

**EMERGENCY RESPONSE PLAN  
FOR  
MERCER ISLAND SCHOOL  
DISTRICT ADMINISTRATORS**

**MERCER ISLAND SCHOOL DISTRICT #400**

**UPDATED AUGUST 8, 2007**

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Entire Campus (showing shutoffs, not on published document)  
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Administration Office

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Mercer Island High School  
Islander Middle School  
Island Park Elementary  
Lakeridge Elementary  
West Mercer Elementary  
North Mercer

**City of Mercer Island Master Inventory**

## I. INTRODUCTION

### A. Purpose

The purpose of this plan is to identify emergency responsibilities of the Mercer Island School District Risk Management Team and District and Site Level Administrators. This plan is intended to empower employees in an emergency, and clarify emergency roles and response in order to help assure the safety of all students and staff. These guidelines are meant to be revised and expanded to meet specific needs. It is not intended as a rigid or restrictive plan.

### B. Scope

This plan provides a basic emergency response plan, recommended emergency response teams, site-specific hazard vulnerabilities, employee emergency procedures, training requirements, exercise procedures, and employee and family disaster preparedness. This plan:

1. This plan applies to the Mercer Island School District Risk Management Team and District and Site Level Administrators. The Risk Management Team is composed of the Superintendent (Incident Commander), Operations Chief, Safety Officer, Associate Superintendents and Director of Transportation.
2. Applies to all employees tasked to provide response assistance in an emergency/disaster and describes actions to be taken in providing immediate response assistance.
3. Includes those actions and activities that support the school's effort to save lives, protect the health and safety of students and employees, and protect school property.

### C. Mission and goals

1. The mission of Mercer Island School District's Risk Management Team in an emergency/disaster is to:
  - Protect lives and property
  - Develop plans and procedures for emergency prevention, response and recovery
  - Respond to emergencies
  - Aid in recovery from disasters
  - Restore normal services
2. The goals of Mercer Island School District's Risk Management Team are as follows:
  - a. Mitigate the effects of a disaster
  - b. Prepare for emergencies and disasters
  - c. Provide emergency response plans, services, and supplies for all facilities and employees.
  - d. Coordinate the use of school personnel and facilities within the school.

### D. Definitions

1. "Emergency" as used in this plan means a set of circumstances that demand immediate action to protect life, preserve public health or essential services, or protect property. In an emergency, existing resources and capabilities are sufficient to cope with the situation.

2. "Crisis" as any serious scenario that has district or school-wide implications that does not require the implementation of emergency procedures (immediate evacuation, lockdown or drop-cover hold action). Examples of crisis or critical incident situations may include suicides, death or injury of student or staff member, local / state / national tragedies, or other traumatic incidents.
3. "Disaster" is defined as any incident which results in multiple human casualties and/or disruption of essential public health services or any incident which requires an increased level of response beyond the routine operating procedures, including increased personnel, equipment, or supply requirements.
4. An emergency or disaster may be proclaimed by local government jurisdictions or the Governor as authorized by state or local statute.

**E. Planning assumptions**

The following assumptions are the basis of this plan:

1. A single site emergency, i.e. fire, gas main breakage, etc., could occur at any time without warning, and the employees of the school affected cannot, and should not, wait for direction from local response agencies. Action is required immediately to save lives and protect school property.
2. An emergency or disaster, such as an earthquake or hazardous material incident, may occur with little or no warning with mass casualties, destruction of property, and damage to the environment.
3. Local and state government may be overwhelmed by a disaster. Mercer Island School District employees may be on their own for up to the first 72 hours or longer after a disaster.
4. Government and relief agencies will concentrate limited resources on the most critical and life-threatening problems.
5. Assistance from other government and federal agencies will supplement the State's, but such assistance will take some time to request and deploy.
6. Mercer Island School District's employees will be concerned for their families' safety.
7. A spirit of volunteerism among school employees and other citizens will result in their providing assistance and support to emergency response efforts.
8. Parents of students will be concerned for their families' safety.

**F. Limitations**

It is the policy of Mercer Island School District that no guarantee of a perfect response system is implied by this plan. As personnel and resources may be overwhelmed, Mercer Island School District can only endeavor to make every reasonable effort to respond based on the situation, resources, and information available at the time.

**G. Direction and control**

In a major emergency or disaster, schools may be damaged or need to be evacuated, people may be injured, and/or other emergency response may need to be taken. These activities need to be organized and coordinated for efficient management of the emergency response and/or the disaster activities. To provide for the effective direction, control and coordination of a response to an emergency/disaster, single site or multi-incidents, the school will use the National Incident Management System (NIMS) Incident Command System (ICS) to

coordinate emergency response to the incident and manage the activities of the school's Emergency Response Teams.

