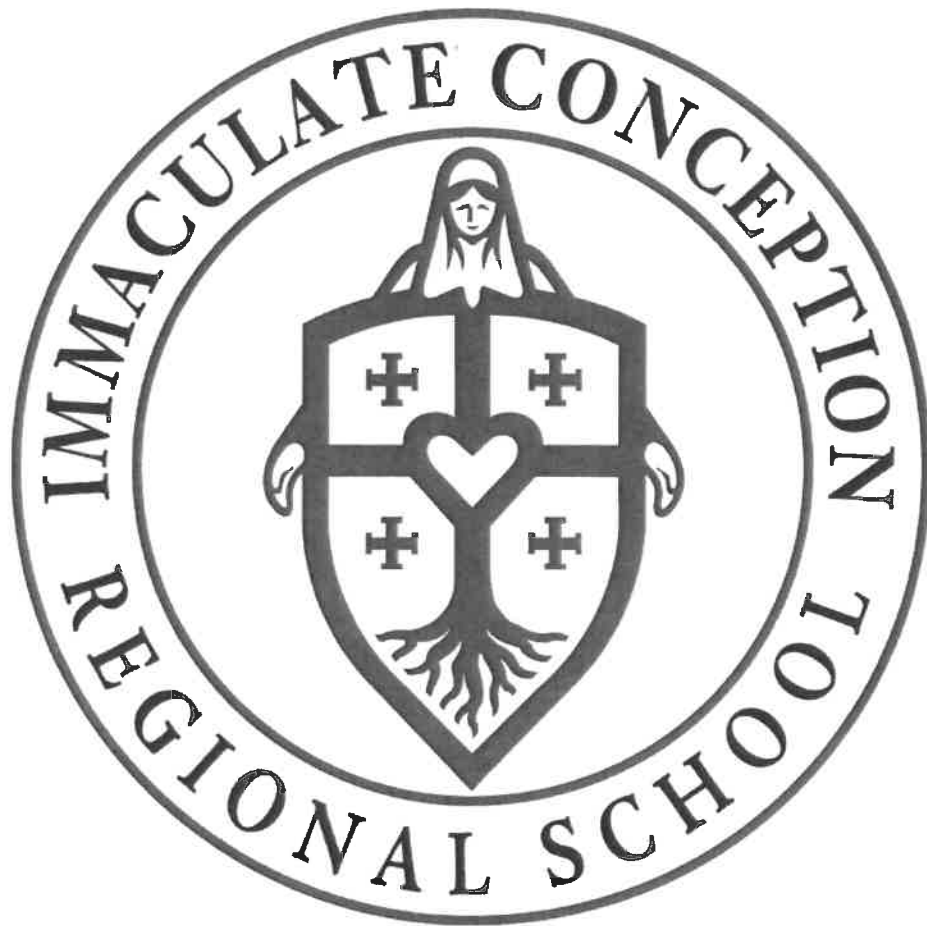


# Immaculate Conception Regional School

## Emergency Preparedness Plan



**Phone: (360) 428-3912**  
**Fax: (360) 424-8838**  
**1321 E. Division Street**  
**[www.icrsweb.org](http://www.icrsweb.org)**

# Immaculate Conception Regional School

## Emergency Preparedness Plan

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## EMERGENCY TELEPHONE NUMBERS:

Mount Vernon Fire Department	9-911	<b><u>PARISH CENTER:</u></b>	9-360-336-6622
Ambulance	9-911		
Police	9-911	<b><u>SKAGIT TRNSIT:</u></b>	9-360-757-4433
Search and Rescue	9-911		
Hazardous Substance Info	9-1-800-633-7585	<b><u>LOCAL SCHOOLS:</u></b>	
Skagit County Sheriff	9-360-416-1911	Mount Vernon Hight School	9-360-428-6100
Washington State Patrol	9-360-654-1204	MVSD	9-360-428-6110
U.S. Border Control	9-360-332-9200	Mount Vernon Christian	9-360-424-9157
Mount Vernon Police Dept	9-360-336-6271		
FBI	9-360-734-2980	<b><u>UTILITIES:</u></b>	
Hospital (SV Hospital)	9-360-424-4111	Puget Energy	9-1-888-225-5773
Poison Info Center	9-1-800-222-1222	Cascade Natural Gas	9-1-888-522-1130
Skagit Co. Health Dept.	9-360-336-9380	Water – P.U.D.	9-360-424-7104
		<b><u>MEDIA:</u></b>	
<b><u>SOCIAL SERVICES:</u></b>		KAPS	9-360-424-7676
Child Protective Serv	9-1-866-829-2153	KBRC	9-360-424-4278
DSHS	9-1-866-363-4276		
Archdiocese Hotline	9-1-800-446-7762		
American Red Cross	9-360-424-5291		
24-Hour Crisis Hotline	9-1-800-584-3578		
Catholic Community Serv.	9-360-856-3054		

