

Comprehensive Emergency Management Plan

The Seattle School
OF THEOLOGY & PSYCHOLOGY

Emergency Quick Reference Guide

Always take this emergency binder with you in case of evacuation.

PA system may be used by dialing Page * * from any landline.

Fire (page 14)

- Remain calm and lead others to the nearest clear exit.
- Exit through the stairwells and help those who need assistance.
- Direct everyone to assembly areas at least 50ft away from the building
- Issue Emergency Notifications and Timely Warnings (Email, SMS, Website, and/or PA system)

Earthquake (page 13)

- **Drop** to the floor, **cover** your head, **hold** on to a sturdy piece of furniture, crouching under or beside a chair or table if possible.
- **Do NOT try to evacuate while the shaking is still happening.**
- Once shaking has stopped assist others in exiting the building through the nearest safe exit. Avoid exposed brick walls which may be unstable.
- Direct everyone to assembly areas at least 50ft away from the building
- Initiate Emergency Notifications and Timely Warnings

Violence (page 15)

- **Call 911 as soon as possible (from landlines dial 9-911)**
- If possible, evacuate quietly through a stairwell and direct people away from the building.
- If evacuation is not possible, try to lock and barricade doors and hide quietly in a safe place.
- As a last resort, you may choose to work with others to fight and take down an attacker. Only take this risk if you are willing to commit fully to doing whatever it takes to stop the attacker.
- If able to, initiate Emergency Notification using the PA system by dialing Page ** from any landline phone.

After Evacuation

- Gather everyone in designated assembly areas
- Those who are trained should administer first aid. Others should assist by recording what treatment is administered and contacting 911
- Use Roll Call Forms, located in the back of each emergency binder, to record the names and information for each person in your assembly area.
- If they are not present, contact members of the Emergency Preparedness Team, using the contact information available in each emergency binder.
- Issue Emergency Notifications to anyone who may be in immediate danger and Timely Warnings concerning continuing or unfolding situations (closures, evacuations, ongoing threat)

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Purpose and Vision

In the event of a crisis, disaster, or emergency of any kind, The Seattle School holds the safety of its students and staff as paramount. The *Comprehensive Emergency Management Plan* provides institutional protocol in the event of:

- **Natural disaster:** Earthquake, chemical spills, volcano or other events that threaten the physical property of The Seattle School and/or render the facilities unusable.
- **Violence:** Bomb threats, armed/dangerous individual(s), or any other incident involving the threat of harm to any of The Seattle School's students, staff, faculty or other constituents while on campus.
- **Crisis in The Seattle School Vicinity:** A dangerous threat determined to be in close vicinity of The Seattle School (i.e. armed intruder at The Art Institute, riot, gas/water/sewer lines damaged, ferry or airplane terrorism, etc).

These plans include:

- Measures to be taken in an ongoing effort to lessen/eliminate the threat of danger to every person on The Seattle School campus.
- Once a threat has been determined, protocol for immediate action in order to best protect life and property.
- Plans and protocol for interacting with local authorities regarding The Seattle School's students, staff, faculty and other constituent's well-being, as well as communication protocol in the event of injury and/or death.
- Arrangements for The Seattle School's purpose, vision and educational process to proceed as quickly as possible after such a disaster, including plans to temporarily relocate in the event the facility is severely damaged or destroyed.

Minimizing Hazards

In order to reduce hazards at the time of an emergency or crisis, the following procedures have been identified:

Structural Hazards

- The Facility Manager is responsible for assuring that The Seattle School building is structurally sound. This is a routine, on-going responsibility that utilizes both staff and consultants (as necessary) to identify and document needed work/repairs/preventative processes and determine needed funding to provide for such.
- All The Seattle School students, faculty and staff have a responsibility to immediately report to the Facilities Manager any suspected structural hazards. (See Appendix for the *Facility Hazard Report Form*.)

Non-Structural Hazards

- A bi-annual inspection of The Seattle School facility will be conducted by the Safety Committee and necessary action taken to best minimize hazardous conditions in the event of a disaster.

Security Hazards

- It is the responsibility of the Facilities Manager, with significant assistance from the Human Resource Director and all The Seattle School staff and students, to maintain a physically safe environment, including personal safety from violent individuals. Toward that end, the following security precautions are made:
 - Every student, faculty, staff and spouse is to be provided a Seattle School identification card. This card is to be visibly displayed on a lanyard while on campus.
 - Doors to the stairwells will remain locked at all times (with exceptions for certain events), only opened by a swipe of the ID card or access fob.
 - An “alert” buttons is installed and in use at the front desk. This signal is sent to our security company who dispatches 911.

Instilling a Safety Mindset

- It is the responsibility of the Safety Committee to educate students, staff and faculty in a Safety Mindset. This includes, but is not limited to:
 - Education and drills in sheltering and evacuation procedures
 - Supplying safety information via the website regarding proper response to disasters as well as all applicable safety concerns and procedural or policy changes
 - Provide regular safety updates, thoughts and tips in The Seattle School Newsletter
 - Inform staff and faculty of any safety concerns

Emergency Preparedness / Response Teams

In order to best prepare for and address any emergency or crisis issues, The Seattle School has formed an Emergency Preparedness Team (rotating staff members).

In the event of an actual emergency, a Emergency Response Team will form. The scope of this team is in response to *one* crisis only and will dissolve at that emergency’s resolution. The primary purpose of the Emergency Response Team is to provide overall leadership and assistance to The Seattle School community in the event of a crisis. Once a potential crisis has been recognized, the Emergency Preparedness Team will be assembled, with the addition of the President, CFO and CAO (if available).

The purpose of this initial meeting will be to:

- Determine if the situation should be declared a “crisis.” If such a declaration is made, this group will subsequently establish a “working” Emergency Response Team. If a crisis is *not* declared, one representative from this group will communicate with The Seattle School community regarding the inciting incident, and *another* individual (preferably a member of senior management) will be chosen to represent the school to external entities (i.e. media, families, local authorities, etc.).