**H. Training and practice**

To ensure the best response in an emergency situation, staff will be trained in their emergency situation duties. Although the training would be primarily for staff, it could also involve students, parents, guest employees (substitutes), board members, and other community members.

This training and practice will include:

1. Initial staff orientation and yearly in-services (at the beginning of each school year) and periodically as needed.
2. Emergency information included in guest employee (substitute) packets.
3. Student training in conjunction with drills.
4. A variety of periodic in-school drills:
  - Monthly fire/evacuation drills
  - Quarterly earthquake drills
  - Quarterly lockdown drills
5. Tabletop exercises annually or as appropriate.
6. Off-site evacuation drills as appropriate.
7. Joint training with emergency service providers, including tabletop exercises, functional exercises, and full-scale drills as appropriate.
8. All District Risk Management Team Members and one building administrator from each site will take the Department of Homeland Security's FEMA IS-700 National Incident Management System, An Introduction training course. Information may be found at <http://training.fema.gov/EMAIWeb/Isis700.asp>
10. In addition, those with specific duties in emergencies (administrators and emergency response teams) will receive yearly training in their roles.

It is important to practice often so students and staff will know how to react in an emergency.

**I. Reviewing and updating emergency response plans**

Every actual or simulated emergency (drill and other practice) will be documented by the administrator in charge of emergency prevention, response and recovery at each site. Documentation will include the date and time of the exercise, the type of exercise, results of the exercise, and any recommendations for improvement. These summaries will be maintained in the office at each school site.

This Emergency Response Plan will be reviewed at least yearly and updated as needed. The superintendent will coordinate this plan update.

**J. Community exposures**

Mercer Island is primarily a residential and rural community. Special hazards and vulnerabilities in the area of the schools have been identified and they include:

- Hazardous chemicals
- Proximity to a major highway
- Proximity to military bases
- Earthquake, tsunami and other natural hazards

These exposures were considered in writing this Emergency Response Plan.

**II. COMMUNITY RESOURCES**

**A. Local emergency service providers (law enforcement, fire, EMS) and response times**

Emergency service providers may include local, state, and federal law enforcement, fire and emergency medical personnel. Local agencies respond to the emergencies first, and solicit response from other agencies (through interpositional agreements) as needed.

Following are local agencies that may be called upon to provide assistance in an emergency.

<b>City/County Agency</b>	<b>Phone Number</b>	<b>Assists with:</b>
<b><i>Emergencies – 911 Center</i></b>	<b><i>911</i></b>	<b><i>Obtaining proper emergency response – fire, law enforcement, ambulance</i></b>
Mercer Island Fire Department (non-emergency #)	206-236-3600	Fires, chemical spills, medical emergencies
King County Sheriff (non-emergency #)	206-296-3311	Bomb threats, weapon incidents, crowd control, traffic control
Mercer Island Police	206-236-3500	
Overlake Hospital	425-688-5211	Emergency medical treatment
King County Emergency Management	206-296-3830	Coordinates state and or county-wide emergency response, and FEMA reimbursement
Puget Sound Energy	1-888-225-5773	Electrical problems
King County Water Department Puget Sound Energy Emergency	206-243-3990 1-888-225-5773 425-452-1234	Water supply problems
MI Youth & Family Services	206-236-3525	Counseling and crisis intervention
King County Planning and Development Services FEMA	206-296-8388	Building inspections, assessing bldg. damage
King County Health Department	206-296-4755	Disease control, health issues
Mental Health/Substance Abuse Crisis Number	1-800-584-3578	Mental health crisis line – emotional trauma, suicide

## B. The Incident Command System (ICS) and National Incident Management System (NIMS)

At times it may become necessary for schools and emergency service providers to work in collaboration, either on school property and/or at school functions. In such circumstances, it would be beneficial for all involved parties to have a common language and practices for a consistent response.

We recognize and adhere to the National Incident Management System (NIMS) which was created to standardize the response of not only emergency responders, but other government agencies, such as schools, as well.

The Incident Command System (a component of NIMS) is an organized response system used by law enforcement and fire departments to handle emergency incidents. ICS evolves from the first responding officers or unit and, as the situation dictates, can grow to include several emergency service providers and many personnel.

