The following procedures have been established to inform staff, students, and the community of our Safety Protocols and Procedures.

If you have any questions, contact the Dean of Students & Safety Chair: Mr. Don Hay or the Plant Manager: Mr. Joe Thein.
Site Information & Contact Numbers

<table>
<thead>
<tr>
<th>Site Location</th>
<th>Wishkah Valley School- 4640 Wishkah Road, Aberdeen, WA. 98520</th>
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<tr>
<td>Official Contacts:</td>
<td>Wishkah Fire Department- Business Office (360) 533-5773</td>
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<td>Hoquiam Fire Department- Business Office (360) 538-3962</td>
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<td>Grays Harbor County Sherriff (360)532-3284</td>
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<td>PUD (800) 562-7726</td>
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<td>Wishkah Valley Church (360) 532- 4261</td>
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</tbody>
</table>

*For emergencies call 911

Principal/Superintendent
Mr. Wally Lis

ICC/ Secretary
Gwen Hamilton

Telephone/Cell: 360-532-3128  Email: ghamilton@wishkah.org

Office Team
Dean of Student- Don Hay
Transportation Supervisor-Roxanne Richardson
Plant Manager-Joe Thein
Alerts

- In the event of an emergency, employees are alerted by:
  - The sounding of an alarm
  - Verbal announcement by site manager
  - Personal contact

General Procedures

- During any drill or evacuation, teachers must have a record of the students. All teachers must bring plan books and attendance sheets out to the drill with them EACH time.

- During this event, a staff member will record any student who is missing from your class, or any student who is in your group.

- This will be recorded and passed on to the Site Supervisor who in turn will pass this along to the Incident Command Center (ICC).

- Staff members who have walkie-talkies (WT) are to have their WT turned on to channel 1-1.

- All staff who are unassigned are to report to the main office, and await further instructions. An assignment will be given and you are to report to that site and assist as needed.

- Nurse or Maintenance Staff will check AED every three months and pads will be replaced every two years.

- Medical waivers will be sent out at start of the school year to give permission to disclose medical conditions/information to all staff members.

Incident Command Center (ICC)

- The ICC will be located in the front parking lot by the playground. This is a mobile office designed to keep communications with families operational in the instance that the building is unavailable.

Contacting Outside Agencies

- When an event occurs that does not require immediate evacuation, the Office Team will assemble in the main office to discuss the event for their decision making.

- When the need arises a person from the district will contact one of the listed agencies to gather additional information for district decision making.
Unassigned Staff Responsibilities during any event

All unassigned staff (those who do not have classes, preps, or students under their supervision), will report to the main office area for further instructions. Upon arriving at the office, the staff member will be assigned a responsibility by the site coordinator.

*It is imperative that all staff members are either maintaining their classes or at the office waiting for directions. This eliminates miscommunication and redundancies during an actual emergency.

Walkie-Talkie Procedures

The following staff members have their own walkie talkies:

#1- Mr. Don Hay
#2- Gwen Hamilton
#3- Babe Hilliard
#4- Travis Warren
#5- Joe Thein
#6- Ed Bishop
#7-#8- 1 set with charging dock is in the Kitchen
#9-#10- 1 set with charging dock is in Mrs. Reime’s Room
#11-#16- 6 unassigned walkie talkies with charging dock are in the SPED room
#17-#25- 9 unassigned walkie talkies are with charging dock in Consessions

Walkie talkie holders have the following responsibilities:

- All walkie-talkies are set for channel 1-1
- All staff is to have a charged walkie talkie at all times.
- When charge is getting low, staff MUST replace it by getting a new walkie talkie and putting their uncharged one on the dock.
- Pick up phone by 8:30 and make sure your WT is operational.
- Phones are to be replaced on chargers at the end of the day.
- Turn phone off while it is charging
- Only use phone when necessary (since everyone will be on the same channel)
- If your phone isn’t working, notify the main office

Please take this responsibility seriously as lack of charge impedes on safety.
Lockdown, Lockout, Active Shooter

In the event of a lockdown or lockout, the following steps will be initiated:

- Announcement made by site supervisor or designee:
  - Staff, there is a disturbance in the main office and all staff are to lockdown in place. The person is, “provide description of person with a possible name, etc.”
  - Staff there is a person in the main office hall with a weapon, if you can, shelter-in-place or evacuate. Do not use the front entrances.

Run—Hide—Fight (depending on the situation.)

- Quickly go to the hall and collect any students in the immediate area by your room.
- Pull shades and lock classroom doors.
- Site supervisor or designee will call 911 and explain situation.
- Assemble Students inside classroom trying to get into most hidden location possible within the classroom. These locations may be under the windows, behind bookshelves or other areas not visible from the inside or outside of the classroom. Identify a predetermined location prior to the event and practice with students.
- Students inside the gym will assemble in the boy’s locker room.
- In some situations, evacuating the building is preferred. Additional information may be provided during announcement.
- Teachers and students will remain in these areas until an all clear has been issued by superintendent or local authorities and the classroom door unlocked by an administrator or designee.
- No parent will be allowed to enter the school until the lockout or lockdown event has concluded. Building will stay in secured mode until safety has been restored.
Fire Event

- When an evacuation alarm is sounded (fire) all staff and students will leave the building by the classroom-posted evacuation routes and assemble on the far sidelines of the football field.

