

Overview of Emergency Plan

The paramount responsibility of schools is for the safety of students, staff, and visiting community members. This emergency plan is designed to help all students, staff, and visiting community members handle an emergency situation in a safe and orderly manner.

This plan was developed in accordance with the Edmonds School District Comprehensive Emergency Response Plan (CERP). In addition, suggestions for emergency response are indicated in a variety of school, district, fire department, and Federal Emergency Management Administration documents.

Storm/Power Outage – used to respond to weather related conditions & power outage – students stay in their classrooms or walk back to classrooms if they are with a Specialist or at lunch/recess.

Fire – used to respond to a fire within the building, or any other evacuation need - Students remain silent, listen to, and follow directions. The class lines up directly outside of room and wait. If injured students cannot move, use BUDDY SYSTEM where one teacher will evacuate two classes while other teacher stays behind with the injured. Put red card (from emergency bag) on outside door when leaving building if people are left inside. Close (but don't lock) all doors and windows. Turn off all lights, ensure all students evacuated from room remain silent, listen to and follow directions. Take emergency clipboard. Teacher leaves classroom last. Teacher leads class to determine safest route to designated area. If students are not in the classroom, they go to nearest adult and meet their classroom teacher at designated lineup spot.

Lockdown – used to respond to dangers outside of the building - **You will hear “May I have your attention; we are implementing a (color: RED or YELLOW) LOCKDOWN immediately.”**

If a lockdown occurs during a recess, the supervising para-educators will be notified by walkie-talkie and then they will blow their whistles. This is the signal to clear the playground. Para-educators will tell students to enter the nearest unit and/or building in the event of a LOCKDOWN. During a yellow lockdown, students are free to walk within the building. All staff, students, and volunteers report immediately to the nearest classroom or the office. The office will call each classroom to verify attendance for both kinds of lockdowns. The office and/or custodian will put up signs on outside windows that indicate the school is in “Lockdown” mode.

Earthquake – used to respond to earthquakes - Students remain silent, listen to and follow directions. They **Drop and cover** (kneel under/near desks/tables/chairs, one hand holding table leg, other hand covering head/neck.) The teacher counts for duration of quake. (Drills will be 60 seconds.) All people remain in drop and cover position. When ground movement ceases, all remain silent, kneeling, and listen for directions from teacher. If there are NO aftershocks, then students begin evacuation. If there ARE aftershocks, teacher begins counting again. Evacuate students using outside exits (if possible). Adult goes first: determine safest route to designated area.

Shelter in Place – used when a “chemical” spill occurs – (i.e. this might be an overturned tanker truck on I-5) Main office receives directive to “shelter-in-place”. Administrator closes the school, activates emergency plan, and assumes **Incident Command** role. The announcement, **“STAFF AND STUDENTS PLEASE MOVE TO THE GYM USING INTERIOR DOORS”** will be made.

All responses in this emergency plan follow five similar steps:

1. **Signal** – Identify which response is necessary
2. **Security** – Implement response to maximize safety and security
3. **Attendance** – Account for all people involved in incident
4. **Maintaining** - Stay in secure location and wait for further instructions
5. **Dismissal** – Resume regular activities & communicate with staff

The plan is reviewed annually by staff. It is important for schools to practice a variety of scenarios on an annual basis, including a full earthquake drill and response plan yearly.