

EMERGENCY PROCEDURES

LUMMI NATION SCHOOL
2334 Lummi View Dr
Bellingham, WA 98226
(360) 758-4300



Bernie Thomas
Heather Leighton
Kevin Villars

Education Director
Principal
Vice Principal

LEVEL 1 LOCKDOWN

(Critical situation could occur from outside the school)

Possible threat from outside. Examples: Criminal activity, dangerous animal, hazardous spill, etc.

PROCEDURES FOR STAFF:

1. Notify office of LEVEL 1 LOCKDOWN and give a brief explanation of the incident.
2. All students and staff outside the building are brought inside. Close and lock exterior and classroom doors.
3. Monitor main access doors, no entry or exit from the school is allowed.
4. Block visibility into classrooms from exterior doors and windows.
5. Remain in current location once inside.
6. Conduct accountability procedures: email LOCKDOWN with the names of any missing or additional students and/or staff in your room.
7. Continue all classroom instruction or normal activities.
8. Do not contact the office unless you have pertinent information or an emergency.
9. Be prepared to receive further instructions.

LEVEL 1 LOCKDOWN

LEVEL 2 LOCKDOWN

(Emergency situation occurring within the school or classroom)

Emergency situation in isolated area. Examples: Student out of control in classroom, an angry parent threatening to take a child, medical emergency, etc.

PROCEDURES FOR INVOLVED STAFF:

1. Notify office of LEVEL 2 LOCKDOWN and give a brief description of incident.
2. Wait for the building's Crisis Team and/or principal to arrive.

NOTE: If a student is escalating and posing harm to self or others, or has a medical emergency under your supervision:

- Ask the teacher next door for help. The teaming teacher will take charge of the other students. (The teaming teacher is the one located next door.)
- **DO NOT** attempt to restrain the student.
- All other students should be moved into the hallway or designated area once assistance arrives.

PROCEDURES FOR NON-INVOLVED STAFF:

1. Remain in current location, contain and secure students.
2. Close and lock all exterior and classroom doors.
3. Conduct accountability procedures: email LOCKDOWN with names of any missing/or additional students and/or staff in your room.
4. Block visibility into classrooms from exterior windows and doors.
5. Continue classroom instruction or normal activities in current location.
6. Do not contact office unless you have pertinent information or an emergency.
7. Be prepared to receive further instructions.

LEVEL 2 LOCKDOWN

LEVEL 3 LOCKDOWN

(Highest Emergency Level at the school)

There is a direct threat to the school and those in it are at risk. Examples: Active shooter, armed person, hostage situation, etc.

PROCEDURES FOR STAFF:

1. Assess the situation and take the appropriate action. Options:
 - Immediately exit the building and run to rally points.
 - Lock and barricade doors, exit through a window.
 - Prepare to fight back.
2. At rally points, students may use silent text as need to notify family/school of safety and location.
3. After the threat has be contained and cleared by emergency responders, guide students and staff to Stommish grounds to take attendance and be reunified with families.

POWER OUTAGE

PROCEDURES FOR STAFF:

1. Remain calm.
2. Paras return students to the classrooms and meet with your primary teacher.
3. Emergency generator will be turned on immediately.
4. A flashlight is in your room's emergency kit.
5. Turn off all computer equipment. Do not turn it on until power has been fully restored.
6. Unplug televisions, VCR's and other electronic equipment.
7. A designated school employee will come to your room with an idea on the anticipated length of the outage.

CUSTODY ISSUES

All students with custody issues are recorded in the office and the teacher will receive a written notice at the beginning of the year informing him/her of the situation. If any parent tries to pick up a student, direct them to the office first and wait for confirmation of check out.

PROCEDURES FOR STAFF:

1. **DO NOT** try to physically stop a parent! This is a law enforcement issue.
2. If the situation seems/appears hostile, immediately call 911 and notify the principal.
3. Follow LEVEL 2 LOCKDOWN procedures.

FIRE

PROCEDURES FOR STAFF:

1. The alarm is activated by the first person suspecting or discovering a fire.
2. Evacuate the building **IMMEDIATELY** – move to outside designated areas highlighted on the building map posted next to the nearest outside door. Close all classroom doors and turn off the lights as you exit the room.
3. Take roll count and hold up designated card:
GREEN = all students accounted for. **RED** = missing student
4. Staff working with students should exit the building using the nearest outside door, return students to their teachers' outside waiting area(s) and check in at the play ground.
5. Send all visitors to the flag pole area to check in with office staff.
6. Principal/designee meets fire department and directs them to the fire.
7. **DO NOT** re-enter the building until authorized by principal/designee.

