

ATTACHMENT J-2

Christ the King Academy

- *Christ the King Academy will use all procedures in the EMERGENCY RESPONSE PLAN of Christ Memorial Church and Schools that apply to the school Monday through Friday during the school year. Of utmost importance is the safety of the students and staff.*

A. CKA/CMC SAFETY COMMITTEE

Personnel:

1. DeAnna Henning, CKA Principal
2. Karen Cooper, CMCLC Director
3. Paula Michelsen, NKPS Director
4. Tom Duchemin, Executive Pastor
5. Dan Rueb, Business pastor
6. Lyle Sherlock, Plant Manager

B. EMERGENCY OPERATIONS CENTER (EOC) “THE SAFETY ZONE” THE “HUB” OF OPERATIONS

Locations:

- Outside – Center of recess field
- Inside- Gym

Personnel:

1. DeAnna Henning, Principal
2. Members of the School Safety Committee, ASAP
3. Angela Wolbaum, School Receptionist
4. Joy Dunlap, School Secretary

Responsibilities

1. Directs evacuation of building according to type of emergency
2. Accounts for the presence of all students and staff
3. Implements and coordinates emergency operations

Equipment and supplies

1. Bull horn
2. Battery-operated radio
3. Clipboard with
 - a) Map of teacher stations & locations of shut-off;

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- b) Emergency roster with staff and student lists; &
- c) Log book

C. FIRST AID/MASS CARE TEAM – TEAM #1

Personnel

- 1. Joy Dunlap, school nurse
- 2. Volunteer, CMC office
- 3. Members of the School Safety Committee, ASAP
- 4. Parent and Student assistants

Responsibility

Administers first aid and records information on extent of injuries and first aid provided. Determines need for medical assistance. Ensures that first aid supplies and emergency release forms are at the first aid/Mass care center.

Equipment/Supplies

Stretchers, blankets, first aid supplies and clip board with standard items.

- 1. Teacher/staff location
- 2. Staff Roster
- 3. Emergency assignment list
- 4. School information map
- 5. Log Book

D. SEARCH AND RESCUE TEAMS – TEAM #2

Personnel

Team #1 CKA Building

- 1. Joy Dunlap – team leader
- 2. Nick Gilman

Team #2 Main Church Building

- 1. Mario White – team leader
- 2. volunteer

Team #3 CMC Office / Fellowship Hall / West Wing

- 1. Tom Duchemin – team leader
- 2. Volunteer

Responsibilities

Proceeds in orderly and pre-established sweep pattern, checking each classroom, office, storage room, gym, lunchroom, kitchen, etc., visually, vocally, and physically. After locating the injured, the Search Team applies first aid, and prioritizes victims. The Rescue Team transfers the victims to the First Aid/Mass Care Center.

E. STUDENT/STAFF ACCOUNTING TEAM –TEAM #3

Personnel

All classroom **teachers**/staff

Responsibilities of Individual Teachers

1. Respond to the specific emergency as prescribed and direct students in appropriate safety procedures.
2. Ascertain the extent of the injuries and capabilities for class/staff evacuation.
3. Determines the need of assistance for neighboring teachers/staff (buddy system).
4. Buddy System responsibilities:
 - a.) Check with neighboring (buddy) teacher for injured students.
 - b.) One teacher should remain with injured students.
 - c.) Alert Neighboring teacher of closed exits.
 - d.) Assume responsibilities of missing “buddy”.
 - e.) **BUDDY ASSIGNMENTS:**
 - Breakey – Calder – Lennon
 - Fitch - McCallen
 - Duchemin – Stockwell
 - Moseng – Ladner - Gilman
 - Raley - Pasculli – Tougas – library volunteer
 - Henning – Dunlap – Wolbaum
5. Takes roll and reports class status to Emergency operations Center. The principal or his representative will check status of each class. Teachers should report when injury is present or students are missing.
6. Supervises and reassures students throughout the duration of the emergency.
7. If not on classroom duty with pupils, report at once to preassigned station or to principal/site manager.

