

THE OVERLAKE SCHOOL
20301 NE 108TH
REDMOND, WA 98053

EMERGENCY HANDBOOK

Updated Sept. 2017

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CAMPUS ADDRESS

The Overlake School
 20301 NE 108th Street
 Redmond, WA 98053

FIRST AID KIT & FIRE EXTINGUISHER LOCATIONS

BUILDING	FIRST AID KIT LOCATION	FIRE EXTINGUISHER LOCATION
15 Passenger Buses	Above driver's seat.	In front of Service door on the floor
47 Passenger Bus	Above driver's seat.	Forward of Service door on the floor
5th / 6th Grade Building	Room 101 under sink; Room 203	Near all building exits
Art Barn	Woodshop; Maintenance Office; Studio 1, Studio 2	Woodshop
Campus Center	MS/US Coordinator's Office Kitchen	Northeast side of lunchroom outside of sliding glass doors. Southeast back door.
MS Science Building	Wall mounted in the SW corner	Near Door
Admin. Building / Front Office	Health Room – In cabinet	Near copier mounted on wall
Gym	Inside Gym Entrance Door By SE Corner of Gym	Coaches Room
Humanities	Copy Room on east wall	Near all building exits
Library	Faculty Room; near Librarian's Office	Outside women's restroom
Maintenance	Office	Office
Math Science Building	Main Office Eye Wash Station in each Lab. Biology Room; Physics Room; Gen. Sci. Room; Chemistry Room	Main Office South, West, and North Exit doors. Disco Hall, all Sci. Labs
Business Office	In Book Store – on shelf on South wall	Top of Stairs
Overlake Gym	Fitness Center and Training Room	Main Gym, Concessions area, Locker-room Hallway.
Palmer Fieldhouse	In Offices in both Boys and Girls Locker Rooms.	Front Doors, Main Gym.
Performing Arts Building	PA Office – above desk on North wall	Upper-Outside of control box by the northwest door. Lower-Elevator Lower-northern most side hall exit door.
Technology Language Center	Tech Office; Main Computer Lab; Coffee Room in Student Center; Room 204 in Language wing	Near all building exits

Defibrillator Locations

In each Building, near main door, and in Shed on Lower Field

Flashlight Locations

Campus buildings have flashlights located near exit doors.

Updated 9/14

ACCIDENTAL DEATH

In the event of the **Accidental Death** of a member of The Overlake School Community, the following procedures should be initiated:

- A.** If this is an **on-campus** accident, Police and Fire Department are to be notified by dialing 911. The Head and the appropriate administrator are notified following the notification of the proper authorities.
- B.** If this is an **off-campus** accident, the Head of School and the appropriate administrator are contacted immediately.
- C.** Parents, next of kin, or emergency contact persons are contacted by Head of School or a designated administrator.
- D.** The Media spokesperson is notified; all inquiries from outside the school community are referred to this person.

BOMB THREAT

In the event of a **Bomb Threat** the following procedures should be followed:

- A.** The person receiving the call or message is to notify the Head of School (or his designee in his absence) who will notify the Police by dialing **911**. If this person is someone other than the receptionist, they will notify the receptionist immediately. *(It may be necessary to signal another person to notify 911, and School Head, if caller remains on the line.)*
- B.** All students, faculty, and staff will be evacuated from the threatened area by use of the fire alarm
- C.** When it has been determined that the area is safe, the order to re-enter will be given by the Head or designated administrator.
- D.** The Media/PR. spokesperson is notified; all inquiries from outside the school community are referred to this person.

RECEIVING A BOMB THREAT

A bomb threat may be received by teachers, staff or administration; thus, these personnel should have specific directives for gaining full information from a caller, for relaying the threat to the proper authorities, and for being apprised of evacuation and search of building procedures.

A. Receiving a Bomb Threat:

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.