- Establish a “working” Emergency Response Team.
 - Determine who is available to be part of the resolution of the current crisis.
 - Choose a Emergency Response Team Leader who will be capable of setting direction, maintaining composure, making decisions, and evaluating progress. It is suggested that this leader *not* be a member of senior management (President, CFO, CAO).
 - Only one member of senior management shall remain on the Emergency Response Team.
 - The members of senior management who will *not* be part of the Emergency Response Team will turn their attention to the shepherding, care and needs of The Seattle School community.
- Once an Emergency Response Team is established, the appropriate Disaster Plan will be implemented. This Emergency Response Team will remain in leadership over the organization until the crisis has been determined “completed.” This declaration generally occurs within 7-10 days of the incident, but can be made earlier. It does not indicate that the ramifications of the incident are finished. However, this declaration states that:
 - It is believed that no further incidents will occur, and that physical danger to individuals has been contained.
 - Suitable measures have been taken to provide the continuance of The Seattle School’s operation as an institution.
 - Other constituents representing The Seattle School have been commissioned and empowered (i.e. media liaison, family contact, legal representative, insurance representative, trauma response counseling, community grieving, etc.).

In the event that a crisis occurs during off-hours (i.e. when the school is closed), the Emergency Response Team will be established as soon as possible per the above instructions.

It must be noted that crises involving natural disasters affect not only The Seattle School community, but also the lives of family and friends. It will be the natural reaction for individuals to ensure the safety and security of their own families prior to providing crisis relief to The Seattle School. Those individuals who do not have immediate family in the vicinity will be looked to for assistance with the crisis needs of The Seattle School community. As a result, it may be necessary to determine and train those individuals potentially available in the time of crisis who do *not* fall within the above prescribed lists.

Emergency Preparedness Team / Contact Info In Case of Crisis

*This information is to be used ONLY in the event of a potential crisis. Individuals NOT on this list may **only call the Facilities Manager**, who will in turn contact the others. In the event that the Facilities Manager is unavailable, call the next person on the list.*

Name	In-House Extension	Cell Phone
Daniel Tidwell, Facilities Manager	126	206.446.0554
Phil Bishop, Chief Financial Officer	107	206.465.5958
Keith Anderson, President	101	206.713.0083
Cheryl Goodwin, Director of Library Services	119	206.335.0950
Paul Steinke, Dean of Students and Alumni	129	425.244.0423
Kartha Heinz, Director of Human Resources	131	
Jason Best, Director of Information Technology	111	206.484.0462
Collette Bishop, Institutional Support Coord.	100	317.361.0975

Declaring a Disaster

When faced with a potential crisis, it is of primary importance to determine whether or not the emergency protocol should be implemented, or if the situation calls more for specialized intervention.

Considerations when declaring a disaster:

- Is the situation localized (i.e. involving only a few individuals), or does the crisis threaten The Seattle School community? Is the crisis potentially dangerous?
- What information is available? What is its source?
- Can the situation be appropriately handled either by local authorities or by a select few The Seattle School constituents?
- What *kind* of disaster is it (i.e. immediate threat, future threat, physical, violent, etc.)?
- What considerations must be taken into account if a crisis is *not* declared?
- What considerations must be taken into account if a crisis *is* declared?
- Who will comprise the Emergency Response Team?

In the event a crisis *IS* declared:

- Recorder is assigned, and written notes of all times, dates, events, conversations, phone calls, decisions, etc. are taken.
- The Emergency Response Team is officially formed (see “Emergency Response Team” above, for protocol) and is granted authority to act according to policy.
- Necessary roles on the Emergency Response Team are assigned and instituted.
- The crisis remains in effect until the Emergency Response Team declares the crisis “complete.”

Containment

Crises tend to grow exponentially and without provocation. Often, one inciting crisis spawns multiple sub-crises, which can then develop into their own primary crisis. As a result, it is important to view crisis management through the lens of crisis “containment.” Here, it is the responsibility of the Emergency Response Team, as well as the faculty and staff of The Seattle School, to help maintain as much of a controlled environment as possible. If further crises develop, the Emergency Response Team may designate a new yet subsequent Emergency Response Team to manage the secondary crisis. As with the first, this crisis must follow protocol of declaring the crisis, formation of the Emergency Response Team, etc.

Emergency Notifications and Timely Warnings

- Certain types of events require immediate notification of any persons who may be in immediate danger. These are called Emergency Notifications. In compliance with federal regulations, all Seattle School staff must be trained and prepared to initiate on-campus emergency notifications by using the P.A. system.

The P.A. system may be accessed by dialing Page * * from any landline at The Seattle School.

During emergency events including (but not limited to) violence, active shooting, and bomb threats, any staff member with adequate information of the situation should be prepared to initiate an emergency notification including directions for evacuation or locking down the building.

In case of a fire, emergency notification takes place through the automated fire alarm system. In this case, no further emergency notification is required, however, a timely warning should be issued by email to alert those who may be en route to the campus.

- Whenever there is an active, ongoing threat to the safety of individuals on or in the vicinity of The Seattle School campus, members of the Emergency Response Team are responsible for distributing clear information to all students, faculty, and staff in a timely manner so that each person can make adequately informed decisions about their personal safety. These are known as Timely Warnings and are issued to all constituents of The Seattle School campus (all students, faculty, staff, and board members).
- Depending on the nature of the emergency, timely warnings will include the use of email notification via campus email addresses, building intercom systems, fire evacuation alarms, and newsletter announcements. All emergency notifications email messages must contain the email subject: “The Seattle School Emergency Notification.” All timely warning email messages must contain the email subject “The Seattle School Timely Warning.” (this allows for email filters to generate SMS messages).
- Non-emergency but ongoing safety concerns will be communicated to all constituents through safety updates in weekly newsletters and/or special all-campus emails as necessary.