Equipment/Supplies

Emergency Pack
Roll call materials
Emergency Release Forms

E. UTILITY/FIRE SURVEY TEAM – TEAM #4

Personnel

1. Caleb Duer, custodian
2. Lyle Sherlock, plant manager
3. Members of the School Safety Committee, ASAP

Responsibilities

Fire

1. Confirm reported fires existence and location. Carry out small fire suppression actions.
2. Immediately report discovery of larger fires to Team Leader.
3. Assist in evacuation or Search & Rescue activity if needed.
4. If necessary, secure and post area with “Danger” placard following suppression of small fires

Utilities

1. Checks utilities and takes appropriate action to minimize damage to building, shut off utilities, etc.
2. Inventories resources that are available for immediate school use. (Water, food, power, radio, telephones, sanitary supplies.)
3. Surveys the extent of damage and report findings to EOC.

G. DAMAGE ASSESSMENT TEAM – TEAM #5

Personnel

Team #1 CKA Building

3. Caleb Duer – team leader
4. Volunteer

Team #2 Main Church Building

3. Lyle Sherlock – team leader
4. Volunteer

Team #3 CMC Office / Fellowship Hall / West Wing

3. Dan Rueb – team leader
4. Volunteer

Responsibilities

1. Check evacuation routes for safety. Advise alternate routes if necessary.
2. Check student assembly areas for gas/water pipe ruptures, downed power lines, etc.
3. Inspect all school buildings for damage. Report structural problems, cracks in walls, damage to classrooms, science labs & other areas to building.
4. Cordon off dangerous areas with barrier tape/danger signs.

H. PARENT/STUDENT REUNION TEAM – TEAM #6

Personnel's

1. Angela Wolbaum - Receptionist
2. Trish Tougas - Computer
3. Members of the School Safety Committee, ASAP

Responsibilities

1. Receives parents and/or designees.
2. Begins the process of reuniting students with their parents or guardians by referring to the Emergency Release Forms.
3. Dispatches student messengers to secure students and escort them to Reunion Site. (EOC)
4. Confirms that students recognize individual and feel secure in their custody. Requires that requesting individual sign for the students. Ensures that all records are kept on students leaving campus.

I. SUPPORT/SECURITY TEAM – TEAM #7

Personnel

1. Lyle Sherlock (to lock and cordon off areas)
2. Volunteer (to set up sanitation facilities etc)
3. Volunteers

Responsibilities

1. Immediately following evacuation, secure all site buildings: lock doors and gates.
2. Cordon off any areas with apparent structural damage or other danger.
3. Station team members at obvious school access points to direct parents, fire, rescue, police, medical aid personnel, etc., to appropriate area.
4. Be prepared to receive neighbors who wish to volunteer; provide them with job description.
5. Set up sanitation facilities.
6. Monitor sanitation & properly care for waste until it can be disposed of.
7. Gather all food/water supplies for distribution as needed.
8. Set up areas for sheltering/sleeping/eating.

J. EMERGENCY PHONE NUMBERS

Police - Emergency: 911	Non emergency: 779-9905
Fire - Emergency: 911	Non emergency: 799-3997
Kitsap Emergency Management Office	876-7119
Harrison Hospital	377-3911
Power Co.	1-888-225-5773
Cascade Natural Gas Co.	373-1403

K. RELEASING STUDENTS

1. Students should only be released to their parents or guardian, or to the people designated on their release forms.
2. Before releasing a student record the name, address, destination and phone number of the adult, if other than their parent or guardian.
3. Situation may arise that a child may need to be put in an alternate place of safety. In such cases, a child may need to be released to a red cross worker, policemen, mass care coordinator, national guard, etc.
4. If a student is released to anyone other than a parent or authorized personnel i.e., to a first aid center, **WRITE THE STUDENT'S NAME ON THE STUDENT IN PERMANENT INK.** (The child may go into shock or become unconscious later and not be able to give name.)

