

# Emergency Student Reunification Plan

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In order to effectively reunite students with their parents during an emergency, West Sound Academy strives to plan for multiple types of circumstances that might result in students needing to be picked up from school in a format other than the usual routine. There are three types of scenarios: ones in which the students should not be in the buildings (evacuation plan), ones in which the students can be in one or more of the buildings (non-evacuation plan) and one in which a lockdown is required and students must remain in their classrooms for an extended period of time.

## Student Care & Student Release Leaders

In the case of an emergency staff have been assigned as the student care leads for each grade. These teachers will be assigned to keep the students together and well cared for until parents can arrive to pick up students.

Grade 6 –	Georgia Chehade
Grade 7 –	Georgia Chehade
Grade 8 –	Karen Mattick
Grade 9 –	Gretchen Nordleaf-Nelson
Grade 10 –	Alayna Garvin
Grade 11 –	Paul Burbach
Grade 12 -	Eric Bright

## The Incident Response Team Roles

<b>Incident Commander</b>	Catherine Freeman	<i>Back Up:</i>	Lisa Gsellman
<b>Communications</b>	Brandie Robbins	<i>Back-Up:</i>	Sara Adams
<b>Safety Officer</b>	Elizabeth Butler	<i>Back-Up:</i>	Lionel Pummell
<b>Search &amp; Rescue</b>	Ben Owen	<i>Back-Up:</i>	Joe Adams
<b>Site Facility Check</b>	Lionel Pummell	<i>Back-Up:</i>	Joe Adams
<b>Medical Care Team</b>	Susan Trower, Sara Adams, Katelyn Van Antwerp		
<b>Supplies &amp; Logistics</b>	Lisa Gsellman, Kiplinn Sagmiller		

## Communication

In the event of an emergency, communication will be sent via FACTS Alert to cell phones on record in FACTS. An alert will be posted on the school's website and email sent as well. If cell phone and internet communications are down, the school will attempt to use an analog phone connected to our secondary phone number of 360-598-5494 for incoming calls only. If you are not able to connect to the school via phone at all, please plan to send one designated representative to the school to pick up your student. **It is really helpful if you actually wait 45 minutes from the time of the incident to come to the school so as not to add to any initial confusion.**

The person picking up students must have ID and be on the list of approved people who can pick up the student (indicated on your registration paperwork). Please update the approved list to pick up your student now if you think it might be feasible that another person, WSA parent or grandparent would pick up your student in the case of an emergency. Communications will come from the Communications Officer, Brandie Robbins or her backup, Sara Adams. Cell Phone numbers:

Brandie Robbins	425-350-2775
Lisa Gsellman	206-915-1536
Catherine Freeman	360-265-8723

## During a Lockdown

- All staff and students are to be in secured rooms, away from windows and visual contact from the outside during the lockdown.
- Students will be permitted to go to the restroom only if the police department incident commander permits such activity and only if the student is accompanied by a designated school staff escort.
- Any special needs of students or access of parents to students will be addressed through the police department incident commander.
- The Head of School will provide frequent communications to the students, parents and staff regarding the status of the lockdown and the need for continued cooperation.
- Each classroom is outfitted with a lockdown kit
- **Do not attempt to contact your student via cell phone as this creates potential noise. Rules regarding cell phone use will be strictly enforced. Do not respond if your student texts you. WSA will communicate to you via FACTS's text alert system.**

## Lifting a Lockdown

The police department incident commander will authorize the lifting of the lockdown and communicate that decision to the Head of School. The Head of School will notify the Communications and Safety Director and all staff members to lift the lockdown. The Communications Director or Head of School or Safety Director will notify parents/guardians and community members regarding the lifted lockdown status. WSA Web site and other online messages (e.g. social media) will be amended to reflect the lifted lockdown status.

## After-Event Parent Communications

The Head of School will send a factual notice to parents regarding the day, time, duration and reason for the lockdown. The notice should include other information as appropriate such as lunch changes, transportation adjustments and extra-curricular and co-curricular activity modifications.

## **Non-Evacuation Plan**

This plan would be in effect if the buildings were intact and students can safely remain inside. This could be if there was a sudden weather event, problem with one building but not the others, failure of any utility systems, etc.

