

Weather-Related Closures

Sometimes winter snow, slippery streets, or other weather conditions prevent buses from traveling safely. When this happens, the Lake Washington schools are delayed or closed. Local television and radio stations carry coverage of delays and closures, and you may also check the district or school Web sites for updates. Instead of calling the school, please check local media or the Web sites for information.

Keller Elementary Emergency Preparedness Plan

This information provides you with how the Keller community prepares for emergencies and the procedures we follow during an emergency. It also provides you with the information to know what to do and how to get in contact with your child/school during an emergency. While it is a lot of information, it is very important information!

Overview

Keller's plan follows the All Hazard Plan established by the Lake Washington School District (LWSD), which covers all types of emergencies including earthquakes, fires, and lockdowns.

This plan is based on the Incident Command System that police and fire departments use. It assigns all staff members to a specific team during the event. Each team has a list of specific supplies and jobs to do during an emergency.

We understand that in an event it may not be possible for you to be here as soon as you may want to. This plan will ensure the safety of your child during an emergency at Keller. We want you to feel reassured we will do everything we possibly can, and that you need to be safe trying to get to the school to get your child. We also need you to come to school with a calm attitude, knowing that things you may have seen or say may upset the children. We have a specific plan in place for releasing children that is detailed later in this document.

Preparation Supplies

Supplies have been purchased with PTA and LWSD funds in the past. We rely strongly on PTA funds to continue to purchase needed supplies yearly.

Classroom

These supplies are taken out during all evacuations from the school. These supplies are checked yearly and updated as well as reviewed with students during the year.

Backpack: Includes flashlight, first aid items, tarp, whistle, leather gloves, tissue, TP

Bucket: For emergency sanitation in event of a lockdown (TP, hazardous waste bags, kitty litter)

Binder: Class roster, ICS information, Keller staff plan, yellow/green cards

Student Comfort Kits

These are supplied by each family or purchased through the PSA yearly to provide instant snacks, entertainment, and a comforting letter from home. They are distributed to each child during a significant emergency. These are stored in the container after the first two weeks in school after they are collected from students.

Container

This is a large metal truck-like container located out by the portable classrooms near the soccer field. All of our emergency supplies are kept secured here for each Incident Command Team (First Aid, Search and Rescue, Student Care, Communications, Student Release, etc). Copies of the parent-completed emergency release forms are also kept here and ready to be used when students need to be released after an emergency. An inventory of supplies is kept up to date along with needed supplies.

Drills

Evacuation drills are provided at many times during the school year where the students and staff evacuate to the soccer field. These include:

Fire: Done monthly

Earthquake: Done twice a year – the students practice drop, cover, and hold procedures and then evacuate the classroom.

Lockdown: Done twice a year

Staff Training

Incident Commander training: Offered to the principal and two alternates yearly by the district

First Aid/ CPR Training: Offered to the staff by the district and many staff are trained

Student Release and Search and Rescue training: Offered to selected staff

Building Inspection Class: Taken by custodian

ICS Team training: Keller staff have been trained for their specific duties and are retrained yearly. Staff drills are done each year on different aspects of the Keller ICS Plan. Parent/staff/student drills are also done with the Student Reunion area.

Staff/Parent Involvement

School Closure/Emergency Release Form: Please return the School Closure/Emergency Release Form as soon as possible to your school. Please remember to keep your information UP TO DATE. If you have any changes in your work phone, cell phone, e-mail, etc., please contact your school office with this information! This form is used in the event of a site-specific or area-wide disaster where all students must be kept at school until released to their parents or other designated adult listed on the form. ID WILL BE REQUIRED to release your student. This is a necessary safety precaution. Anyone listed as a "Release Contact" will be allowed to pick up your student. If you choose, there is a place on the form that you can indicate your willingness for your student to go home with any adult with whom your student feels comfortable, whether or not you have been contacted. Please make sure to discuss this with your student if you choose this option. Remember to make a copy of this form for your records.

School Sign In/Out: When volunteering or visiting at school, be sure to sign in at the office and out when you leave. This assures we can have everyone in the building accounted for in case of an emergency. Also, be sure to wear a visitor/volunteer badge that you get in the office by the sign-in notebook.

Personal Emergency Plan: It is important to have a personal plan in place. Each staff member is encouraged to be prepared, with their own family plan and supplies at work. Having this allows them to be able to perform their work function job more effectively. It is likewise as important for your family to have a plan and talk about it yearly. It will help your children cope with emergencies better. On the next page is a box you could copy and print out for your own use.

Emergency numbers:

911

Local Police _____

Local Fire _____

Puget Sound Energy (425) 455-5120

Overlake Hospital (425) 688-5000

Evergreen Hospital (425) 899-1000

Group Health (425) 883-5151

Who am I authorized to pick up?

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

Make sure your emergency contact information is UP TO DATE!

Practice your family plan!

Keep home, office and car kits up to date!

3 things you can do today:

- 1. Begin storing water
- 2. Choose your out-of-area contact
- 3. Keep your gas tank more than half full.

Websites for additional information:

www.ready.gov

www.redcross.org/services/disaster

<http://emd.wa.gov/>

www.fema.gov

www.lkwash.wednet.edu

Lake Washington School District Parent/Student Reunion Procedures

Do's

- Do stay calm.
- Do listen to radio for information.
- Do check your own home before leaving it.
- **Do bring your picture ID.**
- Do go to parent check-in site.
- Do fill out a request form for EACH student.
- Do consider volunteering!

