

## **Emergencies**

### **Safety Drills**

Each school will conduct no less than one safety-related drill each month that school is in session. Each school will complete no less than one drill using the school mapping information system, one drill for lockdowns, one drill for shelter-in-place, one drill for earthquake and dam evacuation (if needed), and six drills for fire evacuation in accordance with the state fire code.

- A. One for lockdowns;
- B. One for shelter-in-place
- C. Six for fire evacuation
- D. One for earthquakes or Tolt Dam Evacuation for Carnation schools

Annually at least one of the drills will use the school mapping system.

Records will be maintained of required emergency drills and include the following information using Form P3090-1F. A copy of Form P3090-1F will be kept at the buildings and the original will be sent to the Superintendent's Office at year end.

- A. Identity of the person conducting the drill;
- B. Date and time of the drill;
- C. Time required to accomplish the drill.

### **Fire**

Fire and Fire Drills: General Instructions

- A. In the event of a fire:
  - 1. Give the fire alarm signal (one long continuous signal).
  - 2. Call and report the fire.
  - 3. Authority to sound the fire alarm system in the event of a real emergency is possessed by any person who discovers the fire.
- B. Fire drills
  - 1. Instructions must be given to all students on the FIRST DAY of school in September, each year.
  - 2. A fire drill should be held during the first week of school and five more times during the year, for a total of six fire drills.
  - 3. It is particularly important that kindergarten children, representing the one large group of children new to the schools, be given instructions in fire drill procedures for the building.

C. Authority to Call Drills

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

**Lockdowns**

A. Modified Lockdown:

Staff and students will move quickly from corridors, common areas, or unsecured areas to the nearest secured area. The outside doors to all classrooms will be locked and everyone will be moved away from windows and doors. Exterior building access doors will be locked. Classroom instruction continues and limited movement within buildings is allowed. Lockdown will end after search reveals no hazard or the hazard is removed. The building all-clear signal will be dispatched based on your safety plan.

B. Complete Lockdown:

All students and staff will remain out of sight and as quiet as possible. Staff will immediately detain students already in their classroom and direct students in corridors, common areas, or unsecured areas to go into a room. Exterior building doors will be locked. All classroom doors will be closed and locked. Staff will keep students inside their room and as calm as possible until instructions are given or the all clear signal is given.

**Earthquake**

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

- A. Each school principal in consultation with staff is required to prepare a plan and conduct an emergency earthquake drill at least once annually. The building staff is encouraged to contact the district office and the county emergency service department for technical assistance.
- B. Teachers will see that all members of their respective classes take protective action appropriate to their situations; evacuate classes in an orderly and expeditious manner; maintain order; supervise evacuated students; and, insure orderly re-entry when signaled.
- C. The principal and custodian should inspect facilities before instructing staff and students to evacuate. Classes should be evacuated through exits to a safe area. Students should move away from buildings and remain there until given further instructions. Responsible student or staff should be posted to prevent re-entry.

### **Flood/Dam Failure**

Students in schools in the Town of Carnation will receive instruction so that in the event of the Tolt Dam failure, they will be able to evacuate the building in the shortest time possible and move to the determined higher ground meeting place. Each year an evacuation drill will take place within the first two months of school, alternating years with full evacuation of all students and partial evacuation of kindergarten and six grade students. This drill will coincide with the annual earthquake drill as an earthquake poses the most danger to the failure of the dam.

### **Bomb Threats**

Most bomb threat messages are very brief. When possible, every effort should be made to obtain detailed information from the caller such as: exact location of the bomb, time set for detonation, description of the bomb and type of explosive used. Details such as: time of call, exact words used, sex, estimated age, identifiable accent, voice description of caller and identifiable background noise should also be noted.

- A. The principal should notify the superintendent's office immediately. The principal should be ready to provide specific information regarding the "threatening call" and indicate if the building(s) will be evacuated and/or searched. . A written report should be submitted to the superintendent.
- B. 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.

### **Shelter-in-Place**

When a building or neighborhood fire or hazardous materials event occurs, but it is not safe to evacuate, students will be sheltered in place. Shelter-in-place is appropriate when confronted with a fast moving vapor cloud that doesn't allow evacuation to a safe location; or during other hazardous releases where staying inside will provide sufficient protection from the hazardous material.

A school may satisfy the shelter-in-place drill requirements by having staff and students view the OSPI DVD of shelter-in-place procedures, shutting down the school's heating and ventilation system, if possible, and escorting students to the predetermined sheltering location.

**Emergency School Evacuation**

When an emergency within a school or department necessitates total or partial closure of the schools within the district, threatens the safety and well being of students, and/or interferes in the normal operation of the school, the following emergency procedure will be followed:

- A. The report of an emergency will be directed to the superintendent's office.
- B. If the nature of the emergency calls for immediate action on the part of a principal, he/she will take necessary action and report such action to the superintendent's office.
- C. The principal will be responsible for organizing and conducting such emergency evacuation drills as are necessary and will objectively evaluate the activity following each such drill. In the absence of the principal, staff should be able to conduct all aspects of the evacuation procedure.

Adopted: December 9, 2008