ICS is a modular and expandable organization with a specific chain of command. The Incident Commander assigns responding individuals (from any emergency service provider or school district personnel) specific, predetermined responsibilities to address the emergency. **Note: The size and scope of the incident may determine the number of positions on the organization chart which need to be filled.**

**The Incident Commander** - In an emergency situation at a school, the superintendent or designee functions as the Incident Commander until law enforcement or the fire department arrive. Once on the scene, law enforcement or the fire department will generally take over the Incident Commander role and will have responsibility for handling the incident; school district personnel (in cooperation with the Incident Commander) are still responsible for controlling and accounting for students and staff and assisting with building specific issues. This is known as a **Unified Command System**. School personnel can assist the Incident Commander by providing information and resources as needed, and allowing the officer to function uninterrupted. **The Incident Commander (the “overseer”) has overall responsibility for the incident, and sets and adjusts objectives and priorities throughout the incident.**

The Incident Commander establishes and remains at the Command Post, which is in a safe, central location away from the affected area. The Incident Commander and Command Post are clearly designated (with vests and/or signs). Those responding to the emergency (who have been trained in ICS) will be assigned duties according to the incident command system delineated briefly below.

The Incident Commander has up to three staff people, called officers, at the Command Post functioning in these roles:

- The safety officer - ensures the safety of responding personnel
- The liaison officer - coordinates the response of multiple agencies
- The public information officer - handles the media

The Incident Commander designates the following other functions as staff arrive:

- Operations section chief- the “doers;” directs those who actually mitigate the disaster
- Planning section chief - intelligence; collects necessary information to handle the incident – they track everything and look ahead for future issues



- Logistics section chief - the “getters”; arranges for necessary supplies and equipment
- Finance section chief - tracks costs during a disaster
- Historian - keeps a log of what happens - who did what and when

**C. Area hospitals**

Following is a list of hospitals to which injured persons may be taken:

<b>Hospitals</b>	<b>Location</b>	<b>Phone Numbers</b>
Overlake Hospital	Bellevue	425-688-5211
Swedish Hospital	Seattle	206-386-6000
Virginia Mason Hospital	Seattle	206-223-6600
Harborview	Seattle	206-731-3000
Children’s Hospital & Regional Medical Center	Seattle	206-987-2000

**III. DISTRICT INFORMATION**

**A. The general district chain of command**

<b>Order</b>	<b>Position</b>
First	Superintendent
Second	Director of Maintenance & Operations
Third	Building Principal
Fourth	Building Staff

\*If an individual is unable to meet their assigned duties their assigned designee will fulfill their role.

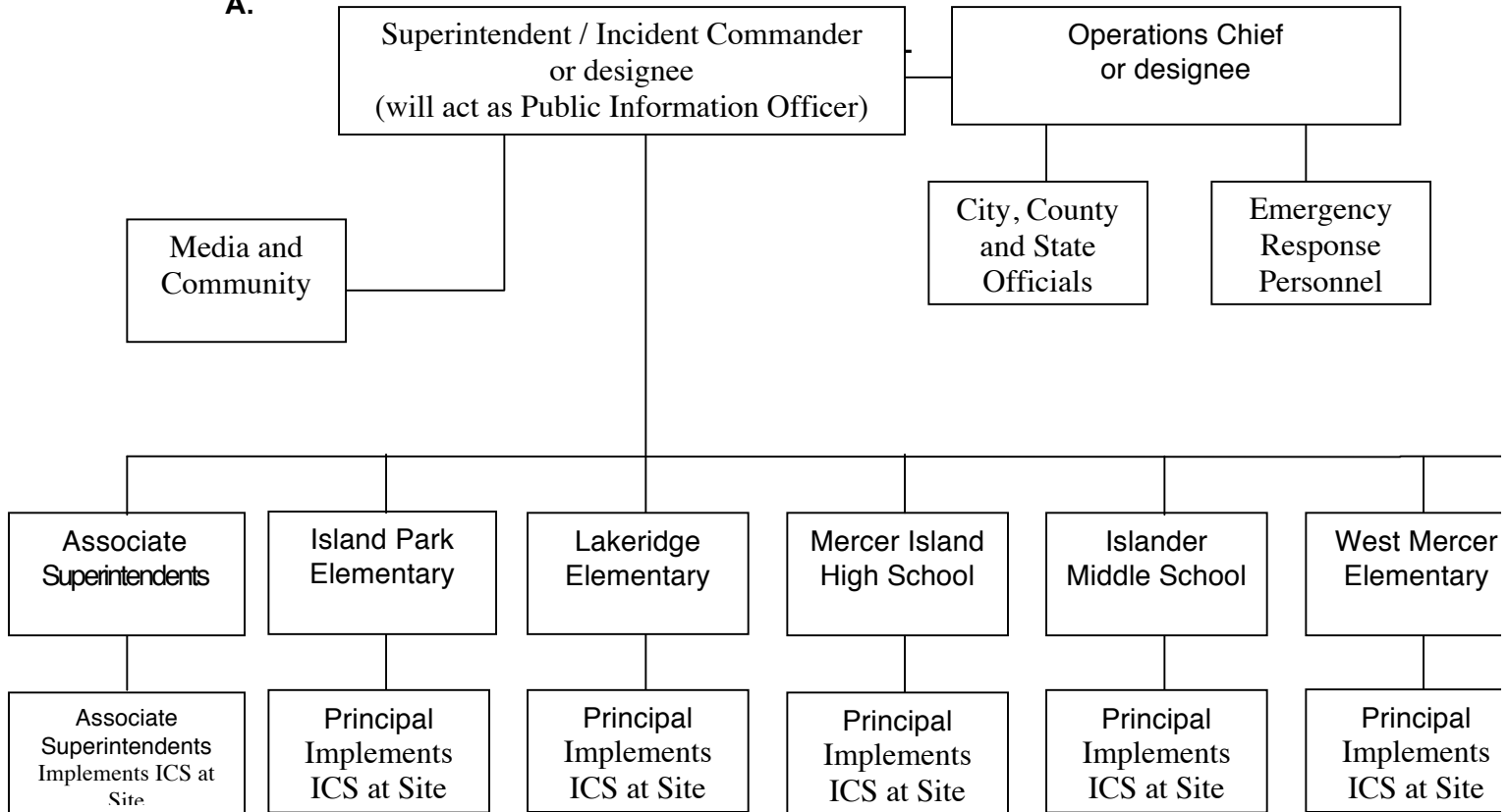
\* Roles for district staff in the ICS are detailed in following pages.