- Any unassigned staff member will report to main office/ICC for further instructions.

- After evacuation to football field or other designated long term evacuation site, teachers will:

  ✓ Take attendance and report missing students or students in their group to site supervisor.
  ✓ Hold up a red card if students are absent or missing. Card will be flipped to green once students are verified through ICC.
  ✓ Site supervisor will contact ICC to verify student and staff attendance.
  ✓ Everyone will wait for further instructions from administrator/designee through site supervisor which may include:

    a. Returning back to school.

    b. Moving to another evacuation site.

    c. Releasing students to parents.

    d. Having students board buses.

- Teachers will stay with their classes until dismissed by an: **Administrator, county official, or staff member who is in contact with one of the above under the directive of a site supervisor.**

- Students with special needs will have a pre-assigned buddy who will help to escort these students to their proper location.

- Certified staff will stay with their classes unless otherwise directed by the site supervisor or designee.

- Secretary will be set up in bus (or other means) as the Incident Command Center in the front parking lot by the playground.

- Any community member or visitor in the building, will assemble in the parking lot in front of the playground.

- Classified staff will assist teachers as directed.
Bomb Threat Procedures

If a staff member receives a bomb threat message they are to do the following:

- Immediately notify the building administrator or site supervisor.

- If the site supervisor is not available and the threat has been deemed credible, site designee will immediately call 911.

- Message by phone – Refer to Bomb Threat checklist (Appendix) and record information if possible.

- If a message is by another means (letter, email, texts, social media, etc.) notify the building administrator or Main Office immediately.

- The following announcement will be made over the PA system by the site supervisor or their designee:

  "Everyone is to evacuate the building at this time to the designated evacuation site."

After this message, each staff member is to visually scan your immediate area (hallway, gym, Classroom, etc.) Looking for anything suspicious such as a package, backpack, etc. that is normally not there.

Start the visual scan:
- Ground-level, 0-2 feet.........body-level, 2-6 feet........above body-level, 6 ft.-ceiling
- This should take about 20-30 seconds.
- Evacuation should start within 45 seconds of announcement.
- If anything appears suspicious, contact the building administrator or main office immediately.
- You know your area best…Do not touch any suspicious object.

Afterwards:
- Evacuate to the designated area with students and attendance/student records, etc.

At the Evacuation Site:
- Report any missing student to the site supervisor who will contact ICC for missing students. Afterwards, everyone will shelter-in-place and wait for additional instructions.

- Unassigned staff will be assigned responsibilities as needed by site supervisor.
Other Events—Earthquake, Gas, Electric, Water, etc.

- In the event of one of the above emergencies, everyone shall evacuate by means of the nearest available marked exit located in their room after the route is given via the PA or by personal instruction.

- Everyone must stay clear of any area of concern (water meter, propane tanks, electrical meters, etc.) during this evacuation.

- After evacuating building, staff and students will assemble on the far sidelines of the football field. Other assembly sites may be provided via the walkie-talkies.

- After evacuation to football field or other designated long term evacuation site, teachers will:
  ✓ Take attendance and report missing students or students in their group to site supervisor.
  ✓ Hold up a red card if students are absent or missing. Card will be flipped to green once students are verified through ICC.
  ✓ Site supervisor will contact ICC to verify student and staff attendance.

- Everyone will wait for further instructions from administrator/designee through site supervisor which may include:
  1. Returning back to school.
  2. Moving to another evacuation site.
  3. Releasing students to parents.

Gas Leaks or Emergency

- You will be notified of how to exit the building and where to assemble.
- Everyone will use designated exits and keep flow moving away from school, playground, shop, and kitchen. etc. Students will walk through bridge and go to baseball field for verifying student and staff attendance and other directions.

Animals

In the event there is an animal on district property (elk, deer, bear, cougar, skunk, or other wild animals) the following procedures are to be used. Dogs and cats fall under this category when in the discretion of the staff member the dog/cat is displaying unusual behavior.

- After visual sightings of any of the above, please do the following:
  ✓ Contact the site supervisor immediately.
  ✓ All outside activities may be cancelled until further notice.
  ✓ If possible, bring all students into a safe location (school building or another outbuilding (shop, bus garage, old gym, etc.). This decision is based on the proximity of the animal to students and the actions of the animal.
  ✓ If sheltered in an outbuilding, wait for further instructions from an administrator.
  ✓ Authorities may be called at that time if warranted.
Power Outages/ Electrical Outages/ Water Outages

- In the event of a power outage, flashlights are in every classroom bag and in the Main Office and lanterns are available for use in the bathrooms, locker rooms, server room, halls, and other areas as needed.

