

# EDMONDS SCHOOL DISTRICT EMERGENCY PROCEDURES

Call 911 for police, fire, and ALL life-threatening emergencies



## FIRE

- ⇒ **PULL THE NEAREST FIRE ALARM**
- ⇒ If you hear an alarm, first assess the situation. If it is safe to evacuate, then move quickly
- ⇒ Alert other people as you evacuate
- ⇒ Do NOT use elevators; use stairwells to leave the building
- ⇒ Do not re-enter building(s) until directed by emergency personnel



## MEDICAL EMERGENCY

- ⇒ **CALL 911 IMMEDIATELY**
- ⇒ Avoid leaving injured person(s) except to summon help
- ⇒ Do not move the injured person(s)
- ⇒ Render first aid or CPR if you are trained and feel comfortable doing so
- ⇒ Use appropriate protection before and after rendering assistance
- ⇒ Have someone retrieve AED if needed



## POWER OUTAGE

- ⇒ Remain calm, calm students and offer assistance to others
- ⇒ Utilize emergency flashlights and lanterns
- ⇒ Monitor temperatures and report concerns to administration
- ⇒ If safe to do so, turn off electrical devices
- ⇒ Follow instructions of on-site school staff and administrators



## EVACUATION

- ⇒ Evacuate the building using the nearest marked exit in a safe, orderly fashion
- ⇒ Do NOT use elevators
- ⇒ Assist people with special needs
- ⇒ Proceed to your site assembly or reunification location
- ⇒ Follow all instructions given by emergency personnel



- ⇒ **STOP** – Running is the most common cause of injury during an earthquake
- ⇒ **DROP** – Make sure your head is not the tallest thing in the room
- ⇒ **COVER** – Get under a desk or table to protect yourself from falling objects
- ⇒ **HOLD** – Whatever you are under, hold on tightly until the shaking stops
- ⇒ When tremors stop, check yourself and others for injuries and call 911 if medical help is needed
- ⇒ Report your status to school officials
- ⇒ Avoid using cell phone lines except for emergency calls
- ⇒ Use text messages for other contacts



## SHELTER-IN-PLACE

- If a hazardous material is released in your area:
- ⇒ Move away from the hazard immediately
  - ⇒ Close and lock windows and doors
  - ⇒ Move to your designated shelter area (usually a gymnasium or upper level floor)
  - ⇒ Seal off the room from outside air as much as possible
  - ⇒ Stay calm and quiet
  - ⇒ Wait for the all clear from authorities



## SUSPICIOUS PERSON

- ⇒ Do not let a stranger into locked or secured areas for any reason
- ⇒ Do not confront or attempt to stop any person from leaving the area
- ⇒ Move to a safe location and report the person to school authorities or call 911 if needed



## SUSPICIOUS OBJECT

- ⇒ Do not disturb, touch, or use radio and electrical devices near the object
- ⇒ Move at least 100 yards from the object



**Edmonds  
School District**



## ACTIVE SHOOTER

- ⇒ **Implement ALICE Protocols and Do What is Necessary to Survive**
- ⇒ Leave the area or building quickly and quietly, if safe to do so
- ⇒ If you can't leave, go to an area that can be locked or secured
- ⇒ Stay low, hidden, and spread out
- ⇒ When safe to do so, call 911
- ⇒ If you encounter police, show your hands, follow their commands, and don't make sudden movements

When calling 911, will need to know:

- ♦ **Nature of the emergency**
- ♦ **Number and type of injuries**
- ♦ **Location:**

AED locations:

OK

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