



Safety and Emergency Plan 2018-2019



TABLE OF CONTENT

INTRODUCTION -----	2
COMMUNITY RESOURCES-----	4
SOUTH WHIDBEY COMMUNITY CENTER INFORMATION-----	5
WORK PRACTICES-----	6
HELPFUL HINTS-----	6
LOCKDOWN PROCEDURES	
INTERCOM	
INJURY/ILLNESS	
FIRE	
ASSAULTS	
ALCOHOL/DRUG/WEAPON	
BOMB/BOMB THREAT	
EARTHQUAKE	
UNIVERSAL PRECAUTIONS-----	11
FIRST AID KIT-----	12
ACCIDENT REPORTING PROCEDURES-----	13
HAZARDOUS MATERIALS-----	14
EVACUATION-----	15
AFTER EMERGENCY-----	17
SAFETY OFFICER-----	19
PUBLIC INFORMATION OFFICER-----	20
ACCIDENT REPORT FORM-----	22
SAFETY HAZARD REPORT-----	25
EMPLOYEE SAFETY ORIENTATION CHECKLIST-----	26

INTRODUCTION

A. Purpose

The purpose of this plan is to identify emergency responsibilities for South Whidbey Community Center's tenants and its employees. This plan is intended to empower employees and tenants in an emergency and clarify emergency roles and response in order to help assure the safety of all tenant, staff and visitors. These guidelines are not intended as a rigid or restrictive plan.

B. Scope

This plan provides a basic emergency response plan, recommended emergency response teams, site-specific hazard vulnerabilities, employee emergency procedures, training requirements, exercise procedures. This plan:

1. Applies to all employees.
2. Applies to all employees tasked to provide response assistance in an emergency/disaster and describes actions to be taken in providing immediate response assistance.
3. Includes those actions and activities that support the community center's effort to save lives, protect the health and safety of tenants, visitors and employees.

C. Mission and goals

1. The mission of South Whidbey Community Center in an emergency/disaster is to get the word out as quickly and accurately as possible as well as:
 - Protect lives and property
 - Respond to emergencies
 - Aid in recovery from disasters
 - Restore normal services

D. Definitions

1. "Emergency" as used in this plan means a set of circumstances that demand immediate action to protect life, preserve public health or essential services, or protect property. In an emergency, existing resources and capabilities are sufficient to cope with the situation.
2. "Disaster" is defined as any incident which results in multiple human casualties and/or disruption of essential public health services or any incident which requires an increased level of response beyond the routine operating procedures, including increased personnel, equipment, or supply requirements.
3. An emergency or disaster may be proclaimed by local government jurisdictions or the Governor as authorized by state or local statute.

E. Planning assumptions

The following assumptions are the basis of this plan:

1. A single site emergency, i.e. fire, gas main breakage, etc., could occur at any time without warning, and the employees of the community center affected cannot, and should not, wait for direction from local response agencies. Action is required immediately to save lives and protect property.
2. An emergency or disaster, such as an earthquake or hazardous material incident, may occur with little or no warning with mass casualties, destruction of property, and damage to the environment.

3. Local and state government may be overwhelmed by a disaster. South Whidbey School District employees may be on their own for up to the first 72 hours or longer after a disaster.
4. Government and relief agencies will concentrate limited resources on the most critical and life-threatening problems.
5. Assistance from other government and federal agencies will supplement the State's, but such assistance will take some time to request and deploy.

F. Limitations

It is the policy of South Whidbey School District that no guarantee of a perfect response system is implied by this plan. As personnel and resources may be overwhelmed, South Whidbey School District can only endeavor to make every reasonable effort to respond based on the situation, resources, and information available at the time.

G. Training and practice

To ensure the best response in an emergency situation, staff will be trained in their emergency situation duties. Although the training would be primarily for staff, it could also involve tenants, and other community members.

This training and practice will include:

1. Initial staff orientation and yearly in-services and periodically as needed.
2. Emergency information such as phone numbers and how to respond in specific situations will be included in staff and tenant packets.
3. A variety of periodic drills:
 - Yearly fire/evacuation drills
 - Quarterly earthquake drills
 - Quarterly lockdown drills

H. Reviewing and updating emergency response plans

Every actual or simulated emergency (drill and other practice) will be documented by the director. Documentation will include the date and time of the exercise, the type of exercise, results of the exercise, and any recommendations for improvement.