**B. Phone Numbers of Key Personnel**

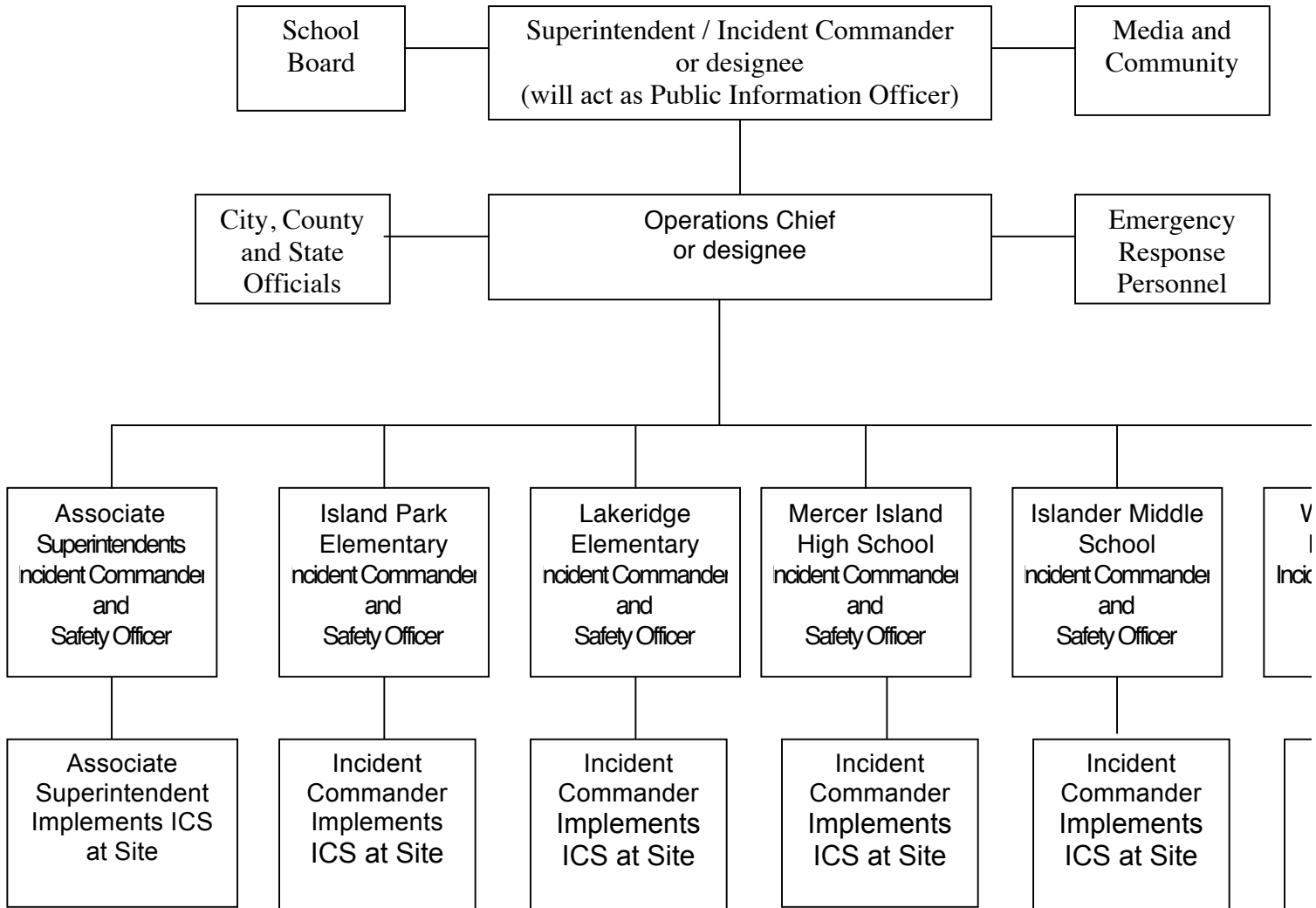
<b>Name</b>	<b>Title</b>	<b>School Phone</b>	<b>Cell Phone</b>	<b>Home Phone</b>