Evacuation Plan

In the event of an emergency requiring evacuation, The Seattle School staff will announce an evacuation using the P.A. system (dial Page * * from any land line) or the automated fire alarm system. If these systems are not working, staff members who are able to safely do so, will perform a walk-through of the building and provide verbal notification of evacuation. When an evacuation is announced everyone inside the building is required to leave immediately and proceed to one of the following two areas:

Assembly Area #1: The parking lot directly across the street from the front door – Elliott & Wall. First priority is to gather in this area and await further instructions. In the unlikely event that Assembly Area #1 is compromised, proceed directly to

Assembly Area #2: On Alaskan Way – across the railroad tracks on the sidewalk and near the bus stop. As above, wait further instructions.

If neither Assembly Area is available, faculty and staff are to use their discretion in directing people at least 50 feet away from the building.

Once at the Assembly Area, an “Area Captain” will be selected. The Area Captain will then commence taking a written roll call (see Appendix A) of all present, and assist in meeting emergency medical needs. This list will be delivered to the Emergency Response Team as soon as possible. All students and staff must remain in the Assembly Area until roll call is completed. This is vital information, as it will be used to determine those in need, as well as to reassure families of the safety of their loved ones.

Assembly Area Map



Natural Disaster Crisis Plan

The purpose of this Crisis Plan is to:

- Provide institutional protocol in the event of **natural disaster**. The most likely natural disasters to pose a potential threat to The Seattle School have been defined as the following:
 - **Earthquake**
 - **Chemical Spill** (i.e. from railway or boat)
 - **Volcano**
 - **Fire**
- There will be three categories addressed in this Crisis Plan:
 - Preparation *prior* to disaster (i.e. what do we do now?)
 - Protocol once a natural disaster “crisis” has been *declared* by the Emergency Response Team (i.e. what to do when and during the crisis?)
 - Follow-up measures (i.e. what to do after the crisis threat has passed?)
- It is understood that this plan is subject to common sense and that certain situations may arise that require an alternate course of action from that which has been described. When possible, these alterations should be made in consult with the Emergency Response Team.

Responding to a Natural Disaster

A Checklist:

Determine if there is an immediate threat requiring an evacuation or sheltering in place. If **YES**:

- ☐ Immediately contact the Facilities Manager to provide emergency notification and instructions. If the Facilities Manager is not available, call the following staff members in the exact order shown here:

Name	In-House Extension	Cell Phone
Daniel Tidwell, Facilities Manager	126	206.446.0554
Phil Bishop, Chief Financial Officer	107	206.465.5958
Keith Anderson, President	101	206.713.0083
Cheryl Goodwin, Director of Library Services	119	206.335.0950
Paul Steinke, Dean of Students and Alumni	129	425.244.0423
Kartha Heinz, Director of Human Resources	131	
Jason Best, Director of Information Technology	111	206.484.0462
Collette Bishop, Institutional Support Coord.	100	317.361.0975

- ☐ If evacuating, direct everyone to pre-determined assembly areas.
- ☐ Assemble Emergency Response Team and await instructions.
- ☐ Initiate Timely Warning communications

If there is **NO** immediate threat:

- ❑ Assemble the Emergency Response Team to determine whether or not to declare a “crisis.” The Emergency Response Team will act in accordance with the following protocol should a crisis be declared:
 - **Enlist**
 - Determine the necessary steps to best provide for the safety and security of everyone at The Seattle School.
 - Ask capable individuals to assist you in accomplishing the plan.
 - Assign someone to contact local authorities.
 - **Evacuate, Lockdown, or Shelter in Place**
 - If evacuation is appropriate, commence evacuation of the building, utilizing the assistance of those individuals you have enlisted so as to make the evacuation as orderly as possible.
 - If a building lockdown or shelter in place is appropriate
 - Direct everyone to the pre-determined assembly areas to await further instructions from the Emergency Response Team.
 - **Ensure**
 - Determine which steps will best ensure both the safety of the assisting individuals while at the same time attaining maximum The Seattle School property protection.
 - Commence actions necessary to protect The Seattle School property, beginning with the most valuable items first.
 - **Evaluate**
 - Throughout the process of the above named steps, continually evaluate progress, safety concerns, and the impending threat.

Emergency Response Team Specific Responsibilities (Natural Disaster)

Safety and Security

- Evacuate the premises to the predetermined Assembly Areas.
- Commence roll-call. Collect names of every individual present. (See Appendix A for Roll-Call form.)
- Assign every individual a “buddy.” Note the buddy on the form.
- Begin administering First Aid. Currently certified First Aid trained personnel are:
 - Collette Bishop
 - Kate Davis
 - Cheryl Goodwin
 - Matthew Rock
 - Matt Summy
 - Carin Taylor
 - Daniel Tidwell
- Each person administering First Aid will assign at least one assistant to record actions taken.
- All injuries treated will be recorded with name, time, injury, treatment and First Aid personnel’s name. (See Appendix A for Emergency First Aid/Medical Form.)

- If anyone needs to be transported to an emergency medical facility, note the name, injury, time and medical facility.

Containment

- After immediate danger has passed, anticipate subsequent crises (i.e. missing persons, other buildings affected by crisis, communication, etc.)
- Compile full list of all individuals at roll-call from all assembly areas.
- Seek to turn off power, electric and gas in building.
- Extinguish **small and localized** fires only.
- Assist local authorities in search and rescue operations.
- Address those gathered at assembly site:
 - Give specific instructions regarding the following
 - Permission to depart Assembly Area
 - Method of communication regarding
 - Injured individuals
 - Media
 - Family and friends
 - The Seattle School Community – how future communication will occur regarding such issues as reopening, memorial, trauma counseling, relocation, etc.
- Compile documentation
 - Roll-Call lists
 - Emergency Response Team minutes
 - Emergency Medical forms

Alternative Emergency Phone Message System

In the case of a widespread regional disaster that inhibits the use of The Seattle School's main phone and network infrastructure, an emergency phone message system has been established and will be used as a voicemail system for outgoing emergency information and to receive incoming messages to The Seattle School. This is a Google Voice account that is accessible by members of the Emergency Management Team through any working phone or internet connection. In the case of a widespread disaster, this number will be posted to The Seattle School website and should be distributed to students, faculty, and staff. The number for the Alternative Emergency Phone Message System is _____.