This Emergency Response Plan will be reviewed every August and updated as needed. The director will coordinate this plan update.

I. Community exposures

South Whidbey is primarily a residential and rural community. Special hazards and vulnerabilities in the area of the community center have been identified and they include:

- Hazardous chemicals
- Proximity to a major highway
- Proximity to military bases
- Earthquake, tsunami and other natural hazards

These exposures were considered in writing this Emergency Response Plan.

COMMUNITY RESOURCES

A. Local emergency service providers (law enforcement, fire, EMS) and response times

Emergency service providers may include local, state, and federal law enforcement, fire and emergency medical personnel. Local agencies respond to the emergencies first and solicit response from other agencies (through interlocal agreements) as needed.

Following are local agencies that may be called upon to provide assistance in an emergency.

City/County Agency	Phone Number	Assists with:
<i>Emergencies – 911 Center</i>	911	<i>Obtaining proper emergency response – fire, law enforcement, ambulance</i>
Island Co. Fire District #3 (non-emergency #)	360-321-1533	Fires, chemical spills, medical emergencies
Island County Sheriff (non-emergency #)	360-321-4400 360-321-5113 x 7310	Bomb threats, weapon incidents, crowd control, traffic control
Langley Police Dept	360-221-4433	
Whidbey General Hospital	360-678-5151	Emergency medical treatment
Island County Department of Emergency Management	360-321-5112 x7370 1-800-258-5990	Coordinates state and or county-wide emergency response, and FEMA reimbursement
Puget Sound Energy	1-888-225-5773	Electrical problems
Langley Water District	360-221-4246 x13	Water supply problems
Langley Sewer	360-221-427	Counseling and crisis intervention
Island County Planning and Development Services	360-321-5111 360-679-7339	Building inspections, assessing bldg. damage
Island County Health Department	360-221-8880 WIC Emergency #: 360-679-9567	Disease control, health issues
Mental Health/Substance Abuse Crisis Number	1-800-584-3578	Mental health crisis line – emotional trauma, suicide

Local community emergency plans

For more information about the community's emergency plans, please see the Island County Comprehensive Emergency Management Plan available from the Island County Department of Emergency Management phone 360-321-5112 x7370 or <http://www.islandcounty.net>.

B. Area hospitals

Following is a list of hospitals to which injured persons may be taken:

Hospitals	Location	Phone Numbers
Whidbey General Hospital	Coupeville	360-321-5151
Naval Hospital	Oak Harbor	360-257-9500
Island Hospital	Anacortes	360-299-1300
Harborview	Seattle	206-731-3000
Providence Hospital	Everett (Colby Ave)	425-261-2000
Providence Hospital	Everett (Pacific Ave)	425-261-1000

SOUTH WHIDBEY COMMUNITY CENTER INFORMATION

Order of Command for Emergency and Incident reporting

Order	Name	Position
First Campus Captain	Gail LaVasser	Director/ Public Information Officer
Second Campus Captain	Kenesha Lewin	Safety Officer
Third Campus Captain	Mary Michell	Safety Officer
Zone 1 Captain	Ann	Whidbey Children's Theater
Zone 2 Captain	Ashley/Samantha	Whidbey Homeless Coalition
Zone 3 Captain	Pam/Kathy	Skagit Valley College
Zone 4 Captain	Clair/Katie	Canvas on Edge
Zone 5 Captain	James Tennison	Artist

PHONE NUMBERS OF KEY PERSONNEL

360-221-6808

Name	Extension	Job Title
Cailyn Murray	4321	Volunteer Coordinator and Family Support Specialist
Gail LaVasser	4602	South Whidbey Community Center Director
Jen Marzocco	4322	Housing Case Manager
Karen Lennon	4320	Youth Support Specialist
Kenesha Lewin	3143	South Whidbey Community Center Operations Facilitator
Lauri Johnson	3138	Family Support and Outreach Specialist
Mary Michell	4320	Homeless Liaison/RTL Programs Manager

