



St. Joseph School – Issaquah Emergency Response Plan

ACCIDENTS

Minor accidents can happen at any time during school activities. Responding appropriately to the needs of victims of the accident is of utmost importance.

The following procedures should be taken in the event of an accidental injury to students and staff:

1. The first adult on the scene assumes responsibility for appropriate procedures to be taken until an administrator arrives.
 - Keep injured person still and quiet.
 - Check for breathing and bleeding, administer immediate first aid if necessary.
 - Call 911 if appropriate, give necessary information, (see Reporting Information)
 - Call for administrative assistance.
 - Collect the facts of the cause or nature of the injury.
2. The Principal or Designee will:
 - Contact parent/guardian or relative/spouse for employee, if needed.
 - Complete necessary forms, accident report, insurance forms, etc.

BOMB THREATS

ALL BOMB THREATS WILL BE TAKEN SERIOUSLY. It is most likely that a threat of a bomb or other explosive will be received by telephone.

THE PERSON RECEIVING THE BOMB THREAT WILL:

1. Attempt to gain as much information as possible when the threat is communicated.
2. Don't be bashful about asking direct, specific questions about the threat. Keep the caller on the phone as long as possible, if the threat is received by phone, attempt to gain more information.
3. The most important information is:
 - A. When will the bomb explode?
 - B. Where is the bomb located?
4. Immediately after receiving the bomb threat, the person receiving the call will verbally notify the principal of the threat received
5. Write down as much information about the threat as you can remember.
6. Turn off cellular phone and/or walkie-talkie (transmits radio waves--could trigger a bomb).

Principal/Emergency Command Team will if necessary:

1. Notify Issaquah police department via a 911 call.
2. Follow instructions of the Police/SWAT officers.
3. Implement a quiet inspection of the facilities, if instructed to do so.
4. Evacuate the building using fire drill procedures.
5. Activate all appropriate emergency response teams.
6. If so instructed, organize a search team to check for foreign objects; a bomb can be disguised to look like any common object.
7. Instruct students, staff and building safety team not to touch or move any foreign object located! If the object doesn't belong there, leave it alone.
8. Maintain an open telephone line for communications.
9. If instructed, secure all exits to prevent re-entry to buildings during the search period.
10. Be certain people stay clear of all buildings; a bomb(s) may be planted against an outside wall. The blast will be directed in large part away from the building.
11. Re-occupy buildings only when clearance is given by proper authorities.
12. The Emergency Command Team will be responsible for informing parents of alternate arrangements for dismissal or transportation, if necessary.
13. Write a report on the incident and send a copy to St. Joseph Church and the Seattle Archdiocese.

BUS ACCIDENTS

Bus Accident- Non-Injury

1. Driver reports details of accident by radio or second party.
 - Who? Bus number- Driver name.
 - Where? Exact location and direction of travel.
 - What? Describe incident.
2. Principal/Emergency Command Team calls 911 with information.
 - Who? Name of school
 - What? Describe briefly the vehicles involved/nature of accident.
 - Where? Exact location/address.
 - When? Time of incident.
3. School Office dispatches bus, mechanic and replacement driver with route information and camera .
4. Principal notifies all relevant school personnel regarding accident and on delay.
5. Transport students to their destination.

Bus Accident- Involving Serious Injury or Death

1. **Driver Response:**
 - Calls 911
 - Who- - Name of School and persons involved
 - What- Describe briefly the facts known
 - Where- Exact location, address
 - Call the school. Guard against release of information prematurely to the media.
2. **School Response (Principal/Emergency Command Team):**
 - Dispatch bus with driver and a mechanic with all route information and camera.
 - Notify the Principal, St. Joseph Church and the Archdiocese of Seattle.
 - Determine students involved.
 - Principal will notify parents/legal guardians.
 - Activate support group for students.
3. Administration will follow-up with an investigation of accident and respond to media.

