

EMERGENCY PROCEDURES

LUMMI NATION SCHOOL
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CODE YELLOW

(Critical situation could occur from outside the school)

Possible threat from outside. Example: Gang or drug activity from outside.

PROCEDURES FOR STAFF:

1. Notify office of CODE YELLOW and give a brief explanation of the incident.
2. Teachers close and lock outside classroom doors. Close blinds and cover door windows.
3. Planning teachers report to the office.
4. Other staff report to pre-assigned areas/duties.

NOTE: Students will remain in their designated classrooms, which include gym, music room, library, computer room and regular classroom. Students outside should return to our gym. Students in the cafeteria should immediately return to their classrooms.

CODE YELLOW

CODE BLUE

(Emergency situation occurring within the school or classroom)

Emergency situation in isolated area. Example: Student out of control in classroom.

PROCEDURES FOR STAFF:

1. Notify office of CODE BLUE and give brief description of incident.
2. Ask the teacher next door for help. The teaming teacher will take charge of the other students. (The teaming teacher is the one located next door.)
3. **DO NOT** attempt to restrain the student.
4. Wait for the building's Crisis Team and/or principal to arrive.
5. All other students should be moved into the hallway or designated area once assistance arrives.

CODE BLUE

CODE RED

(Highest Emergency Level form outside the school)

Possible life-threatening situation such as a person bringing a gun to school.

PROCEDURES FOR STAFF:

1. The intercom announcement will clearly state **CODE RED**.
2. Quickly check the area immediately outside your classroom for students and direct them inside your room.
3. Lock all doors and windows. Close window blinds and cover door windows.
4. Those teachers without students should report immediately to the office.

NOTE: Students will remain in their designated classrooms, which include gym, music room, library, computer room and regular classroom. Students outside should return to our gym. Students in the cafeteria should immediately return to their classrooms.

CODE RED

POWER OUTAGE

PROCEDURES FOR STAFF:

1. Remain calm.
2. Paras return students to the classrooms and meet with your primary teacher.
3. Emergency generator will be turned on immediately.
4. A flashlight is in your room's emergency kit.
5. Turn off all computer equipment. Do not turn it on until power has been fully restored.
6. Unplug televisions, VCR's and other electronic equipment.
7. A designated school employee will come to your room with an idea on the anticipated length of the outage.

POWER OUTAGE

CUSTODY ISSUES

All students with custody issues are recorded in the office and the teacher will receive a written notice at the beginning of the year informing him/her of the situation.

PROCEDURES FOR STAFF:

1. Students are not allowed to ride home with any adult unless the office has received written permission from the parent/legal guardian.
2. If the parent in question tries to pick up a student, direct them to the office.
3. If the situation seems/appears hostile, immediately call 911 and notify the principal.
4. **DO NOT** try to physically stop a parent! This is a law enforcement issue.

CUSTODY ISSUES

FIRE

PROCEDURES FOR STAFF:

1. The alarm is activated by the first person suspecting or discovering a fire.
2. Evacuated the building **IMMEDIATELY** – move to outside designated areas highlighted on the building map posted next to the nearest outside door. Close all classroom doors and windows and turn off the lights as you exit the room.
3. Take roll count and hold up designated card:
GREEN = all students accounted for. **RED** = missing student
4. Paras working with students should exit the building using the nearest outside door, return students to their teachers' outside waiting area(s) and check in at the play ground.
5. Send all visitors to the flag pole area to check in with office staff.
6. Principal/designee meets fire department and directs them to the fire.
7. **DO NOT** re-enter the building until authorized by principal/designee.

FIRE

VOLCANIC ERUPTION CAUSING ASH FALL

PROCEDURES FOR STAFF:

1. Remain calm.
2. Shut all doors.
3. In case of fallout, students cover their mouths and noses with a wet cloth or piece of clothing.
4. Remain in classroom until notified by principal/designee to evacuate.
5. Students may be release **ONLY** to an authorized parent, guardian and/or designee. Please obtain a signature on the student check-out form located in your emergency binder.

VOLCANIC ERUPTION

WEAPONS ON SCHOOL PREMISES

Any staff person that observes a student/person displaying or concealing a dangerous weapon on the school campus **MUST** report it **IMMEDIATELY** to the office.

