

# **EMERGENCY**

# **PREPAREDNESS PLAN**

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Lower Campus

Early Learning Preschool-6<sup>th</sup> Grade

# Northwest Christian Schools, Inc

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## **In the Event of an Emergency**

### **Upper, Lower & Cedar Campuses**

In the “Event of an Emergency” that would cause us to have an early school closure, please follow these procedures.

- Text Blast will be sent from the school, giving updates on all information regarding the information.
- If you are instructed via text blast to pick up your child, please pick up your student at their respective campus as soon as possible

Any further concerns, please contact any of the following numbers below.

**Colbert Lower Campus: 509-292-6700**

Bob Brown: 602-228-9158

Melanie Allen: 509-720-0500

Korina Zimmerman: 509-220-9540

Jennie Atkins: 509-209-0355

**Colbert Upper Campus: 509-238-4005**

Dan Gilbert: 509-844-1840

Scott Ferguson: 509-570-3672

Roger Gerstenberger: 918-344-8479

**Cedar Campus: 509-862-4175**

Elise Stenberg: 971-241-2158

Kristen Harvey: 509-218-1220

Roger Gerstenberger, Head of Schools: 918-344-8479

Dan Gilbert, Director of Facilities: 509-844-1840

Mackenzi Kershinar, School Nurse: 509-850-7257

## **Power Outage Procedure**

In the event of a partial power outage, breakers must be turned off. Please use the following procedure to do this. (See map attached for locations in the building.)

- In the main panels electrical room (east side of north wing, inside main server room); ALL the breaker switches that need to be turned off are marked with **RED** dots.
- All sub-panels in the room next to the band room need to be turned off, that have a **RED** dot as well.
- Sub-panels in the kitchen that have a **RED** dot need to be turned off.
- Sub-panel switches in both custodial closets need to be turned off that have **RED** dots.
- Use personal cell phone or office phone to call Avista at 509-495-6104 to report a power outage. 1-800-227-9187, Acct.#050138504

These switches must be turned off immediately when the power fails and should be turned on when the power returns. If there is a problem, call one of the following people:

Dan Gilbert, Facilities Director: 509-844-1840

Carter Camito, Tech Director: 509-944-1013

Melanie Allen, Elementary Principal: 509-720-0050

Jennie Atkins, Early Learning Director: 509-209-0355

Bob Brown, Security Director: 602-228-9158

**NOTE:** Dan & Carter must be notified immediately!

## **Power Outage Procedure During School Hours**

If a power outage results during school hours, the headmaster will determine whether to close school. To turn the power back on, reverse the procedure. Start the main power switch on the main panel in the boiler room.

In case of a partial power outage while school is in session, please use the following procedures below.

### **Administration Team (Melanie, Jennie, Bob, Korina)**

- Follow the general power outage procedure as outlined on previous page.
- Proceed to command post (Conference Room) to evaluate power outage.
- Discuss possible options.
- Inform teachers of procedures to follow.

### **Teachers**

- Remain calm and in control.
- Remain in the area, unless instructed otherwise.
- Inform the students that they must remain with you, unless instructed otherwise.
- Check the hallway areas and restrooms near your area. If students are present, have them come to your area of supervision. Make sure to take their name & teacher's name.
- Document any information you think will be helpful.
- Listen for instructions from the administrators and/or personnel in charge.

## **Emergency Actions and Verbal Codes**

Individual Building Action & Verbal Codes-The following actions are for students and staff and will be expected to be taken in response to the different types of emergencies which are covered in this plan. They include:

- Action LEAVE/EVACUATE BUILDING-EMERGENCY EVACUATION. This action consists of an orderly movement of students and staff from inside the school building to an outside area of safety. The normal signal, which initiates this action, is announcement over the intercom.