## General Procedures

- 1.) The safety of students and staff in all situation is the prime consideration
- 2.) Keep calm!
- 3.) Assess the situation.
- 4.) If determined necessary, call for help.
- 5.) Attend to the victims.
- 6.) Contact the office
- 7.) Be certain someone has called 9-911.
- 8.) In the principal's absence be certain designated person or office is handling those duties.
- 9.) For all evacuations, teachers bring
  - a. Emergency backpacks with first aide kits and student emergency information
  - b. Emergency clipboard which has Emergency Preparedness Plan, school roster, and "All Here" notice
  - c. Any medications held in the classroom
- 10.) Principal or delegate notifies parents of drills or emergencies via written notice, email, and/or text messaging. Parents will receive instruction as to how to contact staff and reunite with children.
- 11.) The office staff will bring the contact binder

All staff should know that in a crisis situation it is the school's policy that only the school's designated spokesperson will communicate with the news media and release information.

## Accidents, Serious Injury or Illness

**Signal:** None

**General Action Steps:**

1. Contact principal or office.
2. Stay with the sick student or staff member if possible.
3. Principal to contact 9-911.
4. Disperse crowd if necessary.
5. Administer First Aide / CPR.
6. Principal to contact parents / guardians.
7. Complete and accident / incident form.
8. See p. 11 for handling exposure to blood and body fluids.

**Roles:**

**Principal:**

- Contact 9-911 if needed

- Supervise the care of the sick or injured persons(s)
- Contact parents/guardians
- Inform staff/students if needed
- Designate an individual to accompany the victim to the hospital if necessary

**Secretary:**

- Assist with communications

**Teachers:**

- Stay with your students unless attending to sick or injured

**Other Staff:**

- Assist with first aide or where needed

## Assaults/Fights

**Signal:** None

**General Action Steps:** In Progress

1. Send for help.
2. Approach the situation with caution.
3. Identify yourself verbally in a loud voice.
4. Demand combatants to separate (loud voice).
5. Separate combatants if safe to do so.
6. Identify witness (es) to the assault.
7. Remove one of the combatants from the area.
8. Notify the principal/office.
9. Principal to notify police if necessary.
10. Principal to notify parents/guardians.

**General Action Steps:** After the Assault/Fight

1. Accompany the combatants to a safe place and separate them.
2. Remain with the combatants.
3. Notify the principal/office.

**Roles:**

**Principal:**

- Provide first aid if necessary
- Investigate situation (eye witnesses)
- Assign disciplinary sanctions
- Notify parents/guardians
- Notify police if necessary
- Notify Pastoral Care Center

**Secretary:**

- Assist per instructions of the principal

**Teachers and other Staff:**

- Follow Action Steps
- Disperse crowd if necessary

---

## Assaults/Fights

## Alcohol/Drugs/Weapons on School Grounds

**Signal:** None

### **General Action Steps:**

1. If possible leave the items where found until police arrive.
2. Do not touch any of the items or destroy any potential fingerprints.
3. Stay with, or have a responsible adult stay with, the suspected items until authorities arrive.
4. Be alert for any person(s) near the scene who are unfamiliar, were hastily leaving the area, or in any other way look suspicious.
5. If student is in possession of any of these keep student detained so that items cannot be destroyed until help arrives.
6. Principal to call 911.
7. Principal to contact parents/guardians if necessary.