Work Practices

All employees and tenants should take precautions to prevent injuries, especially those that may be caused by needle sticks, sharp blades, or other sharp instruments or devices. Anyone responding to help another person with a first aid situation that involves the presence of blood or body fluids shall, as a minimum, put on disposable latex/vinyl gloves and be careful not to allow contact with any other part of the body or clothing

General Safety Procedures When an Incident Happens

- 1) **The safety of tenants and staff in all situations is the prime consideration.**
- 2) **Keep calm!!!**
- 3) **Assess the situation.**
- 4) **If determined necessary, call for help.**
- 5) **Contact the office.**
- 6) **Attend to victims.**
- 7) **Confirm that someone has called 911.**
- 8) **In Gail's absence be certain designated person or office is handling those duties.**

All staff should know that in a crisis it is the community Center's policy that only the staff member designated spokesperson will communicate with the news media and release information.

Helpful Hints

Information to provide when calling in an Emergency:

- Your name
- Building involved
- Description of incident
- Names of people involved

- What action has taken thus far
- Other information as necessary

- SWCC Phone Number
- If incident or the scene requires someone to come to the Center, give specific instructions

Communication with the tenants and staff in a crisis:

- Use the intercom, as appropriate, when giving directions for the center.

- Avoid using the intercom, when announcing the death or injury of a staff or tenant
It is better for staff member to read prepared announcements and answer questions as they arise.

- In the event of a bomb threat, do not use radios, walkie-talkies, or cell phones or turn off any switches. These transmissions can set off a bomb.

Accident, Serious Injury or Illness

Signal: None

General Action Steps:

1. Contact director or office.
2. Stay with the sick student or staff member if possible.
4. Principal to contact 911.
5. Initiate First Aid/CPR.
6. Disperse crowd if necessary.
7. Identify witnesses as well as victims
8. Secure the scene of the accident.

9. Complete an accident/incident form.

Fire

Signal: Sound Fire Alarm

General Action Steps:

1. Pull alarm.
2. Report to the office.
3. Staff to call 911 if necessary unless situation is extremely emergent then person on site to call.
4. Close windows and doors to confine fire. Do NOT lock your door.
5. Evacuate to assigned areas.
6. Pre-assigned person check restrooms and other areas for anyone and report to the the head person when clear.

7. Administer basic first aid as needed until support arrives.

Lockdown Procedures

Signal: Announcement over the intercom – this is a lockdown

Designated staff to lock exterior doors:*

Procedure:

1. Check hall – gather students/visitors into room.
2. Lock doors.
3. Students and staff in gym stay there.
4. Sit on the floor next to door wall being as quiet as possible.
5. Pull blinds closed.
6. Turn off lights.
7. Put up door blinds (cover windows in doors).
8. Tenants check to make sure staff and visitors are accounted for.
9. Move close to phone call 911

10. Remain until the all clear signal is given.
11. All clear signal will be a verbal announcement.

Intercom

The intercom function allows you to make an announcement to every classroom using the front desk phone. Use the intercom only when needed, for example as a warning if the fire alarm is about to be tested.

- From the main desk phone: Dial 7801
 - Wait for tone
 - Choose zone group or room and dial
 - All-Call: #00 (All rooms always including outside)
- Speak loudly and clearly into the phone
 - Hang up

Assaults/Fights

Signal: None

General Action Steps: In Progress

1. Send for help.
2. Approach the situation with caution.
3. Identify yourself verbally in a loud voice.
4. Demand combatants to separate (loud voice).
5. Disperse crowd.
6. Identify witness (es) to the assault.
7. Separate combatants if safe to do so.
8. Administer basic first aid if needed.
9. Remove one of the combatants from the area.
10. If weapons are involved call 911
11. Notify the principal/office.
12. Principal to notify parents/guardians
13. Principal to notify police if necessary

General Action Steps: After the Assault/Fight

1. Accompany the combatants to a safe place and separate them.
2. Remain with the combatants.
3. Notify the principal/office.

Alcohol/Drugs/Weapons on School Grounds

Signal: None

General Action Steps:

1. If possible leave the items were found until police arrive.
2. Do not touch any of the items or destroy any potential fingerprints.
3. Stay with, or have a responsible adult stay with, the suspected items until authorities arrive.
4. Be alert for any person(s) near the scene who are unfamiliar, were hastily leaving the area, or in any other way look suspicious.
5. If student is in possession of any of these keep student detained so that items cannot be destroyed until help arrives.
6. If student is displaying a weapon in a threatening manner contact 911 immediately, otherwise the Principal to call 911.

