

Site Location & Emergency Contacts

Wishkah Valley School- 4640 Wishkah Road,
Aberdeen, WA. 98520

WVS Phone #- 360-532-3128

Official Contacts

Wishkah Fire Department- Business Office (360) 533-5773

Hoquiam Fire Department- Business Office (360) 538-3962

Grays Harbor County Sherriff (360)532-3284

PUD (800) 562-7726

Wishkah Valley Church (360) 532- 4261

***For emergencies call 911**

Superintendent- Mr. Rich Rasanen (Ext. 1110)

Secretary- Mrs. Allesia Cooper (Ext. 1240)/ email- acooper@wishkah.org

Office Team-

Building Principal- Mrs. Shannon Patterson (ext. 1230)

Transportation Supervisor-Mrs. Kathi Dahlstrom (Call office)

Plant Manager- Mr. Joe Thein (Call office)

Safety Plan Management- Contact Safety Secretary, Mrs. Ellefson or any of the above Safety (Office) Committee members.

Visitor Management

All visitors to the school must sign in at the front office and receive a visitor badge. The badge will include the following information:

- Name of the visitor, date, time, and who they are visiting.

When leaving, they must sign-out and return the badge.

See Something? Say Something!

Wishkah Valley School supports a strong “See Something? Say Something!” policy. Whenever staff or students see, hear, or feel something that seems out of place, unusual, or suspicious, they are to report it immediately to administration. This can be done in person or via email.

General Procedures

- During any drill or evacuation, teachers must have a record of the students. **All teachers must 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 **additional** 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).
- 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 by the School Nurse each year to give permission to disclose medical conditions/information to all staff members.
- Sweeper is head member of Crisis team or designee and must check EVERY BATHROOM and SIDE AREAS (Concessions, etc). (Mr. Thein, Mrs, Patterson)

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.
- After evacuation to football field or other designated long term evacuation site, teachers will:
 - ✓ **Take physical attendance on paper** 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.

A.L.I.C.E

Lockdown, Active Shooter- Employees will use A.L.I.C.E. Protocol

**All employees shall be trained by Certified A.L.I.C.E. Trainers
(Mrs. Ellefson & Mr. Rasanen)**

All new employees shall complete A.L.I.C.E. training videos and tabletop discussion scenarios between September and November of each school year.

Evacuation Protocol

- **Employees shall follow posted evacuation routes**
- **Employess will bring stocked Safety Bag that includes:**
 - **Red/Green Attendance Card**
 - **Current Class Roster**
- When an evacuation alarm is sounded or an announcement is made, all staff and students will leave the building by the classroom- posted evacuation routes and assemble on the far sidelines of the football field.
- After evacuation to football field or other designated long term evacuation site, teachers will:
 - ✓ **Take physical attendance on paper** and report missing students or students in their group to site supervisor.
 - ✓ Leave the lights off and the door closed to indicate it has been “swepted.”
 - ✓ 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 Office 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.

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.
- Listen to someone from the Crisis Team.
- Do not release any students without permission and documentation.
- Keep Calm

Emergency Bags

Items included in each teacher's emergency bag.

1. Class roster and contact numbers
2. Flashlight (s)
3. Red/Green Flash Card
4. Vinyl medical gloves
5. Small first aid kit
6. Cards
7. Safety Plan
8. Emergency blankets, enough for every student
9. A few water bottles and snacks

Bomb Threat Protocol

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

- Immediately notify the building administrator or site supervisor.
- Threats include (letter, email, texts, social media, etc.)
- If the site supervisor is not available and the threat has been deemed credible, site designee (Mrs. Patterson, Mr. Thein, Mr. Rasanen) will immediately call 911.
- Staff will wait for further directions from Site Supervisor or designee after 911 has been called.
- In the event of a necessary evacuation, follow evacuation protocol.
- **Report** any missing student to the site supervisor who will contact Front Office to verify missing students. Afterwards, everyone will **shelter-in-place** and wait for **additional instructions**.

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 football field.
- Follow Evacuation Protocol
- *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

- Follow Evacuation Protocol
- You will be notified of how to exit the building and where to assemble if any changes in protocol occur.
- 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; wait for further instructions or evacuate safely.
- Authorities may be called at that time if warranted.

Power Outages/Electrical Outages/Water Outage

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.
- 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; parents will be notified by the Main Office.
- Students and staff shall stay off main phone lines.
- Bathrooms will be used only if absolutely necessary and must be used under staff supervision to ensure safety.
- Janitorial/Maintenance will aid in water bucket flushing if necessary for students to use facilities.
- 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/Tornado

- 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 the event of a long-term evacuation, 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.

Shelter in Place

Medical

Teacher/Classroom action steps:

- Shelter in safe area within building
- Isolate the environment
- Do not let students in or out
- Communicate with Office about students if necessary
- Wait for further instructions

Crisis Response Team Roles: (Mr. Joe Thein/ Mrs. Shannon Patterson - Response Lead)

- All team members will work together to isolate the environment, making sure students and staff are staying in place.
- Site Supervisor will communicate when stay in place recommendation is lifted.

Drug Dog Search

Teacher/Classroom action steps:

- Shelter in safe area within building
- Isolate the environment
- Do not let students in or out
- Communicate with Office about students if necessary
- Wait for further instructions

Crisis Response Team Roles: (Mr. Joe Thein/ Mrs. Shannon Patterson - Response Lead)

- All team members will work together to isolate the environment, making sure students and staff are staying in place.

- Site Supervisor will communicate when stay in place recommendation is lifted.

Earthquake (response to earthquake)

Action steps for anyone in the building:

- DROP
 - Drop where you are onto your hands and knees
- COVER
 - Cover your head and neck with one arm and hand
 - Crawl under a table or desk or next to an interior wall (away from windows)
- HOLD ON
 - Hold on until the shaking stops

Shelter in Place (response to chemical or biological event)

Teacher/Classroom action steps:

- Shelter in safe area within building
- Isolate the environment
- Shut off HVAC systems
- Head count and collect
- Monitor communications

Crisis Response Team Roles: (Joe Thein - Response Lead)

- All team members will work together to isolate the environment, making sure windows and doors are properly secured.
- Maintenance will turn off HVAC units via computer application.

**Completed April 26th, 2023*