### **Roles:**

#### ***Principal:***

- Investigate by talking to students and witnesses
- Search the student's belongs, including desk and books if necessary
- Contact 911
- Assign discipline sanctions as appropriate
- Contact parents/guardians
- Contact the pastor

#### ***Secretary:***

- Assist with communication with authorities
- Be prepared to assist with detaining students or assist principal or teachers in any way

#### ***Teachers and other Staff:***

- Notify the principal immediately if the presence of weapons, drugs or drug paraphernalia, alcohol, tobacco is suspected or seen
- Keep students away from items found - remove the students from the scene if necessary
- Follow Action Steps

## Alcohol/Drugs/Weapons on School Grounds

## Suicide/Threat of Suicide

**Signal:** None

**General Action Steps:**

1. Contact the principal immediately.
2. Any note or verbalization should be take seriously.
3. Staff member must stay with the student posing the threat at all times until assistance arrives.
4. Clear the area to minimize chaos and provide working room.
5. Accompany student to the hospital if necessary.
6. Principal to contact 911.
7. Principal to contact parents/guardians.

**Roles:**

***Principal:***

- Evaluate the severity of the situation
- Contact 911
- Contact parents/guardians
- Assist the family with finding professional counseling
- Notify the Pastoral Center
- Respect the family's wishes regarding the release of information to the staff, students, and general public

***Secretary:***

- Assist with communication

***Teachers and Other Staff:***

- Follow **Action Steps**
- Keep other students calm

---

## Suicide/Threat of Suicide

# Fire

**Signal:** Sound Fire Alarm

**General Auction Steps:**

1. Pull alarm.
2. Report to the office.
3. Principal to call 911 if necessary.
4. Evacuate to assigned areas.
5. Close windows and doors to confine fire.
6. Pre-assigned person check restrooms and other areas for students and report the principal when clear
7. Move to designated shelter in case of inclement weather.

**For students or adults with mobility issues**

First get the majority of kids to meeting area.  
send another adult back in to get/assist students/adult with mobility needs

**Roles:**

***Principal:***

- Contact 911
- Supervise evacuation and check for injuries
- Assign roles to auxiliary persons as need.
- Keep fire lanes open.
- Administer first aid if needed.

***Secretary:***

- Assist in communication with emergency services.
- Take student emergency information.

***Teachers:***

- Follow **Action Steps**
- Take class attendance list
- Assemble at designated area
- Take roll and report to principal