Bomb or Bomb Threat

Signal: Announcement to evacuate – Silent evacuation. Tenants should be moved as far from the building as possible.

General Action Steps:

1. If threat is received by telephone, obtain as many details as possible to give to the police. (Use Bomb Threat Checklist located above)
If received by mail, e-mail, or visibly discovered, do not handle or move unnecessarily.
2. Do not use radios, walkie talkies, or cell phones or turn off/on any switches. These transmission can set off a bomb.
3. Notify the principal or office.
4. Principal to contact 911.
5. During evacuation pre-assigned person check restrooms and other areas for students and report to the principal when clear.

Bomb Threat Check List

The person receiving the call shall attempt to:

1. Obtain detailed information about the exact location of the bomb, detonation time, description of the bomb, and type of explosive.
2. Keep the caller talking, do not ridicule him/her.
3. Write down information obtained in exact words and note date and time.
4. Write down any impressions about the caller. For example: age, sex, accent, background noises, did the caller appear familiar with the building or people, etc.

Instructions: Be calm and courteous. Your task is to LISTEN! Do not interrupt the caller. Quietly attract the attention of someone nearby, indicating to them the nature of the call.

Complete the following when the caller hangs up:

Name of the person receiving the call _____ Time and Date _____

Information about the caller: Sex – M _____ F _____
Adult _____ Juvenile _____

Name _____

Address _____

Content of the call: _____

Voice Characteristics:

Loud _____
High pitched _____
Raspy _____
Intoxicated _____
Muffled _____

Deep _____
Persistent _____
Soft _____
Other _____
Slow _____

Speech:

Fast _____
Distinct _____
Stutter _____
Slurred _____

Distorted _____
Nasal _____
Lisp _____
Other _____

Language:

Refined _____
Sophisticated _____

Profane _____
Unintelligible _____

Accent:

Local _____
Southern _____

Foreign _____
Eastern _____

Manner:

Irrational _____
Calm _____
Deliberate _____
Hurried _____

Angry _____
Emotional _____
Laughing _____
Other _____

Background Noises:

Music _____
Office machines _____
Planes/traffic _____
Voices _____

Related facts:

Ask the caller to repeat as often as you can.
Keep the caller talking.

Ask questions like: When will it go off? Time? Where is it located? Building? Area? Type of bomb? How do you know about the bomb? Where are you?

Earthquake

Signal: None (during a drill “earthquake”)

General Action Steps:

1. If a tremor strikes while you are inside:
 - a. Stay inside.
 - b. **Duck, cover, and hold.**
 - c. Turn away from windows.
 - d. If unable to get under desk or table, stand
or sit against an inside wall away from windows and glass.
 - e. Cover head and neck with hand and elbows. Cover head with coat if available.
 - f. Director to contact emergency services.

2. After tremor is over:
 - a. Check for injured people.
 - b. Administer basic first aid as necessary.
 - c. Do not move seriously injured people unless they are in immediate danger.
 - d. During an evacuation look for broken glass, downed power lines, debris in the path, or other potentially dangerous objects such as light fixtures, furniture, etc.
 - d. Open doors carefully – watch for objects that may fall.

LOCK your door if no one is left inside the room.

 - e. Do not use matches or lighter and use phone only to report emergency.
 - f. Be prepared for aftershocks.

