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These procedures are designed to give general guidance in case of an emergency on the Perry Technical Institute campus. The procedures outlined are intended to prevent injury to persons and property. Not all emergencies can be anticipated, so use reasonable and prudent discretion as situations arise.

Procedures are color coded.

Emergency Numbers & Addresses

Fire Drill / Evacuation

Medical Emergency

Active Threat / Armed Intruder

Bomb Threat / Suspicious Package

Earthquake

Power Failure

Hazardous Materials Release, Carbon Monoxide,
Gas Leaks & Suspicious Odors

Off-Site Emergency Shelters

Revised 1.3.2023

Emergency Phone Numbers & Addresses

Perry Technical Institute – Phone Number	
Main Line	**509.453.0374**

Perry Technical Institute – Building Addresses	
(**Buildings A-F**) Main Campus	**2011 W. Washington Ave., Yakima, WA 98903**
(**Building G**) Plath Hall	**1612 Perry St., Yakima, WA 98902**
(**Building H**) Enrollment, Marketing, and PR	**1714 S. 16th Ave., Yakima, WA 98902**
(**Building H**) 16TH Avenue Medical Annex	**1716 S. 16th Ave., Yakima, WA 98902**
(**Building I**) Maintenance Shop / Ag Bay	**1620 Perry St., Yakima, WA 98902**
(**Building P**) Perry Tech Sunnyside	**437 Barnard Blvd., Sunnyside, WA 98944**

Important Numbers	
Poison Control	**1.800.222.1222**
MultiCare Yakima Memorial Hospital	**509.575.8000**

Utilities – Emergency Shut Off Contacts	
Pacific Power Outage Hotline	**1.877.508.5088**
Cascade Natural Gas	**1.888.522.1130**
City of Yakima (Water Division)	**509.575.6154**

Local Law and Fire	
Yakima Police Department	**509.575.6200**
Yakima Fire Department	**509.575.6060**
Yakima County Sheriff's Office	**509.574.2500**

Campus Security – Phone Numbers	
(Buildings A-F) Main Campus Officer	**509.312.3234**
(Buildings G-I) East Campus Officer	**541.288.8159**
(Building P) Sunnyside Campus Officer	**509.834.9402**
Night Campus Officer	**541.288.8159**

Revised 8.4.2025

Fire/ Evacuation

DURING A FIRE:

- Attempt to extinguish the fire, avoiding possible injury to yourself and others.
- If it is not safe or possible to extinguish the fire. **Call 911** and provide the following:
    - Building letter and address. **SEE EMERGENCY NUMBERS & ADDRESSES**
    - Exact location and extent of fire.
    - Your name and phone number.
- Send a guide to the parking lot and prop open locked doors to escort responders to the emergency.
- If the building is involved in a fire, activate the fire alarm system, and evacuate the building.

EVACUATION PROCEDURES:

- Listen to any instructions provided.
- Evacuate with essential belongings.
- Direct others to the designated area via the safest exit.
- Assign someone to help disabled and elderly persons exit the building safely.
- Verify that everyone is out of the building, clear exits, and close all doors.
    - ***Do not lock the doors.**

Once in the designated area, take roll:	
If everyone is present and safe	Hold up **GREEN** **"All Clear"** Sign
If someone is missing or in need of help	Hold up **RED** **"Help"** Sign

- Remain in the designated evacuation area until notified to release by a school official or police officer.