L. EMERGENCY RELEASE FORMS

1. Forms should be completed annually to ensure accurate information.
2. One copy should be given to the classroom teacher and one copy will be kept in the office. Classroom teachers should keep their Emergency Release Forms in their class Pack.
3. Teachers should take Emergency Release forms, housed in their emergency Pack, to the emergency assembly area during each disaster drill. (fire, earthquake, intruder, etc.)
4. All new students should fill out a form as part of the enrollment process. Forms should be updated when parents advise the school of a change of address or telephone number.
5. In case of an actual emergency, the portion of the form designated for office use should be utilized for:
 - a) Person student was released to, their signature, time, etc.,
 - b) Indicating the type of injuries to a student and type of care provided,
 - c) If transported for emergency care, who transported and where, and
 - d) If taken to another facility, state reason and location.

Christ the King Academy & Christ Memorial Church

I. EMERGENCY OPERATION PLAN:

EARTHQUAKES

2002-03

A. EARTHQUAKE PROCEDURES IN THE CLASSROOM:

1. Teacher gives “DROP!” command at first indication of ground movement.
2. Students seek protective cover under or near desks, tables, or chairs in kneeling position with hands holding onto table or chair legs to prevent movement of protective cover.
3. Students remain in “drop position” until ground movement ends.
4. When ground movement ceases, teacher must ascertain possible injury and determine the ability of class to evacuate to emergency assembly area. **THE EMERGENCY ASSEMBLY AREA IS IN THE CENTER OF THE PLAYGROUND FIELD**
5. A “buddy” system is used so that one teacher may remain with an injured student and request that a neighboring (buddy) teacher supervise his/her class evacuation.

B. EARTHQUAKE PROCEDURES DURING LUNCH, WHILE IN THE HALLWAYS, OR IN OTHER PARTS OF THE BUILDING:

1. Students take “drop position” under tables, benches, in doorways or out in the open upon first indication of ground movement. If students are in the hallways, they should drop next to the inside wall, away from windows or glass doors, and cover their heads with their hands;
2. Students remain in “drop Position” until ground movement ends.
3. Students and supervising staff evacuate area in an orderly manner and report to the Emergency Assembly Area. **THE EMERGENCY ASSEMBLY AREA IS IN THE CENTER OF THE PLAYGROUND FIELD**

C. EARTHQUAKE PROCEDURES WHEN STUDENTS ARE OUTSIDE:

1. Teacher, or other person in authority, will move children away from buildings, trees, playground equipment, and exposed wires – DO NOT RUN – remembering the safest place to be is in the open, implement “drop”.
2. When quake ends, students move to emergency assembly area and report to classroom teachers.

D. CONCEPTS TO BE TAUGHT

Children should be taught the safety precautions to be taken during an earthquake in the event that an adult is not present to tell them WHAT to do. They should be given the following instructions:

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1. Correct “Drop & Hold” procedures.
2. After the quake: the safest place to be is in the open.
3. Move away from buildings, trees, and exposed wires.
4. After the earthquake, if they are on their way to school, continue to school if supervision is not available at home.
5. After the earthquake, if they are on their way home, continue home if supervision is available.
6. Teachers should discuss as many “What Ifs” as possible with their students.

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II. EMERGENCY OPERATION PLAN: FIRE
2002-03**

A. WARNING

1. The first person to notice the fire should activate the nearest fire alarm.
2. All persons implement evacuation procedures when alarm sounds.

B. CLASSROOM PROCEDURES IN CASE OF FIRE

TEACHER

1. Insure doors and windows are closed. (When necessary to evacuate via window, close as much as possible.)
2. See Section I, part E.
 - a) Insure emergency pack is taken to assembly area.
 - b) Account for all students with roll book or Emergency Release Forms.
 - c) Maintain order of students.
 - d) Supervise and reassure students throughout the emergency.
 - e) Insure evacuation and assembly follows the evacuation plan.
3. Insure substitute is aware of emergency procedures.