Procedures for Specific Types of Natural Disasters

Earthquake

During an earthquake, in classrooms and offices, everyone should take cover where they are (e.g. under a desk or a table) until the shaking stops and evacuation of the building begins. Faculty members in classrooms have the responsibility to instruct their students to “duck and cover” and not leave the building until instructed to do so.

- Do NOT attempt to evacuate while shaking is happening. The greatest danger of injury is from swinging doors in doorways and falling brick or glass along exterior walls

Chemical Spill (This has been determined to be the most likely natural disaster in The Seattle School vicinity)

If you are inside:

- Close all windows and doors. Seal gaps under doorways and windows with wet towels and duct tape or similar thick tape.
- Close as many internal doors as possible.
- Close all shades and draperies. Stay away from the windows to prevent injury from flying glass in case of explosion.
- Facilities Manager, in consultation with Seattle Fire Department, will switch ventilation systems to 100% recirculation so that no outside air is drawn into the building.
- If you suspect that gas or vapors have entered the building, take shallow breaths through a cloth or towel.
- Remain in protected, interior areas of the building where toxic vapors are reduced.
- Await instructions.

If you are outside:

- Move uphill and upwind
- Do not touch or step in spilled materials. If you come in contact with the material, wash hands and affected areas immediately.
- Contact poison control:

Washington Poison Center
155 NE 100th Street, Suite 400
Seattle, WA 98125-8011
Emergency Phone: (800) 222-1222

Volcano and Ash Fallout

Ash fall from volcanoes is not only a nuisance, but also damaging and potentially dangerous. Not really ash, but pulverized, harsh, acidic, gritty rock can damage the lungs.

If you are inside:

- Ensure that all staff, students and visitors in the building remain inside.
- Facilities Manager, in consultation with Seattle Fire Department, will switch ventilation systems to 100% recirculation so that no outside air is drawn into the building.
- Keep everyone inside until an all-clear sign has been given.

If you are outside:

- Seek shelter (i.e. car, building, etc.), use mask or handkerchief (dampened if possible).

Fire

In the event of a fire:

- Activate Fire Alarm immediately, regardless of the size of the blaze.
- From landline phones call 9-911 (from cell phones dial 911).
- Direct all staff, faculty and students to the Assembly Areas. Close as many doors as possible on the way out.
- If the fire is small, using a Fire Extinguisher, attempt to contain the fire.
 - Clear the area of flammable material.
 - Aim the extinguisher at the base of the fire.
 - If the fire does not extinguish, remove the extinguisher and vacate the premises.
- If trapped (either by having no escape from fire, or blockage due to fire damage), place an article of clothing or a towel in the window, hanging outward as a marker for fire personnel. Place another article of clothing or towel at the base of all doors. If possible, wet the article. Stay close the floor. Keep your cell phone close to you, and call 911 immediately.

Natural Disaster Follow-Up Procedures

Once the immediate danger from the natural disaster has been mitigated and managed, follow-up procedures must be considered. Just as it is the responsibility of the Emergency Response Team to declare a crisis, so it is the same team's responsibility to declare it "completed."

Acts of Violence Crisis Plan

When responding to a Violent Crisis, there are two main layers of response. First, the initial respondent – this person is the first contact with the violent individual. As it is impossible to predict who this initial respondent will be, it is necessary to provide community-wide training in the following procedures. At the same time, due to the physical architecture of the building, the most likely first respondents are either at the front desk or in the library.

The second layer of response is the Emergency Response Team. Often, with violent crises such as a bomb threat or an intruder, the Emergency Response Team has little opportunity to avert the crisis, and must therefore be formed to primarily manage follow-up measures. However, in many types of crisis situations, the Emergency Response Team is vital to providing a proper response to The Seattle School community, the authorities and the media.

Quickly Contact Local Authorities and Call for "Back Up" in threatening situations where violence may occur

- In case of emergency, immediately dial 9-911 (from landline phones or 911 from cell phones).
- Call the Facilities Manager at 206.446.0554.
- Use phone system, text messages, or two-way radios to communicate to other staff in the building.
- If necessary, press the 911 **silent** alarm.

- If violence has not yet occurred, DO NOT sound an alarm, as it may agitate the intruder or increase the threat. If a threat begins to escalate, you may then need to initiate an emergency notification using the P.A. system in order to give others the information they need to evacuate, shelter in place, or protect themselves.

Emergency Notification during Active Violence Situations

Initial emergency notification is crucial so that people can be alerted to immediate threats of violence. Your first responsibility in an active violent intruder situation is to take care of yourself. Once you are reasonably safe, you should initiate an emergency notification message. Do not assume that someone else will do this. If you are able to safely use the PA system, you should dial Page * * from a landline, and speak slowly and clearly into the phone handset.

It is best to use clear factual phrases that will be easily understood. Only give specific instructions if you know that they are safe. Examples:

“Attention! There is an intruder with a gun on the second floor. Do not use the back stairwell at this time. Seek shelter or evacuate if it is safe to do so.”

Or

“Attention, this is an emergency. A shooting has just occurred outside our building on Elliott Avenue. The building is on lockdown. Move away from all windows and into an interior room. If you are on the second floor, move to the back of the library where you will receive further instructions.”

All faculty and staff should prepare themselves to initiate this kind of emergency notification, as well as how they would respond if they hear this type of notification.

Lockdown Procedures

In the event that a violent intruder threatens The Seattle School community, it may become necessary to isolate that individual in a certain area of the building so as to protect others and prevent the spread of violence.

It may also be necessary to initiate a lockdown of the entire building if there is a threat outside of our building (as in the example above). Such a situation would warrant a lockdown of our exterior entrances and a relocation away from exterior windows to a safe area or another floor.