FIRES NOT REQUIRING EVACUATION OR EMERGENCY SERVICES:

- Attempt to extinguish the fire, avoiding possible injury to yourself and others.
- If you successfully extinguish the fire and no injury is sustained, report the incident to the following:

Immediately Notify:	
Kaila Lockbeam, Vice President of Facilities & Safety	**509.949.7353**
Tim Daw, Safety Coordinator	**509.571.4770**

Revised 2.8.2024

Medical Emergency

DURING A MEDICAL EMERGENCY:

- Assess the situation.
  - If necessary, **call 911** and provide the following:
    - Building letter and address. **SEE EMERGENCY NUMBERS AND ADDRESSES**
    - Exact location of injured or ill person.
    - Type of injury or illness and individual's present condition.
  - Send a guide to the parking lot and prop open locked doors to escort responders to the emergency.
- Provide First Aid, CPR, or AED if necessary.
- For medical emergencies not requiring an ambulance, secure transportation for the individual to the appropriate medical facility.

Immediately notify a Campus Emergency Contact located on the front of your folder

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STUDENT ACCIDENT INSURANCE:

For students with school accident insurance only, we have yet to encounter a provider that does not accept our insurance.

For students with both personal health insurance and school accident insurance, you must seek a medical provider approved by your personal health insurance carrier.

Once at the medical facility, provide personnel with student accident insurance card.

Replacement student accident insurance cards may be requested from the Facilities & Safety Department.

ACCIDENT REPORTS:

All school or work related injuries and illness must be reported to the Facilities & Safety department within 24-hours regardless of severity. Both the injured individual and their supervisor or instructor must complete and submit an accident report to the Facilities & Safety department.

Accident Report forms are located on the Perry Share drive.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) LOCATIONS:

Ag - Con	1st Floor – Shop	South wall next to light switches
Automotive	1st Floor – Shop	West wall in the breakroom
Electrical / Machine	1st Floor – Shop	North wall Breezeway entrance
Hangar Building	1st Floor – Hallway	North wall next to drinking fountain
Main Building	1st Floor – Foyer	West wall next to men's restroom
16th Avenue Building	1st Floor – Hallway	South wall in Enrollment hallway
Plath Hall	1st Floor – Lobby	East wall next to Bathrooms
Welding	1st Floor – Lab	South wall next to eye wash station
Maint Shop / Ag. Bay	1st Floor – Ag. Bay	West wall next to first aid kit
Perry Tech Sunnyside	1st Floor – Hallway	South wall across from restrooms

Active Threat / Armed Intruder

Use reasonable and prudent discretion any time there is an individual who you believe places yourself or others in danger. It is advised not to leave campus by vehicle; the rush of traffic will cause a jam and leave you sitting in place and delay emergency responders.

Specific information will be provided to you as it becomes available.

SECURE & TEACH:

To be used if there is a **threatening situation in the vicinity**.

- All outside doors are locked and nobody exits the building. Students and employees will continue to work inside, as long as it is safe to do so.
- Entrances will be monitored by staff and faculty to ensure the threat doesn't gain access to the building, and to monitor employee and student access.
- Access into the building will only be granted with a Perry Tech ID badge.
- Take roll and ensure everyone is accounted for.
- Notify a Campus Emergency Contact if someone is missing.
- Remain in your secured area until notified to release by a school official.

LOCKDOWN:

To be used if the **threat is on campus and the safest option is to lockdown**.

- Go to the nearest room and lock all doors behind you.
- Pull security blinds and window blinds closed.
- Barricade the door to prevent the threat from gaining access.
- Stay away from windows and sightlines of anyone outside the room.
- If a gunshot or explosion is heard, take cover.
- Proceed with the steps acquired in Armed Intruder training to protect yourself and others.
- Turn off lights, remain quiet, and turn cell phones on silent during a lockdown.
- Remain in your secured area until notified to release by a school official.

EVACUATION:

To be used if **the safest option is to evacuate** the building or campus.

- Direct others to evacuate via the safest route.
- Notify a Campus Emergency Contact if you have evacuated to an Off-Site Emergency Shelter.
- Remain in the evacuation area until notified to release by a school official.