B. Complete the following when the caller hangs up:

Name of person receiving the call. _____ Time and Date: _____

Information about the caller: Sex- M___ F___ Adult___ Juvenile___

Voice Characteristics:

Loud _____
High pitched _____
Raspy _____
Intoxicated _____
Soft _____

Deep _____
Persistent _____
Other _____

Speech:

Fast _____ Distorted _____
Distinct _____ Nasal _____
Stutter _____ Lisp _____
Slurred _____ Other _____
Slow _____

Language:

Refined _____
Sophisticated _____
Unintelligible _____

Profane _____

Accent:

Local _____ Foreign _____
Southern _____ Eastern _____
Comment _____

Manner:

Irrational _____ Angry _____
Calm _____ Emotional _____
Deliberate _____ Laughing _____
Hurried _____ Other _____

Background Noise:

Music _____
Office Machines _____
Planes/traffic _____
Voices _____

Related facts:

- Ask the caller to repeat as often as you can
- Keep caller talking
- Ask questions like: When will it go off? Time? Where is it located? Building? Area?
Type of bomb? Location of caller? How does caller know about the bomb?
- Did the caller appear familiar with the building, or people?

Content of call: _____

CHILD ABUSE

In the event of an incident of **abuse**, either physical or sexual within The Overlake School community, the following procedures should be initiated:

Excerpts from “Abuse and Neglect” in the Employee Handbook:

Duty to Report: Professional staff (including but not limited to: teachers, counselors and administrators) must immediately (within forty-eight hours) notify Child Protective Services (CPS) or law enforcement when they have reasonable cause to believe that an incident of abuse or neglect of a child has occurred.

Any School employee who suspects or has information regarding child abuse or neglect should immediately consult a school counselor or school administrator for assistance in making a report to CPS. That school counselor or administrator may actually make the required report or may assist the mandatory reporter in the process. If a mandatory reporter cannot immediately locate a school counselor or administrator, he or she shall immediately contact CPS or law enforcement when there is reasonable cause to believe that a student has suffered abuse or neglect. Such contact should be made at the first opportunity, but no longer than forty-eight hours after there is reasonable cause to believe that the child has suffered abuse or neglect.

If the child is in immediate danger, the mandatory reporter should call 911. Otherwise, reports are made to the Children’s Administration (Child Protective Services, or CPS):

During the daytime - 1-800-609-8764

Nights and Weekends - 1-800-562-5624

Hotline - call **1-866-ENDHARM** (1-866-363-4276), Washington State's toll-free, 24 hour, 7 day-a-week hotline that will connect you directly to the appropriate local office.

- 1) Advising Administration. The mandatory reporter must notify the Head of School, Upper School Head or Middle School Head, Director of Counseling and Advising, or Dean of Students of the report immediately following or at the same time as his or her report to CPS or law enforcement.
- 2) Notifying the Student of the Report. When reporting to CPS or legal authorities, the School is not required to notify the student that a report has been made. The school administrators, in consultation with the appropriate counseling staff, may elect to do so. For example, the School may elect not to advise the student if the incident has been credibly reported to the School anonymously.
- 3) Notifying the Parent(s)/Guardians. Overlake personnel will not ordinarily notify the parent or guardian that a report has been made, particularly when a parent or guardian is the person accused of the abuse or neglect. CPS prefers school personnel not to notify those cited (such as parents) of a report, as it may interfere with its investigation. Upon inquiry from a parent, a school employee will generally not disclose the fact of or content of any report.

CRIME VICTIMIZATION

Violent crime may include: Rape, Assault, Robbery, Sexual Assault, etc.

In the event a member of The Overlake School community is the victim of a **Violent Crime** the following procedures should be initiated:

- A.** If the crime occurs **on campus**, notify the Police and Fire Department by calling **911**.
- B.** The Head and the appropriate administrator are contacted following the notification of the proper authorities.
- C.** Parents, next of kin, or emergency contact persons are contacted by Head of School, administrator or counselor.
- D.** The Media/PR. spokesperson is notified; all inquiries from outside the school community are referred to this person.