All doors opening from stairwells onto floors are locked and can be only be unlocked by a Seattle School identification card or access fob. This is an effort to isolate potential threats. All stairwell doors are unlocked in the direction of opening into the stairwells for clear fire escape pathways.

What to do when you Receive Emergency Notification of an Active Violence Crisis

If you receive an emergency notification of an active violence scenario, your ability to evaluate your options and act quickly will increase your ability to maintain personal safety and assist others. You should take time now to evaluate the areas of the building where you commonly work.

- What are the evacuation routes?
- Which rooms can you use to hide from a violent intruder?
- If you had to defend yourself, what could you use to disarm or overwhelm an armed attacker?

It is crucial to understand your options in an emergency situation and to be prepared to think creatively and lead others in a safety plan. There are three primary types of responses during a crisis involving an active violence situation.

Evacuate:

Evacuation is a good option if you have clear information that the intruder is in another part of the building and you are near an exit. When you are able to safely evacuate, you should lead others to evacuate the area calmly and as quickly as possible. Each person is responsible for their own choices in how to respond. Do not endanger yourself by lingering in an unsafe area trying to persuade someone else to follow.

Hide:

When evacuation is unsafe, you should find a secure room in which to hide. Go into a room with a locking door, block the door, close window shades, turn off all lights, and silence phones, remembering to turn off vibrations as well. Be as quiet as possible and wait until emergency personnel arrive to clear the building. If the violent intruder attempts to force their way into the room where you are hiding, you will need to prepare to attempt to disarm or disable the intruder. In The Seattle School, most doors have a glass window, making these rooms vulnerable to violent intruders. If you need to shelter in one of these rooms, close the blinds, block the door with heavy furniture and move away from the door. On each floor, the bathrooms have solid doors and can be wedged shut using a doorstop kept just inside each bathroom door. If evacuation is not possible, the bathrooms can be used as a place to shelter and prepare to disarm an attacker if they attempt to enter.

Disarm or disable the violent intruder:

As a last resort, or if the attack begins in close proximity to you and you cannot evacuate or hide, you will need to be prepared to defend yourself and others by disarming or disabling the violent intruder. Make use of large or sturdy objects to keep between you and the attacker. When possible, work with others to overwhelm the person and prevent them from moving until emergency personnel come. If you are going to attempt to halt a violent intruder, you must be prepared to keep going as long as you can to overwhelm and disable the person.

If you are able to do so safely, you may offer care to the injured, however, do not risk your own life to provide aid to someone else. Emergency personnel are on the way and will be able to provide better care if there are fewer people injured.

What to do when Emergency Responders Arrive:

When emergency responders arrive, the first personnel will not evacuate the building or tend to the wounded. The first priority will be to ensure that the violent threat has ended. Anyone who is still in the building when safety personnel arrive should remain calm, follow instructions, and keep your hands visible and fingers spread.

Because we have secured access stairwells, emergency personnel may need your Seattle School access badge or fob. Anyone who has been able to evacuate and is outside the building when emergency personnel arrive should give their access badges to these responders.

Responding to a Violent Intruder: A Checklist

Alert

- ☐ When it is safe to do so, call/alert 911 by pressing the silent alarm at the front desk, calling 911 from a cell phone, or dialing 9-911 from a land line. If you are safely able to talk, provide emergency services with the information you have available. If you are unable to safely talk, leave the line open so that emergency services can hear what is happening.
- ☐ For active threats, initiate an Emergency notification using the P.A. system by dialing Page * * from a landline.
- ☐ For non-active, potential threats, Contact the Facilities Manager or other members of the Emergency Response Team.

Contain

For a threatening intruder:

- ☐ Attempt to keep the intruder in conversation at the front of the building's first floor.
- ☐ Engage the intruder with kindness but firmness. Do not panic, but show respect and calmness.
- ☐ Remain behind the front desk so as to keep a physical barrier between you and the intruder.
- ☐ Be willing to gently direct the intruder to a calming, non-threatening stance, such as "well, why don't you take a seat over here and I'll get someone to help you."
- ☐ If the intruder physically threatens you, acquiesce to his threats. Do not become violent yourself. Show respect and yet do not make any promises.

For a bomb threat:

- ☐ Keep the caller on the phone as long as possible.
- ☐ Immediately begin to fill out the Bomb Threat Form (Appendix B).
- ☐ Do not panic. Remain calm and inquisitive. Attempt to gather as much information as possible through gentle questions.
- ☐ Your response to the phone call or threat will determine the response of others. Communicate immediately with members of the Emergency Preparedness Team. If they are unavailable, contact 911 and be prepared to initiate an evacuation using the P.A. system (dial Page * * from a land line). A timely warning should also be initiated to warn others who may be on their way to campus.

Enlist

- ☐ Find others at The Seattle School to assist you. This includes calling for help via the silent alarms, calling 911 and members of the Emergency Preparedness Team, and asking others in the vicinity to come to your aid.
- ☐ Be directive. Take charge of the situation by giving directions to those around you. For example, “Sam, I want you to take this Bomb Threat form directly to Daniel,” or “Amy, I need you to help.”
- ☐ When the assistance arrives, relinquish the situation to them. If at all possible, remove yourself from the situation, and find comfort.

Lead Others in Responding

For an intruder:

- ☐ Depending on the severity of the threat, initiate an emergency notification using the P.A. system. Quickly alerting people to danger allows them to act in order to protect themselves.
- ☐ When possible, evacuate quickly and quietly to a safe area.
- ☐ If you cannot evacuate move yourself and others to a safe room where you can block the door and hide.
- ☐ Prepare yourself to defend yourself and others by disarming, disabling, and immobilizing the violent intruder.