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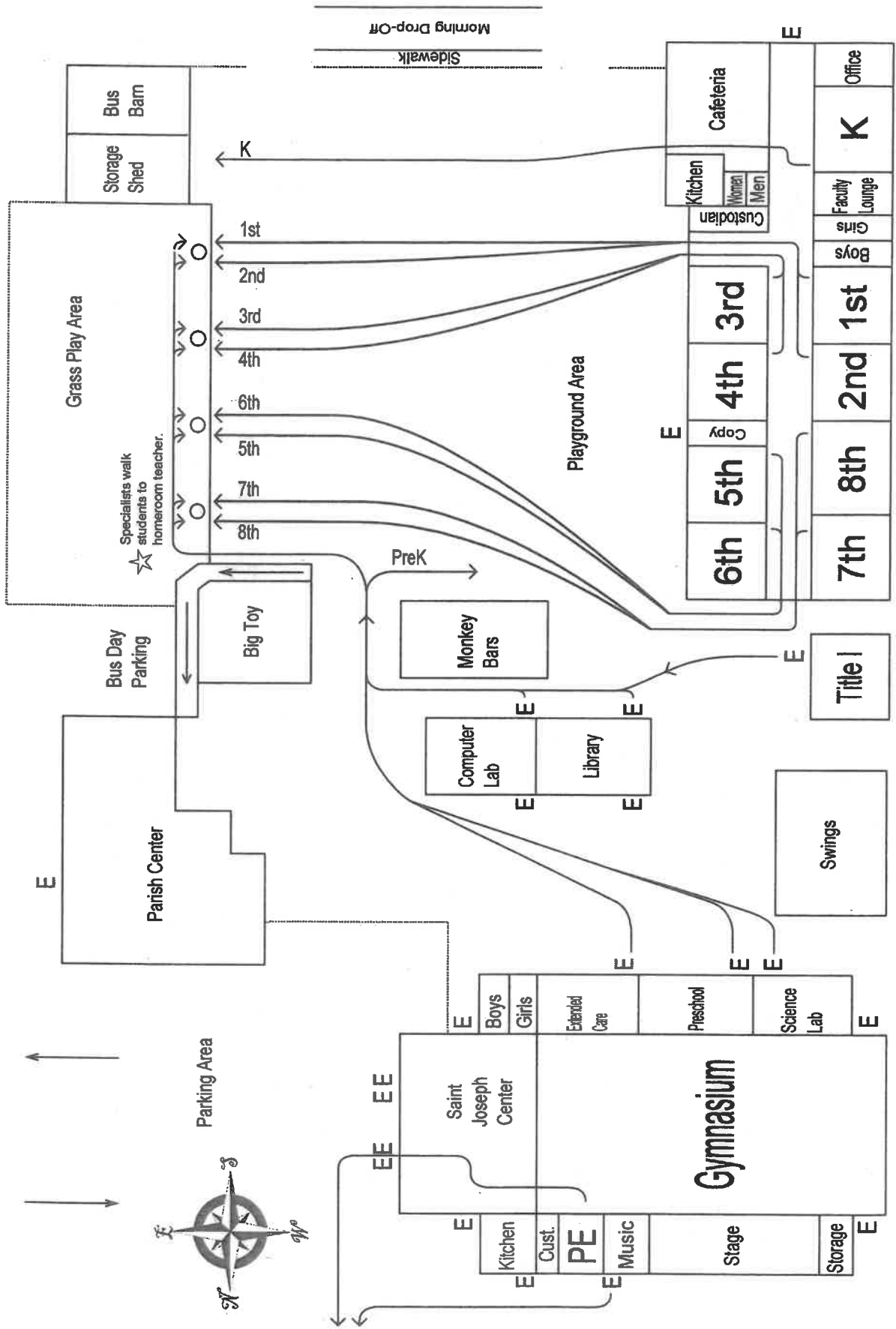
## Fire - Evacuation Route

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# ICRS EVACUATION ROUTE

North 15th Street



Sidewalk  
Morning Drop-Off

Oct 2015

## Earthquake

**Signal:** None (during a drill “earthquake”)

**General Action Steps:**

1. If a tremor strikes while you are inside:
  - a. Stay inside.
  - b. **Duck, cover, and hold.**
  - c. Turn away from windows.
  - d. If unable to get under desk or table, stand or sit against an inside wall away from windows and glass.
  - e. Principal to contact emergency services.
2. After tremor is over:
  - a. Check for injured people.
  - b. Do not move seriously injured people unless they are in immediate danger.
  - c. Open doors carefully – watch for objects that may fall.
  - d. Do not use matches or lighter and use phone only to report emergency.
  - e. Be prepared for aftershocks.

\* Reunification procedures – see last panel

See p. 9

**Roles:**

**Principal:**

- Assess the situation to determine action – if the building seems unsafe evacuate
- Turn off gas if necessary (or designate a person to do so)
- Contact emergency services
- Assist with the care of any injured person(s)

**Secretary:**

- Assist with emergency services and communication
- Take emergency cards if building is evacuated

**Teachers:**

- Be certain students duck and cover
- Keep calm – calm students
- **Follow earthquake evacuation route (see map)**
- Follow **Action Steps**
- Stay with students and take roll
- Report missing students to the principal

**Other Staff:**

- Assist with first aid
- Assist where needed

## Earthquake - Evacuation Route

# Incident Command System Immaculate Conception Regional School

**Campus Incident Commander**  
**Principal (or Fire/Police/EMT)**  
(Back-up - Secretary)

**Operations Leader**  
Secretary  
(Back-up - Bookkeeper)

**Planning Leader**  
Principal  
(Back-up - Secretary)

**Logistics Leader**  
5<sup>th</sup> Grade Teacher  
(Back-up - 2<sup>nd</sup> Grade Teacher)

**Damage Assessment and Search and Rescue**

- Damage assessment
  - Safety/security/traffic
  - Utility shutoff
  - Searching for victims
  - Rescuing victims
- (Check Main and Our Lady Bldgs: Janitor, 6<sup>th</sup>, 7<sup>th</sup>; Check SJC and Good Shepherd: PE, Music, Computer, 8<sup>th</sup>)*

