

SECTION 13: EMERGENCY PLANNING

Detailed emergency response information specific for the school district is found in the district's *Crisis Response Guide*. The purpose of the plan is to identify emergency responsibilities for the school district and its employees. The plan is intended to empower employees in an emergency, and clarify emergency roles and response. The plan provides:

- a basic emergency response plan
- recommended emergency response teams
- site-specific hazard vulnerabilities
- employee emergency procedures
- evacuation procedures
- lockdown procedures
- emergency signaling system
- notification procedures
- procedures for the release of students
- training/drill requirements
- sample scenarios
- crisis debriefing procedures

Employees will be provided training on emergency actions during the initial new employee orientation and/or during department staff meetings.

Upon recognition of an emergency situation, personnel will respond in accordance with the guidelines found in the *Crisis Response Guide*. If assistance by emergency response agencies is required, the employee should dial 8 - 911, and then notify the school district administration.

Building Evacuation

In school buildings:

- The evacuation plans utilizes the fire alarm system.
- The evacuation plan includes maps with evacuation routes posted in each classroom and assigns the teacher in each classroom as the monitor to ensure that all occupants, students and visitors properly evacuate the building.
- Each teacher must account for students in their care when the group has cleared the building and assembled at a pre-arranged location outside of and away from the building.
- The teacher then reports to a supervisor the status of the group (i.e., all accounted for, or, one or more not accounted for).
- The supervisor then attempts to account for any persons not accounted for. The teacher remains with the class.

- One or more persons are assigned to search the building after the building is evacuated. The person in charge if the search also reports to the supervisor at the conclusion of the search.
- When the event or drill is concluded, an “all-clear” signal is sounded on the schools bell system and the teachers may re-enter the building with their class.
- A written record of each drill is kept in the school office, noting the time taken to evacuate the building.

In other district buildings:

- Employees should locate at least two escape routes from their work area. Use one as a secondary escape route in case smoke or fire blocks the primary route.

Upon assignment to an office or work area, if you have a disability which may limit or impede your ability to evacuate the building in a timely manner, notify your immediate supervisor.

Emergency Medical Response

Whenever an occupational injury or illness occurs the first obligation is to provide the injured or ill employee with first aid and/or other appropriate medical treatment. The severity of the injury or illness determines whether or not the employee is cared for at the worksite or transported to a medical facility for treatment.

In the event of a medical emergency of a serious nature (requiring professional medical assistance) at the school district:

- Assess the situation through the examination of the victim. Check for medical tags.
- DO NOT LEAVE THE VICTIM UNATTENDED.
- Call out for assistance.
- Assign someone to call 8 – 911.
- Assign someone to contact the administrator in charge. Provide responder's with the victim's location.
- Send someone for a qualified first aid provider, first aid kit and/or the AED.
- Only trained personnel should administer first aid.
- Do not move the victim unless a life-threatening situation exists.
- Assign someone to go outside and meet the emergency medical service providers.

Medical Emergency Procedures

Major Injury or Illness:

An emergency response, including an ambulance, will be initiated by calling 911 in the case of serious injury/illness and when an employee needs immediate medical attention. A supervisor or other staff member will accompany the employee to the

hospital or doctor's office. Persons with serious injuries/illnesses should NOT be transported in private vehicles nor allowed to drive themselves to the doctor's office or hospital.

Minor Injury or Illness:

If the severity of the injury/illness does not warrant the emergency response of an ambulance but still requires immediate medical attention, the injured employee may be transported in a district vehicle or private vehicle. However, the injured or ill employee should not be allowed to transport themselves. A supervisor or other staff member will accompany the employee to the hospital or doctor's office.

Minor Injury or Illness: (not requiring immediate medical attention)

For injuries or illnesses that do not require immediate medical attention, the employee may be allowed to transport themselves to the doctor (at a later time) or home.

First Aid Training

The district maintains first aid trained staff at each of its facilities. Supervisors will ensure there is adequately trained staff at the beginning of each school year. A sufficient number of employees will be trained to ensure that a first aid certified individual is available to employees at all times. The school district will maintain a list of employees who are current in their first aid/CPR and AED training. It is the employee's responsibility to attend first aid certification training if it is required on his/her job description.

Employees who provide first aid should only do so to their level of training that they have received. Employees who provide first aid are protected under RCW 4.24.300 (Good Samaritan Law):

The Asotin-Anatone School District has developed and implemented a written exposure control plan (Appendix E) designed to eliminate or minimize employee exposure to blood or other potentially infectious materials. The school district also provides bloodborne pathogens training to all employees that meet the requirements found in WAC 296-823-12005.

First Aid Trained Staff

Below are the requirements and recommendations for school staff first aid and/or CPR certification and training:

Staff Position	Required or Recommended
School Bus Drivers	Required
Coaches	Required

Accident Prevention Program

An Employee to Offer First Aid	Required (at least one employee at each work location available at all times)
Career & Technical Education Teachers	Required
Licensed Child Care Staff	Required (for one staff with each group of children)
Physical Education Teachers	Required for endorsement
Health & Fitness Teachers	Required for endorsement
Laboratory Science Teachers	Recommended (in non-mandatory appendix)
Playground Supervisors	Recommended (at least one supervisor on each playground during each recess)

EMERGENCY EQUIPMENT

First Aid Kits

Supervisors and facility managers are responsible to have first aid supplies readily available at each worksite to provide immediate aid to injured or ill employees. Each employee should know the location of the nearest kit to their work area.

Automated External Defibrillator (AED)

Some districts may have an AED in one or more of their buildings. These units are for the treatment of sudden cardiac arrest and only trained personnel should use them.

Fire Extinguishers

Fire extinguishers are located by exit doors and in fire exit pathways to exit doors. Selection, maintenance and placement of fire extinguishers are the responsibility of the Facilities/Maintenance Manager.

Employee should only attempt to extinguish small fires that can be safely contained. Employees should not attempt to extinguish a fire that may place them in physical danger.

Emergency Washing Facilities

The Asotin-Anatone School District has emergency eyewash and/or shower equipment in work areas and classrooms (science labs) where there is the potential for major portions of the body and/or eyes to be exposed to corrosives, strong irritants or toxic chemicals. Training in the location and use of the emergency washing facilities is required under the hazard communication program rule and the accident prevention program rule. All plumbed emergency washing facilities are inspected once a year to make sure they function properly.

Other Equipment

Fire alarm pull boxes activate the building's fire alarm system. These red and white wall-mounted pull boxes, marked "FIRE - PULL DOWN," are located by all exterior (that open directly to the outside) doors.

Reference: 296-800-150 (First Aid and Emergency Washing Facilities)
296-800-300 (Fire Extinguishers)