FIRE

VOLCANIC ERUPTION CAUSING ASH FALL

PROCEDURES FOR STAFF:

1. Remain calm.
2. Follow LEVEL 1 LOCKDOWN procedures.
3. In case of fallout, students cover their mouths and noses with a wet cloth or piece of clothing.
4. Remain in classroom until notified by principal/designee to evacuate.
5. Students may be release **ONLY** to an authorized parent, guardian and/or designee.

EARTHQUAKE

PROCEDURES FOR STAFF:

1. Remain calm.
2. Instruct students to get under a desk, hold onto it with one hand, and cover their head/neck with their other hand.
3. If possible, the teacher will prop open the outside door to prevent it from jamming.
4. Teacher should take cover under his/her desk.
5. Remain covered until you hear from principal/designee concerning evacuation procedures. Evacuate using FIRE DRILL procedures.
6. **DO NOT** re-enter the building until authorized by the principal/designee.
7. Students may be released **ONLY** to an authorized parent, guardian and/or designee.

EARTHQUAKE

HAZARDOUS MATERIAL SPILL

PROCEDURES FOR STAFF:

If hazardous material source is **OUTSIDE** of building:

1. Get students away from spilled material and follow LEVEL 1 LOCKDOWN procedures.

(Maintenance should monitor fresh air intake to ensure fumes are not being drawn into the building.)

If hazardous material source is **INSIDE** the building:

1. Get students away from spilled material and follow LEVEL 2 LOCKDOWN procedures.

HAZARDOUS MATERIAL SPILL

BOMB THREAT

Treat every bomb threat as a potential danger to human life. **Check and document every threat.**

PROCEDURES FOR STAFF:

1. Don't hang up the telephone. **Try to keep caller on the line and obtain as much information as possible.**

Use Bomb Threat Checklist (POSTED NEAR ALL PHONES.)

2. If caller hangs up, dial *69 and record number

Notify principal as soon as possible.

Office will call 911

Principal and law enforcement officers decide whether or not the building should be evacuated.

6. If building is evacuated, use normal fire drill procedures. **Do not announce that the evacuation is due to a bomb threat**

Turn over scene to law enforcement/fire department for investigation.

IF A BOMB OR SUSPICIOUS DEVICE IS FOUND:

1. **DO NOT** touch the device in any way.
2. Evacuate the area
3. Notify the principal
4. Office will call 911.

BOMB THREAT

EMERGENCY PHONE NUMBERS

EMERGENCY

FIRE DEPARTMENT 911 360-733-6612
POLICE DEPARTMENT 911 360-312-2274
WHATCOM COUNTY SHERIFF 911 360-676-6652

LIBC

LUMMI COMMUNICATIONS. 360-312-2000
LUMMI YOUTH ACADEMY..... 360-312-2135
LUMMI TEEN DAYCARE..... 360-758-4218
COMMUNITY OUTREACH (JOM)..... 360-758-9912
COMMUNITY OUTREACH (JOM)..... 360-380-6640
LUMMI VICTIMS OF CRIME..... 360-312-2015

MEDICAL

LUMMI TRIBAL HEALTH CLINIC 360-384-0464
ST. JOSEPH HOSPITAL 360-734-5400

MISC

AMERICAN RED CROSS 360-733-3290

CHILD PROTECTIVE SERVICES

CHILD ABUSE HOTLINE 1-800-398-4079
LUMMI CHILD SERVICES..... 360-384-2324
POISON CONTROL CENTER 1-800-222-1222

UTILITES

PUGET SOUND ENERGY..... 1-800-225-5773
LUMMI WATER & SEWER 360-758-7167

DIRECT ADMINISTRATION NUMBERS

BERNIE THOMAS (EDUCATION DIRECTOR) C: 360-815-5195 W: 360-758-4341
HEATHER LEIGHTON (PRINCIPAL) C: 360-441-5464 W: 360-758-4338
KEVIN VILLARS (VICE PRINCIPAL) C: 360-255-3942 W: 360-758-4318
SOLOMON LANE (O&M, TRANSPORTATION DIRECTOR) C: 360-483-7402 W: 360-758-4320
PAULINE HOSKINS (TRANSPORTATION MANAGER) C: 360-441-9721 W: 360-758-4321
BUS GARAGE W: 360-758-4368

INCLEMENT WEATHER HOTLINE W: 360-383-9888

EMERGENCY PHONE NUMBERS