3. If tremor strikes while outside:
 - a. Stay outside
 - b. Go to an open area away from falling hazards

Universal Precautions

1. Assume that all blood and other biological agents are infectious materials.
2. Avoid direct skin contact with body fluids whenever possible. Use latex gloves provided in first aid kits and in job classifications where Personal Protective Equipment is provided.
3. Practice good personal hygiene by thoroughly washing your hands at regular intervals or as needed (e.g., before eating, after use of a rest room, etc.), throughout the day. Hand washing is most important in preventing the spread of disease. This requires the use of soap with vigorous scrubbing for 5 seconds followed by rinsing under a stream of water for another 5 seconds.
4. Wear disposable latex/vinyl gloves when touching the blood or body fluids of another individual or a contaminated surface (e.g. treating nose bleeds, bleeding abrasions, etc). Wear gloves when disinfecting contaminated items. Wash all skin surfaces that become contaminated and wash hands immediately after removal of gloves.
5. During the administration of first aid, use a barrier between yourself and the victim's blood or other body fluids (e.g., gloves; several layers of dressings). When performing CPR, place a barrier between own mouth and that of the victim (e.g., one-way valve resuscitation devices, face shield). Do not handle sharp items with the hands. Any contaminated sharp items must be handled in a way to prevent punctures or cuts.
6. Unprotected employees with open wounds, weeping sores/cuts, or chaffed skin are to wear gloves when in contact with contaminated sources and when preparing or serving food. Contaminated gloves and clothing should be removed as soon as possible. They are to be placed in an impervious plastic bag as near as possible to the incident to control the spread of contamination.
7. Practice good housekeeping and waste disposal practices – follow cleaning/decontamination procedures or call the Maintenance Department for assistance with clean-up of body fluids such as vomit, blood, feces or urine. Place the contaminated materials in impervious containers and label. Contact the Maintenance Department for disposal requirements.
8. IF AN EXPOSURE INCIDENT OCCURS (direct contact with blood/body fluids):
 - Cleanse skin with soap and running water. Eyes: Flush eyes for 15 minutes; Mouth: Rinse thoroughly; Nose: Blow nose; wipe inside of nostrils.
 - Report the exposure immediately to your supervisor.
 - Document the exposure on the Accident/Injury or Incident Report Form.

ACCIDENT REPORTING PROCEDURES

It is important all South Whidbey Community Center tenant and staff observe safety rules and practice accident prevention in their space and work areas. It would be advisable to ask visitors if there may be any reason they may need additional and or special assistance in the event of injury.

It is difficult to define procedures for every emergency. The following is a guideline for actions concerning an incident involving personal injury. It is important to remember that an individual administering first aid should act within the scope of their qualifications and training.

IF AN ACCIDENT OCCURS

1. The staff member present should assess the seriousness of the injury.
 2. The injury is considered serious if the injury is life threatening, has the potential of being life threatening, or requires emergency hospital treatment.
 3. If the injury is considered serious, emergency medical assistance should be summoned immediately call 911 or have someone call if you are unable to get to a phone, your personal phone maybe used.
 4. Always call 911 if a person loses consciousness or has a seizure.
 5. If the injury is considered serious, appropriate first aid treatment should be administered to reduce the threat to the life of the individual, or to insure that a person's condition does not deteriorate until professional medical assistance is available. Administer first aid with regard to occupational exposure to bloodborne pathogens.
 6. If the injury is not considered serious, but may require emergency room treatment, the injured may request one of the following:
 - An ambulance be summoned for transport (at injured person's expense).
 - A family member be called for transport.
 - An alternative means of transport will be found by the injured person. If the injured party chooses an alternative means of transportation, the faculty or staff member should instruct the injured party not to operate a motor vehicle until after they have been examined by a doctor.
 - Reject emergency treatment as long as of sound mind.
 7. At no time, should staff be solicited or directed to transport an injured person. Regardless if the injury is serious or not.
 8. Secure the names and addresses of any witnesses. An Accident/Injury or Incident Report Form will be completed any time a personal injury/accident occurs, even if the injury is considered minor.
- Accident Report Forms are available at the front desk a from was also placed in the tenant handbook. The appropriate portion of the Accident Report Form is to be completed by the injured party and faculty or staff member within 24 hours of the accident. The original will be submitted to the front desk, and a copy kept by the injured party and the tenant in whose space the incident occurred.

HAZARDOUS MATERIALS PROCEDURES

The South Whidbey Community Center requires that all tenants:

- List all hazardous chemicals in their work area or facility.
- Keep Material Safety Data Sheets on file for all hazardous chemicals in that work area or facility (see below).
- Train employees to make them aware of chemical hazards, of the safe use of hazardous chemicals and of protective, emergency and first aid procedures to take in order to lessen or prevent exposure.