- Action SECURE BUILDING- **CODE RED** or **CODE YELLOW**. This action is taken when danger is outside the classroom. It consists of locking classroom doors and other doors that grant access to the building(s).
- Action DROP- **CODE RED**. This action applies to students and staff in open areas such as the playground and athletic fields. It is initiated by the school warning system or by three short bursts from a whistle and consists of dropping to the ground and shielding the face and eyes with the arms.
- Action EARTHQUAKE DUCK, COVER AND HOLD- **CODE DOP, COVER HOLD**. This action consists of students and staff ducking to their knees underneath the tables and desks away from windows, and with both hands holding onto desk or table leg. This action may be initiated by the school warning system, voice or by intercom.
- Action ALL CLEAR-CODE ALL CLEAR. This action is initiated by the ringing of three long, evenly spaces “bells” by voice, whistle or intercom. Schools that do not have this bell capacity should be sure that students and staff are aware of the site-specific Action All Clear Signal.
- Action RELOCATION-CODE EMERGENCY RELOCATION EVACUATION. Instructions to follow this action, which is authorized by the Head of Schools, consists of vacating a site and transporting students and staff to another predetermined location. Attempted parent notification will be made by phone, public announcement, radio, television or other means to acquaint them with the location of the evacuation site.
- Action CONVERT SCHOOL. This action is the process involved in preparing the school for conversion to a congregate care center, first aid station or feeding center (this would be done as part of the school’s arrangement with other community agencies). If appropriate, students will be sent home; if not, they will remain at school under the teacher’s care and await further instructions. Note: in any emergency where students must move in-groups from one class to another, it is recommended that the “buddy system” be used. This should be a mandatory part of any school plan. Teachers should also set up a buddy system among themselves in case of a severe disaster.
- Action GO HOME. This action, which is initiated by voice or written communication, consists of dismissing students from classes and returning them to their homes by the most expeditious means. This action will be authorized by the Head of Schools only if there is time to transport students to their homes, and in case of early dismissal, only if time exists to notify parents or guardians that they will be arriving home early. (See section VII, Student Release Procedures).

## **Threat Call Checklist**

**DON'T HANG UP THE PHONE** (Use another phone to call the police.)

Record the exact words used by the caller: \_\_\_\_\_  
\_\_\_\_\_

### **ASK:**

What time is it set for? \_\_\_\_\_  
Where is it? \_\_\_\_\_  
What does it look like? \_\_\_\_\_  
Why are you doing this? \_\_\_\_\_  
Who are you? \_\_\_\_\_

### **VOICE ON THE PHONE:**

Man    Woman    Child/ren    Intoxicated    Accent    Speech Impediment  
Other \_\_\_\_\_

### **BACKGROUND NOISE:**

Music    Children    Traffic    Typing    Talking    Airplane    Machines  
Other \_\_\_\_\_

**DON'T HANG UP THE PHONE, USE ANOTHER PHONE TO CALL 911.**

THE PERSON RECEIVING THE CALL WILL IMMEDIATELY NOTIFY THE AUTHORITIES AND GIVE ABOVE INFORMATION. THEN NOTIFY THE HEAD OF SCHOOL'S OFFICE.

Date: \_\_\_\_\_ Time of Call: \_\_\_\_\_  
Call received by: \_\_\_\_\_

When receiving EMERGENCY THREAT/NOTIFICATION, the person receiving the call will:

- Follow the "Threat Call Checklist"
- Stay on the phone line, DO NOT hang up
- Use a second phone to call the school office/emergency team leader  
Bob Brown 602-228-9158

## **CODE RED LOCKDOWN PROCEDURE**

In case of a school related emergency or crisis, the school's emergency preparedness plan will be activated instantly.

**CODE RED LOCKDOWN** will be heard over the intercom. **CODE RED**= Imminent Danger and need to "hideout" or lock down for safety.

**\*All Lockdowns will be treated as high level threats at first and then adjustments made accordingly by administrators through intercom communication.**

- LOCK-OUT SHUTDOWN "Dark & Quiet" Lock classroom door and move students to internal safe zone.
- Close blinds, lights out, move away from windows.
- SECURE students safely in the classroom or designated "safe zone".
- Keep students under your supervision.
- Students wandering in the hallway, bring to your location (record name and homeroom class and make sure to communicate to teachers accordingly).
- MAINTAIN order, calm and quiet.
- Lights OFF
- No one leaves classroom until "ALL CLEAR" code has been made even if an evacuation bell has been sounded.
- RESPOND if necessary to Drop, Cover and Hold Code call over intercom.
- Make 911 emergency call if necessary.
- Further instructions from supervisor or law enforcement.
- Disable threat or barricade doors.
- Document and/or inform the front office by phone or GroupMe app text with emergency information.