- Communication with media
- Assignment of volunteers
- Documentation event log
- Situational analysis
- Site map
- Status

**Supplies Distribution**

- Sanitation
  - Shelter
  - Equipment
  - Supplies
- (2<sup>nd</sup> Grade Teacher)  
(5<sup>th</sup> Grade Teacher)*

**Medical Team**

- Triage
  - Treatment
  - Morgue (W of SJC)
  - Psychological
- (Aides)  
(4<sup>th</sup> and 7<sup>th</sup>, PE teachers)*

**Note: Aides open/close Fire Gates as directed**

**Evacuation Site** (playground first)

○      ○      ○      ○  
7 & 8   5 & 6   3 & 4   1 & 2   K

Pre-K

**Student Care**

- 1<sup>st</sup> and 2<sup>nd</sup> with 1<sup>st</sup> grade teacher
- 3<sup>rd</sup> and 4<sup>th</sup> with 3<sup>rd</sup> grade teacher
- 5<sup>th</sup> and 6<sup>th</sup> with aide - Jurenka
- 7<sup>th</sup> and 8<sup>th</sup> with aide - Shim
- Preschool and K with teachers

(Inside St. Joseph Center Gym)

5555	1111
6666	2222
7777	KKKK
8888	PKPKPK
	3333
	4444

**Medical Staging Area**  
(on stage)

**Student Release**

- Reunification procedure
- All students signed out by *Secretary; Title I; Bookkeeper*  
*(8<sup>th</sup> Graders to serve as runners)*

**All volunteers must report to the Incident Command Center upon arrival.**

10/22/2015

## Other Natural Disasters

### Wind Storms/Winter Storms/Floods/Volcano/Tornado

**Signal:** Verbal Announcement or message

**General Action Steps:**

1. Follow directions of the principal - actions may vary depending on the disaster.
2. Evacuate portable classrooms with wind or tornado warnings.
3. Watch for downed power lines.
4. During a tornado warning assume a kneeling position against a wall, with head down, and hands covering head.
5. Note: tornado watches may last for several hours.
6. A tornado **watch** means that conditions are favorable for a tornado to happen – a **warning** means that a tornado has been sighted or that one is eminent.

**Roles:**

***Principal:***

- Keep in contact with County Emergency Management and weather authorities
- Assess the local situation to determine action steps
- Maintain communication with the staff and students
- Make the decision for suspending school

***Secretary:***

- Staff the phone
- Assist with communication with emergency services
- Contact parents when necessary

***Teachers:***

- Keep calm and keep students calm
- Follow **Action Steps**
- Assist with contacting parents
- Report any injured or missing students to the principal

***Other Staff:***

- Assist with first aid and where needed

## Other Natural Disasters

## Exposure to Blood/Body Fluids

**Signal:** None

### **Definition:**

Blood borne pathogens are transmitted by contact with blood or other body fluids including urine, saliva, semen, and vaginal secretions through the following routes:

- Directly through the skin – bites, needle sticks
- Mucous Membrane contact – eyes, nose, mouth
- Contact with non-intact skin – cuts, abrasions

### **General Action Steps:**

1. Report exposure to the principal.
2. Always use Universal Precautions – treat all contact with blood or body fluids as if known to be infectious.
3. Always wear gloves – always wash hands after removing gloves.
4. Additional protective equipment, such as eye nose, and mouth protection, may be needed for profuse bleeding.
5. If skin or mucous membrane comes in direct contact with blood, wash or flush with water as soon as possible (use 10% bleach solution or antiseptic soap).
6. Immediately remove any contaminated Clothing.
7. Principal to contact 911.
8. Principal to contact parents/ guardians if necessary.