Bomb Threat / Suspicious Package

SUSPICIOUS PACKAGE:

All potential bombs must be considered real until proven otherwise. If you notice a suspicious package, backpack, or unusual item that is odd or out of place immediately follow these steps:

- **Call 911** and provide the following:
  - Building letter and address. **SEE EMERGENCY NUMBERS & ADDRESSES**
  - Exact location and description of the object.
  - Your name and phone number.
- Do not touch the object.
- Do not pull the fire alarm.
- If it is safe to do so, identify the danger area and block it off according to the **BOMB THREAT STAND-OFF CARD**, including floors above and below the object.
- Move away from the object and notify others in the vicinity to stay away.
  - Before evacuating the building, consider these questions:
    - Am I evacuating to a safer location?
    - Is my evacuation route safe?

Bomb Characteristics:	
Oily stains, discoloration, odor	Ticking sound
Excessive packaging material	Heavy
Postmarked from a city or state not matching the return address	Marked with a restriction like “do not x-ray”
Wires or aluminum foil	

Immediately notify a Campus Emergency Contact located on the front of your folder

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BOMB THREAT:

If you receive a bomb threat via phone, obtain as much information as possible from the informant using the **BOMB THREAT QUESTIONNAIRE**.

- Discreetly notify another person to **call 911** while keeping the caller on the line.
- Relay information to emergency personnel as it becomes available.

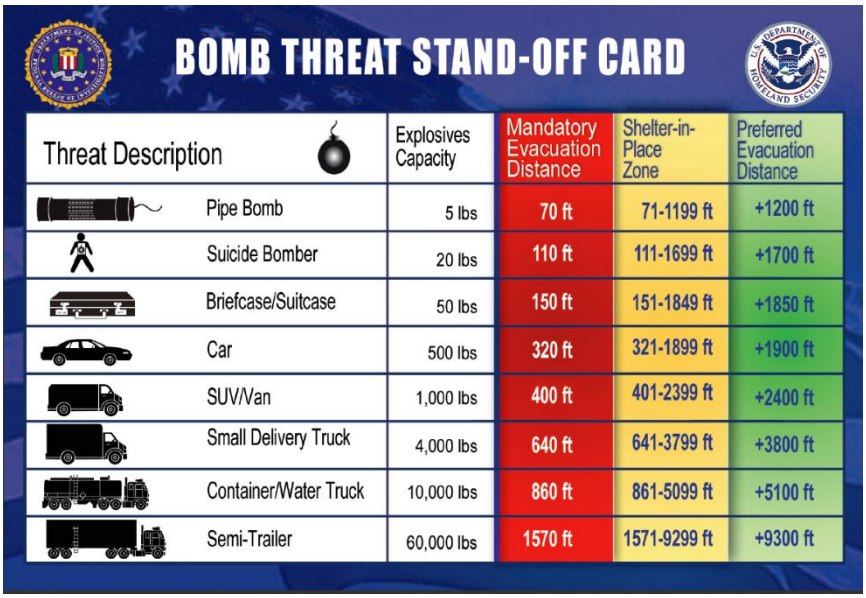
Immediately notify a Campus Emergency Contact located on the front of your folder

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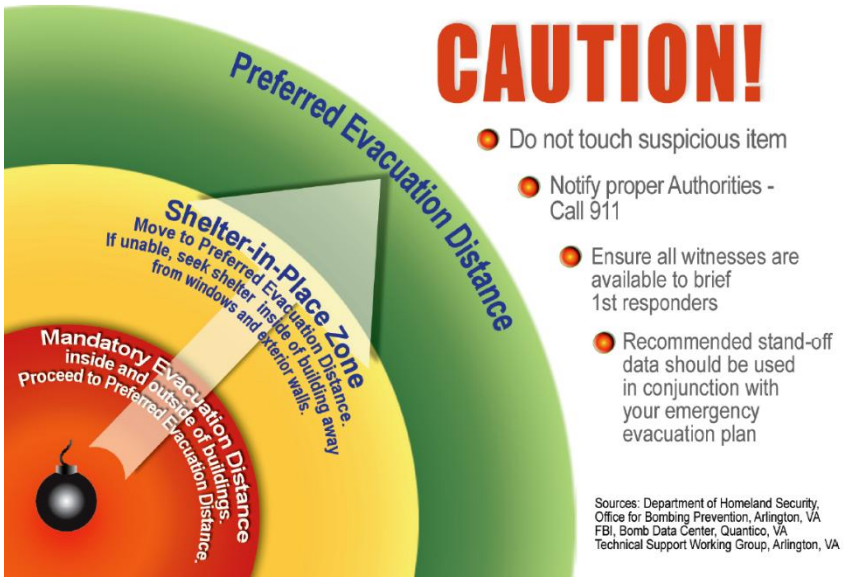
Bomb Threat Stand-Off Card