Material Safety Data Sheet (MSDS)

An MSDS on a hazardous chemical provides a detailed description of the product, its trade name, manufacturer, the hazardous ingredient(s), the types of hazards that may be present upon overexposure, and preventive, emergency and first aid procedures to prevent, lessen or treat exposure.

NEW INFORMATION PROCEDURES:

If a new hazardous chemical will be introduced into the work area or facility, follow this procedure:

1. Before bringing in the product, check with the Facilities and Operations Department to see whether an MSDS for that item is on file. If not, complete a Report of New Hazardous Chemicals form (see Appendix A) and forward it to the Facilities and Operations Department so that they can obtain an MSDS from the manufacturer. Update your MSDS file.
2. Provide information and training to employees, as appropriate.

DEFINITIONS OF HAZARDOUS CHEMICAL

HAZARDOUS CHEMICAL:

In OSHA regulations, a “hazardous chemical” means any chemical which is a physical or a health hazard. The terms “physical hazard” and “health hazard” have very specific meanings. The products or chemicals are subject to tests by the manufacturer to determine whether they are considered hazardous.

PHYSICAL HAZARD:

“Physical hazard” means a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, and/or unstable (reactive or water-reactive).

HEALTH HAZARD:

“Health hazard” means, according to state and federal regulations, a chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins (produce liver damage), nephrotoxins (produce kidney damage), neurotoxins (toxic effects on the nervous system), agents which act on the hematopoietic system

(deprive body tissue of oxygen), and agents which damage the lungs, skin, eyes, or mucous membranes. Certain specific criteria are used by the manufacturer to determine whether or not a chemical is considered hazardous for the purpose of the law.

EVACUATION

If evacuation from a building during an emergency is required, this must be ordered by a South Whidbey Community Center Staff

1. The following tenant evacuation areas have been identified:
2. Evacuation maps are placed in each room, with direction to the evacuation zone which correlates to the room.

Tenant	Evacuation Zone
Auditorium Whidbey Children’s Theatre	Zone 1
Langley Archive and Research Center Island County Historical Society	Zone 3
Two Story Island Dance & Gymnastics	Zone 1
Two Story Whidbey Dance Theatre	Zone 1
Building A (Main Building)	
101–105 Studio Hallman	Zone 4
106 Laura-Viola Preciado	Zone 4
107 South Whidbey Children’s Center	Zone 4
108 NW Creative	Zone 4
109 Colin Blades	Zone 4
111 Community Rental	Zone 4
112–114 Skagit Valley College	Zone 3
115 South Whidbey School Foundation/Readiness to Learn Foundation	Zone 3
116 Opportunity Council	Zone 3
117 Readiness to Learn Foundation/ Families in Transition	Zone 3
119 Whidbey Homeless Coalition	Zone 2
121 Rec Room	Zone 2
123 Tiger Martial Arts	Zone 2
125 Community Rental	Zone 2
126 Community Rental	Zone 2
Office Area	
135 Ken O’Mhuan	Zone 2
136 Readiness to Learn Foundation	Zone 2
137 Ken O’Mhuan	Zone 2
138 Big Brothers, Big Sisters	Zone 2
139, 140, 142 & 145 Community Center Offices	Zone 2

147 Skagit Valley College	Zone 3
Building B	
The Cooler (Auxiliary Gym) South Island CrossFit	Zone 5
The Cooler (Auxiliary Gym) The Backyard Whidbey	Zone 5
Kitchen Wild Crow Pies	Zone 5
Building C (Spencer Building)	
401 & 401a James Tennison Artist	Zone 5
403 & 405 Whidbey Veteran's Resource Center	Zone 5
404 Langley Create A Space	Zone 5
406 (Shop) Living Design Foundation	Zone 5
407 (Home Ec) Living Design Foundation	Zone 5

4. Special considerations for evacuations

Employees and tenants who may need special considerations to evacuate should be evacuated according to the pre-determined plan.

1) Mobility impaired

Plan: If wheelchair, adult (one or two) will escort/assist; if other, adult will accompany and assist as needed.

2) Other disability

Plan: Provide assistance as needed; staff who works directly with individual will assist as appropriate and available

J. Accounting for Tenants, staff and visitors

Once emergency action is initiated, all tenants should take attendance and account for each visitor and staff member. Each zone captain will then report to the building captain regard the status of their zone.