DEATH of Immediate Overlake Family Member

1. Contact Head of School
2. Head to Phone Call Family
 - Verification
 - condolences/letter to family
 - obtain permission to communicate with: Overlake faculty and staff, students, Overlake families, media (as needed, if called upon)
 - designate family contact or spokesperson for follow-up communications
 - identify charity of preference in honor of deceased for donation (follow-up call?)
3. Head to Initiate Administrative Phone Tree:
 - Head calls the following: Division Heads, Director of Development, and Student's HR Advisor.
 - Division Heads call the following: Director of Counseling, Dean of Students, and Email to Faculty/Staff (faculty to notify School Counselors regarding students of concern.
 - Director of Development calls the following: Business Officer
 - Business Officer calls the following: Admissions Director
 - Admissions Director call the following: Diversity Director
 - Director of Counseling calls the following: The Counseling Department
 - **designate point person as contact with family**
 - **call family for follow-up discussion regarding needs/preferences regarding visitors, etc.**
 - **provide grief support counseling to students and/or faculty and staff**
 - **make available packets of grief support materials for teachers and homeroom advisors to help prepare them to deal with questions that are likely to arise, and address concerns (i.e. could this happen to my parents?)**
 - **coordinate student/parent home visits, cards, etc.**

- **provide other resources to family, students, faculty related to grief support**

4. Other:

- If Head of School is out of town, contact appropriate Division Head
- This Protocol is filed in Emergency Handbook

EARTHQUAKE

While the earthquake is HAPPENING:....

1. If you are indoors:

a. Drop, Cover, and Hold.

Crouch under your desk or table and protect your head and face with one arm, hold onto the leg of the desk or table with your other hand as it may move in the shaking. Face your backside toward the windows. If you cannot find a desk or table, crouch next to something structurally sound that will not fall on you. The idea is to prevent large objects (bookshelves, ceiling tiles, etc.) from falling on you.

2. If you are outdoors:

a. Stay There.

Move away from buildings, trees, utility wires and other things that might fall on you.

3. If you are in P.E.:

a. Drop and Cover

Once the tremor is over, exit the gym and move to your advisory meeting place.

When the earthquake is OVER...

Proceed with your class to the advisory meeting place. Take the safest route—away from utility wires, unstable buildings, trees etc. **See map outside back cover.**

FIRE

See Fire and Earthquake Map(Outside Back Cover)for Advisory Meeting Places

IN CASE OF FIRE

1. Anyone discovering fire should pull the alarm; notify front office or **call 911**.
2. Close all windows and doors, turn off the lights--do not delay evacuation in an emergency in order to do these things.
3. Proceed to the *nearest* exit in the building and *stay with your class. Stay calm and quiet.*
4. Walk with your class to the advisory meeting place—see map on back cover.
5. Once there, instruct your class to go to their advisory.
6. Gather your advisory in the appropriate area on the grass and **take attendance**. An administrator will record this information.
7. Wait quietly to be dismissed or receive further instructions by an administrator.

Attendance Reporting

Middle School Students
Upper School Students
Non-Advisory Faculty and Staff

Report to:

MS Head
Dean of Students/Upper School Head
Office Manager

GAS LEAK

During School Hours

If a gas odor is noticed in your building and you are in the building during hours when the School is open, call an Administrator for guidance. If unable to locate an Administrator in a reasonable time, evacuate the building with the assistance of the building's deputy fire marshal.

During Non-School Hours While In a Building

If a gas odor is noticed in your building and you are in the building during hours when the School is NOT open:

- Open a window in your room
- Leave the building
- Find the gas shut off valve and shut off the gas to the building
- Call Puget Sound Energy's Emergency Gas Leak Number 1-888-225-5773 or 911
- Call the Emergency Contacts in the Emergency Personnel Handbook until you reach one of the contacts.

During Non-School Hours While Not Yet in a Building

If a gas odor is noticed in your building as you either approach the building or open the entrance door during hours when the School is NOT open:

- Do NOT enter the building
- Find the gas shut off valve and shut off the gas to the building
- Call Puget Sound Energy's Emergency Gas Leak Number 1-888-225-5773 or 911
- Call the Emergency Contacts in the Emergency Personnel Handbook until you reach one of the contacts.

More Detailed Information on Gas Safety

Puget Sound Energy's website contains information on natural gas safety. A copy of the section dealing with How to Detect a Leak and Emergency Gas Shut Off is below:

Do's & Don'ts

If you smell natural gas inside a building

Do open windows and doors.

Do leave the building.

Do use a neighbor's phone. Call 911 and then Puget Sound Energy (day or night) toll free at 1-888-225-5773

Do Not turn on or off any electrical switches.

Do Not use the telephone.

Do Not smoke.

Do Not light a match or do anything that might create sparks.

Do Not attempt to put out fires if a gas leak ignites.