### **Roles:**

#### **Principal:**

- Supervise the care of the injured person(s)
- Contact Emergency Services
- Contact parent/guardian
- Supervise cleanup
- Complete Employee Exposure Incident Report Form and arrange medical follow-up if needed

#### **Secretary:**

- Assist with emergency services communication
- Obtain necessary patient information by checking the Emergency Information Forms on file
- Informs the custodian of clean-up needs

#### **Teachers and Other Staff:**

- Keep other students free from contact or contamination
- Follow **Action Steps**

#### **Custodian:**

- Any blood splashes/body fluids on the floor or on any of the fixtures need to be cleaned with a 10% bleach solution or other approved germ killing agent
- Gloves, other personal protective equipment, contaminated clothing and items used to clean up should be disposed of into red plastic bags marked with Bio Hazard Label

## Accidents To and From School/Field Trips

### Accidents To and From School

#### General Action Steps:

1. Try to determine whether help has been summoned – if not contact 911.
2. Notify principal/office.
3. Assist with first aid if necessary.
4. Inform the Parish Center staff.

#### Roles:

##### *Principal:*

- Go to the scene if possible and deemed necessary
- Be in charge of contacting parents/guardians
- Give direction and support to staff

##### *Secretary:*

- Assist with communication – often the link between the school and the accident site

##### *Teachers and Other Staff:*

- Follow Action Steps
- Communicate with the office regarding contacting parents/guardians

### Accidents on Field Trips

#### General Action Steps: Same as column one

#### Roles:

*Principal:* Same as column one

*Secretary:* Same as column one

#### *Teachers and Other Staff:*

- Follow Action Steps
- Carry Emergency Form for each student
- Stay with students
- Evaluate first aid needs
- Assist the driver(s) as needed
- Release students only to authorized persons
- Record the name to whom students were released
- Make a list of all students' names and first aid needs

#### *Bus or Parent Drivers:*

- Call 911 if necessary – access to phone
- Remain with the vehicle
- Secure the vehicle in a safe location – turn off power, ignition, and lights
- Account for all students
- Evaluate first aid needs
- Evaluate need for evacuation
- If available, position triangle reflectors or flairs
- Notify the principal/office
- Complete a Vehicle Accident Report

## Accidents (to & from school)/Field Trips - Exposure to Blood

# Lockdown Procedures

**Signal:** Either an announcement over the intercom or 3 intermittent bells.

**Procedure:**

1. Check hall – gather students/visitors into room.
2. Students and staff in gym stay there.
3. Sit on the floor next to door wall being as quiet as possible.
4. Pull blinds closed.
5. Turn off lights.
6. Put up door blinds on Velcro located on doors.
7. Take roll – complete emergency attendance list.
8. Teacher move close to phone – office will call for attendance.
9. Remain until the all clear signal is given.
10. All clear signal will be a verbal announcement.

**Secretary/office – alert police and Parish Center**

(Mount Vernon Police will be alerted for practice Lockdowns).

**Designated staff to lock exterior doors:\***

- Secretary - front door
  - 7<sup>th</sup> grade teacher - north door
  - Bookkeeper - kitchen
  - Principal - east door
  - PE teacher – St. Joseph doors
  - Cafeteria doors should always be locked
- \* For both lockdown and reverse evacuation

**Reverse Evacuation:**

When students are outside of the building and need to come in because of an emergency.

**Signal:** Either an announcement with a bullhorn or a long bell (30 seconds duration)

**Procedure:**

1. Students go immediately to rooms without lining up.
2. Teachers lock doors and take role.
3. Playground supervisors make certain the field and playground are clear before doors are locked.
4. Students inside remain inside.
5. Wait for the all clear signal.

## Hostage/Intruder Situation

**Signal:** Lockdown

**General Action Steps:**

1. Escort intruder to the office or out of the building if possible unless with a class.
2. If intruder is in a classroom send a student to the office for help or use intercom.
3. Designated persons clear hallways and restrooms.
4. Lock doors and stay out of sight near windows and wait for further instructions.
5. Principal to call 911 if necessary.

**Alternate gathering location:**

First United Methodist Church  
1607 E. Division St.