PROCEDURES FOR STAFF:

1. Notify office of CODE RED and give a brief description of incident.
2. Proceed with CODE RED instructions: any students immediately outside your classroom direct inside your room, lock door, shut and lock windows, close blinds and cover door windows.
3. If a student is missing, contact the office by intercom or email.
4. Teachers will remain with students in the classroom until an all clear is given over the intercom. This will clearly state the danger has passed and the CODE RED is over.

WEAPONS

EXTENDED TIME EVACUATION

PROCEDURES FOR STAFF:

1. Principal/designee will notify each teacher when to move to the playground.
2. Take roll and hold up the appropriate card:
GREEN = all students accounted for **RED** = missing student
3. Do not leave the playground until given the okay by the principal/designee.
4. Students will be signed out at the gates by school personnel.
5. Teachers should remain with their students at all times

EXTENDED TIME EVACUATION

EARTHQUAKE

PROCEDURES FOR STAFF:

1. Remain calm.
2. Instruct students to get under a desk, hold onto it with one hand, and cover their head/neck with their other hand.
3. If possible, the teacher will prop open the outside door to prevent it from jamming.
4. Teacher should take cover under his/her desk.
5. If a student is missing, contact the office by intercom or email. If intercom and email are down and you need assistance, tape your red emergency card (located in your emergency binder) to the outside door window.
6. Remain in the room until you hear from principal/designee concerning evacuation procedures. Evacuate using fire drill procedures.
7. **DO NO** re-enter the building until authorized by the principal/designee.
8. Students may be released **ONLY** to an authorized parent, guardian and/or designee. Please obtain a signature on the check-out form located in your emergency binder.

EARTHQUAKE

HAZARDOUS MATERIAL SPILL

PROCEDURES FOR STAFF:

If hazard material source is **OUTSIDE** of building:

1. Guide students away from spilled material and move into the building.
2. Notify office.

(Custodians should monitor fresh air intake to insure fumes are not being drawn into the building.)

If **INSIDE** and evacuation become necessary:

1. Exit the building following the fire evacuation plan. If possible, close all windows and doors.
2. Take roll and hold up the appropriate card:
GREEN = all students accounted for **RED** = missing student
3. No re-entry into the building until authorized by principal/designee.
4. Students may be released **ONLY** to an authorized parent, guardian and/or designee. Please obtain a signature on the check-out form located in your emergency binder.

HAZARDOUS MATERIAL SPILL

ACCIDENTAL INJURY

The first adult on the scene should take responsibility for seeing that these procedures are followed until the principal and/or school nurse arrive.

For an injured person:

First person on the scene:

1. Keep injured person quiet.
2. Check breathing and bleeding (Direct **someone else** to call 911 immediately for serious injury.)
3. Immediately call the office for assistance and ask for first aid/CPR assistance.

When phoning 911 be able to answer the following:

- Number of people injured
 - Number with minor injuries, who can be tended by first aid on site.
 - Number with serious injuries who will need on-site treatment beyond abilities of first aid trained personnel
 - Number with serious injuries who will need transportation to hospital
 - Number of employees on site with current first aid training.
4. Complete applicable Accident Form

ACCIDENTAL INJURY

PHYSICAL/SEXUAL ABUSE

PROCEDURES FOR STAFF:

Sexual Assault – Assault On or Near School Grounds

1. Ask another adult or child to get the principal
2. Stay with the victim until principal/counselor arrives to escort the student to a safe room.
3. Protect evidence of sexual assault.
4. Principal or designee shall notify police (911), counselor, and Child Protective Services.
5. Remember:
 - **DO NOT DESTROY EVIDENCE OF RAPE**
 - **DO NOT WASH** clothes or victim's body or underwear.
 - **DO NOT ALLOW** victim to wash or wipe body.
 - **STAY with victim** and reassure him/her of safety.

Sexual Abuse (Suspicion of Past Sexual Incidents)

1. Notify principal immediately
2. Building principal/designee shall notify **Child Protective Service** and describe evidence. **DO NOT** contact the family – it is the responsibility of Child Protective Services to notify appropriate parties.
3. Document all facts. Principal will assist you in filling out forms.

