

Wishkah Valley School District: Emergency Operations Plan



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Crisis Plan Overview & Contact Numbers

The following procedures have been established to inform staff, students, and the Community of our Safety Protocols and Procedures at WVS. This section describes Wishkah Valley's Emergency Operations Plan in detail. It outlines how the plan operates, how it is organized and implemented, the roles of various participants, and how the school in general approaches the critical process of crisis management. This plan is designed to address a wide variety of crises and emergency situations, both catastrophic and commonplace. The plan covers all phases of crisis management, including prevention, response, and recovery. It has been developed using current RCW guidelines and leading practice.

Contacts

Site Location	Wishkah Valley School- 4640 Wishkah Road, Aberdeen, WA. 98520 WVS Phone #- 360-532-3128	
Official Contacts:	Wishkah Fire Department- Business Office Hoquiam Fire Department- Business Office Grays Harbor County Sherriff PUD Wishkah Valley Church	(360) 533-5773 (360) 538-3962 (360)532-3284 (800) 562-7726 (360) 532- 4261
	*For emergencies call 911	
Superintendent	_____Mr. Rich Rasanen_____	
Secretary	Mrs. Allesia Cooper (ext. 1240)	
	Telephone/Cell: 360-532-3128	Email: acooper@wishkah.org
<u>Office Team</u>	Building Principal- Mrs. Shannon Patterson (ext. 1230) Transportation Supervisor- Mrs. Kathi Dahlstrom (Call office) Plant Manager- Mr. Joe Thein (Call office)	

If you have any questions, contact the Principal, Mrs. Shannon Patterson, Superintendent, Mr. Rich Rasanen, &/or the Plant Manager: Mr. Joe Thein

Crisis Teams

Threat Assessment Team

This team will meet to evaluate possible threats posed by students and develop plans to address them. It will convene as necessary as reports are submitted.

Crisis Response Team

This team responds during times of crisis by executing safety plans and procedures. It meets at least twice a year (Fall and Spring) and is composed of the following members:

Safety Lead: *Mr. Joe Thein*

Superintendent: *Mr. Rich Rasanen*

Principal: *Mrs Shannon Patterson*

Safety Secretary: *Mrs Ashly Ellefson*

Front Office Secretary: *Mrs. Allesia Cooper*

Crisis Planning Team

This team works at the school level to identify safety and security needs, create plans to address them, and communicate them to staff, students, and parents. It meets monthly and is composed of the following members:

Safety Chair- *Mr. Rich Rasanen*

Principal- *Mrs. Shannon Patterson*

Secretary- *Mrs Ashly Ellefson*

Plant Manager- *Mr Joe Thein*

Maintenance- *Mrs. Babe Hilliard*

Counselor- *Mrs. Ruthann Brown*

Teacher Reps- *Mrs. Tove Reibel*

Ms. Kristi Christian

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/sticker.

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.

Incident Commander

The Safety Lead will assume the role of Incident Commander. This role may be transferred later to another individual per ICS guidelines.

- Mr. Joe Thein & Mrs. Shannon Patterson will serve as the Incident Commanders until transferred to another individual.

Emergency Operations Center

An EOC will be established on site at the school:

- The Front Office will be used as the crisis response room.
- If this room is unavailable, the District Office will be used.
- When an event occurs that does not require immediate evacuation, the Crisis Team will assemble in the main office to discuss the event for decision making.
- When the need arises a person from the District will contact one of the listed agencies to gather additional information.
- 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.**

Liaisons

Each school in the district will send a representative from its own Crisis Response Team to the affected school to act as liaison. They will meet in the EOC and communicate updates, instructions, and plans with their respective School Crisis Response Team. These representatives will be Mrs. Shannon Patterson or Mr. Rich Rasanen.

Safety Records

The Safety Records contains a detailed record of all procedures, drills, meetings, and personnel related to the crisis plan. It is found in the School Safety Folder and is a key component in prevention, response, and recovery. The Portfolio is maintained and updated constantly by SSOCC staff in cooperation with the Safety Lead and Crisis Planning Team. It should be opened routinely in meetings and trainings in order to develop familiarity with its layout and contents.

General Practices Videos

Please check out these general safety videos here:

<https://www.ohioattorneygeneral.gov/Media/Videos/Active-Shooter-Response>

Here is an accompanying workbook:

<https://www.ohioattorneygeneral.gov/Files/Publications-Files/Publications-for-Schools/Active-Shooter-Response-Companion-Workbook.aspx>

Emergency Signal

In the event of an emergency, employees are alerted by:

- **The sounding of an alarm**
- **Verbal announcement by site manager**
- **Directions given by members of Crisis Team**
- **Staff will above all use best judgement and achieve Safety**

General Procedures

- During any drill or evacuation, teachers must have a record of the students. **All teachers must bring 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 Commander.
- 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.

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

- **T**ake emergency bag with you when evacuating building.
- **E**xit the building in the safest route possible and have a record of students in your group.
- **K**eeep students quiet and listen for further instructions.
- **C**ollect any students who are not under supervision.
- **L**isten to someone from the Crisis Team.
- **D**o not release any students without permission and documentation.
- **K**eeep calm.

Drills

Wishkah Valley High School will schedule and conduct a crisis response drill once per month as prescribed by RCW. These drills will include at least one each of the Core Four (Evacuate, A.L.I.C.E., Secure and Teach, Shelter in Place) and one state-mandated Earthquake drill. WVHS will take part in the Great American Shakeout Earthquake Drill annually (in October). Included in the monthly drills, the school will conduct 3 active threat scenario drills.

Exercises & Protocols

The school will schedule and conduct 1 Tabletop Exercise, 1 Functional Exercise and 1 Full Scale Exercise every 4 years as prescribed by RCW.

All staff will be provided information from the Safety Basic Training Checklist before the start of school every year. The school's Safety Lead will conduct this training. This Checklist will also be included in Substitute folders.

A.L.I.C.E.

- **Employees will use A.L.I.C.E. Protocol.**
- **All employees will be trained in A.L.I.C.E. protocol and will act accordingly.**
- **Training consists of video portions, presentations, table top exercises, scenarios and discussion. This will make all employees trained, not certified. It is important to note this distinction as no trained employee may train others, it MUST be a certified A.L.I.C.E. instructor.**

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.
 - d. Having students board buses.

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.
- 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 with Evacuation Protocol

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

- ***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

- 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.

Special Circumstances “Stay in Place” Drills

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

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.

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 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

- 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 been 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.

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 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 & Bins

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

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.