**Roles:**

***Principal:***

- Assess the situation
- Secure the immediate area to confine the problem
- Contact 911 if necessary
- Coordinate all necessary communication
- Secure building – lock outside doors

***Secretary:***

- Assist in communication with emergency services and securing area
- Take student emergency information

***Teachers:***

- Keep students in classrooms unless intruder enters
- Lock doors and stay out of sight near windows and wait for further instructions
- Take roll and report to principal
- Follow **Action Steps**

***Other Staff:***

- Carry out pre-assigned tasks
- Follow **Action Steps**

## Hostage/Intruder Situation – Lockdown Procedures



## **RAPE**

In cases of molestation, rape or suspected rape, the following procedures should take place:

1. Escort the victim to the school office.
2. The principal will contact the police department.
3. Contact Child Protective Services if the victim is a student.
4. Encourage the victim to Not wash until after speaking with law enforcement.
5. Document all steps taken.
6. Locate the student or staff member's emergency information and other records for law enforcement.
7. Call the parent/guardian, spouse, or other individual listed on the Emergency Information Sheet.
8. Accompany the victim to the hospital if appropriate or if asked to do so by the principal.
9. Assist the police with as much information about the assailant and incident as possible.

## Student Runaway/Abduction

**Signal:** None

### **General Action Steps:**

1. Notify the principal.
2. If student is running away, follow if possible.
3. If possible, focus on getting a thorough description of the **student** – including clothing, distinguishing features, etc.
4. If possible, focus on getting a thorough description of the **abductor** – including clothing, distinguishing features, etc.
5. Notify the classroom teacher of the student's absence.
6. Principal to contact 911 if necessary.
7. Principal to contact parents/guardians.

### **Roles:**

#### ***Principal:***

- Call 911 if necessary
- Follow student if possible, or designate someone to do so
- Give directions to other staff members
- Contact parent/guardian

#### ***Secretary:***

- Assist with communication to emergency services

#### ***Teachers:***

- Keep other students in the classroom
- See **Action Steps**
- Identify and locate close friends of the student

#### ***Other Staff:***

- Follow **Action Steps**

**Student Runaway/Abduction - Rape**

# Bomb Threat Check List

**The person receiving the call shall attempt to:**

1. Obtain detailed information about the exact location of the bomb, detonation time, description of the bomb, and type of explosive.
2. Keep the caller talking, do not ridicule him/her.
3. Write down information obtained in exact words and note date and time.
4. Write down any impressions about the caller. For example: age, sex, accent, background noises, did the caller appear familiar with the building or people, etc.

**Instructions:** Be calm and courteous. Your task is to LISTEN! Do not interrupt the caller. Quietly attract the attention of someone nearby, indicating to them the nature of the call.

**Complete the following when the caller hangs up:**

Name of the person receiving the call \_\_\_\_\_ Time and Date \_\_\_\_\_

Information about the caller: Sex – M \_\_\_\_\_ F \_\_\_\_\_  
 Adult \_\_\_\_\_ Juvenile \_\_\_\_\_  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_

Content of the call: \_\_\_\_\_

Voice Characteristics:

Loud _____	Deep _____
High pitched _____	Persistent _____
Raspy _____	Soft _____
Intoxicated _____	Other _____
Muffled _____	

Speech:

Fast _____	Distorted _____
Distinct _____	Nasal _____
Stutter _____	Lisp _____
Slurred _____	Other _____
Slow _____	

Language:

Refined _____	Profane _____
Sophisticated _____	Unintelligible _____

Accent:

Local _____	Foreign _____
Southern _____	Eastern _____

Manner:

Irrational _____	Angry _____
Calm _____	Emotional _____
Deliberate _____	Laughing _____
Hurried _____	Other _____

Background Noises:

Music _____
Office machines _____
Planes/traffic _____
Voices _____

**Related facts:**

Ask the caller to repeat as often as you can.  
 Keep the caller talking.  
 Ask questions like: When will it go off? Time? Where is it located? Building?  
 Area? Type of bomb? How do you know about the bomb? Where are you?

### Bomb or Bomb Threat (Code Blue)

**Signal:** Code Blue – Silent evacuation. Students should be moved as far from the building as possible.

**General Action Steps:**

1. If threat is received by telephone, obtain as many details as possible to give to the police. (Use Bomb Threat Checklist located above)  
If received by mail or visibly discovered, do not handle or move unnecessarily.
2. Do not use radios, walkie talkies, or cell phones or turn off/on any switches. These transmission can set off a bomb.
3. Notify the principal or office.
4. Principal to contact 911.
5. During evacuation pre-assigned person check restrooms and other areas for students and report to the principal when clear.
6. Principal to contact parents/guardians if necessary.