Emergency Gas Shut Off

In case of an earthquake or other emergency, everyone in your family should know where your gas meter is and how to turn off the gas. Most meters are at the front or side of the house. Some are put inside a building. In apartment or commercial buildings, they might be in the back.

If an emergency arises and you don't smell or hear gas escaping, you probably don't need to shut off gas service. But if you do smell or hear gas:

- Locate the meter shut-off valve. It's usually the first fitting on the gas supply pipe coming out of the ground near your meter.
- Use a long-handled wrench to give the valve one-quarter turn in either direction so that the lever is crosswise to the pipe.
- Once the gas is off, leave it off. Contact Puget Sound Energy (or your local gas company) to inspect the system, check and relight appliances.

For temporary shut off during non-emergency situations, use the fuel-line valve located near each appliance. The shut-off valve for an individual appliance is typically located on the fuel line entering the appliance. Most of these valves can be operated by hand and don't require a wrench.

HOMICIDE

In the event of the **Homicide** of a member of The Overlake School community, the following procedures should be initiated:

- A.** If the homicide has occurred on campus, notify Police and Fire Department by dialing **911**. The Head and the appropriate administrator are contacted following the notification of the proper authorities.
- B.** In the case of an off-campus homicide of a member of the school community, the Head and the appropriate administrator are notified immediately.

- C. Parents, next of kin, or emergency contact persons are contacted by Head or Lead Staff Person.
- D. The Media spokesperson is notified; all inquiries from outside the school community are referred to this person.

INJURY

IN CASE OF INJURY OR ACCIDENT:

First aid kits are located in each building. Check the list located in the inside of the front cover.

1. Stay Calm and assess the situation.
2. Call 911 in a potentially life-threatening situation.
3. Treat the injured person or get help from a qualified staff/faculty member trained in first aid.
4. Immediate Treatment:
 - **Do not move student** nor allow student to move on his or her own.
 - **Maintain open airway, breathing and circulation** – Begin CPR if necessary.
 - **Control & stop bleeding** – USE NON-LATEX GLOVES. Apply pressure to wound(s).
 - **Treat for shock** – elevate feet, cover with blanket, make conversation to maintain consciousness and reduce fear.
 - **Communicate with First Aid giver or Fire Department when they arrive**
5. Call the Front Office and give them the name and grade of the student who is injured, and tell them if 911 has been called. The Front Office will get the injured student's medical form and give it to the ambulance. If other students are in the area, send them to the Campus Center.
6. Fill out an Incident/Injury Report (APPENDIX B) found on Owl.net. Please remember to distribute this form as instructed.

KIDNAPPING

In the event of the **Kidnapping** of a member of The Overlake School community, the following procedures should be initiated:

- A.** If the Kidnapping has occurred **on-campus**, notify Police by dialing 911. The Head of School and appropriate administrator are notified following the notification of the proper authorities.
- B.** In the event of an **off-campus** kidnapping of a member of the school, the Head of School and appropriate administrator are notified immediately.

- C. Parents, next of kin, or emergency contact persons are contacted by Head of School or appropriate administrator.
- D. The Media spokesperson is notified; all inquiries from outside the school community are referred to this person.

OFF-CAMPUS SCHOOL RELATED FUNCTIONS

Before any school related function the following must be turned in to the front office:

1. **Trip Itinerary**
2. **Attendance sheet**
3. **Project week: Emergency response plan.**

This information will be kept by the front office.

Always remember to bring a copy of each student's medical form when leaving campus for **any** reason. These forms are located in the Campus Center Office with the MS/US Coordinator.

In the event there is an emergency, serious illness, or accidental death of a member of the community while attending a school function outside the Seattle area, the following procedures should be adhered to:

- A. Notification should be made to the following:
 1. 911
 2. Head of School or other administrator
 3. Parents will be contacted by the Head of School or appropriate administrator.
- B. The Media spokesperson is notified. All inquiries from outside the school community are referred to the Media person.

OTHER EMERGENCIES

STRANDED ON CAMPUS

No two emergencies are ever alike. Therefore, the administration has prepared a response system that will encompass anything from an earthquake to blizzard conditions. Always remember the following:

Listen to school administrator(s). Follow all instructions carefully, go where you are told, and stay where you are told until dismissed.