CHEMICAL SPILL/POISONING PROCEDURES

CHEMICAL SPILL:

1. In the event of a chemical spill in a school building, students and employees must be moved to a safe location immediately, using fire drill procedures.
2. Try to address the spill at the **lowest level possible**. Calling the Fire Department escalates it to the highest level, which may be unnecessary for many types of spills.
3. Call Issaquah Fire Department and St. Joseph Church, if necessary, depending on the severity of the spill.
4. Once the Fire Department is called, all control of the situation is taken out of school hands.
5. The Emergency Command Team will activate all appropriate emergency response teams.
6. When a chemical spill occurs either inside or outside of the school building, follow the advice of the authorities. Fire Department, County Health Department, etc...)
7. Wait for permission from authorities before returning to the school building.
8. The Emergency Command Team will be responsible for informing parents of alternate arrangements for dismissal or transportation, if necessary.
9. Keep MSD Sheets updated and available for responders.

HAZARDOUS MATERIALS INFORMATION:

1. The school will provide Material Safety Data Sheets (MSDS) training to inform all employees of potentially hazardous materials in the work place.
2. Each location (e.g. science labs, art rooms, janitorial supplies, etc.) has a Chemical Hazard Notebook that contains MSDS for hazardous products. All substance containers should be clearly labeled. Hazardous chemicals transferred to other containers must be labeled.

POISONING:

If a student ingests a poisonous substance:

1. Call Poison Control Center 1-800-222-1222
2. Principal will call the parents.
3. Check with first aid team member.

Following any emergency, please fill out a report on the incident and send to the Principal.

CHILD ABUSE

REMEMBER: Failure to report a suspected incident of child abuse, within 48 hours, is a gross misdemeanor. Protect the victim and protect yourself.

Important First Steps for...

Sexual Assault (Child assaulted on or near school property):

1. Accompany victim to safe place at school and remain with her/him.
2. Protect evidence of sexual assault.
3. **Notify the principal who will call the parent/legal guardian, CPS, and police without**
4. Principal will write a report on the assault in conjunction with the first responder and a copy will be maintained in the office.

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.**
- **Do not wipe away dirt, semen or dried blood.**
- **Stay with victim and reassure her/him of their safety.**

Sexual Abuse (Suspicion of past sexual incidents):

1. Notify principal immediately. She will notify CPS immediately.
2. Describe and collect evidence as soon as possible.
3. The principal will write a report on the assault in conjunction with the first responder and a copy will be maintained in the office.

Suspected Physical Abuse or Significant Neglect:

1. Notify Principal immediately. The principal will notify CPS.
2. CPS will advise you of next steps. Follow their directions.
3. Describe and collect evidence as soon as possible.
4. The principal will write a report on the assault in conjunction with the first responder and a copy will be maintained in the office.

CIVIL DISTURBANCES

EMERGENCY SITUATIONS NEAR OR ON SCHOOL CAMPUS THAT DO NOT INVOLVE SCHOOL COMMUNITY MEMBERS

The Emergency Command Team will activate all appropriate emergency response teams.

1. Consideration is to be given to
 - a. Safety of students – are the students safer at school, at a different location or at home?
 - b. Making arrangements for the safety of students who live at or near where emergency situation is occurring.
 - c. Providing counseling to students
2. The agency in charge of the situation (Police or Fire) will be responsible for making recommendations for school response and procedures. In the absence of clear direction, the Emergency Command Team will act.
3. If students are kept at school, maintain as normal of a routine as possible.
4. The Emergency Command Team will be responsible for informing parents of alternate arrangements for dismissal or transportation, if necessary.

EARTHQUAKES

During an earthquake, the solid earth moves like the deck of a ship. The motion is frightening, but unless it shakes something down on you, it is harmless. **KEEP CALM!!** Ride it out. Your chances of survival are excellent if you know what to do and have drilled and educated staff/students in advance. Be alert to signs of panic. Provide reassurance and stop rumors.

