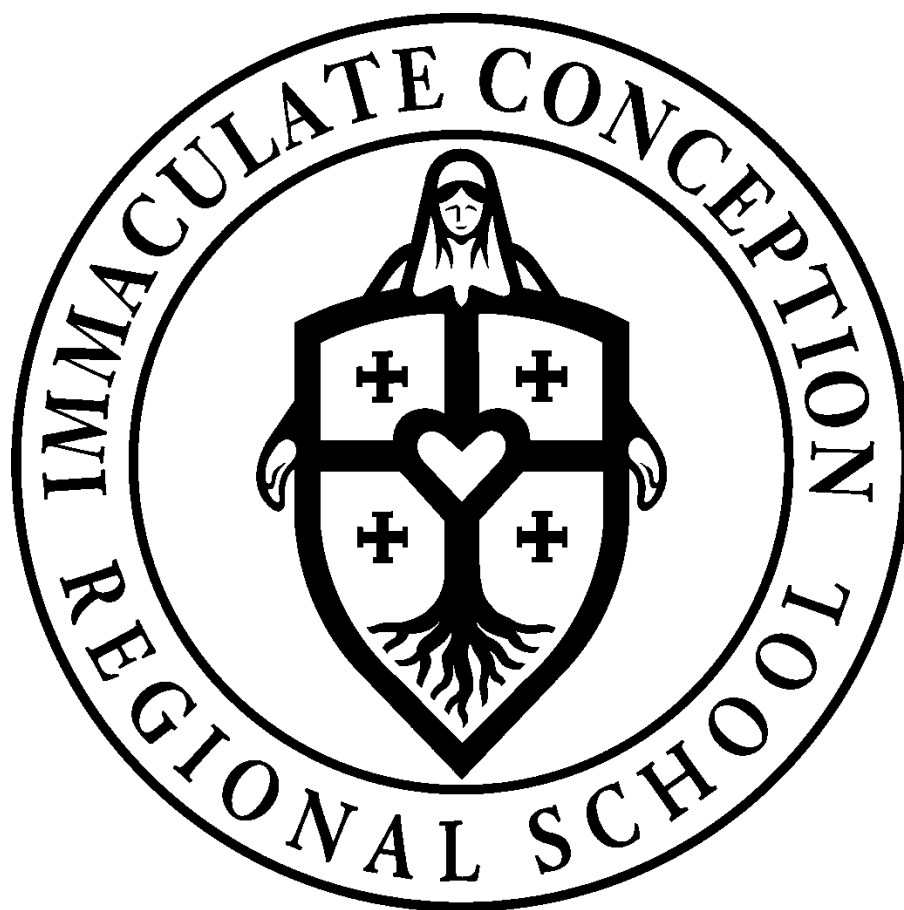


# **Immaculate Conception Regional School**

## **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

## POLICE/FIRE/AMBULANCE 9-911

Skagit Valley Hospital	9-360-424-4111	Poison Control	9-1-800-222-1222
Skagit County Public Health	9-360-416-1500	FBI	9-1-800-225-5324
Mount Vernon Police Dept.	9-360-336-6271	Skagit County Sheriff	9-360-416-1911
Anacortes Police Dept.	9-360-293-4684	Burlington Police Dept	9-360-755-0921
Sedro Woolley Police	9-360-855-0111	Washington State Patrol	9-360-654-1204
US Border Patrol	9-1-877-227-5511		

## Social Services:

Child Protective Services	9-1-866-363-4276	DSHS	9-1-877-501-2233
Archdiocese Hotline	9-1-800-446-7762	Seattle Archdiocese	9-1-206-382-4560
American Red Cross	9-1-800-733-2767	24-hour Crisis Hotline	9-988 OR 9-211
Catholic Community Services	9-360-757-0131		

## Utilities:

Puget Sound Energy	9-1-888-225-5773	Cascade Natural Gas	9-1-888-522-1130
PUD (Water)	9-360-424-7104		