Stay calm and keep students calm. **Never** allow students to leave campus until dismissed by the Head of School or the school administration. All departing students must be processed by either the Division Head, the Dean of Students or the top gate personnel.

STRANGER ON CAMPUS

In the event an unidentified or **unwelcome person** who is thought to be suspicious or a threat to faculty, students or staff is on the campus, the following procedures will be followed: *(This may also include a stranger or family member who is for some reason restricted from campus.)*

- A.** Front office is notified and given a description and location of the person in question. If the person appears threatening, or dangerous in any way, the police will be called. Contact with the person is at the discretion of the present school authority.
- B.** The person receiving the call or message is to notify the police by dialing **911**.
 - 1.** An identification and location of the person should be given to the 911 operator.
 - 2.** Contact with the 911 operator should be maintained until police arrive.
 - 3.** If possible, someone should be assigned to monitor the person.
 - 4.** Assign someone to meet the police and take them directly to the location of the person in question.
- C.** The Head of School and the appropriate administrator are notified.
- D.** Depending on the behavior of the person and the visibility of the event, information about the incident may be given to the faculty/staff and student body by telephone, email and/or runners. The goal of this information should be to dispel rumors and support a feeling of safety on the campus.
- E.** In the event an injury, assault, or other incident causing trauma occurs, refer to the appropriate event area in this handbook.
- F.** The media spokesperson is notified; all outside inquiries are directed to this person.

TRAFFIC ACCIDENT

In the event of a traffic accident involving a vehicle or member(s) of The Overlake School community, the following procedures should be initiated:

- A.** If this accident has occurred **on campus** or its immediate vicinity:
 - 1.** Police and Fire Department must be notified by dialing **911**.
 - 2.** Notify a first responder in Appendix B of this handbook.
 - 3.** Have medical form(s) ready for police/fire department personnel.
- B.** If this accident occurred **off campus**, and is a school related function:
 - 1.** Notify Police and Fire Department as necessary by calling **911**.
 - 2.** Notify the Head and the appropriate administrator, and/or Athletic Director (if athletic event).
 - 3.** After receiving adequate facts on the situation, the Head, School Counselor, or Athletic Director will notify parents of any students who may have been injured and the spouse or appropriate relative of the faculty/staff member who may have been injured.
 - 4.** The medical form and itinerary must be made available to the person(s) giving out information.

D. The Media spokesperson is notified; all inquiries from outside the school community are referred to this person.

SUICIDE

In the event of a reported, attempted, or completed **Suicide** by a member of The Overlake School community, the following procedures should be initiated:

A. If this has occurred **on-campus**, Police and Fire Department must be notified by dialing **911**.

B. The Head and the appropriate administrator are notified. All inquiries from within the school community are referred to these persons.

C. Parents, next of kin, or emergency contact persons are contacted by Head of School or a designated administrator.

D. In the event of an **off-campus** reported suicide, the Head and the appropriate administrator are notified immediately.

E. The Media spokesperson is notified; all inquiries from outside the school community are referred to this person.

WEATHER/POWER OUTAGE PROCEDURES

There may be times when, during the school day, we are surprised by a change in the weather, including windstorms, snow, torrential rains, or other circumstances that mean we need to take emergency measures.

In such circumstances, we will follow these guidelines:

If Power is Lost:

1. If there is a loss of power, or if the weather becomes extremely harsh, keep students in the classroom and away from windows.
2. **Ignore class ending times** and wait for email, phone or 'runner' contact. Information will be passed to each staff member about the procedures to follow.
3. When appropriate and necessary, ONE of TWO things will occur:
 - a. Students will be dismissed in a regular manner;
 - b. All students will be moved from their classrooms to a central location. Currently, we probably will use the Campus Center, because it has needed space and a generator for lights.

If everyone is moved to this common location, the following guidelines will apply:

- All adults will be needed for adult supervision/assistance
- Students will be organized by advisory room
- Admin Team will meet to plan the immediate future
- Emergency forms will be used to coordinate students leaving campus

4. If necessary, food and water will be available, depending upon the duration of our stay.
5. Communication will be through the school phone (if it's working) and through private student cell phones. Some staff will need to stay until the last student has left campus. If appropriate, the school website will post emergency notices and directions to our parents.
6. When leaving classrooms and offices, teachers and staff are asked to turn OFF lights, computers, and other devices.

