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# WSD

# Emergency

# Procedures

# Handbook



(Last Updated 01/16/24)

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## INTRODUCTION

***When notification is received of an emergency, the Facilities Department and Staff Interpreter Department need to be contacted immediately and given the location, type of emergency, and name of the caller.***

The Incident Commander will assume direct control of campus security, assess the scope and magnitude of the emergency, and establish pedestrian and vehicular control at the scene. They will also supervise activities at the scene until relieved by local police or fire department.

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

## Emergency Numbers

***Call 9-1-1 immediately for all emergencies requiring police, fire or medical assistance or response.***

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

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

## Campus Telephone Directory

DEPARTMENT	NAME	WORK #	Cell #
Interim Director	Shauna Bilyeu	(360) 418-0402 360-334-5448 VP	(503) 313-0825 text
Director of Instruction	Shannon Graham	(360) 334-5775 VP	(360) 608-3176 text
Elementary Principal	William Newell	360-553-4612 VP	(360) 910-4638 text
Director of Residential Services	Rick Whitney	(360) 334-5787 VP	(360) 820-3213 text
Facilities Manager	Dane Bevan	(360) 921-3013	(503) 515-6455
Interpreter Department	Heather White	(360)-418-4280	(503)-307-8186
Student Health Center	Hattie Nosko/ Ardianna Cruz	(360) 418-4333	(360) 597-8223
Executive Assistant	Erica Rader	(360)-418-0401	(360)-839-5517

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# 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.
- There are five Automated External Defibrillators (AED) located around the WSD campus. These are located in the Kastel Cafeteria, Divine hallway near Rima's office, one each at the front and back entrances of Health Student Center, and one in a travel bag for off- campus use.

## At Home/Campus Residential

- 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 that 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 and children's supplies. Place each kit in buildings and cottages.
- Teach responsible family members/residents to turn off utilities such as water, electricity, heaters, and gas.
- Secure important family documents in waterproof and fireproof containers.
- Plan home escape routes and identify safe locations within the home in which to take cover during an earthquake.
- Plan a post-disaster family meeting place in case family members are separated.

# ACTIVE SHOOTER / HOSTILE INTRUDER

## RUN, HIDE, FIGHT

If you observe or are otherwise directly involved in an active shooter/hostile incident on campus, and if your life is in imminent danger, take the following actions:

**RUN: Evacuate the premises only if there is a clear and accessible escape route.**

- Have an escape route and plan in mind.
- Run away from the threat if you can, as fast as you can.
- Do not stop to gather your personal belongings.
- Warn others and help them if it is safe to do so.
- Keep your hands visible when you encounter a police officer.
- Follow instructions given by a police officer.

**HIDE: If you cannot evacuate, find a place to hide where the shooter/intruder is less likely to find you.**

- Hide in an area that is out of the shooter's view.
- Lock doors or block entrances to your hiding area.
- Hide behind large items such as desks, cabinets, etc.
- If possible, cover windows that allow views into your hiding location.
- Remain quiet, silence cell phones, and turn off any source of noise.
- Turn off all lights.
- Notify 911 or call the Facilities Manager at (360) 921-3013 if and when it is safe to do so; Provide the following information if possible:
  - Name of intruder
  - Description
  - Location
  - Type of weapon (pistol or rifle)

If you cannot evacuate and hiding is not possible:

- Remain calm.
- Dial 911 if possible and provide information about shooter/intruder.
- If you cannot speak, leave the line open and allow dispatcher to listen.

**FIGHT: This is the last resort to save your life.**

- Improvise a weapon and position yourself to attack if your door is breached.
- Act as aggressively as possible in your attack
- Attempt to disrupt or incapacitate the shooter/intruder
- Yell loudly
- Commit to your actions...your life may depend on it.

## LOCKDOWN

Armed or other hostile incidents occurring off-campus in nearby areas may require a lockdown of campus facilities to ensure student and staff safety.

### LOCKDOWN:

- Stay inside the building that you are in when the lockdown is announced.
- If outside, proceed to the nearest accessible building.
- If in a public area, proceed to an interior space and secure as directed below.
- Remain calm and cease all activities
- Close and lock doors, turn off lights, and close any curtains or blinds.
- Silence cell phones and turn off other sources of sound. Remain quiet.
- Post the red/green cards.
- Stay low, away from windows and doors and barricade door(s) if possible; use furniture or desks as cover.
- DO NOT respond to anyone at the door until an "all clear" text message is received or if you are certain it is safe to do so (i.e. if police are at the door).
- Do not leave the building unless told to do so by police personnel or Facilities Manager.
- If you are directed by police to leave your secured area, assist others in moving as quietly and quickly as possible.
- Wait for an "all clear" from law enforcement, supervisor or designee.

## LAW ENFORCEMENT/FIRST RESPONDER ARRIVAL

Once the police or first responders arrive, obey all of their commands. Remain calm, and follow officers' instructions.

- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims

# 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), Hepatitis C (HCV) 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 Campus Facilities manager if exposed to blood borne pathogens. After hours, contact Student Life Dean
- 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 and VP# 360-334-5791.**

# **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) 921-3013 or cell phone (503) 515-6455 (voice/text)**
    - **Call 911 and Alert System to evacuate**
  - **After Business hours**
    - **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.

# BOMB THREAT CHECKLIST

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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CALLER'S VOICE

- |   |  |
|---|--|
| <input type="checkbox"/> Calm           | <input type="checkbox"/> Nasal           |
| <input type="checkbox"/> Soft           | <input type="checkbox"/> Angry           |
| <input type="checkbox"/> Stutter        | <input type="checkbox"/> Loud            |
| <input type="checkbox"/> Excited        | <input type="checkbox"/> Lisp            |
| <input type="checkbox"/> Laughter       | <input type="checkbox"/> Slow            |
| <input type="checkbox"/> Rasp           | <input type="checkbox"/> Crying          |
| <input type="checkbox"/> Rapid          | <input type="checkbox"/> Deep            |
| <input type="checkbox"/> Normal         | <input type="checkbox"/> Distinct        |
| <input type="checkbox"/> Slurred        | <input type="checkbox"/> Whispered       |
| <input type="checkbox"/> Ragged         | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Deep breathing | <input type="checkbox"/> Cracking voice  |
| <input type="checkbox"/> Disguised      | <input type="checkbox"/> Accent          |

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## BACKGROUND SOUNDS

- |  |  |
|--|--|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Factory machinery               |
| <input type="checkbox"/> Voices        | <input type="checkbox"/> Crockery                        |
| <input type="checkbox"/> Animal noises | <input type="checkbox"/> Clear                           |
| <input type="checkbox"/> PA System     | <input type="checkbox"/> Static                          |
| <input type="checkbox"/> Music         | <input type="checkbox"/> House noises                    |
| <input type="checkbox"/> Long distance | <input type="checkbox"/> Local                           |
| <input type="checkbox"/> Motor         | <input type="checkbox"/> Office machinery                |
| <input type="checkbox"/> Booth         | <input type="checkbox"/> Other ( <i>Please specify</i> ) |

Name of person completing this form: \_\_\_\_\_

\_\_\_\_\_

Position: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Date checklist completed: \_\_\_\_\_



# 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) 921-3013 (voice) or (503) 515-6455 (voice/text)**
  - **After Business Hours**
    - **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, 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) 921-3013 (voice) or cell phone (503) 515-6455 (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.

# EARTHQUAKE

## INDOORS

- Take cover! (crawl under a desk or table)
- For Hunter Gym and Auditorium (See the poster of Protect Yourself During Earthquake)
- 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 common area
- Wait for an "all clear" from supervisor or designee

# **EVACUATION PROCEDURE**

## **Alarm System**

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

## **Building Evacuation**

- Evacuating buildings when fire alarms are activated and/or if directed to do so by the emergency alert system.
- 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 green/red clipboard 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 by Alert system.

## **Evacuation Location**

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

# FIRE

- Pull fire alarm
- **Contact during:**
  - **Business hours**
    - **Facilities Manager at (360) 921-3013 (voice) or cell phone (503) 515-6455 (voice/text)**
    - **After Business hours - (360) 921-3680 (voice/text)**
- Grab the student roster and red/green cards
- For students in a wheelchair – go to Northrop Room 201
- 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 "all clear" from supervisor or designee before reentering the building

**The nearest fire extinguisher is located:**

\_\_\_\_\_ (fill in your work area here)

# LOCKDOWN

## INITIATE LOCKDOWN

- Dial 9-911
- E-mail "LOCKDOWN" to all staff alert system and SMS.

## 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
- Staff and students should not reenter the building until directed by the Facilities Manager or Superintendent.

# 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 the scene and person's injuries, taking care to 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 situation requires an ambulance.

*Stay on the line with the 911 emergency dispatcher until instructed to hang up by the dispatcher.* Stay with the victim and ask someone to call facilities department, interpreter department (if victim is deaf) and Student Health Center to guide rescue and ambulance personnel to the scene.

## Minor Injuries

Minor injuries, which do not require emergency care, may be treated by first aid trained personnel. Call Facilities Department for assistance if no first aid trained individuals are available.

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 911 from any campus 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) 921-3013 (voice) or (503) 515-6455 (voice/text)**
- **After Business Hours**
  - **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.

# 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, other form of media, or the local news for more information.
- **TORNADO WARNING:** A tornado has been sighted or indicated by weather radar. All building occupants shall move to the pre-designated tornado shelter area immediately. All occupants shall remain in the shelter area until further instructions by the principal, designated individual or rescue personnel.

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/text 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/text 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, smart phone 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.



## UTILITY FAILURE

In case of utility failure, immediately call **Facilities Manager at (360) 921-3013 (voice) or (503) 515-6455 (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.

## VOLCANIC ERUPTION

Cascade Range 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 drawing ash into work and learning spaces on campus. 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. Further response details will be determined according to conditions following the eruption.