- Staff and students will stay in classrooms unless otherwise directed.
- Students call home if possible (with permission); Cell phones are ok ONLY under direct supervision and permission of a staff member.
- Students check out with parent permission, ONLY
- This check out MUST be documented and submitted to Mr. Hay after the event
- All students must stay in their own classrooms (even in they are siblings)
- There will be PREASSIGNED runners to help facilitate this process; NO ONE else should be wandering the hallways for any reason

- You will be notified of any changes in the daily schedule as needed.
- School will operate normally for the remainder of the day unless otherwise decided by the site supervisor.
- Students and staff should stay off main phone lines.
- Bathrooms will be used only if absolutely necessary and must be used under staff supervision to ensure safety.
- If an early release is warranted, a message will be issued to parents from the **Main Office Only**.
- Janitorial/Maintenance will aid in water bucket flushing if necessary for students to use facilities.
- In the event a parent wants to come into school to pick up their child, students will be released to parent/guardian through **VISUAL CONTACT and be SIGNED OUT** from school premises (main office) as per normal procedures.
- During an early release using busses, the **bus driver must make visual contact with a person at the drop off location for any student under 7th grade**.
- If there is a 7th grade or above student and an elementary student being dropped off at the same location, this will be permitted.
- If there is no visual contact, driver will return student to the school and parents can pick up child at school
- **There must be parent contact on every student, regardless of sibling status. Do not assume anything during an emergency.**
High Winds/Snow/Ice/Severe Weather Conditions

- In the event of high winds impacting the area, a decision will be made regarding closing and releasing students, contacting parents, sheltering in place, or otherwise.
- **Staff and students will be notified on any changes in the normal operations of the school.**

Long-term evacuation in excess of 30 minutes

- In the event of a long-term evacuation in excess of 30 minutes, students are to be released to a parent or other pre-designated person or transported to Wishkah Valley Church until safe conditions have declared by site supervisor or local authorities

- A decision of shelter in place will take place either in the gym or the shop, depending on the circumstances. This will be decided by the site supervisor.

- Parents will need to check-out and sign for students, NO EXCEPTIONS!

- Students will need a staff escort to be released or express permission from site supervisor, ICC, or other designee.

**Transportation Information** *(Transporting Students Home after a Long Term Evacuation)*

- Busses will be directed to shop, baseball field area, Wishkah Valley Church, or other designated location, where students will be loaded on busses, attendance taken, and students will be transported home.

- Students who normally walk or are picked up by parents will be directed to the front parking lot by the playground Students will need a staff escort to be released or express permission from site supervisor, ICC, or other designee.

- In the event the football field, gym, or shop is not a viable location for long-term sheltering, other options include:

  a. Softball/baseball field area- staying off driveways and roads if possible and instead directing student flow through bridge. Students can cross bridge and go to softball/baseball fields.

  b. Students will walk or be bussed to the fire hall or bussed to Wishkah Valley Church, with staff members keeping students off the road as much as possible and one or more staff members directing traffic (with a yellow vest on).
Extinguishers/Lanterns

- Designated staff members will be provided training in proper fire extinguisher protocol.
- There are three fire extinguishers at the following locations:
  - Front Office to left of Principal’s door
  - Elementary hallway, left of gym door
  - Senior hallway, left of room 9
- Emergency pulls next to rooms 1, 18, 5, and hallway by pop machine.
- In the event of an emergency, a fire extinguisher may be used against a person who is threatening students or staff.

- In the event of a power outage lanterns are located in the main office and maintenance shop for use in the bathrooms, locker rooms, server room, halls, and other areas as needed.

Emergency Bags

Items included in each teacher’s emergency bag.

1. Emergency bag
2. Class roster and contact number is possible (elementary grades K-6)
3. Flashlight (s)
4. Red/Green Flash Card
5. Vinyl medical gloves
6. Small first aid kit
7. Cards
8. Safety Plan

Items included in each wing’s emergency bin.

1. Activities for elementary students (K-6) and (7-12) students
2. Individual water for all students/Staff-75-100 bottles
3. Snacks (crackers/energy bars, etc.)
4. Some sort of rain gear (large plastic bags)
5. Some sort of heat wrap (foil type)
6. Access to a AED
7. Large First Aid kit
Post Event

- A brief staff meeting may take place to debrief effectiveness and circumstances.
- A summary evacuation document will be emailed to all staff for them to comment on the procedures; please provide possible corrective actions if applicable.

Quick Evacuation Tips

- Take emergency bag with you when evacuating building.
- Exit the building in the safest route possible and have a record of students in your group.
- Keep students quiet and listen for further instructions.
- Collect any students who are not under supervision.
- Do not release any students without permission.
- Keep calm.
## Appendix

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<td>K. Bomb Threat Checklist</td>
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### Items included in each teacher’s emergency bag.

9. Emergency bag  
10. Class roster and contact number is possible (elementary grades K-6)  
11. Flashlight(s)  
12. Red/Green Flash Card  
13. Vinyl medical gloves  
14. Small first aid kit

### Items included in each wing’s emergency bin.

1. Activities for elementary students (K-6) and (7-12) students  
2. Individual water for all students/Staff-75-100 bottles  
3. Snacks (crackers/energy bars, etc.)  
4. Some sort of rain gear (large plastic bags)  
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6. Access to a AED  
7. Large First Aid kit