If Power is NOT Lost:

...but weather or emergency conditions are dangerous to our students...

1. Students will continue to stay in classrooms until contacted by runner, phone or email.
2. Students stay away from windows and doors are locked (if appropriate).

Following the end of any emergency scenario, emergency personnel and school administrators will meet shortly to evaluate our procedures and secure the campus prior to leaving.

LIGHTNING

Common Sense Guidelines for Lightning Safety – By Phil Breuser Professional Meteorologist

Lightning is rare in Puget Sound. Most lightning that does occur locally is within a cloud or cloud-to-cloud. Lightning is more common in North King County than in areas to the South. It is estimated that cloud-to-ground lightning is about 4 to 5 times more frequent in the Woodinville area than Tukwila to the South or Marysville to the North.

It is a fact that cloud-to-ground lightning seeks the easiest path between the cloud and the earth's surface. Commonly, lightning will strike a tall tree or building. Many times lightning will be attracted to smaller metal structures although a higher object is close by. Metal bleachers near sports fields have been struck by lightning even though taller trees were nearby. There have been recorded cases of very odd lightning strikes. In one situation lightning traveled several miles to reach the raised metal golf club of an unfortunate golfer.

There are ways to reduce the chances of lightning strikes to humans. The following suggestions are directed to individual or groups who find themselves outside when lightning is first seen or thunder first heard.

- 1. Stay away from metal structures**
- 2. Try to go inside grounded spaces. The most common are inside vehicles or in the center of buildings**
- 3. Avoid open spaces such as fields. Lightning will be attracted to people standing in fields. If open fields cannot be avoided, then have people sit or lay down.**
- 4. Avoid ridges or top of slopes.**
- 5. Avoid going under isolated groups of trees or elevated open structures.**
- 6. Try to move to ravines or gullies.**

7. **If outdoors cannot be avoided, and ravine or gullies are not available, then the safest place to try to have people is at the base of a hill.**
8. **Wait a minimum of 20 minutes after last thunder is heard to resume outside activities.**

SECURITY/LOCKDOWN PROCEDURES

There are two potential scenarios:

- 1) intruder/threat **on campus**
- 2) intruder/threat in the area that is **NOT on campus**

In either scenario:

- 1) Someone notifies the front office.
- 2) Front office calls 9-1-1
- 3) Front office initiates lockdown using the auto door locking system, paging system (black phones) and email:
- 4) Front Office and/or any Admin. calls x855 to alert Fieldhouse/Gym

Via the paging system you will hear:

If the intruder is **on campus**:

“Matt Horvat come to the Principal’s office in (location of intruder)” “Matt Horvat come to the Principal’s office in (location of intruder)!”

(We are using coded language so we don’t agitate the intruder if he/she hears the lockdown announcement)

If the intruder is **not on campus**:

“Lockdown the campus—there is police activity nearby. Lockdown the campus. Lockdown the campus”

- 5) Admin. uses email to deliver specific details, if necessary.
- 6) Building Marshalls verifies exterior doors are locked and confirms lockdown of that building by emailing #Everyone with subject, “ _____ building is locked down”
- 7) All adults share the responsibility of locking the classroom doors and windows, and closing window shades.
- 8) Everyone waits for personal notification from an administrator that the lockdown is over.

Classroom teachers/adults:

- Get all students into buildings and into classrooms
- Spread the word “LOCKDOWN” to your colleagues
- Lock classroom doors, if possible
- Close blinds and lock windows, if possible
- Keep students away from doors and windows, if possible

Wait for an administrator to come to your building and release the Lockdown

Emergency Container Inventory

<u>Emergency Item</u>	<u>Quantity</u>	<u>Date</u>	<u>Shelf Life</u>
5 Gallon Water Container	50	Aug-00	5 years
Water Spigots	5	Aug-00	indef
Chlorine Tablets	100	Aug-00	indef
Energy Bars			5 years
Megaphone	1	Aug-00	indef
Portable Toilets	10	Aug-00	indef

Walkie-Talkies	12	Aug-00	indef
Major Trauma Kit	1	Aug-00	indef
2 person Search Pack	6	Aug-00	indef
Fatality Bags	10	Aug-00	indef
Shovels	9	Aug-00	indef
Hammers	1	Aug-00	indef
Pick/Sledge/Crowbar	1 ea	Aug-00	indef
Tarps	2	Aug-00	indef
Batteries	Multiple	Aug-00	See Marked
Flashlights	0	Aug-00	See Marked
Emergency Blankets	133	Aug-00	indef
Backboards	5	Aug-00	indef

Supplies are in the White Van on the North Campus/Inventoried 10/16

Emergency "Tub"-- 2 Black rolling suitcases in the Business Office storage room.

