INTRODUCTION

When notification is received of an emergency the Facilities Manager needs to be contacted immediately and be given the location, type of emergency and name of the caller.

The Facilities Manager will assume direct control of the campus security, assess the scope and magnitude of the emergency, and establish pedestrian and vehicular control at the scene. He/she will also supervise the activities at the scene until relieved by the Superintendent and/or the local police/fire department.

Other school administrators and supervisors will assist in crowd control, evacuation of employees and students, and other duties prearranged and/or assigned.

Emergency Numbers

From School: 9-911
Anywhere Else: 911

In the event the emergency number 911 is **NOT** working, other Clark County emergency numbers are:

Vancouver Police Department	(360) 696-8292	(360) 696-8274 (TTY)
Washington State Patrol	(360) 696-6161	
County Sheriff's Office	(360) 397-2211	

Telephone Directory

DEPARTMENT	NAME	WORK #	Cell # or Alternative
Director	Rick Hauan	(360) 418-0400	(360) 609-6722
Superintendent	Jane Mulholland	(360) 418.0402	(503) 949-8228 (503) 463-8251
Principal	Bill Newell	(360) 418-4340	(360) 910-4638
Director of Residential Services	Nancy Sinkovitz	(360) 418-4380	(360) 910-0338 (360) 699-2289
Facilities Manager	Warren Pratt	(360) 418-4293	(360) 921-3013 (360) 573-8466

PRE-EMERGENCY PLANNING

At Work

- Know the location of fire extinguishers, exits, and fire alarm pull stations in your work area.
- Survey work area for potential hazards such as overloaded or unsecured shelves/file drawers.
- Move heavy objects from upper to lower shelves.
- Facilitate contacting family members during an emergency by providing emergency numbers and contacts to supervisors and Human Resources.

At Home

- Create a “Family Emergency Plan.”
- Establish an emergency contact number for family members to diminish unnecessary worrying. Out of state contact numbers are recommended by emergency planners, as they are often easier to reach during a disaster.
- Prepare a disaster supplies kit which includes water, non-perishable food supply, first aid kit, prescription medications, blankets, change of clothing, battery powered radio, flashlight, extra batteries, fire extinguisher, water purification tablets, credit cards, cash, extra set of car keys, children’s supplies, etc.
- Teach responsible family members to turn off utilities such as water, electricity, heaters and gas.
- Secure important family documents in waterproof fireproof containers.
- Plan home escape routes and/or safe locations in the home to take cover during an earthquake.
- Plan a post disaster family meeting place if family members are separated.

MEDICAL EMERGENCIES

Serious Injuries

If a person receives an injury on campus, always use approved first aid procedures. **Do not move a seriously injured person** unless they are in a life-threatening situation. Assess scene and person's injuries and watch for shock.

Paramedics and an ambulance should be requested if:

- The victim is unresponsive.
- There is massive bleeding.
- The victim requests an ambulance.
- You feel the need for an ambulance.

Stay on the line with the 911 emergency dispatcher until instructed by the dispatcher to hang up. Stay with the victim and ask someone to call security to guide rescue and ambulance personnel to the scene.

Minor Injuries

Minor injuries, not requiring emergency care, may be treated by first aid trained personnel. If no first aid trained individuals are available call campus security for assistance.

Employees should familiarize themselves with the location of the first aid kit for their area. *First aid kits are available in one or more locations in each building.* Persons in your area who are trained in first aid or CPR should be listed below.

Name: _____

Location & Phone Number: _____

First aid kit located at: _____

SAFETY AND SECURITY ISSUES

Criminal Activity

If you observe a crime in progress or behavior that you suspect is criminal or if you are a victim of a crime on campus, immediately notify the Vancouver Police at 9-911 from any campus phone or 911 from any other phone. Report as much information as possible including what the person(s) are doing, where it is happening, physical and clothing descriptions of those involved, any weapons involved, if so, what type, vehicle description and license number if appropriate, and direction of travel when last seen. ***DO NOT APPROACH OR ATTEMPT TO APPREHEND THE PERSON (S) INVOLVED.***

Stay on the telephone with the police dispatcher and provide additional information as changes with the situation occur until the first police officer arrives at your location. **Once a police officer arrives notify:**

- **Business hours**
  - **Facilities Manager at (360) 418-4293 or cell phone (360) 921-3013 (voice/text)**
- **After Business hours**
  - **Campus Security (360) 418-4363 or cell phone (360) 921-3680 (voice/text)**

The school uses the Vancouver Police Department (VPD) as the local enforcement agency and works closely with this group on any crime matter. If special assistance is required or if a crime is committed, the VPD is called in immediately to take charge, investigate and take action.