**Parish Center:** 9-360-336-6622

## Local Schools:

MV High School	9-360-428-6100	MV School District	9-360-428-6110
MV Christian School	9-360-424-9157		

**Skagit Transit:** 9-360-757-4433

**Media:** KAPS/KBRC 9-360-424-0660

# General Procedures

- The safety of students and staff in all situations is the prime consideration
- Keep calm in order to assess the situation
- Call 9-911 when determined necessary!
- Advise the Principal/Front office of situation
- The principal or designated person will notify the parents/guardians of any emergency/drill/ via text, email, and/or written notice. This will include instructions on how to contact staff and (when necessary) reunite with children
- For all evacuations, teachers must bring:
  - Emergency backpack with first aid kit and student emergency information
  - Emergency clipboard with Emergency Preparedness Plan, school roster, and “All Here” notice
  - Any medication held in the classroom
- For all evacuations, front office staff must bring the contact binder
- In a crisis, only the school’s designated spokesperson will communicate with the news media to release any information

# Accidents/Serious Injury/Illness

**Signal:** None

**General Action Steps:**

- Contact Principal/Front office staff
- Call 9-911 when necessary
- Administer first aid or follow instructions from 911 dispatch
- Disperse crowd, if necessary
- Principal to contact parents/guardians
- Complete accident/incident report
- See page 10 for handling exposure to blood and/or bodily fluids

**Roles:**

**Principal:**

- Call 9-911 when necessary
- Supervise the care of the sick/injured person(s)
- Contact parents/guardians
- Inform staff and/or students if needed
- Designate an individual to accompany the victim to the hospital, if necessary

**Secretary/Front office staff:**

- Assist with communications

**Teachers:**

- Stay with your students unless attending to sick/injured person(s)

**Other Staff:**

- Assist with first aid or where needed

# Assaults/Fights

**Signal:** None

**IN PROGRESS General Action Steps:**

- Send for help
- Approach the situation with caution
- Identify yourself verbally in a loud voice
- Demand combatants to separate in a loud voice
- Separate combatants
- Remove one of the combatants from the area
- Notify the principal / front office staff
- Check for injuries
- Call 9-911 if necessary
- Provide first aid or follow instructions from 911 dispatch
- Principal to notify parents/guardians

**After the incident General Action Steps:**

- Accompany the combatants to a safe place, keep separated
- Staff to remain with the combatants
- Notify principal / front office staff
- Identify witness(es)

**Roles:**

**Principal:**

- Call 9-911 if necessary
- Provide first aid or follow instructions from 911 dispatch
- Investigate situation
- Assign disciplinary sanctions
- Notify parents/guardians
- Notify Pastoral Care Center

**Secretary:**

- Assist per instructions of the principal

**Teachers and other staff:**

- Follow General Action steps
- Disperse crowd if necessary

# Alcohol/Drugs/Weapons on School Grounds

Signal: None

General Action Steps:

- Call 9-911 if necessary
- Identify corresponding room number to provide dispatch
- Move all students and staff a safe distance away
- Do not touch or move the item
- At least one staff member to keep the item in their line of sight a safe distance away
- Be alert for any person(s) near the scene who are unfamiliar, were hastily leaving the area, or in any other way look suspicious
- If student had possession of the item(s), keep them detained away from the items
- Identify any witness(es)
- Principal to call parents/guardians of all involved

Roles:

Principal:

- Investigate the situation
- Search (or have Police search) the students belongings, including desk and backpack, if necessary
- Contact parents/guardians of all involved
- Contact the Pastor
- Send out a school wide parent email to advise of situation

Secretary/Office staff:

- Assist with communication with authorities
- Be prepared to assist with detaining students
- Assist principal and teachers when needed

Teachers and other staff:

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

# Threat of Suicide/Suicide

Signal: None

General Action Steps:

- Call 9-911 if needed
- Advise the Principal immediately
- Any note or verbalization should be taken seriously
- Staff member must stay with suicidal subject until police arrive
- Move all students and staff to a safe area
- Principal to contact parents/guardians
- Staff member to accompany student to hospital, if necessary
- Follow all guidelines for the possible presence of weapons, drugs, and/or alcohol listed on page 4
- Identify any witnesses

Roles:

Principal:

- Evaluate the severity of the situation
- Contact Parents/Guardians
- Speak to any witnesses
- Assist the family with finding professional counseling
- Notify the Pastoral Center
- Respect the families wishes regarding the release of information
- Send out school wide email to parents/guardians
- Follow-up with post-incident review with staff

Secretary/Office Staff:

- Assist Principal with communication

Teachers and other Staff:

- Follow General Action Steps
- Keep other students calm and in a safe area
- Follow-up with post-incident discussion with students to determine if further counseling/student support is necessary



# Fire

Signal: Sound Fire Alarm

General Action Steps:

- Pull fire alarm
- Call 9-911
- Evacuate all students/staff to designated areas
- If possible close window/doors while exiting areas to contain fire
- Pre-assigned staff members to check student restrooms, staff/visitor restrooms, kitchen, St Joesph Center, Library when safe to do so
- Pre-assigned staff members to assist students with mobility issues to designated areas
- In cases of inclement weather, move to designated shelter

Roles:

Principal:

- Call 9-911
- Supervise evacuation
- Check for injuries, administer first aid when necessary
- Assign roles to auxiliary persons as needed
- Keep fire lanes clear

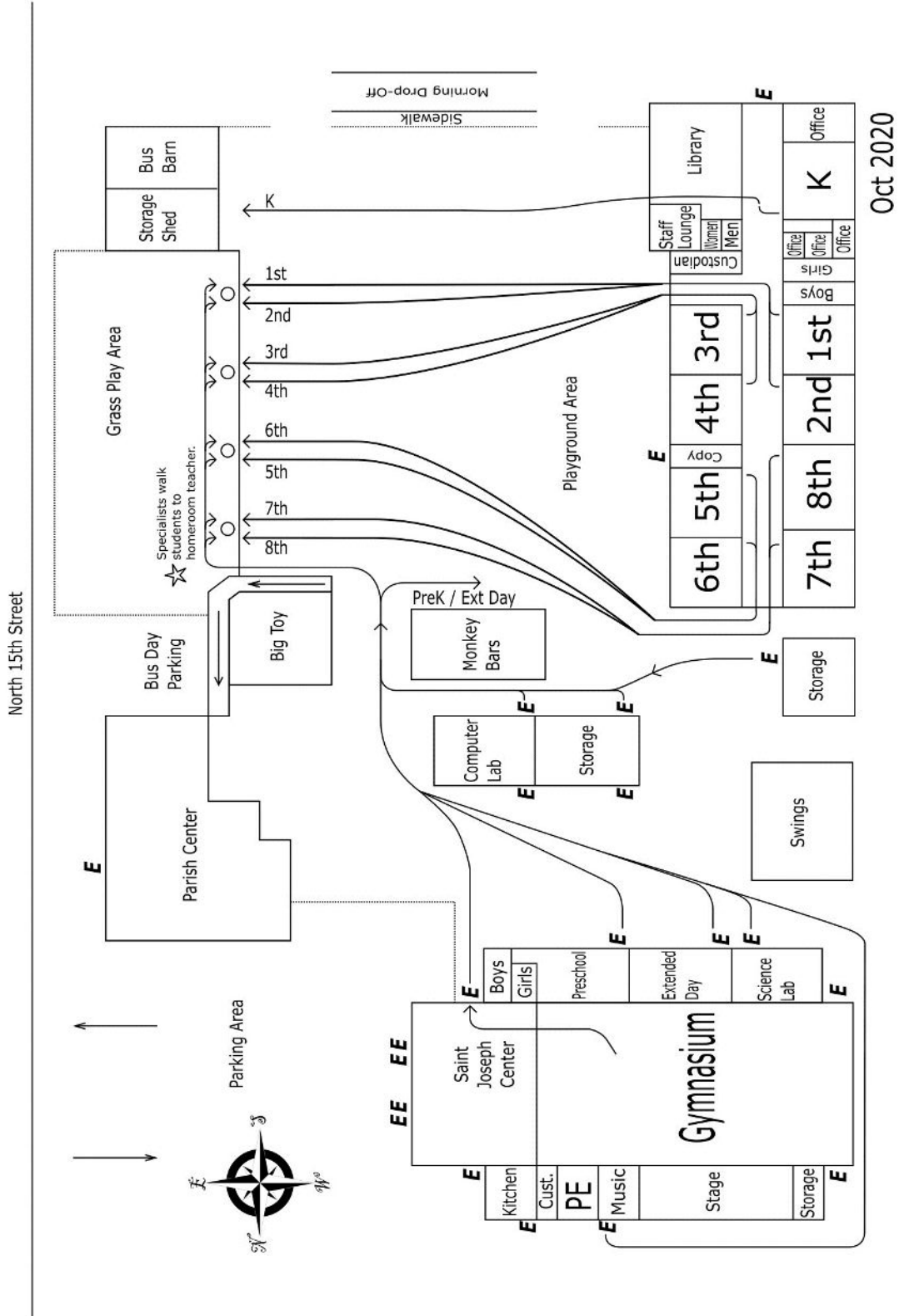
Secretary:

- Assist principal with communication with first responders
- Bring student emergency contact information binder

Teachers:

- Follow General Action Steps
- Take roll and report to principal
- Ensure all students remain in designated area
- Keep students calm and comforted

# Evacuation Route



Oct 2020

# Earthquake

Signal: None

General Action Steps DURING the earthquake:

- If a tremor strikes while you are inside:
  - Stay inside
  - Duck, cover, and hold
  - Turn away from windows
  - If unable to get under desk or table, stand or sit against an inside wall away from windows and glass

General Action Steps AFTER the earthquake:

- Be prepared for aftershocks
- Check for injured students/staff
- Call 9-911 only if necessary for injured/trapped students/staff , gas/water leak
- Provide first aid or follow instructions given by 911 dispatch
- Open doors carefully, watch for objects that may fall, broken glass, etc.
- Do not use matches or lighter
- Keep phone lines clear
- Pre-assigned staff members to check student restrooms, staff/visitor restrooms, kitchen, St Joesph Center, Library when safe to do so

Roles:

Principal:

- Assess the situation to determine if students/staff should evacuate or remain in place
- Turn off gas, if necessary
- Assist with care of injured students/staff

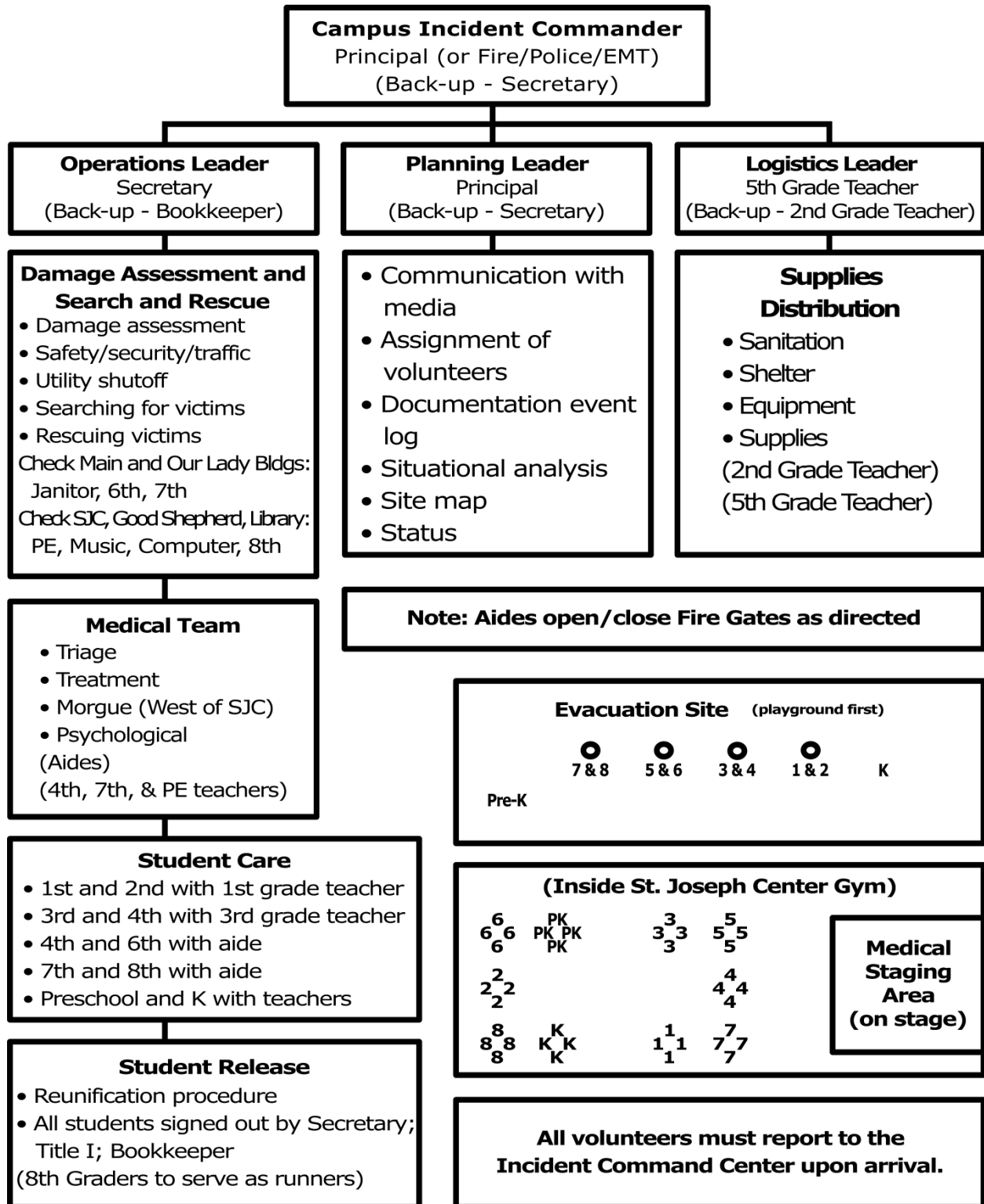
Secretary/Office Staff:

- Assist principal with communicating with first responders
- Bring student emergency contact binder

Teachers:

- Provide clear instructions to students to duck, cover, and hold
- Follow earthquake evacuation route
- Follow General Action Steps
- Keep students in designated area, take roll and report to principal

# Incident Command System



Revised 11/08/2023

# Other Natural Disasters

## Windstorm/Winter Storm/Floods/Volcanoes/Tornado

Signal: Verbal Announcement

General Action Steps:

- Follow directions from principal, will vary depending on disaster
- For windstorm/tornado, evacuate portable classrooms
- Watch for downed power lines-DO NOT TOUCH OR ATTEMPT TO CROSS
- Tornado warning – all students/staff should assume a kneeling position against a wall, with head down, and hands covering their head
- After the disaster, check for injured students/staff
- Call 9-911 if needed for injured students/staff, otherwise keep phone lines clear
- Provide first aid or follow instructions from 911 dispatcher

Roles:

Principal:

- Monitor public announcements made by Department of Emergency Management and weather authorities
- Maintain communication with staff/students
- Make the decision for suspending school
- Send out school wide email to parents/guardians