### **Student Pick-Up Point #1: Baker Admin Office**

If the incident requires early student release, but allows for students to remain in small groups in classrooms with teachers, parents will pick-up students at the front of Baker Hall. Students will have their personal belongings with them. Parents should plan to park in designated parking spots behind Baker, Ryan, Frodel and Parke. Keep all driveways and the pick-up circle clear of blocking traffic in case emergency personnel are on site or arrive on site. Overflow parking can be accommodated at the neighboring school or on the school's soccer field.

The person picking up the student will park, walk to Baker Hall, present ID, and sign out their student(s). The administrator on duty at the desk will call for the student to come to Baker and you will depart immediately so as to allow for other parents to have access. Please do not access any other buildings upon your departure.

### **Student Pick-Up Point #2: The Commons**

If the incident requires early student release and not all the buildings are deemed safe or it seems prudent to keep all the students together, parents will pick-up students at the Commons. Students will have their personal belongings with them. Parents should plan to park in designated parking spots behind Baker, Ryan, Frodel and Parke. Keep all driveways and the pick-up circle clear of blocking traffic in case emergency personnel are on site or arrive on site. Overflow parking can be accommodated at the neighboring school or on the school's soccer field.

The person picking up will park, walk to the Commons, present ID, sign out their student(s) and depart immediately so as to allow for other parents to have access. Please do not access any other buildings upon your departure.

### **Student Pick-Up Point #3: Upper Frodel (purple building)**

If the Commons is not usable, students will gather in the Art Room, Gallery and Frodel 2 classroom during a non-evacuation plan that requires early student release. Students will have their personal belongings with them. Parents should plan to park in designated parking spots behind Baker, Ryan, Frodel and Parke. Keep all driveways and the pick-up circle clear of blocking traffic in case emergency personnel are on site or arrive on site. Overflow parking can be accommodated at the neighboring school or on the school's soccer field.

The person picking up will park, walk to the Frodel Gallery, present ID, sign out their student(s) and depart immediately so as to allow for other parents to have access. Please do not access any other buildings upon your departure.

In the event that neither of these meeting points are safe for students to be inside, Upper Ryan is the 4<sup>th</sup> option and Upper Parke is the 5<sup>th</sup> option.

## Evacuation Plan

This plan would be in effect if none of the buildings were intact and students could not safely remain inside. This would be if there was a major earthquake or fire.

### **Initial rendezvous point: The Sport Court**

Students are evacuated to the Sport Court in order to account for all people on campus during the event. Students may have to remain on the Sport Court for a period of time until Incident teams can account for everyone. If you arrive very quickly after the incident, anticipate that first responders may have blocked access to the buildings and park on the soccer field. If access is open, drive behind Baker and Ryan to pick up your student at the Sport Court. The person picking up must have ID and will sign the student out with the appropriate Student Care Leader.

### **Extended Care Rendezvous point: The Amphitheatre**

The amphitheatre offers a centralized place where shelter can be constructed and a campfire set while also allowing easy access to parents who come to pick up if they park on the soccer field. It would be expected that students would move to the Amphitheatre within two to four hours of the incident so please park on the soccer field and look for us there. Students must be signed out as well.

## Hard Lockdown

In the event of a hard lockdown, students may be kept in their classrooms for an extended period of time and are instructed to turn off their cell phones to prevent noise. First Responders may block the road at the neighboring school or even at Hwy 305 and restrict access until the site is declared safe.

If Creative Drive is blocked at the intersection with Hwy 305, please park and assemble at the George Fireworks Stand directly across from Creative Drive on Hwy 305. WSA will send a representative with a radio to that location as soon as possible.

If Creative Drive is blocked at the neighboring school, please park either in their parking lots or the field across the road from their parking lots and assemble in an area away from the first responders. WSA will send a representative with a radio to that location as soon as possible.

Once the lockdown is cleared and students are able to be reunited with parents, please plan for the students to be walked down to the neighboring school's parking lots and a sign out area will be set up on the west end (near Ed's Shed) so all parents can sign their students out efficiently.

## Soft Lockdown

In the event of a soft lockdown where students are kept indoors and buildings are locked but access to the campus remains open it **is not necessary to pick up your student** unless otherwise instructed to do so. Parents should also avoid texting students and students are instructed to not text their parents as well as this can add to confusion and anxiety on campus. Trust that WSA will communicate what you need to know when you need to know it.