**IV. SCHOOL DISTRICT INCIDENT COMMAND SYSTEM (ICS)  
FIRST RESPONSE**

**A.**



**V. SCHOOL DISTRICT INCIDENT COMMAND SYSTEM (ICS)  
Ongoing Communication and Coordination**



**C. Pre-assigned Incident Command System Roles**

Position	Primary	First Backup	Second Backup
Incident Commander	Superintendent	Associate Superintendent	Associate Superintendent
Public Information Officer	Superintendent	Associate Superintendent	Associate Superintendent
Operations Chief	Director Maintenance and Operations	Director Transportation	Assistant Maintenance and Operations
<b>District Offices / CREST</b>			
- Site Fac. Check/Security			
- Safety Officer			
- Search and Rescue			
- Medical Team Leader			
- Student Care/Assembly			
- Student Release/Reunify.			
<b>Island Park Elementary</b>			
- Site Fac. Check/Security			
- Safety Officer			
- Search and Rescue			
- Medical Team Leader			
- Student Care/Assembly			
- Student Release/Reunify.			
<b>West Mercer Elementary</b>			
- Site Fac. Check/Security			
- Safety Officer			
- Search and Rescue			
- Medical Team Leader			
- Student Care/Assembly			
- Student Release/Reunify.			
<b>Lakeridge Elementary</b>			
- Site Fac. Check/Security			
- Safety Officer			
- Search and Rescue			
- Medical Team Leader			
- Student Care/Assembly			
- Student Release/Reunify.			

<b>Islander Middle School</b>			
- Site Fac. Check/Security			
- Safety Officer			
- Search and Rescue			
- Medical Team Leader			
- Student Care/Assembly			
- Student Release/Reunify.			
<b>Mercer Island High School</b>			
- Site Fac. Check/Security			
- Safety Officer			
- Search and Rescue			
- Medical Team Leader			
- Student Care/Assembly			
- Student Release/Reunify.			

**D. The District Incident Management Team**

The School Incident Management Team, consisting of the Incident Commander and the 3 or 4 officers in the incident command center (top two levels of the organizational chart), is responsible for organizing and coordinating the school's response activities in a major emergency or disaster in or affecting the school.

**E. District Command Center**

The location of the command center (sometimes referred to as "post") will be somewhat dependent on the emergency situation.

<i>Primary Incident Command Center</i>	<i>Administration Building</i>
<i>First Alternate Incident Command Center</i>	<i>West Mercer Elementary</i>
<i>Second Alternative Incident Command Center</i>	<i>Island Park Elementary</i>

**F. Guidelines for the site Incident Commander initial actions in an emergency situation**

The first 15 minutes of any emergency incident are usually chaotic and are often handled by school staff without outside assistance. Immediate priorities should include:

1. **ASSESSMENT** - Quickly find out what is happening  
 An immediate, quick evaluation of the situation by the principal to determine:
  - \* Who reported the emergency, and exactly what did he/she say?
  - \* What is the threat/danger(s)?
  - \* What persons and areas are affected?
  - \* What needs to be done first to protect people and property?

Initiate initial necessary action. (See "Containment," section 4 below.) Delegate everything that you can to others.

