



Emergency Action Plan

9-1-1

- If there is an immediate threat or hazard phone 9-1-1. Do not delay. (Address is at the top of the page)
- Police—Be prepared to provide suspect information and location.
- Medical—Be prepared to provide patient information and location.
- Notify Main Office or 425.408.5555.

Earthquake

- Drop, Cover, Hold on under a table, desk or against an inside wall (not in a doorway) until the shaking stops.
- After shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate egress.

Fire

- Activate the nearest fire pull station.
- If safe use a fire extinguisher.
- Phone 9-1-1 (Address is at the top of the page).
- Evacuate the building. Refer to the evacuation map posted.
- DO NOT re-enter the building until advised by the fire department.
- Notify Main Office or 425.408.5555.

Hazardous Materials

- Phone 9-1-1. (Address is at the top of the page).
- Notify Main Office or 425.408.5555.
- Move away from the site of the hazard to safe location.
- Alert others to stay clear of the area.

Operational Failure

- Operational failures include break-down of anything building related. It also can include broken windows or the inability to lock and secure a door.
- Notify Main Office or 425.408.5555.
- Phone 9-1-1 if necessary. (Address is at the top of the page)
- Alert students, staff and visitors.
- Evacuate the building if necessary.

Disruption

- Notify Main Office or 425.408.5555.
- Remain calm and greet the person in a polite non-threatening manner.
- Have another person with you if possible.
- Try to help the person move to the Main Office.
- Phone 9-1-1 if necessary. (Address is at the top of the page)
- Evacuate the building/classroom if necessary use the evacuation map.

Active Threat

- Each person needs to determine the course of action for themselves.
- ALERT—let students, staff and visitors know about the threat.
- AVOID—leave the area and create as much space from the person.
- DENY—block access by locking doors and building barricades.
- DEFEND—As a last resort and only when your life is in imminent danger, attempt to disrupt and incapacitate the threat.
- Phone 9-1-1. (Address is at the top of the page)
- Notify Main Office or 425.408.5555.

Lockdown

- You will hear 3—beeps
Lockdown! Lockdown! Lockdown!
- If in a classroom.
Lock door.
Turn off lights.
Lower shades.
Prepare for an armed person.
- If not in a classroom.
You will not be allowed in.
Leave campus.
- Remain in Lockdown until notified.

Safe Inside

- You will hear
We are now in Safe Inside mode.
- Get into a classroom as safely as possible.
- Lock exterior doors.
- Do not go outside.
- Education may continue.
- Remain in Safe Inside until notified.

Shelter in Place

- You will hear
We are now in Shelter in Place mode.
- Get inside.
- Shut windows.
- Seal doors and windows with tape.
- Remain in Shelter in Place until notified.

Evacuate

- You will hear
Please evacuate or a fire alarm.
- Get outside as safely as possible.
- Remain outside until notified.