Suspected Physical Abuse or Significant Neglect

1. Notify principal immediately
2. Principal may notify school nurse and/or counselor.
3. Principal or designee shall determine whether further action is warranted.
4. Forward a copy of your documentation to DSHS/CPS within 48 hours.

REMEMBER: Failure to report even *suspected* child abuse **within 48 hours** is against the law.
Protect the victim and protect yourself. Call Child Protective Service and follow SCANS reporting process

PHYSICAL/SEXUAL ABUSE

LOCKDOWN: SECURING – IN-PLACE

All occupants of the Lummi Nation School facilities shall immediately go to the nearest classroom, office, or other securable room with adult supervision upon the intercom broadcast or other official notification of a LOCKDOWN AND SECURE-IN-PLACE ORDER. Such actions shall be implemented immediately without delay. Full compliance is required by all persons in response to the lockdown and secure in Place order, regardless if the event is a real emergence or drill.

- A. SHELTER IN PLACE PROCEDURES- External Conditions or Threats.
 - 1. An authorized person issues the “LOCKDOWN AND SECURE IN PLACE” ORDER via the intercom, telephone or runner.
 - 2. All students, school personnel and visitors will IMMEDIATELY go to and/or IMMEDIATELY secure themselves in a secure room.
 - 3. Teachers will account for their students with the class roster and possibly other students and visitors via email to designee.
 - 4. Everyone shall remain in their secure room until provided the “all clear” announcement.
 - 5. During LOCKDOWN events and drills, all persons will remain quiet and seated until released (signal), or until directed otherwise.
 - 6. All persons will stay away from windows and doors to avoid being seen from the outside or the room.

- B. LOCKDOWN PROCEDURES- Internal Conditions or Threats
 - 1. Students in public areas shall report to the nearest area with adult supervision.
 - 2. Adults clear immediate area, secure doors/windows, turn out lights.
 - 3. Everyone lies flat or sits on the floor away from windows. Everyone is to remain silent.
 - 4. Teachers will account for their students with the class roster and possibly other students and visitors via email to designee.
 - 5. Do not make calls. Leave phone free.
 - 6. Wait for release signal or clearing of individual rooms/spaces by law enforcement.
 - 7. Teachers will use Color Cards in window by door to signal whether Green-room is safe, Red-unsafe, Yellow- Medical or Other, Blue- Police has made contact.

LOCKDOWN

BOMB THREAT

Treat every bomb threat as a potential danger to human life. **Check and document every threat.**

PROCEDURES FOR STAFF:

1. Don't hang up the telephone. **Try to keep caller on the line and obtain as much information as possible.**

Use Bomb Threat Checklist (POSTED NEAR ALL PHONES.)

2. If caller hangs up, dial *69 and record number

Notify principal as soon as possible.

Office will call 911

Principal and law enforcement officers decide whether or not the building should be evacuated.

6. If building is evacuated, use normal fire drill procedures. **Do not announce that the evacuation is due to a bomb threat**

Turn over scene to law enforcement/fire department for investigation.

IF A BOMB OR SUSPICIOUS DEVICE IS FOUND:

1. **DO NOT** touch the device in any way.
2. Evacuate the area
3. Notify the principal
4. Office will call 911.

BOMB THREAT

DO NOT DISCUSS THE CALL WITH ANY OTHER PERSONNEL
UNTIL YOU HAVE COMPLETED THIS FORM

10 - TC

Obtain as much detail as possible about the bomb and its locations – legitimate callers usually wish to avoid injury or death. Ask for more information to save lives.

BOMB THREAT INFORMATION SHEET

1. Date _____ Time _____ Location(s) _____
2. Questions to ask the person reporting the threat:
 - When is the bomb going to explode?
 - Where is it located?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Did you place the bomb ?
 - Why did you place the bomb?
 - What is your address?
 - What is your name?
3. Exact wording of the threat (record on paper as soon as possible)
4. Caller's voice (check all applicable)