Employee Emergencies

If you feel like you are being threatened you should attempt to use the following steps:

- Contact someone nearby regarding the situation.
- If the discussion rises to heated conflict, attempt to close the discussion or leave the area.
- Make attempts to contact your supervisor.

If needed, call the **Facilities Manager at (360) 418-4293 or cell phone (360) 921-3013 (voice/text)** and explain the situation or seek assistance. After hours, contact **Campus Security (360) 418-4363 or cell phone (360) 921-3680 (voice/text).**

BLOOD BORNE PATHOGENS

WSD recognizes the importance of maintaining a safe and healthy work environment. All employees should follow universal precautions. These may vary by department.

Blood borne pathogens are pathogenic microorganisms, such as the Hepatitis B Virus (HBV) and the Human Immunodeficiency Virus (HIV), that are present in human blood and may cause disease in humans. Exposure to blood borne pathogens may occur by skin, eyes or mucous membranes.

Often one of the more unfortunate results of emergencies/natural disasters are injured persons. First aid/spill clean-up procedures involving blood/body fluids can potentially put responders at risk of exposure to blood borne pathogens. The following precautions will greatly reduce the risk of exposure during first aid or spill clean-up procedures.

- Treat all blood and body fluids as if they are infectious. This principle is the cornerstone of infection control for health care professionals. It is known as “Universal Precautions.”
- Use barrier protection such as latex gloves, CPR mask, goggles; face mask, etc. to prevent contact with blood and body fluids.
- Use rigid, puncture proof, non-porous containers, referred to as “sharps” containers, for used needles, contaminated sharp medical instruments, and contaminated broken glass.
- Wash hands after first aid or blood or body fluid clean-up procedures.
- Contact the School Nurse to facilitate the proper disposal of medical waste. Medical waste contaminated with blood or body fluids should be bagged separately and NOT placed in the regular trash.
- Label contaminated sharps/medical waste containers with word “Biohazard” and/or the color red.
- Contact the Safety Officer or the Campus Facilities Supervisor if exposed to blood borne pathogens.
- Call Campus Facilities Office for custodial clean up of the blood or body fluid spill.

Please use all precautions when dealing with infectious waste. If you have any questions you may contact the **Nurse’s Office at (360) 418-4333**, refer to the WSD Blood Borne Pathogens Plan or the OSHA Blood Borne Pathogens Standard 29 CFR 1910.1030. The purpose of the Blood Borne Pathogens Plan is to reduce occupational exposure HBV, HIV, and other blood borne pathogens that employees may encounter in their workplace.

CHEMICAL SPILLS AND GAS LEAKS

Chemical Spills (Immediate Danger)

If a chemical spill takes place which, in the opinion of the person(s) responsible for such material, poses a threat to themselves or other building occupants, the following steps should be taken:

- Sound the building fire alarm. If you come in physical contact with the spilled material, remove any contaminated clothing immediately and flush areas of physical contact with plenty of water.
- Call during:
  - **Business hours**
    - **Facilities Manager at (360) 418-4293 or cell phone (360) 921-3013 (voice/text)**
  - **After Business hours**
    - **Campus Security (360) 418-4363 or cell phone (360) 921-3680 (voice/text)**
- Notify your supervisor.
- Evacuate the building to a safe distance and leave access for emergency personnel. Do not return to the building until instructed to do so.
- Obtain assistance for those injured or exposed (safety shower, medical attention, etc.).

