

# Island Park Elementary Emergency Information

## **Emergency School Closure**

It is the policy of the Mercer Island School District to hold school whenever possible. However, there may be days when school must be closed or start later than usual due to weather or emergency conditions. A school closure message may be accessed by calling the District's emergency number at 206-236-3366 or on the district web site. The District also uses several local radio and TV stations to inform the community. Detailed explanations are published and distributed to all families prior to our winter weather season.

## **Emergency E-mail Lists**

Island Park can inform parents by email of emergencies, school closures and other important administrative information. All you need to do is subscribe in order to obtain this valuable information.

The Emergency listserv is housed by an outside organization and is tied directly to the school closure and late start broadcast system. We use this system to broadcast emergency or safety related messages.

To activate your account, please go to [www.schoolreport.org](http://www.schoolreport.org) and follow the instruction to subscribe. When you have entered your email account, select the "Add a School" link and a wizard will pop up. Step through the wizard selecting: a Member District, Mercer Island School District, Island Park Elementary, and **BOTH** Emergency and Informational Message, and then Finish. You can add additional buildings for other children in your family. By subscribing to a building, you will receive both Mercer Island School District messages as well as building specific messages.

## **Emergency Procedures**

During any Emergency Procedure, we ask that telephone inquiries be made to the Mercer Island School District Emergency number at 206-236-3366. The comfort, safety and preparedness of our Island Park School community is one of our greatest priorities. Parents should know:

- The school has monthly drills
- The school interfaces with Fire, Police, and City of Mercer Island personnel as needed
- The school has a container with emergency supplies that provide for at least 48 hours of student and staff needs
- The school has an Emergency Management Committee that meets regularly

### **Non-Evacuation Dismissal** *(In the event of a power failure and certain weather conditions)*

- Students remain in classrooms. Classes in the portables will go to the library.
- All parents or designees go directly to the child's classroom.
- Student Release Form must be signed.
- Departing students are checked off a master list.
- 3:30pm dismissal, including bus transportation, if deemed safe.

### **Non-Evacuation Dismissal** *(In the event of a major fire or earthquake)*

- Students vacate to the field northwest of the school building where they will remain under staff supervision until released to parent/designee.
- All parents line up in the Student Release area at the east end of the soccer field.
- Parent/designee signs student out and obtains Student Release Card.
- Parent/designee proceeds to the Will-Call Area at the Big Toy area.
- Staff member radios teacher to send up student.
- Parent/designee waits in Reunion Area for student.
- Student and parent/designee leave campus.

### **Lock Down** *(In the event of an intruder on campus or a neighborhood incident)*

School alerted as to location of intruder by Principal or designee. Emergency agencies notified.

- Students confined to locked classrooms, with students underneath their desks, lights off, blinds shut. Based upon the Principals assessment, students may be allowed to participate in normal activities within the locked classroom.
- When campus is secured, an all-clear signal is given by the Principal or designee. Above emergency dismissal procedures implemented if needed.
- Parents should NOT come to the school in the event of a lock down. Authorities have asked that the area be kept clear and distractions kept to a minimum so that they can effectively handle the situation at hand.