Don'ts

- Don't call the school. (Phone lines may not be available.)
- Don't use cell phones (system may be overwhelmed and crash).
- Don't drive/put yourself in danger.
- **DON'T panic!**

Safety/Emergency Preparedness Committee: This committee is made up of the PTA emergency preparedness chair, the principal, and staff and parents to help prepare the school in case there is an emergency. We make sure there is a documented plan in place as well as enough food, water and supplies for everyone. We help the school practice fire drills, lockdown drills and earthquake drills. We also manage the lost and found and utilize leftover clothes that are appropriate for our own emergency clothes. We meet frequently and encourage you to be involved.

Buddy System: The teachers all have buddy teachers consisting of the other teachers in their pod. They check on each other in the event of an emergency before evacuating to make sure everyone is okay. If a teacher is injured, then a buddy teacher can escort that class out of the building as well as their own class or can direct them to leave. If a student is injured, one teacher can stay with the injured student. Each class knows their evacuation procedure and where to line up once outside – on the soccer field. In the event of a severe emergency where the students and staff have had to evacuate the building and cannot return, the full incident command system will be in place. That means once evacuated, one teacher or staff member from each grade stays with all the classes from that level while the others report to their team assignments.

Parent Calling Tree: In the event of a school closure, we have a calling tree set up. The school will contact each of the parent callers who will call those families on their list. They will tell you what the emergency is and what needs to be done – i.e. pick up your children, perhaps related to a power outage or weather.

Incident Command System

The Keller Incident Command System (ICS) follows the LWSD’s emergency plan. Staff members are assigned to a specific team, which also has alternate staff designated based on the need. Not all aspects of the ICS plan are always activated – based on the decisions of the Incident Commander. Below is a list of the teams and their responsibilities.

Incident Commander	Responsible for all emergency functions, support and supervise all the response teams. Communicates with District Operations Center and represents the school to the media. In charge of the SOC (Site Operations Center).
Incident Recorder	Responsible for logging every action taken during the incident.
Chief of Operations	Oversees and supports all teams. Assist Incident Commander as necessary. Communicates with all the teams to make sure they have what they need.
Safety/Security Officer	Shuts off utilities as necessary. Joins search and rescue team, helping to identify and secure hazards.
Medical/First Aid Station Team	Sets up first aid station and administers medical assistance as needed.

Search & Rescue	Systematically searches buildings for damage and injuries, extinguishes any fires. Summons First Aid team to any injuries.
Volunteer/Staffing Coordination	Coordinates the use of volunteers, directing them to where needed the most.
Traffic Control	Supervises all traffic. Coordinates entry and exit by designated routes only and keeps the pathways clear for emergency vehicles.
Student Release	Responsible for maintaining an accurate account of all students and staff and ensuring the safe release of students to those authorized to pick them up.
Student Care	Responsible for the safety and accountability of the students in the assembly area.
Logistics and Supplies	Responsible for setting up sanitation and shelter. Distributes supplies as needed.

Helen Keller Parent Emergency Pick-up Information

Below is very important information that you need to know. Please review it and make sure anyone authorized to pick up your child is familiar with it. After any type of emergency where the students and staff have had to evacuate the building and cannot return to inside, the following procedures will be in place. If it is a severe emergency, then the full Incident Command System will be in place and most likely volunteers will be needed.

Getting to School After an Emergency

- BRING YOUR PICTURE IDENTIFICATION
- Wait for one hour.
- If it's a citywide emergency, it may be safest for you to stay where you are. The roads may be damaged, or power lines may be down. Please use your judgment.
- Our school has a complete plan for caring for students, so you do not need to get to the school immediately.
- The parking lot will be closed off to allow access for emergency vehicles
- If you live close, please walk. Traffic will be congested.
- If you drive, please be courteous and park where there is space.
- Please try and stay calm.

You have two options when arriving at school:

- Pick up your children and leave
- Stay and volunteer

If you choose to pick up your child:

If you arrive before things are set up, please find your children and stay with them until we are set up. Please watch what you say so as to not make students more anxious. It is VERY important that you DO NOT leave without signing out your child.

- Go to Parent Pick Up (on 108th Avenue by the gate)
- Fill out Student Release Form for each child
- Staff will verify your authorization for the children you request
- A runner will be sent to get your children
- Move to Release Gate (staff will direct you)

If you choose to volunteer:

- Go to the volunteer table right next to the Student Pick Up area.
- Leaders will sign you in, get you a nametag, and assign you an area to help with.
- When you are done volunteering, proceed to the Student Pick Up area as listed above to sign out your child.

Remember, in the event of an emergency:

The safest place for your child to be is at school!

Do	Don't
Stay calm.	Do not come to the school for one hour – give us time to calm everyone and get things set up.
Listen to the radio for information.	Don't call the school – phone lines may not be available.
Check your own home before leaving it.	Don't use cell phones – the system may be overwhelmed and crash.
Bring your picture ID.	Don't drive into or put yourself in danger.
Go to Parent Check-In site on 108 th by gate.	Don't panic.
Fill out a request form for EACH student.	
Consider volunteering.	

Websites for additional information:

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