*Note: The administrator charged with handling the incident must keep OUT of the danger area. Other persons can be sent to evaluate the situation, if needed, but should be sent in pairs. (Use the pre-assigned Emergency Response Teams as needed.)*

2. NOTIFICATION - Get outside help on the way
  - Have the principal or his/her designated staff call 911 if needed. Have him/her patiently answer all the 911 operator's questions, and stay on the phone until directed to hang up. Tell the 911 operator which building entrance the emergency crews should respond to and where the emergency is located. An available phone line should be provided to the 911 operator for any urgent follow-up call-backs.
  - The Liaison Officer should meet the police/fire department/ambulance and connect with the Incident Commander.
  - COMMUNICATION - Let everyone at school know what they should do. Decide if a P.A. announcement needs to be made. If yes, delegate it. Announce (or otherwise relay) what staff and students are to do and where to go to keep out of the danger area. Use very basic language and simple directions (such as "there is an intruder in the south wing - lock room doors"). Make sure all occupied areas - portables and outside areas – get the same message. Remind staff to use red and green status cards. You may have to use alternative means of communications (besides the P.A. system) - such as phones, intercoms, bells, bullhorns, or runners.
  - CONTAINMENT - Keep the situation from worsening. Decide whether to stay put – shelter in place or lockdown – or evacuate
  - Teams should be activated using a P.A. announcement (or other means of communication). See the Emergency Response Team section at the end of this plan for specific team duties and lists of team members.

**G. Emergency guidelines for staff – emergency flipchart**

General guidelines for staff, outlining what to do in an emergency, are readily available through the Emergency Flipchart that is located in the office and in each classroom. (A copy of this flipchart is included in the back of this notebook.) The district's "Emergency Response Plan" is located in school office.

**H. Emergency status (red/green) cards**

Mercer Island School District uses a red and green emergency status card system to communicate the status of students and staff in an emergency situation. These red and green laminated cards are kept on clipboards in classrooms with student rosters. They are intended to be displayed on, at, or under a classroom doorway in an emergency to give emergency responders quick visual access to the safety of persons in classrooms. Or they may be displayed in a window facing outside if the emergency responders do not have access to the inside hallways. In an evacuation, these cards are intended to be carried on clipboards and used to provide quick communication in a large open area (to focus where assistance is needed promptly).

Following is the meaning of these red and green cards:

1. A GREEN card means that there is:
  - a. No threat, and
  - b. All students are accounted for, and
  - c. There are no injuries
2. A RED card means that there is either:

- a. An identified threat in the room, or
- b. All students have not been accounted for, or
- c. Someone is injured (beyond minor)
- d. Assistance may be needed

\* If NO card is displayed in an occupied area, this will be viewed as a possible threat by law enforcement.

**I. Evacuation**

If evacuation from a building during an emergency is required, this must be ordered by a school official and/or directed by the Incident Commander at the Command Post.

- 1. The following student evacuation areas have been identified:
  - a. Administrative Center

<b>District Offices / CREST</b>	
Primary administration evacuation site	
Alternate school evacuation site	
Primary off-campus evacuation area	
Alternate off-campus evacuation area	
<b>Islander Middle School</b>	
Primary administration evacuation site	
Alternate school evacuation site	
Primary off-campus evacuation area	
Alternate off-campus evacuation area	
<b>Mercer Island High School</b>	
Primary administration evacuation site	
Alternate school evacuation site	
Primary off-campus evacuation area	
Alternate off-campus evacuation area	
<b>Island Park Elementary</b>	
Primary administration evacuation site	
Alternate school evacuation site	
Primary off-campus evacuation area	
Alternate off-campus evacuation area	
<b>West Mercer Elementary</b>	
Primary administration evacuation site	
Alternate school evacuation site	
Primary off-campus evacuation area	
Alternate off-campus evacuation area	
<b>Lakeridge Elementary</b>	
Primary administration evacuation site	
Alternate school evacuation site	
Primary off-campus evacuation area	
<i>Alternate off-campus evacuation area</i>	

In the event of an off-site evacuation where normal school schedules are not resumed, schools will follow the reunification process as outlined in this document.

**2. Special considerations for evacuations**

Employees and students who may need special considerations to evacuate should be evacuated according to the pre-determined plan.

**1) Mobility impaired**

Plan: If wheelchair, adult (one or two) will escort/assist; if other, adult will accompany and assist as needed.

**2) Other disability**

Plan: Provide assistance as needed; staff who works directly with individual students will assist as appropriate and available

**3) Language barriers**

Plan: Provide assistance as needed; staff who works directly with individual students will assist as appropriate and available; ELL staff will report immediately to Command Post upon notification of incident; student assistance will be determined at Command Post.