Secretary/Office Staff:

- Monitor phone lines
- Assist principal in communicating with first responders
- Assist principal in communicating with parents/guardians

Teachers:

- Follow General Action Steps
- Keep students in a safe area
- Take roll and report any missing students to principal

# Exposure to Blood/Bodily Fluids

Signal: None

Definition:

Blood Borne Pathogens (BBP) are transmitted by contact with blood or other bodily fluids including saliva, urine, semen, and vaginal secretions through the follow routes:

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

General Action Steps:

- Call 9-911 if necessary
- Report exposure to principal
- Always use “Universal Precautions”: treat all contact with blood and/or bodily fluids as if known to be infectious
- If skin or mucous membrane comes in direct contact with blood, flush with water as soon as possible. When possible, wash skin exposure with antiseptic soap and hot water.
- Immediately remove any contaminated clothing and seal in plastic bag
- If treating a patient, wear gloves and PPE equipment (mask, eye protection, etc.). Dispose of all equipment properly to avoid additional exposure
- Principal to contact parents/guardians

Roles:

Principal:

- Call 9-911 if necessary
- Supervise the care of the exposed person(s)
- Contact parents/guardians
- Supervise clean-up post event
- Complete the Employee Exposure Incident Report
- Arrange medical follow-up when needed for staff exposure(s)

Secretary/Office Staff:

- Assist principal with communication with first responders
- Obtain necessary patient(s) information, refer to Emergency Information forms on file
- Communicate with custodian with any clean-up needs

# Exposure to Blood/Bodily Fluids continued

Teachers:

- Keep students a safe distance away from incident
- Follow General Action Steps

Custodian:

- Any blood/bodily fluids on the floor or any other fixtures need to be cleaned with an approved antiseptic cleaner
- All contaminated gloves, masks, eye protection, other PPE , contaminated clothing, and items used to clean should be disposed of in a red plastic bag marked with a Bio-Hazard label

# Accidents on Field Trips

## General Action Steps:

- Call 911
- Notify Principal/Front Office Staff
- Assist with first aid
- Inform the Parish Center

## Roles:

### Principal

- Respond to the scene when necessary/possible
- Contact Parents/Guardians of those involved in accident
- Give direction and support to staff

### Secretary/Front Office Staff:

- Assist with communication while remaining at school

### Teachers/Other Staff:

- Follow General Action Steps
- Stay with students on scene of accident
- Evaluate first aid needs -make list with student name and specific needs
- Assist the driver(s) as needed
- Carry emergency form for each student on all off-site trips
- Follow reunification procedures (to include releasing students only to authorized persons, record the name to whom students were released to)

### Parent Drivers/ Bus Drivers

- Call 911
- Remain with the vehicle
- Account for all students
- Evaluate first aid needs
- Evaluate need for evacuation
- Secure the vehicle in a safe location (follow instructions from 911 dispatch) to include turning the engine off, turn on hazard lights, place warning flares to warn other drivers
- Advise Principal / Front office staff
- Complete vehicle accident report



# Lockdown/Hostage/Intruder

Signal: 3 intermittent bells OR if safe to do so make an announcement over the school intercom

General Action Steps:

- Check hall-gather students into room
- Students and staff located in Saint Joseph center stay in that building
- Sit on the floor next to the door wall, be as quiet as possible
- LOCK THE DOOR
- Pull blinds closed
- Put up door blinds on velcro located on doors
- Turn off lights
- Teacher to check attendance (silently) and be prepared to provide information to front office staff via phone
- Remain in place until all clear signal is given as a verbal announcement

Principal/Front Office Staff:

- Call 9-911
- Advise Parish Center
- Have map of campus available with corresponding room numbers to communicate with first responders
- When safe to do so, contact teachers to confirm if all students accounted for
- Send out school wide email to parents/guardians