K. Providing information to the media and community

1. Media areas

All news media representatives are to remain in the designated media area. This area will be out of the way of responders, tenants, and staff. The location may vary dependent on the incident.

Primary location	Sidewalk, in front of Community Center (east face)
1 st Alternate location	East side of Camano Ave. (across street from SWCC)

2. Communication with the Media

The media will most likely arrive promptly and want as much information as possible, attempting to interview whomever they can (staff, tenants, and visitors). Direct them first to the designated area if you know where that is or to the Community Center Staff to talk with the Public Information Officer. The Public Information Officer (or designee) should be the only person communicating with the media. Mutually agreed upon press releases will be made through the Public Information Officer as needed.

AFTER THE EMERGENCY

A. Inform everyone that the emergency is over

When directed by the appropriate authorities, make an “all clear” announcement informing all staff, tenants and visitors that the situation is now safe. Make the “all clear” announcement using the intercom. Ensure that all areas are informed.

B. Preserve the fire/crime scene if needed

Seal off the affected area and leave it as is until released by law enforcement and/or the fire department. Have staff member take photos of the area as a record of the incident. Once released, clean up and repair the scene promptly. (Depending on the situation, the district may want to use an outside service for the clean up.)

C. Direct the tenants what to do next

Determine if personnel are allowed to re-enter the building for personal possessions, and how people will be kept out of any hazardous areas.

Direct employees what to do the rest of the day and the next day. (Will it be business as usual tomorrow?). Address both short-term and long-term actions, and keep staff informed.

D. Document the incident and debrief

Have a staff member meet with those who were involved. Everything written during the emergency (notes, checklists, etc.) should be retained by staff member. Get written statements from staff and others who were directly affected, and those who witnessed critical events. Document the incident on the Incident Report Form available in the front office.

Always debrief after an incident, allowing those involved to express their thoughts and feelings. Be prepared to provide referrals for additional outside assistance to anyone who may need it.

E. Learn from the incident

A suitable time after the incident, gather those involved and responding (staff and emergency service providers) to evaluate how the situation was handled and could have been handled better. Determine what enhancements are needed and make recommendations to update emergency plans as needed. Produce a written report.

Safety Officer Kenesha/Mary

Responsibilities: The Safety Officer ensures that all activities are conducted in as safe a manner as possible under the circumstances which exist.

Location: Incident Command Center (main base)

Start-up Actions:

- Obtain necessary equipment and supplies from Logistics
- Put on position identifier, such as vest, if available
- Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster. Document
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled

Ongoing Duties:

- Monitor drills, exercises and emergency response activities for safety
- Identify and mitigate safety hazards and situations
- Stop or modify all unsafe operations
- Ensure that responders use appropriate safety equipment
- Think ahead and anticipate situations and problems before they occur
- Anticipate situation changes, such as severe aftershocks, in all planning
- Keep the Incident Commander advised of your status and activity and on any problem areas that now need or will require solutions

Closing Down:

- When authorized by IC, deactivate the unit and close out all logs. Provide logs and other relevant documents to the Documentations Unit.
- Return equipment and reusable supplies to Logistics

Public Information Officer (PIO)

Responsibilities: The public has the right and need to know important information related to emergencies/disaster as soon as it is available.

The Public Information Officer acts as the official spokesperson for the community center in an emergency situation.

News media can play a key role assisting the school getting emergency/disaster related information to the public (parents).

Information released must be consistent, accurate and timely.

Start-up Actions:

- Determine a possible “news center” site as a media reception area (located away from the CP and students)
- Identify yourself as the “POO” (vest, visor, sign, etc)
- Consult with district PIO to coordinate information release
- Assess situation and obtain statement from IC. Tape-record if possible
- Advise arriving media that the site is preparing a press release and approximate time of its issue.
- Open and maintain a position log of your actions and all communications. If possible, tape media briefings. Keep all documentation to support the history of the event.