### **Teachers**

- Maintain calm and order within the classroom. Keep students in your classroom.
- Always remain with your class, NEVER leave students unsupervised.
- Lock classroom doors.
- Look in the hallways for students; if you see them, instruct them to come into your classroom immediately. Record their name, teacher's name and class period.
- Treat the cafeteria, gym and library as a classroom until instructed otherwise.
- If possible, check the nearest restroom for students and instruct them to come into your room. Record their name, teacher's name and class period.

- Do not permit students to leave the classroom.
- If you hear the sound like gunfire, inform the front office and the classroom procedures for “Active Shooter”. The front office will call 911. Once you and your students are safe, also make a call to 911, and flood the call center with calls.
- If you have any relevant information about the emergency crisis, inform the front office by phone. Do not send a student nor leave the classroom unattended.
- If there is a student disruption, observe carefully and down any names or specific behavior you observe. Give the information to the administration.
- If instructed to leave the classroom with your students, listen to the exit instructions carefully over the intercom.
- If a student should leave the classroom or evacuation site, write down their name and the time that they left.
- Trust the administration and/or personnel in charge. Communications will be made to staff on GroupMe app text.

### **Administrators**

Those administrators listed below will carry cell phones to communicate with each other.

Jennie Atkins, Early Learning Director, will check the preschool area.

Melanie Allen, Elementary Principal, will check the North wing and Admin area.

Dan Gilbert, Facilities Director, will check the Admin wing, gym and lobby area.

### **ALL other Staff**

- Remain calm and in control.
- Remain in your area, unless instructed otherwise.
- Check hallway areas and restrooms near your area. If students are present, have them come to your area for supervision. Take their name, teacher’s name and class period.
- Inform the students that they must remain with you, unless instructed otherwise.
- Document any information that you think will be helpful.
- Listen for instructions from administrators and/or personnel in charge.

# **Active Shooter/Imminent Internal Threat CODE RED**

## **If you hear shots fired**

**CALL:** the front or notify the nearest administrator. Call 911 as soon as it is safe!

**LISTEN:** for the special word or phrase of the day that indicates there is a shooter in the area or building.

**DETERMINE:** the best way to protect your own life and the lives of others. Students are to follow the lead of the teachers and staff during an active shooter.

## **GET OUT/EVACUATE:**

- Have an escape route and plan in mind for your classroom.
- Leave your belongings behind.
- Help your students and others involved.
- Keep hands visible.
- You choose whether it is safe for you to evacuate.
- NWC evacuation points is COLBERT CHAPEL.

## **HIDE-OUT/LOCK DOWN OR LOCKOUT**

- Hide in an area out of the active shooter's view.
- Block the entry to your hiding place and lock doors.
- Provide protection if shots are fired in your direction.

## **TAKE ACTION**

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the active shooter.
- Act with physical aggression and throw items at the active shooter.
- Yelling.
- Committing to your actions.

## **WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE**

- Remain calm and follow the officer's instructions. Immediately raise your hands and spread your fingers. Keep hands visible.
- Avoid making quick movements towards officers such as attempting to hold on to them for safety.
- Avoid pointing, screaming and yelling.
- Do not stop to ask officers for help or directions when evacuating, just proceed in the direction from which officers are entering the premises.

## **INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911**

- Location of the active shooter.
- Number of shooters, if more than one.
- Physical description of shooters.
- Number and type of weapons held by shooters.
- Number of potential victims at the location.

**RECOGNIZE SIGNS OF POTENTIAL VIOLENCE.** An active shooter may be a current parent, current/former student or just a stranger off the street. Alert administrators if you believe a parent or student exhibits potential violent behavior. Indicators of potential violent behavior may include one of the following.

- Alcohol or drugs.
- Mood swings and noticeable unstable or emotional responses.
- Problems at home.
- Increased comments about violence, firearms and other dangerous weapons and violent crimes.
- Depression/Withdrawal
- Explosive outburst of anger or rage without provocation.
- Resistance and overreaction to changes in policy and procedures.

## **GOOD PRACTICES FOR COPING WITH AN ACTIVE SHOOTER SITUATION.**

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in your area.
- If you are in an office or classroom, stay there and secure the door.
- If you are in the hallway, get into a room and secure the door.
- As a last resort, attempt to take the shooter down. When a shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate them.

## **COMMUNICATION**

- Call 911 and say: “We are in a **CODE RED** lock down, please send an officer.”
- Staff text blast via GroupMe app, sent by designee at each campus.
- Inter campus communication.
- Parent text alert sent by designee at each campus.
- Updated communication to staff, parents ongoing status including lifted lockdown.
- Follow up email to clarify incident by administrative team.

## **CODE YELLOW MODIFIED LOCKDOWN PROCEDURE**

**CODE YELLOW** is used to secure the campus from a potential threat outside the building. Such as when an unauthorized person or animal is loitering on school grounds, when there is criminal activity reported in the area or when a nearby school is in lockdown. **Exterior and Interior doors are closed and locked but normal educational activities continue inside the building.**

A **CODE YELLOW** modified lockdown would be announced by saying: "**MR. ROBERT BROWN PLEASE COME TO THE OFFICE.**" Or a non-verbal procedure of having a staff member quietly walk the halls showing the teachers and staff a **YELLOW** card, indicating you need to go into a modified lockdown.

### **Protocol for Campus**

- Doors shut and locked.
- Blinds down.
- Students remain in class period until directed by principal or designee.
- Classes and passing periods continue as normal with increased staff visibility, presence and supervision.
- Emergency bathroom/hallway use permitted by teacher direction.
- No entrance or exit from the building, except with administrative permission.
- Students on early release must gain permission to leave the building through the front office or designee.
- Half day classes will be released with administrative permission and close supervision.
- Teachers and staff will closely supervise end-of-day dismissals, and in some cases, they may escort students to vehicles or buses.
- Campus access is determined by the administrative team.
- Checkpoints as necessary.
- Metro called to support.

### **COMMUNICATION**

- If necessary, Call 911 and say: "We are in a precautionary modified lockdown, please send an officer."
- Staff text blast sent by designee at each campus.
- Inter campus communication.
- Parent text alert sent by designee.
- Updated communication to staff and parents about ongoing status, including lifted lockdown.
- Follow up email to clarify incident by administrative team.

## **Evacuation Procedure**

This procedure is used in the event of a fire, flood, chemical accident, bomb threat, etc. When any need for evacuation arises, the following emergency procedures will be implemented immediately. The Emergency Team Leader will initiate emergency evacuation via intercom.

**“WE ARE IN A CODE RED SITUATION. PLEASE EVACUATE THE BUILDING AND HEAD TO YOUR DESIGNATED LOCATIONS!”** Will be heard over the intercom.

- The Emergency Team will meet in the conference room to decide if the evacuation is necessary. The team leader will call 911 to inform the appropriate authorities of the situation.
- Emergency Team leader will initiate emergency evacuation procedure via intercom.
- Staff will be instructed to evacuate the building via established Evacuation Routes.
- Teachers will bring a roster for current class with them and take roll.
- Teachers will be responsible for the supervision of students in their current class until normal activity resumes.
- Staff will walk students to designated areas and wait for further instructions.
- Early Learning students not able to walk quickly will be put into the evacuation crib or wagon.
- If an off-site evacuation is called, students will be walked to another evacuation site, COLBERT CHAPEL. See attached map.
- At the evacuation site, the Admin Team will assume leadership and give instruction to teachers and students.
- Staff will supervise students at the evacuation site until further instructions given by the emergency team leader.

**In the event of an OFF-SITE EVACUATION, Emergency team leader will**

- Contact the evacuation site to inform of student's arrival and/or request transportation assistance.
- Colbert Chapel Pastor or Secretary 509-238-6559
- Chapel Children's Center Director or Assistant 509-238-4886
- Contact bus drivers to inform them of transportation needs if necessary.
- Set up a Command Center at Colbert Chapel. Meet with the emergency team to strategize a follow-up plan.
- Law enforcement will initiate building searches and investigation.

## **Upon EMERGENCY Evacuation Alarm/Announcement**

Find and Bring with you

- Emergency **RED** Backpack which contains: Class binder containing Emergency Contact Information, Emergency Care Plans, 1<sup>st</sup> Aid and emergency supplies.
- **LIME** Green Bag(that hangs with Red Backpack), contains Student Medications.
- Locate and get out your **GREEN/RED** signal cards.
- Brightwheel IPad for Early Learning.
- Leave Safely with class to assigned places outside of building or join specialist with class at their designated evacuation spot.
- If students are in the restroom, train students beforehand to go straight to their designated class meeting spot outside of building upon evacuation alarm.
- Front classrooms evacuate to north or west front sidewalks.
- Back classrooms evacuate to the south side of playground.
- Early Learning evacuate to sidewalk in front of the Preschool playground.
- Signal to administrative/maintenance staff on corners:
  - **GREEN CARD**- All students are accounted for.
  - **RED CARD**- Unaccounted/Missing students.
  - Captains retrieve missing information regarding students and report to administrator on each side of the building.

WAIT for instructions or Double Bell with an announcement that the event is ALL CLEAR. Or relocate when directed to leave the campus safely to COLBERT CHAPEL.

SECURE your class safely at Colbert Chapel or at another designated area.

## **Relocation Procedure**

When students are relocated from a school site to an evacuation site, certain procedures must be observed to ensure that the whereabouts of all students is always known.

- Student rosters will be utilized to check students onto busses or other modes of transportation, noting the bus number or cars and destination.
- Office personnel will keep these rosters, so the parents can be notified as to the location of their children.
- Early Learning students and Special Needs students should be furnished with nametags.
- Staff members who release pupils to adults, other than parents, shall ascertain that the adult has authority to pick up that child. Note on roll sheet, the name of the person picking up child and time released.

NOTE: In any early dismissal operation, situations will probably arise that are not covered in this plan. In such cases, the Principal or Early Learning Director will have to use their judgement as to the best course of action to follow.

# **Student Release Procedure**

Certain actions may involve releasing students from school or relocating them from one school site to another, at a time when parents expect their children to be in school. The Head of Schools will authorize such actions only in times of extreme emergency. The Head of Schools will direct Principal and Early Learning Director to notify the parents as to the situation will be made as soon as possible. If an emergency occurs and it becomes necessary to send students home early, relocate them, or ask parents/guardians to pick them up; then these procedures will be followed insofar as possible.

## **Notification of Staff**

Teachers and other staff members should be notified of the plan as soon as possible. A sample message is as follows: "There has been a (type of disaster) and we must evacuate the school. Please take roll and report the names of any missing students to the office immediately. We will be transporting students to (location) or students will be dismissed directly from school. Please post a sign on your door, indicating where students will be. If parents come to pick up a child, have them sign him/her out. Ask for identification (i.e. driver's license) if you question the identity of the parent. Wait for further instructions."

## **Notification of Parents**

After receiving authorization to relocate students or send them home early, the Head of Schools will notify families by text blast. They will need to know the school's decisions concerning transportation, dismissal time, reasons for closure, etc.

Early Learning staff will also send out a Brightwheel message to parents containing the same information in the text blast sent by the Head of Schools.

## **Other Staff Duties**

When an emergency involves vacating a site, teachers should take attendance and report any missing students to the office personnel through GroupMe emergency text.

**STUDENTS SHOULD NEVER BE LEFT UNSUPERVISED AT ANY TIME.**

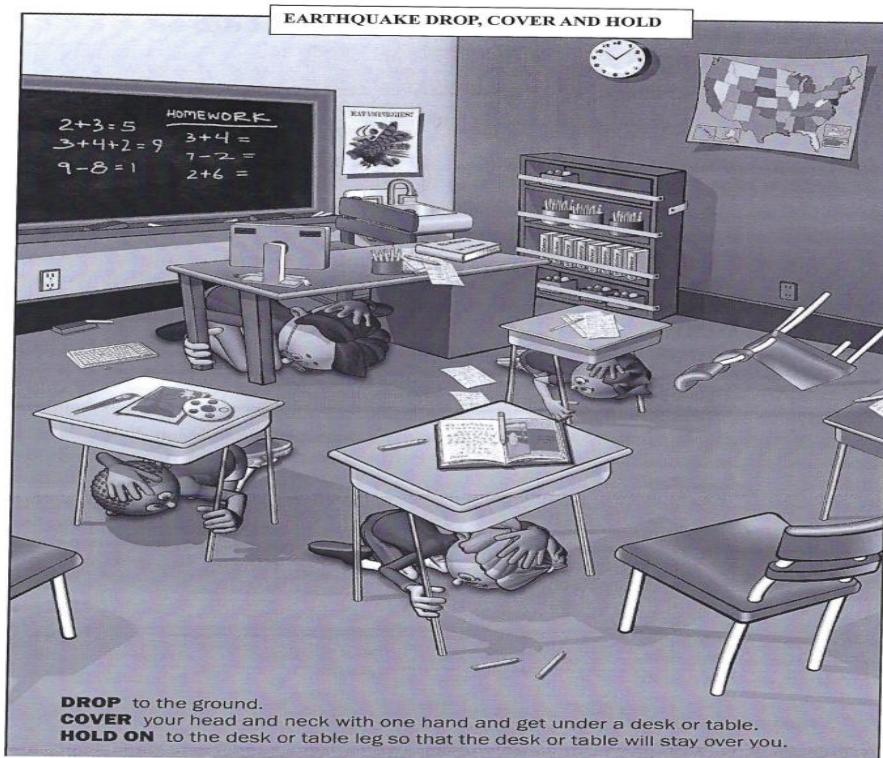
The administration team will determine who will be responsible for

- Bathroom checks
- Students helping in the office or other classrooms
- Students in various other areas.

# Earthquake Emergency Procedure

## Teachers:

- When an earthquake is felt, immediately instruct students to drop, cover and hold.
- Stay away from windows and tall furniture.
- When the earthquake is over, staff need to assess if there is any eminent danger.
- The maintenance team needs to turn off gas and electricity to the building.
- Quickly determine safe route to evacuate building.
- Follow the evacuation plan.
- Stay outside until maintenance staff have determined if the building is safe to return inside.
- If UNSAFE, work with the Admin team to formulate a plan of action.
- If determined to close school, call parents for pick-up and follow the Student Release Plan.
- If damage to the building occurred, repair and inspection would need to be completed before students may return.



# **Nuclear Emergencies Procedures**

Emergencies of this type can be placed into three categories, based on how much preparation time is available.