**3. Medications**

Student medications, if retained by the school and kept in a locked cabinet in the school offices, will be taken with the students when evacuating the school by the following staff member: Nurse, Office Manager/Head Secretary, or designee.

**J. Accounting for students**

Accurate student records and complete student rosters are needed in an emergency situation to:

- Help account for students to ensure all are safe
- Provide necessary medical information for the welfare of the student

General information about students (emergency contacts, parent/guardian names, home addresses, and phone numbers, etc.) is available on lists in the school office.

Once emergency action is initiated, attendance will be taken by teachers and reported to the principal/Incident Commander. This can be done by telephone, email, runner, or the use of red/green emergency status cards.

**K. Accounting for staff and visitors**

Certificated and classified staff have a buddy system with one of the pair reporting to the incident commander for accounting. This may be at the time of reporting student accounting or at a separate time.

The school secretary will take the visitor sign-in list and account for all visitors after evacuating.

**L. Medical/Triage**

The location of the medical and triage area may be in close proximity but out of sight of the assembly, reunification area, and student pick-up areas.



<b>District Office / CREST</b>	
Primary Medical Triage Site	
Alternate Medical Triage Site	
<b>Islander Middle School</b>	
Primary Medical Triage Site	
Alternate Medical Triage Site	
<b>Island Park Elementary</b>	
Primary Medical Triage Site	
Alternate Medical Triage Site	
<b>Lakeridge Elementary</b>	
Primary Medical Triage Site	
Alternate Medical Triage Site	
<b>Mercer Island High School</b>	
Primary Medical Triage Site	
Alternate Medical Triage Site	
<b>West Mercer Elementary</b>	
Primary Medical Triage Site	
Alternate Medical Triage Site	

**M. Student/Parent Reunification**

It is estimated that if there were a community-wide disaster, 100% of the Mercer Island School District students would be picked up by a parent or designated person by 7 p.m. (or within 12 hours of the incident). Planning is based on this assumption.

The Incident Command Center, student assembly area, medical treatment, and reunification area should all be in separate locations. It is best that (except for the Command Center) these be out of sight of each other.

Process for release of students:

- a. Parents (or designated persons) arrive at the designated area to request pick-up of their child. Students will be released to authorized persons only (names must be on the pre-authorized form). Authorized person may be asked to show identification.
- b. The parent must complete the release form including intended destination. A member of the reunification team is to complete the bottom portion of the release form including time of release. This person must also sign the form.
- c. Once the parent has checked in, a messenger will go to the assembly area and bring the student for reunification.
- d. For students not in the assembly area (at the medical station, missing, transported for treatment, or at the morgue) parents will be escorted to

a separate area to receive information. This area should be relatively private and out of sight of the other areas.

Reunification sites:

<b>District Offices / CREST</b>	
Primary reunification site	
Alternate reunification site	
<b>Islander Middle School</b>	
Primary reunification site	
Alternate reunification site	
<b>Island Park Elementary</b>	
Primary reunification site	
Alternate reunification site	
<b>Lakeridge Elementary</b>	
Primary reunification site	
Alternate reunification site	
<b>Mercer Island High School</b>	
Primary reunification site	
Alternate reunification site	
<b>West Mercer Elementary</b>	
Primary reunification site	
Alternate reunification site	

**N. Providing information to the media and community**

1. Media areas

All news media representatives are to remain in the designated media area. This area will be out of the way of responders, parents, and students. The location may vary dependent on the incident.

<b>District Offices / CREST</b>	
Primary District media location	
Alternate District media location	
<b>Islander Middle School</b>	
Primary media location	
Alternate media location	
<b>Island Park Elementary</b>	
Primary media location	

Alternate media location	
<b>Lakeridge Elementary</b>	
Primary media location	
Alternate media location	
<b>Mercer Island High School</b>	
Primary media location	
Alternate media location	
<b>West Mercer Elementary</b>	
Primary media location	
Alternate media location	

2. Communication with the Media

The media will most likely arrive promptly and want as much information as possible, attempting to interview whomever they can (staff, students, and parents). Direct them first to the designated area if you know where that is or to the Command Center to talk with the Public Information Officer. The Public Information Officer (or designee) should be the only person communicating with the media. **NO OTHER STAFF MEMBER, STUDENT, OR PARENT SHOULD TALK TO THE PRESS DURING THE INCIDENT.** Mutually agreed upon press releases will be made through the Public Information Officer as needed.