STUDENTS

1. Follow directions. (All students should be trained in responding to emergencies with or without an adult present.)
2. Line up in orderly fashion and WALK out of building via nearest, safe exit.
3. Remain in assembly area until given other directions.
4. In cold and/or inclement weather, huddle.
5. In winter get a coat quickly (need not be your own coat), but do not waste time looking for coats, books, etc.

C. ADMINISTRATION

1. Sound the alarm if not activated;
2. Coordinate with local authorities
Fire Department
CMC
3. Follow-up on teacher responsibilities. (see above)
4. Announce "All Clear" when safe to return
5. If unsafe to return, activate Release of Student procedures as outlined in Section I
6. Activate Safety Committee as necessary.

D. CONCEPTS TO BE TAUGHT

1. Correct evacuation procedures
 - a) Nearest Exit

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- b) What to do when “normal” exit is blocked
 - c) Where to assemble (see map)
 - d) How to respond when weather is cold and/or inclement (Such as when and why to “huddle”, How to handle coats, etc.)
2. How to respond to and assist Emergency Equipment
 - a) Stay clear
 - b) Respond quickly to instructions
 3. Do not return to the building until instructed
 4. Behavior during an emergency
 - a) Remaining calm
 - b) Closing doors and windows as a part of evacuation
 - c) Use of Emergency Materials in First Aid Pack when necessary
 5. Who to see for assistance when teacher is unavailable.

Christ the King Academy & Christ Memorial Church
III. EMERGENCY OPERATION PLAN:
INTRUDER
2002-03

A. INTRUDER ON CAMPUS SUSPECTED OF CARRYING CONCEALED WEAPON

The campus intruder is defined as a non-student on suspension who loiters or creates disturbances on school property. RCW 9A.52.070, Criminal Trespass, defines the penalty for the intruder. Dangerous and/or concealed weapons are forbidden on school premises unless carried by law enforcement officers.

1. **If possible, alert Police Official IMMEDIATELY. 911**
2. Have the person(s) under suspicion come to the office or be kept under constant surveillance.
3. Ordinarily, **DO NOT ASK THE PERSON(S)** if he/she is carrying a weapon.
4. **DO NOT ATTEMPT TO DISARM THE PERSON(S).**

Procedures

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

Intruder at LEARNING CENTER

1. Learning Center calls CMC
 - CMC / Admin, ext 162
 - Alternate: CMC Front Desk, ext 141

NOTE: If CMC is not available, LC will call PS and CKA directly (next step)

2. CMC calls Preschool and CKA
 - PS office, ext 135
 - CKA Receptionist, ext 137

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- Alternate: CKA Admin, ext 138
- Alternate: CKA Supt, ext 136

Intruder at CMC

1. CMC calls CKA, Preschool, and Learning Center
 - PS Office, ext 135
 - CKA Receptionist, ext 137
 - Alternate: CKA Admin, ext 138
 - Alternate: CKA Supt, ext 136
 - LC Office, ext 129
 - Alternate: Preschool-age Room, ext 126
 - Alternate: Kitchen, ext 317
 - Alternate: Toddler Room, ext 318

Intruder at NK PRESCHOOL

1. Preschool calls CKA and CMC
 - CKA Receptionist, ext 137
 - Alternate: Admin, ext 138
 - Alternate: Supt, ext 136
 - CMC / Admin, ext 162
 - Alternate: CMC Front Desk, ext 141

NOTE: If CMC is not available, PS will call LC (next step)

2. CMC calls Learning Center
 - LC Office, ext 129
 - Alternate: Preschool-age Room, ext 126
 - Alternate: Kitchen, ext 317
 - Alternate: Toddler Room, ext 318

Intruder at CKA

1. CKA calls Preschool and CMC
 - PS Office, ext 135
 - CMC / Admin, ext 162
 - Alternate: CMC Front Desk, ext 141

NOTE: If CMC is not available, CKA will call LC (next step)

2. CMC calls Learning Center
 - LC Office, ext 129
 - Alternate: Preschool-age Room, ext 126
 - Alternate: Kitchen, ext 317
 - Alternate: Toddler Room, ext 318

EMERGENCY LOCKDOWN PROCEDURES

If it is determined that the safety and health of students and staff are in jeopardy, an announcement will be made to alert the staff of potential danger.

The announcement will be by intercom and will be: “Lockdown – This is a lockdown. Students and staff should follow lockdown procedures.”

Upon hearing this announcement the following steps must be implemented:

TEACHERS/STAFF

1. Teachers should quickly check halls and get students into classrooms.
2. Lock doors, close blinds.
3. Teachers will keep all students in the classroom until an all clear has been sounded.
4. Teachers will maintain (as best they can) a calm atmosphere in the classroom, keeping alert to emotional needs of students.
5. Staff without students will report to the office for instruction by phone or computer pop-up. Don't walk around.
6. Head secretary will man the phones, computer, and radio. Assistant secretary will deliver messages as needed and work with Principal and Security.
7. Staff is NOT to use remote controls, telephones, or radios during a lockdown unless assigned by Principal or Security.
8. Staff will not leave their assigned area unless authorized by Principal, Security or Police.
9. When the emergency is over, an all clear will be announced.
10. The Safety Committee will meet to determine needs of school.
11. Each staff member will document exactly what occurred in his or her area of responsibility; this will be done as soon as possible. These will be turned in to the Administrator.
12. A report of the incident will be sent to CMC.

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

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

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IV. EMERGENCY OPERATION PLAN:
BOMB THREAT PROCEDURE
2002-03

Bomb threats have commonly been used as a means to disrupt normal operations, as a distraction to other criminal activity, or as a legitimate warning for an actual device. By consistent use of prevention procedures, the likelihood of an actual incident is reduced, and in the event an actual incident is encountered, an organized response can be implemented. The absence of a threat does not necessarily mean the absence of danger, whereas the presence of a threat does not necessarily mean the presence of a danger.

All bomb threats will be taken seriously and may involve specific or non-specific information that may be critical in determining a response. All bomb threats are considered an illegal activity and must be reported through 911! **Note: When you report a bomb threat to 911 the procedure for the dispatcher is to telephone (does not use radio, which is often monitored by media and public) your local law enforcement agency and notifies them of the threat.**

BEFORE THE INCIDENT

A strong prevention program is essential in implementing an effective emergency response plan. This will aid in identifying potential problem areas for fire prevention and hazardous material situations and a measure to minimize the opportunity for criminal activity.

1. A baseline inspection needs to be done daily, this will include:
 - a. Daily walk-through of school by assigned staff members. Staff is looking for the unusual. Something that does not belong! **Note: When you do this daily be sure the walk-through team reports to the Building Administrator their findings including none!**
 - b. Teaching staff must do the same as A. above for each of the classes they use throughout the day.
 - c. Security of facilities. Staff needs to be taught when a class or common area (if possible) is not in use, **lock it up!** This not only reduces the opportunity to place a bomb it also reduces theft!
 - d. Recognize any hazardous conditions. If staff finds a suspicious package, **STOP**, have them report immediately back to Building Administrator. If staff finds a written threat, **STOP. Report to Building Administrator. This is now a crime scene.**
2. All hazardous materials/chemicals should be kept to the **minimum needed** to support school operations and **will be secured.**

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3. All personal items (i.e. backpacks, lunch boxes) need name tags and are not to be left in halls unattended. This will help you when/if you receive a threat. Any unattended article will be subject to inspection. Lockers must be kept locked at all times.
4. Clutter should not be allowed to accumulate and storage should not be in readily accessible areas. Clutter is a great place to put a bomb.
5. Deliveries should only be made to and accepted at the main office. Positive identification will be made prior to acceptance.
6. Teaching staff, administrative and custodial staff who have assigned work sites should be responsible for prevention activities in their areas. Custodial staff and/or administrative staff are assigned common areas (hallways, restrooms, and closets) for prevention activities.
7. Deny access to people not authorized in designated areas.
8. Be alert for suspicious activity.