- 1. Strategic Warning of Nuclear Accident:** If the government becomes aware that enemy-initiated hostilities may be imminent, and this information is disseminated by the news media, the school has some time to prepare. **Responsibilities...**
  - Head of Schools- Upon notification from the city or county, will notify and give directions to all sites.
  - Principal & Early Learning Director- Upon direction from the Head of Schools, initiate Action Go Home. (See Student Release Procedures)
  - After all the students have vacated the site, send staff home and close the building.
  - Staff- Perform duties listed under Action Go Home.
- 2. Attack Warning:** If the federal government becomes aware of the possibility of hostile forces initiating a nuclear attack against the United States, government officials will notify the various county offices of emergency services throughout the country. These offices will contact the school's Headmasters office giving them as many details and particulars of impending attack they have available. The Head of Schools office will then notify the school Principal and Early Learning Director. Action(s) taken by the schools will be determined by the amount of time available prior to the onset of the expected attack. **Responsibilities...**
  - Classroom teachers will initiate Action Duck, Cover and Hold.
  - Staff supervising students in open areas will initiate Action Drop.
  - Students and staff will remain as is and await further instructions.
  - Early Learning Director: Turn on battery-operated radio to local media and await further instructions. Apprise staff of the situation as soon as possible. Initiate other actions as necessary based on the information received.
- 3. Nuclear Explosion:** The warning for the explosion of a nuclear device is the actual detonation of the weapon, which is accompanied by intense light and followed by heat and shock waves. **Responsibilities...**
  - Classroom teachers will initiate Action Duck, Cover and Hold.
  - Staff supervising students in open areas will initiate Action Drop.
  - Students and Staff will remain as is and await further instructions.
  - Principal & Early Learning Director: Turn on battery operated radio to local media and await further instructions. Apprise staff of the situation as soon as possible. Initiate other actions as necessary, based on the information received. Direct students and staff in open areas to assemble in predetermined inside areas for protection against fallout. Direct students and staff to remain inside and await further instructions.

# **Pandemic Planning Checklist**

## **Planning & Coordination:**

- Identify the authority responsible for declaring a Public Health emergency at the State and Local levels.
- Identify the legal authority responsible for executing the community operational plan, especially those for case identification, isolation, quarantine, movement restrictions, health care services, emergency and mutual aid.
- Address preparedness for pandemic to all departments and constituents.
- Work with Local and State departments and other community partners to establish organizational structures, such as incident command center.
- Delegate responsibilities to all administrators.
- Work with State and Local Health Departments to coordinate with their pandemic plans.
- Incorporate into the plan the requirements for special needs students.
- Work with Local Health Departments to address provision of psychosocial support services for the staff, students and their families during and after a pandemic.
- Consider developing in concert with the Local Health Department a surveillance system that would alert the Local Health Department to a substantial increase in absenteeism.
- Share with other local schools your preparedness plan within the community to improve community responses efforts.

## **Continuity of Student Learning and Core Operations:**

- Develop scenarios describing the potential impact of a pandemic on student learning, school closings and extracurricular activities based on having various levels of illness among students and staff.
- Develop alternative procedures to assure continuity of instruction in the event of school closures.
- Develop continuity of operation plans for essential central office functions, including payroll and ongoing communication with students and staff.

## **Infection Control Policies and Procedures:**

- Work with Local Health Department to implement effective infection prevention policies and procedures, that help prevent the spread of contagion at school.
- Provide sufficient and accessible infection prevention supplies.
- Establish policies and procedures for students and staff sick leave absences unique to pandemic. (Non-punitive, liberal leave)
- Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Those sick should go home or stay home until they are able to return to school.
- Establish policies for transporting ill students.

- Develop communication with students, staff and families.
- Ensure communication is understandable to all involved.
- Develop and test all avenues of communicating pandemic status and actions to school staff, students and families. (Hotlines, telephone trees, websites and local radio and TV stations)
- Maintain up to date communications of key contacts at the local Health Department as the pandemic develops.
- Make sure communications are current, expedited timely and not redundant.
- Advise staff, students and families where to find up to date and reliable pandemic information from Federal, State and Local Public Health Sources.
- Anticipate the potential fear and anxiety of staff, students and families as a result of rumors and misinformation and plan communications accordingly.

References:

[www.pandemicflu.gov](http://www.pandemicflu.gov)  
[www.doh.wa.gov](http://www.doh.wa.gov)