Student and Faculty Schedules
 Directory
 Med Forms--Student, Faculty and Staff
 Emergency Transportation Forms
 Bull Horn and 2 Channel Radios
 Emergency Manual-Administrator Copy
 Crank Radio

EXTERNAL SUPPORT RESOURCES

Resource	Agency	Phone Number
Emergency	Police and Fire Depts.	911
Police Department	Redmond Police Dept. King County Police KC Sheriff Communication Office -	425-556-2500 1-800-344-4080 (206)296-3311
Fire Department	Redmond Fire Dept. King County Fire Dept.	911 911
Utilities	Puget Sound Energy AT&T Verizon Comcast	1-888-225-5773 206-525-1340 1-800-483-5000 800-266-2278
Transportation	Metro	206-553-3000
Social Services	Child Protective Services CPS 24hr Hotline Crisis Clinic King Co. Red Cross Poison Center National Suicide Prevention Lifeline (24/7)	800-562-5624 800-363-4276 206-461-3222 206-323-2345 206-526-2121 1(800)273-8255
Hospital	Children's Hospital-Seattle Urgent Care Bellevue Fairfax Hospital Group Health Hospital Bellevue Urgent Care Harborview Hospital Overlake Hospital Swedish Hospital Redmond ER Virginia Mason Hospital Evergreen Hospital	206-987-2000 425-454-4644 425-821-2000 425-502-4120 206-731-3000 425-688-5000 206-386-6000 425-498-2020 206-624-1144 425-899-1000
Media NOTE: Annual Password Required Head of School and Assistant to the Head have the password.	KING TV KOMO TV KIRO RADIO KIRO TV KOMO AM RADIO KUBE RADIO	206-448-3850 or 1-800-456-3975 206-404-4145 206-726-5476 206-728-7777 206-516-3101 OR 206-223-5700 206-285-2295
Web/Password Protected	www.schoolsreport.org	Administrator use

Appendix A

Critical Incident Checklist

DAY 1-2: SHOCK PHASE

TASK	TEAM MEMBER	NOTES
<p>A. Staffing with Response Team. (Emergency Response Team)</p> <p>-Refer to <i>Crisis Communication Plan</i> - Dir. Of Communications</p> <p>-If suicide – refer to <i>Postvention Plan</i> – Counseling Dept.</p>		
<p>B. Outside Contact – refer to <i>Crisis Communication Plan</i></p> <ol style="list-style-type: none"> 1. Media 2. Public agencies 3. Victim’s family 		
<p>C. Short term assessment of impact</p>		
<p>D. Meet with faculty/ staff-<i>(beginning and end of the day)</i></p> <ol style="list-style-type: none"> 1. Update with accurate information 2. Decisions pertaining to schedule changes 3. Classroom issues 4. Identify faculty in crisis 		
<p>E. Meet with students</p> <ol style="list-style-type: none"> 1. Information giving 2. Trauma plan information giving 		
<p>F. Building Management</p> <ol style="list-style-type: none"> 1. Maintain schedule 2. Extracurricular activities 3. Other management tasks 		
<p>G. Identify “at risk” students</p> <ol style="list-style-type: none"> 1. Group directly connected to event 2. Those who are already in crisis 3. Those for whom this brings back past trauma 		

<p>H. “Drop-in” room designation, and staffing</p> <ol style="list-style-type: none"> 1. Students, staff, and parents 2. Other space for counseling needs 		
<p>I. Contact consultant for support</p> <ol style="list-style-type: none"> 1. Psychologist/Community Mental Health 2. Trauma Specialist 		