EVACUATION:

If instructed to evacuate the building, follow the **FIRE / EVACUATION** procedures and any instructions provided to you. Use the **Bomb Threat Stand-off Card** to help determine your evacuation distance.



Threat Description	Explosives Capacity	Mandatory Evacuation Distance	Shelter-in-Place Zone	Preferred Evacuation Distance
Pipe Bomb	5 lbs	70 ft	71-1199 ft	+1200 ft
Suicide Bomber	20 lbs	110 ft	111-1699 ft	+1700 ft
Briefcase/Suitcase	50 lbs	150 ft	151-1849 ft	+1850 ft
Car	500 lbs	320 ft	321-1899 ft	+1900 ft
SUV/Van	1,000 lbs	400 ft	401-2399 ft	+2400 ft
Small Delivery Truck	4,000 lbs	640 ft	641-3799 ft	+3800 ft
Container/Water Truck	10,000 lbs	860 ft	861-5099 ft	+5100 ft
Semi-Trailer	60,000 lbs	1570 ft	1571-9299 ft	+9300 ft



Revised 9.19.2017

Earthquake

IF YOU ARE INSIDE:

- Drop down onto your hands and knees.
- Cover your head and neck with your arms to protect yourself from falling debris.
- If you are in danger from falling objects, and you can move safely, crawl for additional cover under a sturdy desk or table.
- If there is low furniture or an interior wall or corner nearby, and the path is clear, these may also provide some additional cover.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as light fixtures or furniture.
- Hold on to any sturdy covering so you can move with it until the shaking stops.
- People who use wheelchairs or other mobility devices should lock their wheels and remain seated until the shaking stops. They should protect their head and neck with their arms, a pillow, a book, or whatever is available.

IF YOU ARE OUTSIDE:

- If you are outside when the shaking starts, move away from buildings, streetlights, and utility wires.
- Once in the open, "Drop, Cover, and Hold On." Stay there until the shaking stops.
- If it is not possible to get in the open, you may need to step inside a building to avoid falling debris.

IF YOU ARE IN A MOVING VEHICLE:

- If you are in a moving vehicle, stop as quickly and safely as possible and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped.
- Avoid roads, bridges, or ramps that the earthquake may have damaged.

In all cases, assess your surroundings to determine whether it is safe to remain where you are. If it is not safe, identify a safe evacuation route and move. Wait in a safe area until communicated with by a school official or police officer.

If instructed to evacuate the building, follow the **FIRE / EVACUATION** procedures and any instructions provided to you.

Power Failure

DURING A POWER FAILURE:

Immediately Notify:	
Kaila Lockbeam, Vice President of Facilities & Safety	**509.949.7353**
Matt Wangler, Maintenance Manager	**509.952.9212**
Jason Lamiquiz, President	**509.930.8452**

- Save all documents and turn off all computers, monitors, and other electronic equipment until the power has been restored for 15 minutes.
- Stay away from exposed or downed power lines.
- If there is no other emergency stay in your department and wait for instructions.
- Do not leave on a break.
- If you are already on a break, return to your department if it is safe to do so.
- If your department does not have emergency lighting or windows, move to a well-lit area. Use the flashlight on your cell phone to light your way.
- Take roll to ensure everyone is accounted for.