1. **AT POINT OF RECOGNITION OF AN EARTHQUAKE, ALL PERSONS SHOULD DROP, COVER AND HOLD.**
 - Do not leave the room.
 - **Drop** – get down on the floor, so that you are not thrown into a wall or furniture. Get under the **cover** of a desk or table to protect yourself from falling objects. **Hold** onto a desk or table leg and stay down until the shaking ceases.
 - Stay away from windows, bookcases, file cabinets, heavy mirrors, hanging objects that could fall and doors.
 - If possible, stay closer to doorways and inner walls.
 - Remain covered until instructed to evacuate.
 - Faculty should remain calm and in control.

2. **IF OUTDOORS**, stay in the open.
 - Keep away from buildings, trees and electrical wires. Instruct students not to touch power lines or objects touched by the wires. (All wires should be treated as as live).
 - Remain outside until further notice.
3. **IF ON A SIDEWALK** near a tall building, get into a buildings doorway to protect yourself from falling bricks, glass and other debris.
4. **IF YOU ARE IN THE CHURCH OR CHURCH HALL**, stay in your seat or get under it if possible, and protect your head with your arms. Do not try to leave until the shaking is over.
5. Check yourself and those around you for injuries. Obtain first aid as appropriate.
6. **BE PREPARED FOR AFTER SHOCKS!!**
7. Check neighboring room to insure safety of colleague/students.
8. After shaking stops, students and staff will move to the pre-determined evacuation/assembly area.
9. The Emergency Command Team will activate all appropriate emergency response teams.
10. Take student roster and class emergency lists with you upon evacuation.
11. If you smell gas or hear a hissing sound- open a window and leave the building. Inform Building Safety Team to contact utilities and/or utility shutoff.
12. Designated Student/Staff Supervision Team members will account for all staff and students at the evacuation/assembly area.
13. The Emergency Command Team will be responsible for informing parents of alternate arrangements for dismissal or transportation, if necessary.

EMERGENCY COMMUNICATIONS

A. Emergencies within the school:

1. Emergency communications plan will be initiated by the Principal (or her designee).
2. A secretary will continue to answer phones at the school office unless the emergency requires her evacuation.
3. Phone trees, briefings, bulletins, email, phones, fax or the school web site will be employed to communicate critical messages to the school community.
4. Only designated communicators are to speak for the school. In true emergencies, this is normally the Principal or Vice-Principal.
5. The Emergency Command Team and the Emergency Communications Team will develop and articulate a communications plan.
6. For after hours emergencies, contact the Principal through an emergency number.

B. Working with the news media:

1. Only pre-assigned personnel will meet with the media in a designated area so as not to disrupt the educational process.
2. News media personnel are not to be on school grounds, except in designated areas.
3. Staff are to report any news media personnel that appear elsewhere on campus.
4. If media personnel are allowed anywhere else on campus, they must be accompanied by an assigned designee.
 - Alert staff of appearance.
 - Report only factual information.

B. Employees are to:

1. Read special news bulletins and communicate only the facts.
2. Cooperate with the news media as directed by the Principal.
 - Provide only appropriate information.
 - Defer unnecessary information; alert Principal of concerns.
3. Prevent the news media from invading the privacy rights of students/parents/staff.

EMERGENCY LOCKDOWN PROCEDURES

There may be times where the safety/health of our children is in immediate jeopardy and emergency lockdown will be ordered. An announcement will be made to alert the staff of potential danger.

The announcement will be: Institute Lockdown Procedures! Repeat this warning to be certain that all staff and students hear it clearly.

Upon hearing this announcement the following steps must be implemented:

Emergency Lockdown Steps

1. Teachers should get students quickly into classrooms.
2. Close doors and blinds and position students on the floor out of sight from exterior windows.
3. Teachers will maintain (as best as they can) a calm atmosphere in the classroom, keeping alert to the emotional needs of the students.
4. Teachers are not to use remote controls, telephones, or radios during a lockdown unless instructed by the Emergency Command Team or police.
5. Teachers will keep students in the classrooms until notified by the Incident Management Team or the police.
6. Assess emotional needs and responses of students for possible referral for counseling. Report findings to Emergency Command Team.
7. The Emergency Command Team will activate all appropriate emergency response teams.