3. Communication with parents

In an emergency situation, parents will naturally be concerned about the safety and welfare of their children. The school will be inundated with phone calls, and parents/family will come to the scene. The Incident Commander/PIO will instruct those answering telephones what information to share with callers. The Public Information Officer will provide student release information to the news media as soon as possible.

Use the following systems to relay information about the emergency, especially where, when, and how parents can pick up their children:

- Radio stations
- District internet site
- TV stations
- Phone message system

If needed and as directed by the Incident Commander, teachers will call parents directly from their classrooms or can activate the parent phone tree.

4. Parent privacy areas

A private area away from other areas should be designated for parents and family of students (and staff) killed or seriously injured in the emergency. Trained staff (such as counselors) will staff this area as needed.

The designated **parent privacy areas** for Mercer Island School District (unless the situation dictates otherwise) are as follows:

<b>District Offices / CREST</b>	
Primary District Privacy Area	
Alternate District Privacy Area	
<b>Islander Middle School</b>	
Primary Privacy Area	
Alternate Privacy Area	
<b>Island Park Elementary</b>	
Primary Privacy Area	
Alternate Privacy Area	
<b>Lakeridge Elementary</b>	
Primary Privacy Area	
Alternate Privacy Area	
<b>Mercer Island High School</b>	
Primary Privacy Area	
Alternate Privacy Area	
<b>West Mercer Elementary</b>	
Primary Privacy Area	
Alternate Privacy Area	

**O. Using volunteers in emergencies**

1. Community volunteers

In an emergency situation at school, community members will want to assist. Volunteer efforts will be coordinated by the Liaison Officer (or designee). No one will be allowed into a school or evacuation site in an emergency without the approval of the Incident Commander and/or Superintendent or Principal. The district will attempt to identify pre-approved emergency volunteers who may assist during a crisis situation.

2. Involving the faith community

Ministers and other members of the faith community are a valuable resource in an emergency situation. They should also report to the Mercer Island School District Service Center for assignment.

3. Northwest Educational Service District 189 (NWESD189) Crisis Response Team

The NWESD 189 has organized a regional Crisis Response Team made up of counselors, nurses, and others from surrounding districts. This team can be mobilized to assist with support and counseling services during and after an incident.

**P. School bus emergencies**

1. Bus accident procedures

Written procedures are available on each bus and in the office. Bus accident information is also available on the flip chart.

2. Emergency transportation of students

The regular school bus system will be used as available; mutual agreements have also been made with other districts which would allow the Mercer Island School District to use their buses.

**V. AFTER THE EMERGENCY**

**A. Inform everyone that the emergency is over**

When directed by the Incident Commander, make an “all clear” announcement informing all staff, students and visitors that the situation is now safe. Make the “all clear” announcement using the same means that you made the crisis announcement, if possible and appropriate. Ensure that all areas are informed.

**B. Preserve the fire/crime scene if needed**

Seal off the affected area and leave it as is until released by law enforcement and/or the fire department. Have a school staff member take photos of the area as a record of the incident. Once released, clean up and repair the scene promptly. (Depending on the situation, the district may want to use an outside service for the clean up.)

**C. Direct the staff and students what to do next**

Determine if personnel are allowed to re-enter the building for personal possessions, and how people will be kept out of any hazardous areas.

Direct employees what to do the rest of the day and the next day. (Will it be business as usual tomorrow?) School may be canceled for several days while recovery is underway. Address both short-term and long-term actions, and keep staff informed.

**D. Deal with the emotional trauma**

Emergencies may leave emotional scars on those involved - school district personnel, students, parents, others at the school, and emergency service providers. Brief staff on what to say to students, and assist them with how to handle their own reactions. Make arrangements to have trained staff (e.g. psychologists, counselors, pastors, and NWESD 189 Regional Crisis Response Team) to help all those affected deal with their emotions. Again, address both short-term and long-term actions.

**E. Send information home to parents**

Where appropriate, the Superintendent (or designee) may send an informational letter about the incident and immediate school plans home to parents.

**F. Document the incident and debrief**

Have the administrators meet with those who were involved. Everything written during the emergency (notes, checklists, etc.) should be retained by school

administrators. Get written statements from staff and others who were directly affected, and those who witnessed critical events. Document the incident on the Incident Report Form available in the appendices.

Always debrief after an incident, allowing those involved to express their thoughts and feelings. Be prepared to provide referrals for additional outside assistance to anyone who may need it.

**G. Learn from the incident**

A suitable time after the incident, gather those involved and responding (school staff and emergency service providers) to evaluate how the situation was handled and could have been handled better. Determine what enhancements are needed and make recommendations to update school emergency plans as needed. Produce a written report.