### Helen Keller Emergency Response

The staff at Helen Keller makes a great effort to provide a safe environment for each student and the educational

process. On this page you will see a brief description of our procedures during and directly following an emergency.

#### Earthquake

* If indoors, stay indoors and Drop, Cover and Hold. If possible, move to an inside wall or to a doorway. Stay away from windows and glass.
* Do not run through or near buildings where debris could fall on you.
* If outside, stay in the open. Keep away from buildings, trees and electrical wires.
* Wheelchair: move away from windows and heavy furniture, lock brakes, cover head with arms.

#### Fire

* When the fire alarm sounds, all students, personnel, and visitors will evacuate the building immediately.
* Students must leave their classrooms and proceed directly to the designated exit.
* All classes should walk rapidly and silently away from the building, then stand facing away from the building

while the teacher takes roll to make certain no one is missing.

**ALICE (Armed intruder inside)**

Alert, Lockdown, Inform, Counter, Evacuate. Staff will choose the safest course for their students based on location of threat.

#### Lockdown

* Office will announce “OUR SCHOOL IS IN FULL LOCKDOWN” over the intercom.
* At this time get to a nearby classroom and wait for instructions.
* Staff will lock doors, close blinds, turn out lights, direct students to a secure location in the classroom, and take roll.
* Teachers will be in contact with the office via intercom and/or phone.

#### Student Evacuation

Our student evacuation area is the soccer field facing away from the building, toward Edith Moulton Park.

#### Student Release fr om Evacuation Locations

Our goal is to reunite parents and children as quickly as we can. In the event of an emergency the most important thing to remember is to stay calm and follow the procedures we have in place. Staff will be on site to direct you to the Student Release Area.

#### Critical Reminders for Student Release

* Bring your personal IDENTIFICATION card: We cannot release anyone without seeing ID first.
* YOUR name MUST be on a child’s emergency card in order for us to release a child to you. Again, bring your personal identification card.
* REMAIN CALM
* BE PATIENT

We understand how important it is to reunite families expediently. We also understand the importance of being efficient and thorough. We need to account for each person on campus. Please remain in the parent reunification area until your child is brought to you. Your patience and understanding are appreciated.

#### Emergency Contacts

It is important that the office staff have the ability to contact someone close to school in case of an unplanned school closure, early dismissal due to a snowstorm, or one of the emergencies listed above. Please make arrangements with a family member or friend in the immediate Helen Keller community where your child may go in the event you are unable to come to school to pick up your child. List that name and phone number on the LWSD emergency notification document. Every child needs to have an alternate contact in the community that can be called by you or us in the event of your absence. Your child will be more comfortable in a home environment.

#### Procedures for Pick-up when an Early Release is Issued

There are also times when students schoolwide will need to be picked up if an early release is issued (e.g., school power outage, wind storm, snow storm). The communication and pick-up procedures are different under these unique circumstances.

* You will receive an automated phone call from the Lake Washington School District.
* After receiving the phone call, please pick up your child DIRECTLY from his or her classroom. Bring your personal identification card (driver’s license).
* The classroom teacher will check your identification and have you sign your child out using a Student Release Sheet. Once the teacher checks you off and you have signed your child out, the teacher will release your child to go home directly from the classroom.
* If you are picking up someone else’s child, your name MUST be on that child’s Emergency Card. Again, bring your personal identification card.)