If Intruder(s) are on playground or at lunch time:

1. Outdoor Supervisor should move all students into Church Hall.
2. Lock exit doors to Church Hall.
3. Ask all students to sit on floor.
4. Indoor Supervisor, aides, etc., help supervise students and personnel.

EVACUATION

1. **In an emergency evacuation, the Principal will:**
 - A. Determine appropriate evacuation areas which have been pre-designated.
 - B. Activate PA system or send message runner.
 - C. Telephone emergency service personnel:
 - 911
 - St. Joseph Church
 - Utilities (if needed)
 - D. Activate Emergency Response Teams to:
 - Attend to the injured.
 - Assure complete evacuation and student/staff are accounted for.
 - Secure school for specific emergency.
 - Clear road/fire lanes for emergency vehicles.
 - Assure that injured students/staff are reported to first aid for care and transportation to hospital/emergency medical center.
 - Be contact person for emergency services, St. Joseph Church, utility and/or news media personnel and provide needed aid.
 - Direct employees to aid those from the emergency services, utilities and other authorities. Avoid entering damaged areas unless specifically asked.
 - E. Assure the facility is thoroughly inspected by the Damage Assessment Team and fire officials before re-entry is allowed.
 - F. Seek St. Joseph Church and/or Seattle Archdiocese approval for school closure if damage cannot be immediately restored or repaired.
 - G. If possible, have students/staff re-enter parts of the school that are declared safe.

2. **In an emergency evacuation employees/staff will:**
 - A. Upon emergency alert, secure work area as advised and depart/report to assigned area.
 - B. Perform duties as pre-assigned by the Principal and Emergency Response Teams in cooperation with emergency services personnel.
 - C. DO NOT re-enter the building without permission or request of emergency service authorities.
 - D. Remain in the general assembly areas and calm students if not assigned another duty.
 - E. If dismissed, inform Principal of departure.
 - F. When signaled to re-enter safe areas of the school, quickly do so.
 - G. Upon safe re-entry, report anything amiss to the Principal.

3. **In an emergency evacuation teachers will also:**
 - A. Upon alert, assemble students for evacuation using designated routes and account for all students.
 - B. Secure room as advised.
 - C. Remove Emergency procedures and supplies from room.
 - D. Upon arrival at the assembly area, account for all students.
 - E. Secure medical treatment for injured students.
 - F. Report any students missing or left behind because of serious injuries.
 - G. Stay with and calm students.
 - H. If closure is ordered with no re-entry, when advised, release walkers and car/passengers

(unless drivers are needed to evacuate students from the site) accounting for those who have left. Stay with bus riders until buses arrive.

- I. If signaled to re-enter school, assure students do so quickly and calmly. Account for all students.
 - J. Check room and report anything amiss to the Principal.
 - K. Debrief students to calm fears about the evacuation.
4. **If it is necessary to evacuate to another school or relief center, the Principal will:**
- A. Contact the Seattle Archdiocese and St. Joseph Church to arrange ground transportation for students/staff accompanying them.
 - B. Cooperate with emergency authorities in enlisting students/staff with cars to help transport evacuees.
 - C. Direct the evacuation, assure all students/staff are accounted for as they depart and arrive.

FIRE

- 1. Evacuate the buildings immediately for any fire or suspected fire.
- 2. Sound alarm if it has not already been done.
- 3. Inform Principal, who will call 911. She will identify problem, giving school building address and location of fire (if known).
- 4. Never attempt to fight a fire larger than a wastebasket size. Even a small fire can generate enough smoke to cause serious injury. Never attempt to fight a fire by yourself. Call for help. Always stay between the fire and the exit.
- 5. Fire Extinguisher Instructions:
 - P- Pull** safety pin from the handle;
 - A- Aim** at the base of the fire;
 - S- Squeeze** the trigger handle;
 - S- Sweep** from side to side.
- 6. **If your clothes (or someone else's) catch fire, STOP, DROP AND ROLL!!**
- 7. Upon arrival, the Fire Department will assume command.
- 8. Follow pre-arranged evacuation and assembly procedures.
- 9. The Emergency Command Team will activate all appropriate emergency response teams.
- 10. Account for all students, staff, and visitors.
- 11. Administer first aid, as necessary.
- 12. Do not re-enter buildings until Fire Department and Building Safety Team determines buildings are safe for re-entry.
- 13. Notify St. Joseph Church and Seattle Archdiocese of incident.
- 14. The Emergency Command Team will be responsible for informing parents of alternate arrangements for dismissal or transportation, if necessary.

