

What Happens in a School Emergency?

Brief summary of the Procedures used by our students and staff during an emergency

What Should Parents Know?

In an emergency Students and Staff will make every effort to

Get AWAY FROM THE DANGER. GO WHERE IT IS NOT!"

Before an Emergency what steps should a parent take?

- Instruct children to always remain calm, quiet and listen immediately to the adults in charge.
- Teach & practice safety skills (Fire-Drop/Cover & Roll) (Earthquake-Drop/Cover & Hold, etc.)
- Instruct their child to "*GET AWAY FROM THE DANGER and GO WHERE IT IS NOT!"*

If you hear there is an Emergency at the School how can you help?

- Do not come to the school unless instructed.
- Listen to the radio for directions, contact the District's Central Office (293-1200) for instructions and/or check out Fidalgo's Home Page for details <http://fid.asd103.org/>
- Avoid calling the school and flooding the phone lines. If necessary and/or possible the School will call parents and/or activate the PTA Phone Tree to provide information and instructions on the event.
- Follow the directions provided.
- Greet your child as they get off the bus. They will probably have information for you to review. Unless, our transportation system can't work, you can count on your child going home on the bus.
- If you are instructed to come to the school listen & follow staff's directions
- If you take your child with you, make sure you check out properly and return your child's photo ID to the check out staff.

What You Should Know about Fidalgo School's Emergency Preparedness

- We have a Crisis Plan and Crisis Team.
- We will practice all safety drills (Fire, Earthquake, Lock Down, Evacuation, etc.
- Our entire classified staff and many of our certificated staff are trained in CPR

- We have a trained CERT Team (Certified Emergency Response Team)
- We will provide CERT and CPR training to interested staff each school year.
- We attend workshops on Safety Issues i.e. Lock Down and School Safety
- We have a safety committee with staff and a PTA rep. on the committee to review our safety plans
- We have a wonderful, supportive PTA who has funded much of our training & supplies.



In the Event of a Fire

- An alarm will ring and students will line up in alphabetical order and file quietly away from building
- Any student in the hallway or restroom will be swept into the closest class and/ or directed outside by a staff member
- Teachers will take their emergency bag and crisis plan to the designated area. Prior to leaving, they will recheck room for students and then close the door.
- Teachers will take attendance and account for all students at the designated regrouping area.
- Teachers will signal with a green, red or yellow flag to the CERT team

Red- Teacher needs immediate help

Yellow- Help is needed, but not urgent

Green- all is okay



In the Event of an Earthquake

- When students sense an earthquake they will Drop, Cover and Hold on to a sturdy desk or table.

- Any student in the hallway or restroom will be swept into the closest class or directed outside by a staff member
- When safe teachers will have students line up in alphabetical order and file quietly away from the building.
- Teachers will take their emergency bag and crisis plan to the designated area. Prior to leaving, they will recheck the room for students and then close the door.
- Teachers will take attendance and account for all students at the designated regrouping area.
- Teachers will signal with a green, red or yellow flag to the CERT team

Red- Teacher needs immediate help

Yellow- Help is needed, but not urgent

Green- all is okay



In the Event of a School Lockdown

Modified Lock Down:

- When there is potential danger outside of the building. A modified lockdown will be announced and the outside doors will be locked.
- Students and staff will continue their normal day.
- No one will be allowed in or out of the building without the permission of the main office i.e., principal or designated supervisor.

Complete Lock Down:

- An announcement will be made, "There is an intruder in the building. Please begin a complete lockdown at this time."
- If students aren't already in their classroom, they will immediately be swept inside the nearest room and the door shut behind.
- Staff will immediately lock their doors and cover their windows as student get quiet and listen for further instruction

- They will continue with the Lockdown until the all-clear signal is given.



In the Event of An Evacuation

- All students and staff will move from one location to another for safety reasons.
- An announcement may come via the intercom, a visual cue or an alarm. The announcement will simply state please evacuate to _____ (designating the area). Usually the upper field and/or the gym. . Students will give full and quiet attention to the signal and the announcement.
- Students in halls will be swept into the nearest classroom to listen for the next directions
- Teachers will take their emergency bag and crisis plan to the designated area. Prior to leaving, they will recheck the room for students and then close the door
- They will assembly at their spot at the designated area staging area.
- Teachers will take attendance and account for all students at the designated regrouping area.
- Teachers will signal with a green, red or yellow flag to the CERT team

Red- Teacher needs immediate help

Yellow- Help is needed, but not urgent

Green- all is okay

- Nametags with individual student pictures and information will be placed on the students
- Staff will send two students to retrieve each class's emergency buckets and supplies.
- CERT team members will search rooms and grounds according to their training procedures.
- Staff will mobilize the Command Center, First Aide Center, Traffic Control Stations, Student Check Out Gate, Communication and Debriefing Center and Supply Center. (See Map for details)
- Buddy Classes will also be working to provide assistance. Older classes paired with younger classes.