Hazardous Gas Leaks (flammable, toxic, corrosive)

If gas piping should begin leaking and, if in the judgment of the maintenance department, it presents any danger to themselves or other building occupants, the following steps should be taken:

- Confine the fumes or fire as much as possible to limit impact to the leak area.
- Sound the building fire alarm so evacuation can begin.
- Call the **Facilities Manager at (360) 418-4293 or cell phone (360) 921-3013 (voice/text).** Make sure to give the building, floor, room number, type of incident, and name of specific gas involved.
- Notify your supervisor.
- Evacuate the building to a safe area leaving access for emergency personnel. Do not return to the building until instructed to do so.
- Suspected gas leaks or suspicious odors should also be reported to the Facilities Manager so that the appropriate department can be notified and the source of the odor investigated.

UTILITY FAILURE

In case of utility failure, immediately call **Facilities Manager at (360) 418-4293 or cell phone (360) 921-3013 (voice/text).** Be prepared to give the following information:

- Building Name
- Floor
- Room Number
- Nature of Problem

During power failures areas that do not have enough NATURAL light to clearly see exit corridors, exit stairs, or exit doors should be evacuated while emergency lights are on. Entry to the building should not be made until power is restored. Emergency lighting is temporary and is not provided to continue building operations.

FIRE

- Pull fire alarm
- **Contact during:**
    - **Business hours**
        - **Facilities Manager at (360) 418-4293 or cell phone (360) 921-3013 (voice/text)**
    - **After Business hours**
        - **Campus Security (360) 418-4363 or cell phone (360) 921-3680 (voice/text)**
- Grab the classroom roster and red/green cards
- Calmly direct students to evacuate
- Close doors
    - Do not lock doors
    - Do not use elevators
- Evacuate building and go to the designated evacuation area
- Account for your students and staff and show your red/green card (write down names of students/staff missing, injured or extra)
    - Green card: all accounted for
    - Red card: person missing/help required
- Wait for an "<u>all clear</u>" from supervisor or designee before reentering the building

The nearest fire extinguisher is located: _____

(fill in your work area here)

EARTHQUAKE

INDOORS

- Take cover! (crawl under a desk or table)
- When the earthquake has stopped, evacuate the building
- Wait for an "all clear" from supervisor or designee

OUTDOORS

- Move away from buildings, utility poles and electrical wires
- Stay in a group and sit on the ground
- When the earthquake has stopped, move to evacuation area
- Wait for an "all clear" from supervisor or designee

VOLCANIC ERUPTION

Mt. St. Helens has a history of volcanic eruptions and several problems can exist from such an occurrence. Volcanic ash fallout can become a very serious problem. In many cases these conditions can cause power outages, utility failures, and other problems. One should be prepared to close buildings to prevent ash from being pulled into the buildings through the air intake vents and windows. In most cases the power will be shut down to respective buildings to prevent these occurrences. While ash fallout has not been found to be dangerous, driving in such conditions can be very dangerous as can be breathing of the ash. One should be prepared to listen to local news and emergency broadcasts for specific directions.

TORNADO

First, you must familiarize yourself with the differences between a tornado watch and a tornado warning.

- Tornado Watch – This means that tornados are possible. You should remain alert for approaching storms, watch the sky and stay tuned to NOAA Weather Radios, commercial radio, or the local news for more information.
- Tornado Warning – This means that a tornado has been sighted or indicated by weather radar. You should take shelter immediately.

In case of a tornado warning you should:

- Go to the basement or lowest floor of the building
- Stay away from exterior walls, doors, and windows
- Move to interior hallways and small interior rooms (e.g. bathroom, closet, etc.)
- Get under a piece of furniture if possible (e.g. sturdy table, desk)
- Call 911 (9-911 from a campus phone) if emergency help is needed

Once the storm has passed you should:

- Check yourself and those around you for injuries
- Evacuate damaged buildings. Do not re-enter until declared safe by authorities.
- Call 911 (9-911 from a campus phone) only to report a life threatening emergency.
- If you smell gas or hear a hissing sound indoors – open windows and leave the building (refer to Hazardous Gas Leaks section)
- Monitor your portable or weather radio for instructions or an official “all clear” notice. Radio stations will broadcast what to do, the location of emergency shelters, medical aid stations, and the extent of damage.