FIRST AID (see Medical Emergencies)

INTRUDER ON CAMPUS **SUSPECTED OF CARRYING CONCEALED WEAPON**

The campus intruder is defined as a non-student or a student on suspension who loiters or creates disturbances on school property. Dangerous and/or concealed weapons are forbidden on school premises unless carried by law enforcement officers.

Procedure if the Intruder May be Carrying a Weapon and/or is Acting in a Threatening Manner

1. **Call 911 immediately** or contact the Principal, as appropriate.
2. Have the person(s) under suspicion kept under constant surveillance.
3. Ordinarily, do NOT ask the person if he/she is carrying a weapon.
4. **DO NOT ATTEMPT TO DISARM THE PERSON.**

Procedure if the Intruder is not Carrying a Weapon and is not Acting in a Threatening Manner

1. Greet the intruder in a polite and non-threatening manner.
2. Identify yourself as a school official.
3. Ask the intruder for identification.
4. Inquire as to purpose of presence.
5. If it is determined that the intruder has no rightful reason to be on campus, **CHALLENGE HIS/HER PRESENCE.**
6. Advise intruder of the trespass laws.
7. Ask the intruder to quietly leave the campus or invite him/her to accompany you to the Principal.
8. If the intruder refuses to respond to your requests, inform him/her of your intention to summon law enforcement officers.
9. If the intruder gives no indication of voluntarily leaving the premises, notify law enforcement.

Procedure if the Intruder is Committing an Act of Vandalism

1. Immediately inform Principal who will call 911 if appropriate.
2. **DO NOT** get physically involved, unless circumstances demand it.
3. **DO NOT** inquire about a weapon.
4. **DO NOT** attempt to disarm anyone.
5. Try to be calm and calm others.

Procedure if a Hostage has been Taken or a Sniper is Present

1. Get the facts (who, what, where and why).
2. Notify the Principal who will call 911 and identify the problem.
3. Respond to immediate conditions/safety of hostages.
4. Evacuate other staff, students and visitors from the scene, if possible.
5. Secure buildings, limit movement near windows.

6. Until SWAT Team arrives to assume command, wait out the incident. DO NOT anger or excite hostage taker.
7. The Emergency Command Team will activate all appropriate emergency response teams to decide what to do with the rest of the staff, students, and visitors and how to handle the media and trauma of the event.
8. Parent/Legal guardian will be notified by the Principal.

LOST CHILD/KIDNAPING

Any report of a lost student brought to the attention of school staff should be considered serious. When the student is reported missing coming to or going from school functions, school personnel will become involved.

When a student is reported lost:

1. The Principal will call parent/legal guardian.
2. Principal will call 911, if appropriate.
3. Gather the following information for the patrol officer:
 - Who made the report?
 - Time last seen, where and with whom?
 - Physical description and how dressed?
 - Friend's names, addresses and phone numbers.
 - Student normal path, mode of transportation to and from school
 - Contact teachers to see if student shared any information with them that might be helpful.
4. Provide principal with information regarding those who may be distraught over the situation.