Designated staff to lock exterior doors:

- Secretary/Front office staff- Front door
- 7<sup>th</sup> grade teacher- North door
- Bookkeeper- Kitchen
- Principal – East door
- PE Teacher – Saint Joseph Center doors (cafeteria doors should ALWAYS be locked)

## Reverse Evacuation – when students are outside the building and need to come inside during an emergency

Signal- Either an announcement with a bullhorn OR a 30 second bell

Procedure:

- Student to immediately go to their classrooms without lining up
- Teachers lock doors and take roll

- Playground supervisors confirm that the field and playground are clear of students prior to having the doors locked
- Wait for the all clear signal

## **Practice Drills**

- Prior to any drill, call the non-emergency 911 dispatch line at 360-428-3211 to advise of the time/date/type of drill that will be taking place.

# Rape

## General Action Steps

- Principal to call 9-911
- Escort the victim to the office when safe to do so
- Do not attempt to interview the victim
- Keep the victim from washing their hands or changing clothes until contacted by Law enforcement
- Contact the parent/guardian
- Contact CPS if the victim is a student
- Locate the student's records/emergency contact information for law enforcement
- Document all steps taken
- Keep all information confidential as it is related to an alleged crime

# Student Runaway/Abduction

Signal- None

General Action Steps:

- Call 9-911
- Get a description of the abductor and student to include race, sex, age, name, clothing description (top to bottom, outside to inside)
- Get a description of any associated vehicles to include license plate number, color, year, make, model, accessories (stickers, spoiler, etc.)
- If student is running away, follow if possible while on the phone with 911 dispatch
- Principal to contact parents/guardians of student

Roles:

Principal:

- Call 9-911
- Follow student if possible, or designate someone to do so while on the phone with 911 dispatch
- Contact parents/guardians of student

Secretary/Front Office Staff:

- Assist with communication to law enforcement/first responders

Teachers:

- Follow General Action Steps if directly involved
- Keep other students in classroom and take roll

# Bomb Threat (Code Blue)

Signal: Code Blue- silent evacuation. Students should be moved as far from the building as possible.

## General Action Steps:

- Call 9-911
- If a threat is received via telephone, follow the BOMB THREAT CHECKLIST on the next page to obtain as many details as possible to give to 911 dispatch and police.
- If threat is observed or received via mail, do not handle or move
- Notify the principal/front office staff
- Do not use cell phones, radios, or walkie-talkies or turn any switches on/off. The transmission can set off a bomb.
- Evacuate all students and staff to designated area
- Pre-assigned staff members to check student restrooms, staff/visitor restrooms, kitchen, St Joesph Center, Library when safe to do so
- Pre-assigned staff members to assist students with mobility issues to designated areas
- Principal to contact parents/guardians

## Roles:

### Principal:

- Call 9-911
- Gather information from staff/students on anything suspicious
- Assign staff to first aid when needed
- Send school wide email to parents/guardians
- Contact parents/guardians of those involved

### Secretary/Front Office staff:

- Assist in communication with first responders
- Have student emergency information binder

### Teachers:

- Evacuate students
- Take roll and be prepared to advise principal
- Follow General Action Steps

# Bomb Threat Checklist

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 them.
3. Write down information obtained in exact words and note the 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, reason why, 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. Keep the caller talking. You can ask specific questions such as: When will the bomb go off, Why are they doing this, Where is it located? What type of bomb is it? Did they make the bomb? What kind of bomb is it? Where are you? How do you know about the bomb? Who are you trying to hurt? Have them repeat as much as possible to keep them talking and get clear answers.