☐ *For a bomb threat:*

- ☐ Immediately contact emergency services and members of the Emergency Response Team.
- ☐ Initiate an emergency notification, directing an orderly evacuation of the building. In some cases, a low profile search of the building may be necessary first. However, if in question, evacuation of the premises is always an acceptable first step.
- ☐ Keep in mind that bomb threats can create wide-spread rumors and panic. It may be helpful, when initiating an evacuation, to remind others to remain calm. An example P.A. announcement in a bomb threat situation would be:
“Attention: We need to immediately evacuate the building for an emergency situation. Please exit quickly and calmly through the nearest stairwell. More information will be available at the outside emergency gathering areas.”
- ☐ Allow the authorities to complete a full property sweep.
- ☐ Once an evacuation is complete, initiate a Timely Warning message to alert those who may be en route to campus.

Emergency Response Team Specific Responsibilities (Act of Violence)

Bomb threat

Primary Task #1: Assessment, Evaluation, and Evacuation

- Immediately contact emergency authorities to evaluate the seriousness of the threat. If it has been determined that the threat is genuine, or if there is sufficient cause, immediately evacuate the premises. When possible, initiate an evacuation without disclosing the nature of the threat until

the building has been completely cleared. In this situation, Emergency notification occurs through use of the P.A. system and/or having trained closing staff perform a complete evacuation sweep of the building.

- Once evacuation has been completed, assign a member of the Emergency Response Team to speak to the community regarding the threat. Skeletal information is sufficient, as long as it is communicated clearly and with authority. A timely warning must also be initiated to alert others who may be en route to campus.

Primary Task #2: Safety and Security

- If an evacuation of the premises has been deemed necessary, commence evacuation procedures to the predetermined Assembly Areas.
- Commence roll-call. Collect names of every individual present. (See Appendix A for Roll-Call form.)
- Wait for approval from local authorities to sound the “all-clear” and return to the building. No one is allowed to re-enter the building until this has occurred. Once the building is clear for re-entrance, a follow up message to the timely warning should be sent.

Violent Intruder

Primary Task #1: Safety and Security

- Appropriate evacuation protocol can save lives. Determine whether to sound the evacuation alarm. This will indicate the nature of the threat, and that everyone should attempt to lock doors, remain under cover until retrieved by police, or until the “all clear” is sounded.
- Involve the local authorities as soon as possible.
- Regardless of evacuation protocol followed, direct any individual to the pre-determined evacuation areas, and begin roll-call immediately.
- Assign first-aid administrators to begin attending the wounded, recording the name of the injured, time, injury, treatment and First Aid personnel’s name. See Appendix A for Emergency First Aid/Medical Form.
- If anyone needs to be transported to an emergency medical facility, note the name, injury, time and medical facility.
- If a hostage situation develops, The Seattle School will submit to the negotiation of the local authorities, and will not attempt negotiation on its own.
- Though The Seattle School believes strongly in the sanctity of human life, individuals who inflict physical violence on others have annulled their right to protection from harm. Necessary action can and will be taken to neutralize the individual with as little injury as possible. However, in some cases, we will not hesitate to authorize extreme action.

Primary Task #2 – Communication

- With local authorities
 - The primary contact between The Seattle School and the authorities is the Emergency Response Team, specifically a designate of the team empowered to liaise with the police.
 - Authorities will need floor plans, areas of the building where students may be trapped, names of individuals, etc. This should all be provided to them under the direct supervision of the Emergency Response Team.

- With The Seattle School community a spokesperson from the Emergency Response Team will be designated as the primary conduit of information to The Seattle School community.
 - This designate will work in coordination with the member of Senior Management assigned to the task of shepherding the community. (See Emergency Response Team section 2.d.)
 - Information given to the community will be filtered, so as to provide enough information but yet to allow for appropriate emotional response to occur. Number of deaths/injuries shall NOT be discussed, nor confirmation given as to the identity of any casualties until the threat has been neutralized and accurate/official reports can be made. Privacy is given to families of those affected.
 - The messages will comply with Federal Clery Act regulations for Timely Warnings, clearly communicating with Seattle School constituents about active threats to personal safety on campus, so that they are able to make informed decision about their safety.
- With the families of the injured
 - No reports of death or injury will be given to the families until an official police report is filed. Depending on the crisis, this may take several hours, until the intruder is neutralized.
 - A toll-free number will be established, as well as an email address and online forum maintained which parents/families can contact with concerns or questions.
 - Counseling and grief services will be offered to families and friends of those affected.
- With the media
 - A Media Spokesperson will be chosen to represent The Seattle School. This person will most likely be a member of the Senior Management, and will be briefed on containment issues listed above.
 - The Media Spokesperson will be in close contact with The Seattle School attorney. Any questions of legal representation of the disaster will be under direct legal advice.

Acts of Violence Follow-Up Procedures

Once the immediate danger from the violence has been mitigated and managed, it is time to consider follow-up procedures. Just as it is the responsibility of the Emergency Response Team to declare a crisis, so it is the team's responsibility to declare it "completed."

Appendix – Forms

1. Roll-Call Form – to be used at Assembly Areas after evacuation of building.
2. Emergency First Aid/Medical Form – to be used when administering First Aid to any individual.
3. Bomb Threat Report
4. Facility Hazard Report Form
5. Facility Safety Inspection Form
6. Map of Seattle Emergency Communications Relay Hubs
7. The Seattle School Emergency Evacuation Maps

To be used at Evacuation Assembly Area

[illegible]

Emergency Medical/ First Aid Form

To be used whenever First Aid is administered, or when an individual is transported to an off-site medical facility.