When a student is reported kidnapped:

1. Upon report of kidnapping, the principal will call 911 and relay whatever available information to the dispatcher.
2. The principal will call parent/legal guardian.
3. Keep school procedures as normal as possible.
4. Gather witnesses in private area to meet with patrol officer.
5. Obtain description of suspect(s) and vehicle, if possible.
 - **Suspect:** Height, weight, hair color, race, facial hair, clothing.
 - **Vehicle:** Color, make, year, license plate number, noticeable damage.
6. Clarify type of kidnapping - custodial or other.
 - If suspect is custodial problem, obtain information from legal guardian/parent and relay to police officer.
 - If suspect is other than parent/guardian:
 - a. Obtain name of kidnapped victim's best friend who may know ex-boy or girl friend of the person kidnapped. He/she should be available for Patrol Officer.
 - b. Obtain photograph of victim- yearbook, personal files or parent/guardian.
7. The Emergency Command Team will activate all appropriate emergency response teams to comfort/control remaining students.

LIGHTNING STRIKES

Lightning seeks the path of least resistance between cloud and earth and the path will course through any object which stands out because of its height or isolation. That object might be a building, a pole, a tree, an antenna or a human body.

The time reference from seeing the stroke of lightning to hearing the thunder is the Flash-To-Bang measurement of lightning distance: For each five second count, lightning is one mile away. So 25 seconds = five miles away, 20 seconds = four miles away. At a count of 15 seconds (3 miles) take immediate defensive actions. There are four types of lightning conduction: direct, contact voltage, side flash and lightning channels.

If students, staff or visitors are engaged in an activity that puts them at risk for potential lightning strike, the following points apply:

1. If **outdoors**,
 - Get inside if possible.
 - Avoid water, hilltops and trees. Avoid all metal objects such as electrical wires, fences, machinery, motors, tools, etc. Avoid direct contact with other people. Unsafe places include tents, small open-sided rain shelters or isolated trees. If any vehicle is nearby, get inside (cloak of metal not the tires that give the protection), close windows completely.
 - On a level field far from shelter and if you feel your hair stand on end, it is possible that you will be struck by lightning. Drop to your knees and bend forward. **DO NOT LIE FLAT ON THE GROUND!**
2. If in a **building**,
 - Avoid touching any metal structures/objects connected to the building that have been struck. Avoid plumbing and plumbing pipes/fixtures. Do not handle flammable materials in open containers.
 - Avoid touching telephones, computer terminals, and anything metal/electrical inside and outside of the building, however, if the opportunity exists, turn off or unplug all electrical devices.
 - Stay away from windows.
3. If campus is struck by lightning, call 911 and follow instructions of fire department.
4. The Emergency Command Team will activate all appropriate emergency response teams.
5. The Emergency Command Team will be responsible for informing parents of alternate arrangements for dismissal or transportation, if necessary.

MEDICAL EMERGENCIES –FIRST AID

1. Calmly and carefully assess the medical emergency you are faced with.
2. Remember the A-B-C's i.e. Maintain Airway, Control Bleeding, Check for Circulation
3. Get help from other faculty, staff or students (if no one else is available). Summon First Aid team member as appropriate. Treat suicide or threat of suicide as an emergency and notify the Principal.
4. Promptly notify the Principal (or her designee) who will call 911 and/or parents.
5. Get information on the medical conditions of the victim. Be especially careful with persons with severe allergic reactions, asthma, diabetes or other medical conditions that warrant extra caution. Do not move any person who might have sustained injury to the neck or spine. In general, do not move unless extenuating circumstances demand removal from that location.
6. In no-emergency situations, the school office will monitor and follow up on students/staff member.
7. In any significant injury, remember to file an accident report that will be filed in the school office.

First Aid for Rescue Breathing

1. Gently tilt the head back and lift the chin to open the airway.
2. Pinch the nose closed.
3. Give two slow breaths into the mouth.
4. Breathe into an adult once every five seconds, and for children or infants breathe gently once every three seconds.
5. If you are doing the procedure correctly you should see the chest rise and fall.

To Stop Bleeding

1. Apply direct pressure to the wound. Always maintain a barrier between the victim and the rescuer and wear latex gloves, if possible.
2. Maintain the pressure until the bleeding stops.
3. If bleeding is from an arm or leg, and if the limb is not broken, elevate it above the level of the heart.