Complete the following as information is supplied to you:

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

Information about the caller: **Sex:** Male/Female/Unknown **Age:** Adult/Juvenile/Unknown

Name: \_\_\_\_\_

Current location/where calling from: \_\_\_\_\_

Content of call:

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**Voice Characteristics:**

Loud            Deep  
High pitched   Persistent  
Raspy            Soft  
Intoxicated    Other  
Muffled

**Speech:**

Fast            Distorted  
Distinct       Nasal  
Stutter        Lisp  
Slurred        Other  
Slow

# Bomb Threat Checklist continued

**Language:**

Refined      Profane  
Sophisticated    Unintelligible

**Accent:**

Local      Foreign  
Southern      Eastern

**Manner:**

Irrational      Angry  
Calm      Emotional  
Deliberate      Laughing  
Hurried      Other

**Background noises:**

Music \_\_\_\_\_  
Office Machines: \_\_\_\_\_  
Traffic: \_\_\_\_\_  
Voices: \_\_\_\_\_  
Other: \_\_\_\_\_

# Facility Usage/Overnight Emergency Housing

Definition: Natural disaster or other community hazardous materials incident where organizations, businesses, or schools needs to use ICRS facilities, which could include overnight emergency housing.

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

General Action Steps:

- Provide space as needed
- Provide telephone
- Provide writing utensils and paper
- Provide first aid kit

Roles:

Principal:

- Act as a liaison with the head of the outside organization
- Determine specific needs of the facility usage
- Send out school wide email to notify parents/guardians
- Notify staff and students on site

Secretary/Front Office Staff:

- Assist with communication

Teachers:

- Maintain a normal routine unless otherwise instructed

Custodian and Other Staff:

- Assist with traffic control in and out of the specific area being used
- Maintain building utilities as appropriate



# Overnight Student Emergency Housing

## General Action Steps:

- Keep students in the safest area of the building
- Keep open line of communication with parents/guardians in any way possible
- Keep a record of students picked up using the reunification procedures on page 22
- Determine food and water supply needs
- Determine first aid needs

## Roles:

### Principal:

- Act as a liaison with emergency services
- Inform staff and students of the details of the situation
- Assign staff to specific tasks on a rotation
- Keep in contact with parents/guardians, provide updates

### Secretary/Front Office staff:

- Assist with communications

### Teachers:

- Maintain supervision and security of students.
- Complete assigned tasks on rotation

### Custodian:

- Maintain building utilities as appropriate

# Reunification Procedure

Reunification: The reuniting of parents/guardians with students following an emergency.

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 child(ren) there.
4. If any of the students are injured, make a concerted effort to contact the parents/guardians directly.
5. Students will only be released to those persons on the emergency information form who have been authorized by the parents/guardians to pick them up.
6. The person picking up the student(s) must present a photo ID.
7. The following information must be recorded for EVERY student:
  - Student name
  - Name of person picking up student
  - Time student picked up
  - Destination where they intend to go
  - Estimated time of arrival at destination point
  - Cell phone number
8. Authorized persons arriving for any injured students should be taken to the students immediately rather than waiting for them at the reunification area.
9. Parents/guardians of students taken to the hospital should provide information in section #7 and then respond to the appropriate hospital

# Helpful Information

Information to provide when calling 9-911 and/or the Parish Office:

- Your name
- Contact phone number to include ICRS #360-428-3912 and your cell phone #
- ICRS address: 1321 East Division Street Mount Vernon WA 98221
- Description of incident
- Names of people involved
- Grades of students involved
- What action the school has taken
- Anyone in need of medical attention
- Weapons/Drugs/Alcohol involved
- Room # that correlates to ICRS map

Procedures to communicate with the office when an emergency occurs:

- Contact the office by intercom (except in the case of a bomb threat ????)
- If safe to do so, send student helper to office
- If safe/necessary, as another staff member for assistance

Communication with the students and staff in an emergent situation

- Use the intercom or 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/students' family member.
- Speak slowly and clearly
- Give specific instructions, one at a time
- Have a calm tone of voice

# ICRS Drill Record Sheet

Type of Emergency Drill (fire, earthquake, intruder)	Date	Time	# of participants	Length of Drill	Notes and suggested improvements