Name of Injured: _____

☐ Student ☐ Staff ☐ Faculty ☐ Other _____

Date: _____ Time: _____

Home Address: _____

Next of Kin Contact Name: _____ Phone: _____

First Aid/Medical Provider: _____

Type of First Aid administered (details): _____

Transfer to Off-Site Medical Facility

Time: _____

Reason: _____

Destination: _____

Accompanied by: _____

Transported via: ☐ Ambulance ☐ Police ☐ Fire ☐ Other _____

Extent of injury: _____

Other known critical information (allergies, diabetes, etc.): _____

Next of kin contacted: ☐ Yes ☐ Attempted: _____

Bomb Threat Report

Background:

Call Received by: _____ Date/Time: _____

Sex of Caller: _____

Phone # Called (i.e. which The Seattle School line?):

Phone # of Caller (i.e. caller I.D.): _____

If possible, attempt to obtain the following information:

When is the bomb going to explode? _____

Where is it right now? _____

What does it look like? _____

What will cause it to explode? _____

What kind of bomb is it? _____

Why did you put it in the building? _____

Caller's Voice	Background Sounds	Threatening Language
<input type="checkbox"/> calm	<input type="checkbox"/> animal _____	<input type="checkbox"/> well-spoken
<input type="checkbox"/> nasal	<input type="checkbox"/> PA system	<input type="checkbox"/> irrational
<input type="checkbox"/> angry	<input type="checkbox"/> static	<input type="checkbox"/> foul
<input type="checkbox"/> stutter	<input type="checkbox"/> machinery	<input type="checkbox"/> incoherent
<input type="checkbox"/> excited	<input type="checkbox"/> local	<input type="checkbox"/> taped
<input type="checkbox"/> lisp	<input type="checkbox"/> booth	<input type="checkbox"/> message read?
<input type="checkbox"/> slow	<input type="checkbox"/> street	<input type="checkbox"/> against an individual
<input type="checkbox"/> raspy	<input type="checkbox"/> music	<input type="checkbox"/> against The Seattle School
<input type="checkbox"/> accent	<input type="checkbox"/> motors	<input type="checkbox"/> unsure, insecure
<input type="checkbox"/> deep	<input type="checkbox"/> voices	<input type="checkbox"/> able to converse
<input type="checkbox"/> familiar	<input type="checkbox"/> toll	<input type="checkbox"/> not listening
<input type="checkbox"/> ragged	<input type="checkbox"/> house noises	<input type="checkbox"/> knew my name
<input type="checkbox"/> clearing throat	<input type="checkbox"/> long distance	<input type="checkbox"/> knew another _____
<input type="checkbox"/> deep breathing	<input type="checkbox"/> airport	<input type="checkbox"/> asked ? _____
<input type="checkbox"/> cracking voice	<input type="checkbox"/> cell phone	<input type="checkbox"/> demanded _____
<input type="checkbox"/> whispered	<input type="checkbox"/> completely silent	Note: Please use the reverse side of this form to record the exact wording of the threat and any additional comments you may have.
<input type="checkbox"/> disguised	<input type="checkbox"/> laughter	
<input type="checkbox"/> slurred	<input type="checkbox"/> train/ferry	
<input type="checkbox"/> rapid	<input type="checkbox"/> food service	

Facility Hazard Report Form

Please complete this form and return it to the Facilities manager as soon as a potential safety hazard is identified. If necessary, block entrance to the specified area until action can be taken.

Your Name	
Location of Hazard	
Nature of Hazard	
Date/Time of Discovery	
Action Taken	

Facility Safety Inspection Form

To be completed by the Safety Committee for the entire The Seattle School Facility on a bi-annual basis, and kept on file for future reference. Please see Page 2 for specific items to inspect.

Date: _____ Inspector: _____

Room/Location	Comments – Suggestions – Actions Needed – Actions Taken

Facility Safety Inspection Form

Page 2

Carefully inspect and check off the following items upon inspection:

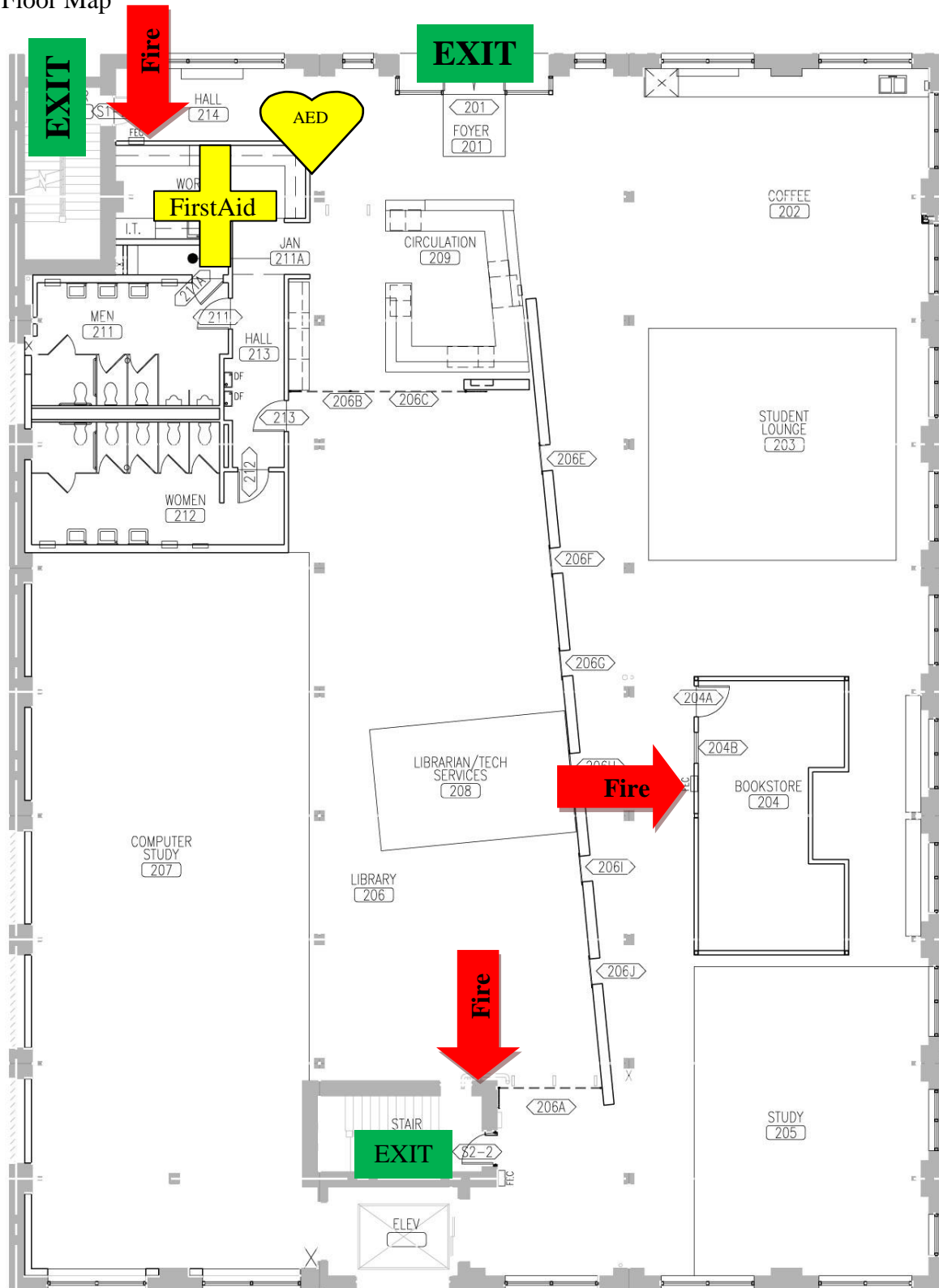
- ☐ Walls
- ☐ Windows
- ☐ Window Coverings
- ☐ Doors
- ☐ Locks
- ☐ Electrical Systems
- ☐ Pipes and Plumbing
- ☐ HVAC
- ☐ Fire Detection
- ☐ Fire Suppression
- ☐ Water Detection
- ☐ Security System
- ☐ Trash
- ☐ General Housekeeping
- ☐ Storage Areas
- ☐ Exhibits
- ☐ First Aid Kits
- ☐ Decorations (especially candles)
- ☐ Kitchenettes
- ☐ In-Office Appliances (i.e. hotpots)
- ☐ Stairs (non-slip)
- ☐ Stairwell handrails
- ☐ Emergency Exits
- ☐ Rugs and flooring (tripping hazards?)
- ☐ Other?

The Se

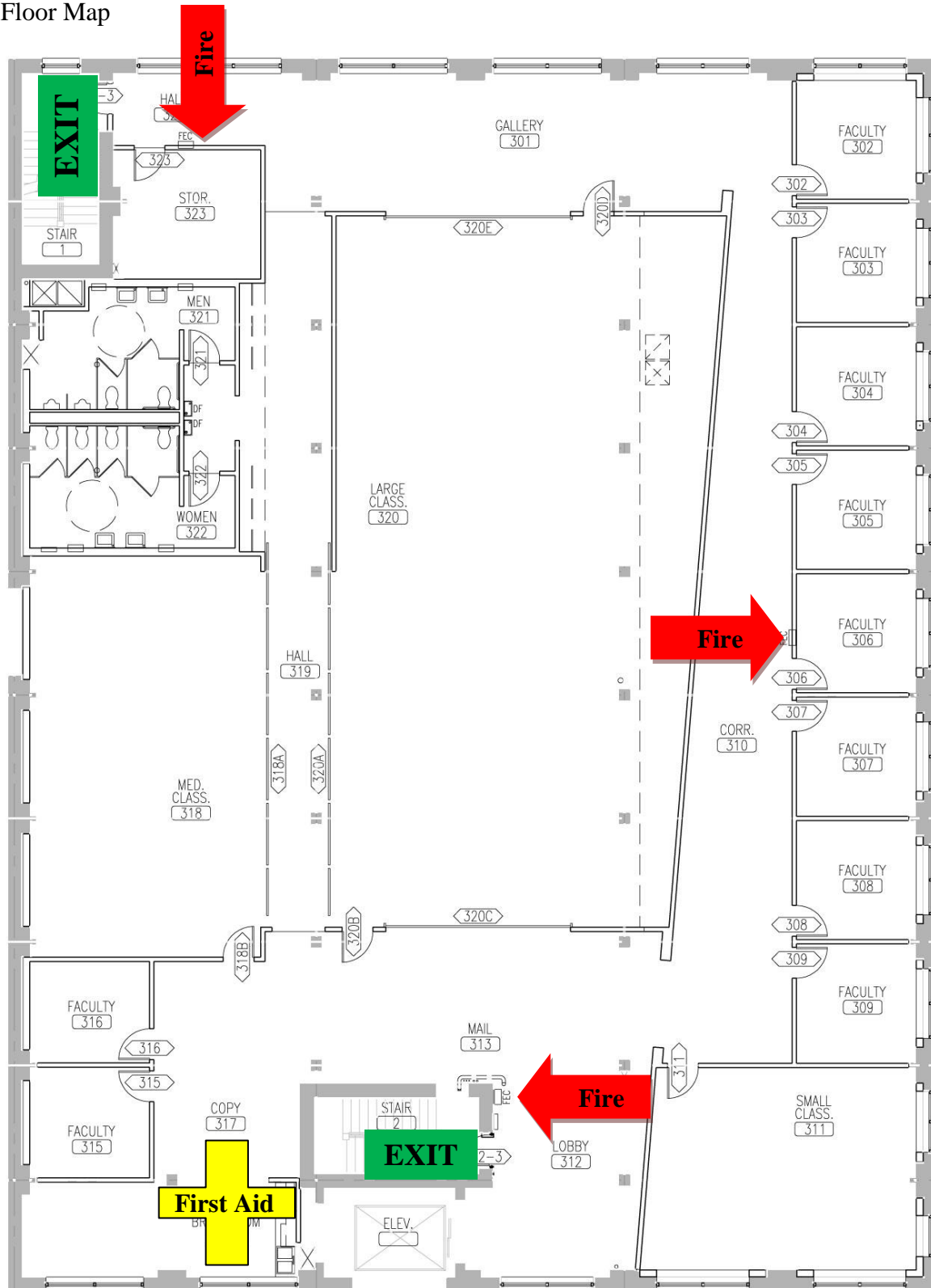


The Seattle School Emergency Evacuation Maps

2nd Floor Map



3rd Floor Map



4th Floor Map