Mackenzie Kershinar, NWCS Nurse: 509-850-7257

Roger Gerstenberger, Head of Schools: 918-344-8479

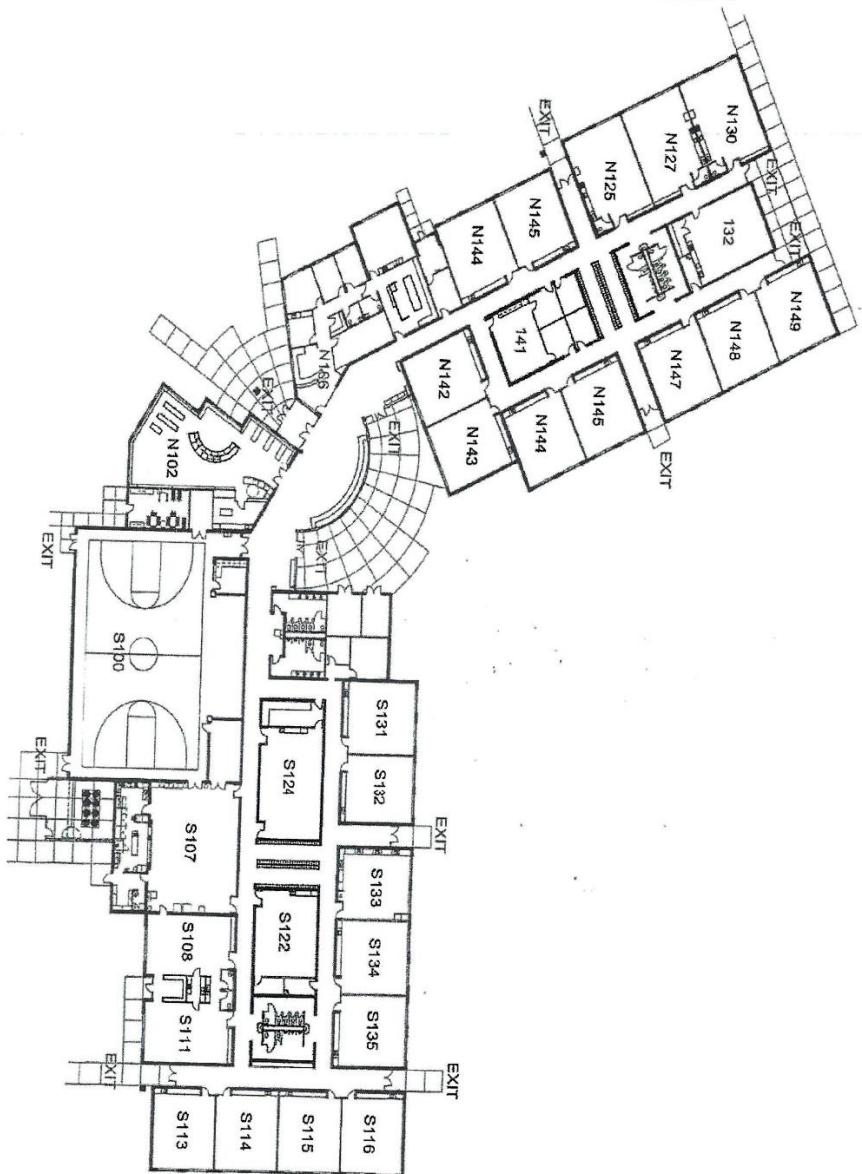
## **Site Facility & Equipment/Supply Information**

Indicate site specific information that will be necessary in the event of an emergency or disaster (indicate locations of items listed below):

1.	Alphabetical student roster/class list.	Classroom/Front Office
2.	Alphabetical staff roster and location.	Front Office
3.	Floor plan/campus map; which includes evacuation routes, entrances, exits and bus lanes.	Classrooms/Maintenance Office
4.	Class plan & Building plan	Maintenance Office
5.	Utilities, water, gas, and electricity shut offs.	Boiler Room/Mechanical Room/ Maintenance Office
6.	First Aid & Emergency Supplies, Early Learning <b>RED</b> Emergency Backpacks, Early Learning <b>LIME</b> Medication Bags	Classrooms, Front Office, Maintenance Office
7.	Walkie-Talkies	Front Office & Maintenance Office
8.	Flashlights & extra batteries	Maintenance Office & Front Office
9.	Blankets	Health Room
10.	Hazardous Material	Maintenance Office
11.	Extra Keys	Maintenance Office
12.	Other site-specific pertinent information	Maintenance Offie



NORTHWEST CHRISTIAN COLBERT LOWER CAMPUS





## NORTHWEST CHRISTIAN COLBERT PROPERTY