IN THE EVENT THAT A BOMB THREAT IS RECEIVED BY PHONE, THE RECEIVER WILL;

1. Attempt to gain as much information as possible when the threat is communicated.
2. Use the “bomb threat report” form as a guide to collect the information needed. Don’t be bashful about asking direct, specific questions about the threat. Keep the caller on the phone as long as possible and attempt to gain more information.
3. The most important information is:
 - a. When will the bomb explode?
 - b. Where is the bomb located?
4. After the threat is received, if possible, try to identify where the call was made from. **How: Caller ID , on non-PBX lines touch star *69 on your phone. A message will give you the number that just called.**
5. Immediately after receiving the bomb threat, the person receiving the call will verbally notify the administrator of the threat received.
6. Complete the Kitsap county bomb Data Program for. **DO NOT CHANGE FORMS!**

IN THE EVENT THAT A WRITTEN THREAT IS RECEIVED:

1. Attempt to identify person
2. Do not handle or disturb – protect for collection by law enforcement as evidence. **Remember the area of written threat is now a crime scene.**
3. Notify the building administrator.

BUILDING ADMINISTRATOR WILL:

1. Notify 911
 - Every bomb threat must be reported to 911
 - Give them information as you know it
 - Dispatchers will notify law enforcement agencies via phone not radio
2. Notify CMC office immediately.
3. Implement bomb threat procedure.

4. Implement search for suspicious items.

STOP – Remember, you are in charge! Extenuating circumstances or further evidence may indicate an immediate evacuation, If you do decide to evacuate immediately, remember the following:

- Determine the evacuation route and check it for safety
- Announce over the intercom, “**Please evacuate the building. Please do not exit through _____**”
- Determine the destination site and check it for safety
- Order the evacuation giving specific instructions, **DO NOT USE THE FIRE ALARM**
- Students and staff take personal property with them (i.e. backpacks, purses, etc.)
- Notify 911 that you are evacuating
- Continue at “Once Outside” below

Building Search:

- Brief staff of situation. Remind staff to:
- Account for all personal belongings
- Be alert for suspicious activity
- Look for objects that are conspicuously out of place, or foreign to area.
- Search egress (fire evacuation routes and assembly areas)
- If no suspicious package/item found after conferring with law enforcement, resume normal operations

If any unusual object is located:

- **Leave in place**
- **Get description and location.**
- **Quickly determine:**
 - ❖ What is the threat?
 - ❖ How to evacuate – by which routes?
 - ❖ Where is the safest destination to send them to?
 - ❖ What to do with them when they get there?
- Search evacuation route for safety.
- Check reunion site for safety.
- Order evacuation – Give specific instructions – **DO NOT USE FIRE ALARM TO EVACUATE**
- Students/staff take personal property with them (i.e. backpacks, purses, etc.)

Once outside:

- Account for all students and staff.
- Advise 911 of evacuation (they will notify law/fire)
- Establish command post (outside).

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- Activate Employee Response Teams (circle of 8) – Even if you do not dismiss school, be prepared for parents wanting to gain access to children. Use your Parent/Student Reunion team to assist you.
- Determine need to notify parents.
- Prepare for Media – assign staff to speak to media (may be done by CMC Office)
- Determine need to dismiss school or move to an alternate location. If the bomb technicians must respond, depending on time and travel of team, it could take several hours.

RETURN TO NORMAL OPERATIONS

Once you have determined you can return to normal operations, even the next day if necessary, discuss threat with students and staff. Be honest. Encourage students to help you identify the criminal. Stress with students that this was a violent act, a criminal act, not a game or a hoax.

- Be prepared as needed to talk with parents and mediate
- Evaluate incident with staff. Capture lessons learned. Did you follow your procedures?