

# Emergency Preparedness

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## Drills

Our school regularly conducts Emergency Preparedness drills. We will implement four types of practice sessions:

- Fire Drills: Immediate evacuation to assigned areas.
- Earthquake Evacuation Drills: "Drop, Cover, & Hold" following announcement over communication system. Evacuation follows.
- Lock-Down Drills: Classroom lock-up procedure following announcement over communication system in response to unfriendly intruder.
- Shelter In-Place Drill: Take immediate shelter where one is and isolate inside environment from outside environment.

## Emergency Transportation

In case of an emergency such as earthquake or storm, when normal bus transportation routes are unsafe, students will be held at school until picked up by a parent, guardian or authorized person you have named on your child's enrollment card. It is important to keep the emergency information on your child's enrollment card up-to-date.

## Comfort Kit Program

Students are asked to provide a Comfort Kit for use during an emergency. These kits should fit compactly into a gallon-sized plastic bag and be labeled with the Emergency Information Form. Kits will be kept in the Emergency Container located next to the Chautauqua playfield. Each kit should contain the following:

Emergency Information Form, water, ready-to-eat and non-perishable snacks (granola bars, beef jerky, fruit roll ups, etc.), space blanket, rain poncho, tissues, warming packets, antibiotic wet wipes, snap light, and extra waste bags.

Specific information and instructions are sent home each fall and are also available in the school office.

## Emergency Response Teams

We practice the Incident Command system of emergency response, consistent with the King County emergency response providers (Fire Dept., etc.) Each staff member is assigned to a team whose responsibilities include:

- Building & Safety: Assess condition of the building following a disaster. Assist with traffic patterns to maintain a safe environment.
- First Aid: Administer emergency first aid. Assess appropriate course of action.
- Search & Rescue: Locate unaccounted for students and staff. Assess appropriate course of action.
- Supervision: Direct supervision of students. Coordinate student check-out system.