Operational Duties:

- Keep up to date on the situation
- Statements must be approved by the IC and should reflect:
 - Reassurance “Everything’s going to be OK”
 - Incident or disaster cause and time of origin
 - Size and Scope of the incident
 - Recourses in use
 - Best routes to school if known and appropriate
 - Any information the community center wishes to be release to the public
- Read statements if possible
- When answering questions, be complete and truthful, always considering confidentiality and emotional impact. Avoid speculation, bluffing, lying, talking “off the record” arguing, etc. Avoid use of the phrase “no comment”
- Keep up to date on the situation
- Remind school site/staff volunteers to refer all question from media or waiting parents to the PIO

Closing Down:

- Ensure announcements and other information are translated into other languages as needed. Monitor news broadcasts about incident. Correct any misinformation heard.
- At the Incident Commander's direction, release PIO staff no longer needed. Direct staff members to sign out through Timekeeping
- Return equipment and reusable supplies to Logistics.
- Close out all logs. Provide logs and other relevant documents to the Documentation Unit.



ACCIDENT/INJURY or INCIDENT REPORT FORM

Please complete within 24 hours of the incident and return to the front desk.

ANSWER ALL QUESTIONS

TO BE COMPLETED BY THE AFFECTED PARTY

Name: _____
First M.I. Last

Status: Tenant Staff Visitor Contractor Other _____

Contact Information:

Home _____ Cell _____ Email _____

Date of Birth: _____ Age: _____

DESCRIBE THE ACCIDENT/INCIDENT/INJURY THAT OCCURRED

Completely describe how the accident/injury/incident occurred (BE SPECIFIC – Example: fell down stairs by the front entrance).

Date of accident/injury/incident: _____ Time of accident/injury/incident: _____

Brief Description (please provide a detailed description on the attached Supplement Form):

Describe Injury (name of body part affected, symptoms, nature/extent of injury, or property damage/loss)

Witness(es) Contact Information (add additional sheets for more than two witnesses, and for witness statements)

1. _____
2. _____
3. _____

Medical Attention: Staff first aid Provided by _____ 911 Called

Ambulance Care Only Ambulance Care /Transport Transport by private vehicle

Refused Medical Care Refused Transport

Where was the injured party taken (if known)? _____

Who was notified? Community Center staff Langley Police Dept. Langley Fire Dept.
Other Agency _____

Were photographs taken? Yes No A Supplemental Narrative Report/Additional Pertinent Information is attached

If this incident involved an apparent hazardous condition, was the condition reported? Yes No To whom? _____ When? _____ Was it corrected? Yes No

Signature of reporting party: _____ **Date reported:** _____

Security printed name: _____ **Security signature:** _____ **Date:** _____



SAFETY HAZARD REPORT

To: South Whidbey Community Center Office

From: _____

Department: _____ Phone: _____

Subject: REPORT OF SAFETY HAZARD

The following safety hazard was observed and should be corrected:

_____ Concerning Hazardous Materials

_____ Concerning Other Campus Safety Issues

Location: _____
(Specify exact place, i.e., building, room, distance from entrance, etc.)

Description of Hazard:

This condition was / was not (circle one) reported to:

(Name of person and department, if reported)

Printed name of person who observed condition: _____

EMPLOYEE SAFETY ORIENTATION CHECKLIST

Check-off list is to be completed by Director with Employee and kept in Director's Office.

✓	1.	
	2.	Purpose of Orientation
	3.	Accident Reporting: When and how to report an accident. What form to use (SWCC Accident Report Form) Reporting unsafe conditions (Safety Hazard Report Form)
	4.	First Aid: Complete First Aid and CPR training Location of first aid kits Obtaining treatment Location and names of first aid providers, potential hazards on the job
	5.	What to do in the event of an emergency: All Hazards Emergency Response Plan Exit locations Evacuation routes Use of firefighting equipment (extinguishers, hoses) Specific procedures (medical, chemical, fire, etc)
	6.	Personal Work Habits: Proper lifting techniques Horseplay Good housekeeping Smoking policy Safe work procedures
	7.	Hazardous Materials Section of Safety Manual: Identification and handling of hazardous materials Reporting hazardous materials in the work area Hazardous Waste Collection Request Form Reporting unsafe conditions regarding hazardous materials (Safety Hazard Report Form)
	8.	Signature of Employee: Print Name: Date:
	9.	Signature of Employee: Print Name: Date: