignments as directed by the Incident Commander or ICS supervisor.

I. Bus Drivers

Responsibilities Include:

- Supervise the care of students if disaster occurs while students are in the bus.
- Transfer students to new location when directed.
- Execute assignments as directed by the Incident Commander or ICS Supervisor.
- Transport individuals in need of medical attention.

J. Other Staff (e.g., Itinerant Staff, Substitute Teachers, Paras)

Responsibilities include reporting to the Incident Commander or ICS supervisor if requested or activated.

K. Students

Responsibilities include:

- Cooperate during emergency drills and exercises, and during an incident.
- Learn to be responsible for themselves and others in an incident, as age appropriate.
- Understand the importance of not being a bystander by reporting situations of concern.
- Develop an age-appropriate awareness of natural, technological, and human-cause hazards and associated prevention, preparedness, and mitigation measures.
- Take an active part in school incident response/recovery activities, as age appropriate.

L. Parents/Guardians

Responsibilities include:

- Encourage and support school safety, violence protection, and incident preparedness programs within the school.
- Participate in volunteer service projects for promoting school incident preparedness.
- Provide the school with requested information concerning incident, early and late dismissals, and other related release information.
- Practice incident management preparedness in the home to reinforce school training and ensure family safety.
- Understand their roles during a school emergency.

DISTRICT LATE START/CANCELLATION PROCEDURES

REMINDER: The potential make-up days marked at the end of the school calendar in June will become contracted work days in the event of school cancellations during the year. Be strategic when planning summer vacations or beginning summer jobs.

LATE START: When there is a late start due to weather or other emergencies, your safety is the first priority. Staff expectations are as follows:

Bus Drivers – follow delayed start schedule.

Para-educators – follow delayed start schedule based on your job responsibilities with students. For example – if your job responsibilities usually start at 9:00 a.m. your start time would be 11:00 a.m. for a two-hour delay. Any hours not worked may be banked, taken as personal leave or emergency leave (which is deducted from annual leave). Sign in with lead secretary upon arrival.

ALL OTHER EMPLOYEES – (Certificated, Health Room, Dispatch, Mechanic, Grounds, Maintenance, Custodial, Office, Clerical, Specialized Support Positions and Non-Represented staff). Report to work as usual if you can do so safely; hours not worked are non-paid hours unless taken as vacation, personal leave, comp time, or emergency leave (which is deducted from annual leave). All employees are directed to sign in upon arrival on late start days.

CANCELLED: When school is cancelled prior to the start of the school day, again your safety is the first priority. Staff expectations are as follows:

FULL-TIME (260 DAY) EMPLOYEES – report to work if you can do so safely; hours not worked are non-paid hours unless taken as vacation or personal leave, comp time or emergency leave (which is deducted from annual leave). Please see your collective bargaining agreement/contract for more details.

EMPLOYEES WORKING LESS THAN 260 DAYS: School Based Staff and Transportation – (Teachers, Counselors, Specialized Certificated Staff, Health Room, Office/Clerical, Para-educators, Bus Drivers, Dispatch, and Specialized Support Positions).

Non-paid day (ultimately made up on snow make-up day at the end of the school year).

District Office Support Staff – report to work if you can do so safely; hours not worked are non-paid hours unless taken as vacation, personal leave, comp time or emergency leave (which is deducted from annual leave) or made up by approved calendar change.

SCHOOL CLOSURE INFORMATION: School closure information may be obtained via:

- the school schedule hotline at 360-804-2950
- the Internet at <https://www.flashalert.net/signup.html>
- from a direct link on Monroe Public Schools webpage www.monroe.wednet.edu
- robo text message – notify building secretary of your cell number and carrier

UNANTICIPATED EMERGENCY CLOSURE:

It is the policy of the District not to dismiss students early once school has started. However, in the event that an emergency closure is authorized by the superintendent, the expectations are as follows:

1. All staff members are to remain for their regular work day or until which time all students have been picked up. Site administrators may give permission for an employee to leave early due to an emergency. If a staff member leaves early, emergency leave will be counted against the employee's annual leave for the hours the employee did not work.
2. If the district is closed or an early district-wide dismissal authorized, all District sponsored after school and evening activities, including Sky Valley Community Schools, are cancelled.
3. If the district is closed or an early district-wide dismissal authorized, facility use by outside user groups may be cancelled as determined on a case-by-case basis. Patrons should call their respective agencies for information regarding individual closures.

DISTRICT COMMUNICATIONS PLAN

The District's Communications Director or designee will be the District's PIO and communicate with families, the community and the media. It is crucial to keep the community informed before, during, and after a crisis. Clear lines of communication are crucial to a successful response to a crisis. Keep in mind that in times of crisis, computers, intercoms, telephones, and even cell phones may not work or may be dangerous to use. Plan for several methods of communication in a crisis. The school schedule hotline at (360) 804-2950.

Internal and External communication include:

1. District Web Page (Communications Director)
2. Twitter (Communications Director)
3. Facebook (Communications Director)
4. Media (Communications Director)
5. Staff Email (Communications Director)
6. Skyward (Department Coordinator of Student Information Services)
7. Robo Call (Department Coordinator of Student Information Services)
8. Text Alerts to Parents (Department Coordinator of Student Information Services)
9. Rave Panic Button – Staff Assist (Safety/Risk Management Officer)
10. Easy Alert – Rapid Responder (Safety/Risk Management Officer)
11. Flash Alert (Transportation Manager or Safety/Risk Management Officer)
12. Email (Everyone) - *if no telephones: send Family Access message as early as possible to provide parents with other options for communicating with the school (i.e. email). In message, notify parents to place the word "PARENT" and if urgent place "URGENT" at the beginning of the subject, so staff could easily see what issues were coming in that fashion. If subs are available, we could always call in a secretary sub to monitor email just for that purpose.*
13. Parent Newsletters (Building Administrators)
14. Face to Face (Everyone)
15. Intercoms (Building Administrators)
16. Telephone (Everyone)
17. Mail (Everyone)
18. Two-way radios (Building Administrators/District Administrators)

Notification for incidents:

School Incident – Assault/Rape/Weapon/Threat – Staff/Parent(s) Notification

- If criminal investigation is involved, Communications Director will work with law enforcement PIO to determine release of information.
- Communications Director and Building Administrator will draft a letter to send to staff and parent(s) with final draft approval from Assistant Superintendent of Student and School Support. Final letter will be sent to staff, parent(s) and all district administrators.

Notification Systems to use:

- Staff Email (Communications Director)
- Media (Communications Director)
- Skyward (Department Coordinator of Student Information Services)
- Building Staff Notification (Building Administrator)

School Bus Collision – Parent Notification

Operations:

- Notified of collision and pull student list from Skyward per Route #
- Call administrators of sites involved to advise of accident (to be posted in RR w/Administrator contacted)
- Family Alerts
 - Send initial text/email to families: Route # ___ will be delayed
 - Send second test/email 15-20 minutes later: Route # ___ minor accident, no injuries reported by student, EMT evaluating
- Reconcile list based on seating chart provided on site
- Assist with calling families of students on the bus
- Send Staff Assist to other building administrators advising them of collision

Communications:

- Field calls from families re incident
- Provide script for Transportation and schools receiving parent calls
- Initiate calling families of students on the bus
 - Determine team to call families
 - Provide script for calling

District Office Family Notification Team:

- Assist with calling families
- Enlist assistance from Pool of Callers to expedite
- Contact Hispanic Liaison to assist with interpretation or calling families.

Notification Systems to use:

- Telephone (Everyone)
- District Web Page (Communications Director)
- Twitter (Communications Director)
- Facebook (Communications Director)
- Media (Communications Director)
- Staff Email (Communications Director)
- Skyward (Department Coordinator of Student Information Services)
- Robo Call (Department Coordinator of Student Information Services)
- Text Alerts to Parents (Department Coordinator of Student Information Services)
- Rave Panic Button – Staff Assist (Safety/Risk Management Officer)
- Easy Alert – Rapid Responder (Safety/Risk Management Officer)

School Delay/Closure Notification

- District Administrators Text Message Closure/Delay Group –
 - Superintendent
 - Assistant Superintendent of Operations
 - Director of Facilities
 - Transportation Manager
 - Transportation Supervisor
 - Safety/Risk Management Officer
 - Communications Director
 - Department Coordinator of Student Information Services
- District Administrators will notify Communications Director and Department Coordinator of Student Information Services once the decision is made to delay or close school. Notifications will be sent out to Staff/Parent(s).

Notification Systems to use:

- District Web Page (Communications Director)
- Twitter (Communications Director)
- Facebook (Communications Director)
- Media (Communications Director)

- Staff Email (Communications Director)
- Skyward (Department Coordinator of Student Information Services)
- Robo Call (Department Coordinator of Student Information Services)
- Text Alerts to Parents (Department Coordinator of Student Information Services)
- Flash Alert (Transportation Manager or Safety/Risk Management Officer)
- Rave Panic Button – Staff Assist (Safety/Risk Management Officer)

School Bus Delay – Notification will be send to staff/parent(s) if bus is delayed and students have not been picked up

- Transportation dispatchers will notify Communications Director when buses are delayed more than 15 minutes to send out a message to parent(s). Communications Director will contact Department Coordinator of Student Information Systems to assist with sending out the message.

Notification Systems to use:

- District Web Page (Communications Director)
- Twitter (Communications Director)
- Facebook (Communications Director)
- Staff Email (Communications Director)
- Text Alerts to Parents (Department Coordinator of Student Information Services)

Disease Reporting – Parent(s) Notification

- Building Administrator or School Nurse will contact Director of Student Services. Director of Student Services will contact the Department of Health (<http://www.snohd.org/Children-Family/School-Health-Safety/School-Nurses-Staff>) and Communications Director.
- Communications Director and Director of Student Services will draft a staff/parent letter to be sent out based on recommendations from the Department of Health.

Notifications Systems to use:

- Skyward (Department Coordinator of Student Information Services)
- Staff Email (Communications Director)

Death Notification - Student/Staff/Parent Notification

- Notification of death of student/staff/parent from the community – Superintendent and Communications Director will draft a message. Superintendent and Communications Director will work with Director of Student Services to provide staff communication about the death and information for their response to dealing with students.
- Notification of death of student/staff/parent on campus – Communications Director will work with local emergency responders to draft a message. Superintendent will approve the message

Notification Systems to use:

- Staff Email (Communications Director)
- Media (Communications Director)
- Skyward (Department Coordinator of Student Information Services)
- Building Staff Notification (Building Administrator)
- Face to Face (Everyone)

Family Communications for Lockdowns, Police Activity and Potential Threats to Students

ACTION BY:	SITUATION	PARENT EMAIL Using Skyward	ROBO CALL Using School Messenger	TEXT MESSAGE using Student Information System	PUSH NOTIFICATION NOT IN USE	PRINTED LETTER to parents - US Mail if no email	POST ON SCHOOL WEBSITE	POST ON SOCIAL MEDIA Facebook/Twitter
COMMUNICATIONS OFFICE	<ul style="list-style-type: none"> • Police Activity nearby and • Lockout or Lockdown and • Suspect still at large or • Delayed release or change in bus time • Send messages as soon as possible and prior to scheduled release 							
	<ul style="list-style-type: none"> • Threat and • No transportation or release-time impact 							
	<ul style="list-style-type: none"> • Threat and • Delayed release or change in bus time • Send messages as soon as possible and prior to scheduled release 							
	<ul style="list-style-type: none"> • Weapon at school 							
	<ul style="list-style-type: none"> • Current or potential risk to students • Stalker/lewd behavior – not in custody • Send messages as soon as possible and prior to scheduled release 							

DISTRICT REUNIFICATION TEAM

Parent-Student Reunification Procedures

Student release is a crucial part of emergency planning. During an emergency or disaster, the traditional student release procedure is often unsafe and therefore not operable. Parent-student reunification is part of the Incident Command System and is assigned to the Operations Area.

- **Site selection:**
 - Sites are located within Rapid Responder under each School Site, under "Staging Locations."
 - Make sure all your school staff is familiar with campus.
- **Transportation logistics:** Coordinate with:
 - Transportation officials to verify that everyone can be safely evacuated.
 - Security staff to identify ways to maintain control and limit access to the site.
 - Public safety personnel to coordinate traffic and parking support.
- **Resources:** Station key resources at the site, including:
 - Crisis recovery personnel, including law enforcement and security personnel.
 - Initial mental health personnel.
 - The emergency kit containing records and release forms and first aid supplies.
- **Protocols:**
 - Plan for immediate notification to loved ones through local media.
 - Have procedures for the release of minors, such as photo identification.
 - Consider seeking help from local emergency management to manage the center.
 - Consider sharing evacuation and reunification portions of your emergency plan with parents/guardians in advance. Experience has shown that if parents/guardians are aware of the procedures before an event, they are less likely to go directly to an incident site.

Reunification Procedures:

In an emergency, schools must establish a safe area for parents to go to pick up their children. This area must be away from the both the damage and the student assembly area. In a typical release, the following steps will be followed:

- Parents will report to the assigned area and give the name of their child/children.
- Picture I.D. will normally be required by the person in charge to ensure the person requesting the child/children is a match to the name on the emergency release card.
- A runner will go to the student assembly area and get the child/children requested by the parent or adult. The runner will escort the student back to the pick-up area.
- Parents will be asked to sign a form indicating they picked up the child/children. The date and time will also be indicated on the pick-up form.
- If the child is in the first aid area, the parent will be escorted to that area for reunification with their child/children.
- Counselors, when available, will be located close to the first aid area in the event they are needed.

Traffic Control:

- Traffic will be controlled until local law enforcement is available and on scene at the school. Remember Egress and Ingress to the site is very important for smooth transition. Student off-load should be separate from parent staging and media.
- To every extent possible two-way traffic will be maintained to allow for entry and exit of emergency vehicles.

- As the situation develops there may be time for barricades and other traffic control devices to be delivered and set up. It should be understood this will not occur at the beginning of the incident.
- When law enforcement arrives on the scene they will take charge and do whatever is necessary, including the towing of vehicles, to manage the emergency or disaster.

Maintaining the Procedures:

- Updated rosters are available through Skyward or through Student Information Services. Rosters should be available to the building administrator and Reunification Team.
- Emergency information should be updated for each student and staff at the beginning of the year. The student's information should include contact information for parents/guardians, as well as other adults who can be contacted if the parent/guardian is not available. The information should also indicate who the child is permitted to leave campus with, if necessary.

DO NOT release students to people not listed on the student emergency card. A well-intentioned friend may offer to take a child home; however, school staff must be certain that students are only released to the appropriate people so students' families will know where they are. The card should also include all pertinent medical information such as allergies, medications, and doctor contact information. These cards should be stored in the front office in both hard copy and electronically, if possible.

Things to Remember:

- Some parents will refuse to cooperate with the parent-student reunification process. This situation can be diminished, to some degree, if parents are informed about the school release procedures before the disaster or emergency occurs. They should be reminded that the safety of their children is your utmost priority. It is a good idea to include this material in your student handbook distributed at the beginning of the school year.
- Parents may be emotional when arriving at the school. Have counselors available to deal with issues that exceed your area of expertise.
- Shortly after the incident the media will have a presence on your campus. The Public Information Officer, part of the command staff operating under the Incident Command System, will deal with the media. However, it is important that parents be sheltered from media representatives unless they volunteer to talk with the media.

DISTRICT STUDENT/STAFF ACCOUNTABILITY

Student Information Services is available to assist with obtaining the following reports during an emergency. Safety and Accountability for students and staff is one of the top priorities during a crisis.

Skyward – mpportal.org

<https://www2.nwrdc.wa-k12.net/scripts/cgiip.exe/WService=wmonroes71/seplog01.w>

- Attendance Reports.
- Emergency Rosters.

Attendance is important and needs to be accurate. Emergencies are unplanned and emergency responders need to know who is safe and who might still be in danger.

AESOP Phone System for Employee Attendance and Substitutes – mpportal.org

http://www.monroe.wednet.edu/pages/personnel-pages/personnel-sub_office.html

DISTRICT CRISIS SUPPORT TEAM

Contact: Director of Student Services and Director of Human Resources

A Crisis Intervention Team, or CIT, is composed of individuals at both the district and school level involved in recovery. Service providers in the community may be asked to assist after a crisis. With prior planning, additional providers with appropriate skills and certifications may be tapped to assist in recovery. This will help district and school personnel coordinate activities of the community service providers and see that district procedures and intervention goals are followed.

Provide assessment of emotional needs of staff, students, families, and responders. Assess the emotional needs of all students and staff, and determine those who need intervention by a school counselor, social worker, school psychologist, or other mental health professional. Arrange for appropriate interventions by school or community-based service providers.

In addition, available services need to be identified for families, who may want to seek treatment for their children or themselves. Appropriate group intervention may be beneficial to students and staff experiencing less severe reactions to the crisis. Group interventions should be age appropriate.

Provide stress management during class time.

Trauma experts emphasize the need to create a caring, warm, and trusting environment for students following a crisis. Allow students to talk about what they felt and experienced during the traumatic event. Younger children who may not be able to fully express their feelings verbally will benefit from participating in creative activities, including drawing, painting, or writing stories. Young adolescents benefit from group discussions in which they are encouraged to talk about their feelings, as well as from writing plays or stories about their experiences. Engage older adolescents in group discussions, and address any issues of guilt (“I could have taken some action to change the outcome of the crisis”).

Conduct daily debriefings for staff, responders, and others assisting in recovery.

Mental health workers who have provided services after crises stress the importance of ensuring that those who are providing “psychological first aid” are supported with daily critical incident stress debriefings. Debriefings help staff cope with their own feelings of vulnerability.

IDENTIFYING POTENTIAL HAZARDS ALONG EVACUATION ROUTES CHECKLIST

One key to developing procedures for a quick and orderly evacuation is a thorough assessment of the hazards likely to be encountered enroute from classrooms and other activity rooms to safe, open-space areas. Use this form to review the evacuation routes from your school, marking hazards and potential hazards along the routes. It may be helpful to ask your local fire department to send an inspector to complete the survey with you.

Hazards
<input type="checkbox"/> Hallways and/or doors containing glass panels that are other than tempered glass or plexiglass.
<input type="checkbox"/> Lockers, bookshelves, or other storage units along hallways Note: Hallways may be cluttered with debris from ceilings, fallen light fixtures, broken glass, and toppled storage units. Students should be advised to anticipate these hazards.
<input type="checkbox"/> Lighting that is dependent on electricity rather than sunlight
<input type="checkbox"/> Elevators Note: Elevators are vulnerable to damage from fires, earthquakes, and other hazards. Signs should be posted near elevators prohibiting their use during emergencies.
<input type="checkbox"/> Building exit routes that pass through arcades, canopies, or porch-like structures
<input type="checkbox"/> Roofs with clay or slate tiles
<input type="checkbox"/> Building facings that include parapets, balconies, or cornices
<input type="checkbox"/> Gas, sewer, or power lines near the outdoor assembly area
<input type="checkbox"/> Other hazards (List):

IDENTIFYING SCHOOL-BASED HAZARDS— CLASSROOM MITIGATION CHECKLIST

This checklist can be used by administrators, teachers, or staff to analyze classroom hazards that can be mitigated at little or no cost. Complete this form for each classroom surveyed. Use the information gathered during the classroom hazard assessment to determine the scope of classroom hazards throughout the school and to develop a plan and schedule to reduce the hazards.

Room: _____

Surveyed By: _____ **Date Surveyed:** _____

Hazard	Mitigation Measures
<input type="checkbox"/> Free-standing cabinets, bookcases, and wall shelves	
<input type="checkbox"/> Heavy objects on high shelves	
<input type="checkbox"/> Secure Potentially hazardous displays located near seating areas	
<input type="checkbox"/> Unsecured TV monitors	
<input type="checkbox"/> Unsecured wall-mounted objects	
<input type="checkbox"/> Hanging plants above or near seating areas	
<input type="checkbox"/> Incompatible chemicals stored in close proximity (e.g., window cleaner and ammonia)	
<input type="checkbox"/> Paper or other combustibles (e.g., greasy rags) stored near heat source	
<input type="checkbox"/> Other hazards (List):	

Pre-Attack Indicators & Behaviors

It is recognized universally that violent intruders and "Active Shooters" do not just "snap". The vast majority of attackers spend between two days and two years planning their attacks. Hence, indicators of violence exist well before the event takes place. The Monroe School District employs many measures to ensure that early indicators of violence are recognized and acted upon. This includes training for staff on indicators, providing anonymous reporting systems, and having a multi-jurisdictional threat assessment team process.

However, all of these methodologies are reliant upon you, your team, and our community recognizing early warning signs and then acting upon them. Historically, 54% of the time concerning behavior of active shooters goes unreported. 83% of the time, individuals bring up concerns directly to the would-be-attacker and it stays between them. Keep in mind, no profile for a violent intruder exists. Active shooters have been as young as five and as old as mid-seventies. They have had no education and held doctorates. They have worked individual and as teams. They have left behind small children and been "loners". They have included all races, all levels of employment, and all levels of apparent worldly success.

DO NOT TRY TO STEROTYPE INDIVIDUALS WHO COMMIT ACTS OF VIOLENCE.

Recognizing behavior must be included in this emergency operations procedure, which primarily outlines action steps. The following link is to a study of Pre-Attack Behaviors and indicators, released by the FBI in 2018 in relationship to a 13-year study on active shooter events. Be aware of pre-attack indicators and ACT on them by reporting to the district safety team: Risk & Safety Manager Greg Burns, Burnsg@Monroe.wednet.edu /ext. 2576

<https://www.fbi.gov/file-repository/pre-attack-behaviors-of-active-shooters-in-us-2000-2013.pdf/view>