LOCKDOWN

INITIATE Lockdown

- Dial 9-911
- E-mail "LOCKDOWN" to all staff pagers
- Walk through the building and announce "lockdown" using the designated sign.

DURING Lockdown

- Close and lock doors
- Turn off lights
- Close curtains/blinds or cover the windows
- Post the red/green cards
- Stay away from windows
- Wait for an "all clear" from law enforcement, supervisor or designee
- Evacuate building
- Wait for an "all clear" from supervisor or designee

BOMB THREATS AND EXPLOSIVES

Bomb Threats

- Get as much information as possible by keeping the caller on the line and asking questions found on the Bomb Threat Checklist
- Signal another employee to notify:
  - **During business hours**
    - **Facilities Manager at (360) 418-4293 or cell phone (360) 921-3013 (voice/text)**
  - **After Business hours**
    - **Campus Security (360) 418-4363 or cell phone (360) 921-3680 (voice/text)**

Suspicious Devices

- If a suspicious device is found, do not touch it – call the Facilities Manager.

After the Report

- The Facilities Manager will call 911 and direct further action as appropriate. He/she will then notify the Superintendent. Appropriate action could include evacuating the campus, or searching the campus and evacuating if warranted.
- If evacuating the building, staff should direct students as for a fire drill to the designated evacuation area.
- Staff and students should not reenter the building until directed by the Facilities Manager or Superintendent.

BOMB THREAT

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

EXACT WORDING OF BOMB THREAT:

_____

_____

_____

_____

Sex of caller: _____ Race: _____

Age: _____ Length of call: _____

Telephone number at which call is received: _____

Time call received: _____

Date call received: _____

BOMB THREAT LANGUAGE

_____ Well spoken (*educated*)

_____ Message read by threat maker

_____ Foul _____ Incoherent

_____ Taped _____ Irrational

REMARKS: _____

_____

_____

_____

_____

_____

_____

CHECKLIST

CALLER'S VOICE

_____ Calm _____ Nasal

_____ Soft _____ Angry

_____ Stutter _____ Loud

_____ Excited _____ Lisp

_____ Laughter _____ Slow

_____ Rasp _____ Crying

_____ Rapid _____ Deep

_____ Normal _____ Distinct

_____ Slurred _____ Whispered

_____ Ragged _____ Clearing throat

_____ Deep breathing _____ Cracking voice

_____ Disguised _____ Accent

_____ Familiar *(If voice is familiar, who did it sound like?)*

_____

_____

_____

BACKGROUND SOUNDS

_____ Street Noises _____ Factory machinery

_____ Voices _____ Crockery

_____ Animal noises _____ Clear

_____ PA System _____ Static

_____ Music _____ House noises

_____ Long distance _____ Local

_____ Motor _____ Office machinery

_____ Booth _____ Other *(Please specify)*

Name of person completing this form:

_____ _____

Position: _____

Telephone number: _____

Date checklist completed: _____

EVACUATION PROCEDURE

Alarm System

The school has a fire alarm system that is activated by smoke detectors or by pulling building alarm stations. The Facilities Manager may give other emergency instructions.

Building Evacuation

- Evacuating buildings when fire alarms sound and/or if directed to do so by a person in authority or by the Facilities Manager.
- Remain calm, leave the building by the nearest cleared exit, and ask others to do the same. Evacuation route maps are posted in central locations throughout each building. Check these maps for the nearest escape route in preparation for an emergency.
- Assist persons with disabilities to exit the building.
- Check restrooms, elevators, and other isolated areas if time and situation permit.
- Proceed to a clear designated area away from the affected building(s). Keep streets, fire lanes, fire hydrants and walkways clear for emergency vehicles and personnel.
- Return to building(s) only when they are declared safe to occupy.

School Evacuation

The Superintendent or designee will announce evacuation of all or part of the school grounds.

In the case of fire, explosions or earthquakes do not use elevators, as there is a risk of entrapment.

Evacuation Location

All staff and students will meet at the grassy field between the cafeteria and the cottages.