DAY 2-3: IMPACT-PROCESS PHASE

TASK	TEAM MEMBER
<p>A. Trauma team staffing with administration</p> <ol style="list-style-type: none"> 1. Update with accurate information 2. School community assessment 3. Staff for problems/adjustments in the plan 4. Key members of the faculty to be involved 5. Administration should be highly visible to students/faculty/staff 	
<p>B. Faculty should meet to discuss classroom behavior/expectations</p> <ol style="list-style-type: none"> 1. Encourage to care for themselves (discuss how) 2. Encourage to keep processing with students in class if they feel there is a need. If the teacher is in crisis, they will need to be supported. 	
<p>C. “At risk” students should be identified and their parents contacted</p> <ol style="list-style-type: none"> 1. Core group of victim’s friends 2. Students already in crisis, or “at risk” 	

<p>D. Meet with small groups of victim's friends</p> <ol style="list-style-type: none"> 1. Deliver accurate information 2. Begin to plan school wide assembly/memorial <ol style="list-style-type: none"> a. This can be wider in scope 3. "Drop-in" room designated and maintained 	
<p>E. Some communication with the students as a group (if suicide – refer to <i>Postvention Plan</i>)</p> <ol style="list-style-type: none"> 1. Large group, i.e. by grade level 2. Information giving to educate and dispel rumors 3. Up-dating trauma plan 	
<p>F. School routines should be maintained</p> <ol style="list-style-type: none"> 1. Bell/class schedules 2. Class meetings (information) 3. Postpone testing when possible 	
<p>G. Parent information session</p> <ol style="list-style-type: none"> 1. Can be held in the evening/mid-week 2. Can be facilitated by in-building staff or outside consultant 3. This needs to be information giving in nature <ol style="list-style-type: none"> a. A prime function is to educate and dispel rumors. 4. Include appropriate social agencies when necessary 	

DAY 4-5: PROCESS PHASE

TASK	TEAM MEMBER
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<p>A. Trauma Team staffing</p> <ol style="list-style-type: none"> 1. Assessment of “at-risk” faculty/staff, and impact on classrooms 2. Staff/student behavior, individuals or groups 3. Update of accurate information 4. Discuss plans for school-wide assembly/memorial 5. Class time/small groups for de-briefing memorial <p>B. Counselors continue to be available for students and faculty as shock gives way to reality.</p> <p>C. Dialogue in class should begin to return to regular subject matter. There still may be some need to process in classrooms from time to time.</p>	
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DAY 6-7 INTEGRATION PHASE

<p>A. Optional school wide assembly (suicide events would be an exception)</p> <ol style="list-style-type: none"> 1. Option A. School day assembly created and put on by students, overseen by response team <ol style="list-style-type: none"> a. Could include: Music <ul style="list-style-type: none"> Parents/family of victim Poetry Open microphone A time to process/emote 2. Option B. Optional after school assembly/memorial <ol style="list-style-type: none"> a. All above criteria applicable 3. Memorial <ol style="list-style-type: none"> a. Living memorial b. Scholarship memorial c. Plaque, statue, etc. d. Suicide would be an exception 	
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DAY 8: INTEGRATION PHASE

A. Trauma Team staffing

1. Debriefing the past week/duration of the event
2. Re-identification of “at risk” faculty and students
3. Referral of anyone who is still in crisis.

B. All school routines are back in place.

Appendix B

Incident or Injury Report – USE ONLINE FORM

Please notify the Head of School, Parent(s) and either the MS or US Head immediately after the incident.

Date: _____

Student Name: _____

Grade: _____

DETAILS OF INCIDENT

Please fill out details below and remember to be specific.

Time: _____

Faculty/

Staff Present: _____

Location: _____

FIRST AID GIVEN AND/OR SOUGHT
(if 911 was called please note here.)

Follow-up with Parent
Remember to sign below

Please complete and distribute this form 24 hours following the incident.

Copy to: Head of School Student File MS/US Head Advisor
Business Manager Safety Manager Athletics Director
C424cjd

Appendix C

MEDIA RESPONSE/RIGHTS

It is the responsibility of the Director of Communications and designees outlined in the *Crisis Communication Plan* to handle all media requests for comment. No other Overlake employee should speak to the media.

If media should come to campus or call the school, please direct all questions and communication to the Dir. of Communications at ext. 615 or info@overlake.org

Advisory Meeting Places for Attendance for Emergency Purposes