<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Adult	<input type="checkbox"/> Child
<input type="checkbox"/> Calm	<input type="checkbox"/> Slurred	<input type="checkbox"/> Normal	<input type="checkbox"/> Loud
<input type="checkbox"/> Angry	<input type="checkbox"/> Nasal	<input type="checkbox"/> Sincere	<input type="checkbox"/> Accent _____
<input type="checkbox"/> Excited	<input type="checkbox"/> Stutter	<input type="checkbox"/> Deep	<input type="checkbox"/> Familiar
<input type="checkbox"/> Slow	<input type="checkbox"/> High Pitched	<input type="checkbox"/> Ragged	<input type="checkbox"/> Disguised
<input type="checkbox"/> Rapid	<input type="checkbox"/> Laughter	<input type="checkbox"/> Clearing Throat	<input type="checkbox"/> Lisp
<input type="checkbox"/> Soft	<input type="checkbox"/> Whisper	<input type="checkbox"/> Deep Breathing	<input type="checkbox"/> Raspy
<input type="checkbox"/> Distinct	<input type="checkbox"/> Cracking voice		
5. Describe any background noise:

<input type="checkbox"/> Office machinery	<input type="checkbox"/> PA System	<input type="checkbox"/> Clear	<input type="checkbox"/> Street noises
<input type="checkbox"/> Factory machinery	<input type="checkbox"/> Music	<input type="checkbox"/> Static	<input type="checkbox"/> Engine
<input type="checkbox"/> Local	<input type="checkbox"/> Long distance	<input type="checkbox"/> Voices	<input type="checkbox"/> Animal noises
<input type="checkbox"/> Airplanes	<input type="checkbox"/> Party atmosphere	<input type="checkbox"/> Other impressions: _____	
6. Threat Language

<input type="checkbox"/> Well spoken (educated)	<input type="checkbox"/> Message read by threat maker
<input type="checkbox"/> Foul Language	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Irrational	<input type="checkbox"/> Taped
<input type="checkbox"/> Language Spoken: _____	<input type="checkbox"/> Other impressions: _____

BOMB THREAT CHECKLIST

MISCELLANEOUS EMERGENCIES

ARSON:

1. Assess situation – if action is required, sound fire alarm.
2. Notify the principal/designee.

VANDALISM – IN PROGRESS:

1. If students are involved, attempt to stop or prevent further vandalism. Notify Principal/designee.
2. If adults are involved, do not attempt to apprehend. Call 911 and give location of vandalism.
3. Do not clean up the area or make repairs until authorized by the Principal/designee.
4. Re-route individuals around the vandalized area.
5. Write down the names of anyone having information or witnessing the incident.

LOST / STOLEN EQUIPMENT OR KEYS:

1. Notify the Principal/designee immediately of item(s) missing.
2. Prepare a list with the following information:
 - What is missing? Include model #, serial #, etc.
 - When was it last seen?
 - When was the item first discovered missing?
 - Who discovered the loss?
3. If keys are stolen or lost, list the following additional information:
 - To whom was the key issued?
 - What rooms or areas did the keys control?
 - What, if anything, identifies the key ring and/or keys?

MISCELLANEOUS EMERGENCIES

EMERGENCY PHONE NUMBERS

EMERGENCY

FIRE DEPARTMENT	911	BUSINESS	
POLICE DEPARTMENT	911	BUSINESS	384-2266
WHATCOM COUNTY SHERIFF	911		

MEDICAL

LUMMI TRIBAL HEALTH CLINIC	384-0464
ST. JOSEPH HOSPITAL	734-5400

MISCELLANEOUS

AMERICAN RED CROSS	733-3290
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CHILD PROTECTIVE SERVICES

CHILD ABUSE HOTLINE	1-800-398-4079
LUMMI CHILD SERVICES.....	384-1489
POISON CONTROL CENTER	1-800-622-4627

UTILITES

PUGET SOUND ENERGY.....	1-800-225-5773
LUMMI WATER & SEWER	758-7167

DIRECT ADMINISTRATION NUMBERS

BERNIE THOMAS (EDUCATION DIRECTOR)	758-4341
HEATHER LEIGHTON (PRINCIPAL)	758-4338
MATT DURAND (VICE PRINCIPAL).....	758-4318
SOLOMON LANE (OPERATIONS & FACILITIES DIRECTOR).....	758-4320
BUS GARAGE/TRANSPORTATION	758-4321
INCLEMENT WEATHER HOTLINE	384-2365