Treatment for Shock

1. Do whatever is necessary to keep the person's body temperature as close to normal as possible.
2. Attempt to rule out a broken neck or back by watching reflex when sole of foot is scratched. Do not allow the person to sit up or stand until a full assessment is completed.
3. If no back or neck injury is present, slightly elevate the person's legs.
4. Have someone monitor the victim.
5. No food or drink may be given.

Choking

1. Stand behind the person.
2. Place the thumb side of one of your fists against the person's abdomen, just above the navel and well below the end of the breastbone.
3. Grasp your fist with your other hand, give an abdominal thrust.
4. Repeat until the object comes out.

To Provide CPR

1. Check for pulse and breath.
2. If absent, tilt head back, pinch nose closed, and inflate lungs with 3 full breaths.
3. Position hands 3 finger widths above rib cage, lock elbows and compress chest at least 2” at a rate of 60 compressions per minute.
4. A lone rescuer provides 15 rapid compressions followed by 2 breaths, while a 2-person team provides 1 compression each second and the resuscitator fills the lungs on each 5th compression.

REPORTING INFORMATION- Calling 911

When calling 911, give the following information when requesting aid for an emergency:

1. Your name and position.
2. Your school building.
3. Building address and phone number.
4. What has happened/victims name.
5. Nature/degree of emergency.
6. Specific location of emergency in the building and name of person to report to.
7. Assure message has been understood before hanging up.

KEEP THIS GUIDE ACCESSIBLE AT ALL TIMES

SUICIDE OR DEATH

Any Suicide Attempt Should Be Taken Seriously.

Suicide Threat

1. Notify Principal immediately. **DO NOT LEAVE PERSON ALONE!**
2. Principal will notify parents/legal guardian.
3. Parent/legal guardian will be provided clear information of intervention and appropriate crisis phone numbers.

Suicide Attempt- No Injury

1. Notify Principal. Call 911 if weapon is involved. Follow instructions of 911 personnel.
2. **DO NOT LEAVE PERSON ALONE.**
3. Principal will call Parent/legal guardian will be called.
4. The Emergency Command Team will activate all appropriate emergency response teams.
5. Principal will file a follow-up report to be put in student's file.

Suicide Attempt- Injury

1. Call 911 **immediately and notify principal.**
2. The Emergency Command Team will activate all appropriate emergency response teams.
3. **DO NOT LEAVE PERSON ALONE!**
4. Principal will call parent/legal guardian, specify what is going to happen, where to go (office or hospital) and have someone ready to meet parent/legal guardian.
5. Principal will file a follow-up report to be put in student's file..

Completed Suicide

1. Call 911, **immediately and notify principal.**
2. The Emergency Command Team will activate all appropriate emergency response teams.
3. St. Joseph Church and the Archdiocese of Seattle will be notified.
4. Emergency staff meeting will be called. As much factual information as possible will be presented to disconnect the rumor mill and to provide consistent data to share with students when school convenes
5. An intervention area will be available for counseling for staff and students.

Death of Student or Staff (Non-Suicide)

Emergency Command Team will gather information, evaluate situation and establish plan as appropriate.

VOLCANIC ERUPTION

Volcanoes generate a wide variety of phenomena that can alter the Earth’s surface and atmosphere and endanger people and property. Volcanic dangers include not only an eruption of the mountain and associated lava flows, but also tephra (falling ash, pumice, pyroclastics, and debris) and lahars (flows of mud, water and debris due to melting snow and ice on volcano).

After an Eruption

1. Principal will evaluate the situation based on information provided by local Emergency Management.
2. The Emergency Command Team will activate all appropriate emergency response teams.
3. The Emergency Command Team will provide for emergency support for students and staff.
4. Building Safety Team will check and secure all buildings – caring for electronic equipment and facility equipment (such as heat pumps).
5. The most likely major concern at St. Joseph School of Issaquah is the interruption of normal transportation and dismissal of students. Information from civil authorities will guide the decision-making of the Emergency Command and Emergency Response Teams.
6. Continue to inform and work with outside agencies.