**Roles:**

*Principal:*

- Contact 911
- Gather information from staff on anything suspicious
- Assign staff to first aid if needed
- Contact parents/guardians if needed

*Secretary:*

- Assist in communication with emergency services
- Take student emergency information

*Teachers:*

- Evacuate
- Take class attendance list
- Assemble at designated area
- Take roll and report to principal
- Follow **Action Steps**

### Bomb/Bomb Threat (Code Blue) - Bomb Threat Checklist

## Facility Usage/Overnight Housing

**Definition:** Natural disaster or community hazardous materials incident where organizations, businesses, or schools need to use the school's facilities and could necessitate overnight housing

**Signals:** Inform staff and students by intercom or memo explaining the emergency. Give specific instructions.

**General Action Steps:**

1. Provide space as needed.
2. Provide telephone.
3. Provide writing utensils and pads.
4. Provide first aid kits if necessary.

**Roles:**

**Principal:**

- Act as a liaison with the head of the outside organization
- Determine specific needs of facility usage

**Secretary:**

- Assist with communication

**Teachers:**

- Maintain a normal routine unless otherwise instructed

**Custodian and Other Staff:**

- Assist with traffic control in and out of the school site
- Maintain building utilities as appropriate

## Overnight Student Housing

**General Action Steps:**

1. Keep students in the safest area of the building.
2. Attempt to contact parents/guardians and continue to do so throughout the night.
3. Keep a record of students picked up using normal reunification procedures.
4. Determine food and water supply needs.

**Roles:**

**Principal:**

- Act as a liaison with emergency services
- Inform staff of the details of the situation
- Assign shifts for staff to maintain duty answering phones

**Secretary:**

- Assist with communications

**Teachers:**

- Maintain supervision and security of students

**Other Staff:**

- Assist as assigned

**Custodian:**

- Maintain building utilities as appropriate

## Reunification Procedures

**Reunification:** The reuniting of parents/guardians with students during an emergency such as an earthquake or storm.

### Procedures:

1. No students should be released until the pre-planned procedure is in place.
2. Students should remain in a central location until retrieved by an authorized runner.
3. Parents/guardians must report to the designated reunification area and wait for their children there.
4. In the event that any of the students are injured make a concerted effort to contact the parents/guardians.
5. Students will be released to authorized persons only – those persons on the emergency information form who have been authorized by the parents/guardians to pick up students.
6. The person picking up students must present picture ID.
7. The following information must be recorded:
  - a. Students names picked up
  - b. Person picking students up
  - c. Time students were picked up
  - d. Destination where they intend to go to
  - e. Estimated arrival time
  - f. Phone number where they can be reached
8. Authorized persons arriving for injured students should be taken to the students rather than waiting for them at the reunification area.

## Helpful Hints

### Information to provide when calling Emergency Services or the school office:

- Your name
- School involved
- Description of incident
- Names of people involved
- Grades of students involved
- What action the school has taken thus far
- Other information as necessary
- School's Phone Number
- If incident requires someone come to the school or the scene, give specific instructions

### List of First Aid Staff and CPR Staff:

1. \_\_\_\_\_ FA CPR
2. \_\_\_\_\_ FA CPR
3. \_\_\_\_\_ FA CPR
4. \_\_\_\_\_ FA CPR
5. \_\_\_\_\_ FA CPR
6. \_\_\_\_\_ FA CPR

### Procedures to communicate with the office when an emergency happens:

- Contact the office by intercom
- Ask another teacher for assistance in getting the message to the office
- Send a student messenger to the office

### Communication with the students and staff in a crisis situation:

- Use the intercom or a bullhorn, as appropriate, when giving directions for the entire student body.
- Avoid using the intercom or bullhorn when announcing the death or injury of a student or students family. It is better for staff members to read prepared announcements and answer questions as they arise.
- In the event of a bomb threat, do not use radios, walkie talkies, or cell phones or turn off any switches. These transmissions can set off a bomb.