If instructed to evacuate the building, follow the **FIRE / EVACUATION** procedures, and listen carefully to any instructions provided to you.

DISMISSAL POLICY:

Students will wait 30 minutes in anticipation that the power will be restored.
If the power is still down after 30 minutes, a school official will dismiss the students.

Employees will wait one hour in anticipation that the power will be restored.
If the power is still down after one hour, a school official will dismiss the employees.

Hazardous Materials Release
Carbon Monoxide Detection
Gas Leaks & Suspicious Odors

All hazardous materials release, carbon monoxide detection, gas leaks, and suspicious odors must be reported immediately by calling the Facilities & Safety Department:

Facilities & Safety Department:	
Kaila Lockbeam, Vice President of Facilities & Safety	**509.949.7353**
Matt Wangler, Maintenance Manager	**509.952.9212**
Tim Daw, Safety Coordinator	**509.571.4770**

Once you return to your office, complete an **INCIDENT REPORT FORM** and submit to the Vice President of Facilities & Safety within 24-hours, regardless of severity. Incident Report Forms are on the Perry Share drive.

HAZARDOUS MATERIALS RELEASE:

If the materials released present an imminent hazard, including but not limited to threatening the lives or safety of others or the environment:

- **Call 911** and provide the following information:
  - Building letter and address. **SEE EMERGENCY NUMBERS AND ADDRESSES**
  - Exact location of release.
  - Name of product.
  - Quantity released.
  - Appearance: solid, liquid, odor, color, etc.
  - Injuries, or physical effects to those who have been exposed.
  - Your name and phone number.
- Evacuate the affected area at once and seal it off to prevent further contamination of other areas until emergency personnel arrive.
- Move to an area at least 500 feet away from the affected area.
- Call the Facilities & Safety Department.
- Do not return to an evacuated area unless authorized to do so by emergency personnel.

If instructed to evacuate the building, follow the **FIRE / EVACUATION** procedures and listen carefully to any instructions provided to you.

CARBON MONOXIDE DETECTION:

Carbon monoxide (CO) is an invisible, odorless, tasteless, and non-irritating gas created when fuel (e.g. gasoline, propane, natural gas, oil or wood) is burned. Improperly vented appliances or equipment can be sources of carbon monoxide.

Carbon Monoxide Poisoning Symptoms:	
Headache	Dizziness
Sore Throat	Drowsiness
Runny Nose	Vomiting
"Flu-Like" Symptoms	Unconsciousness

Select departments on campus are equipped with carbon monoxide sensors due to the nature of the program or the equipment being used. The carbon monoxide sensor will sound four quick "chirps" every few seconds, indicating that carbon monoxide is present. Be aware of carbon monoxide poisoning symptoms.

CARBON MONOXIDE RESPONSE:

If you are in a department when a carbon monoxide sensor sounds four quick "chirps" every few seconds, carbon monoxide is present and you need to act quickly:

- Evacuate the affected area and move occupants outdoors to fresh air.
- Ventilate the affected area, avoiding possible injury to yourself and others.
- If symptoms of carbon monoxide poisoning are present, **call 911** and follow the **MEDICAL EMERGENCY** procedure.
- If there are no symptoms of carbon monoxide poisoning, call the Facilities & Safety Department.
- Do not return to an evacuated area unless authorized to do so by a school official.

Concentration of CO in the air	Inhalation Time and Toxic Symptoms
9 ppm	The maximum allowable concentration for continuous exposure in any 8-hour period.
35 ppm	The maximum allowable concentration for continuous exposure in any 6-hour period.
200 ppm	The maximum allowable concentration for continuous exposure in any 2-3-hour period. Slight headache, fatigue, dizziness, and nausea.
400 ppm	The maximum allowable concentration for continuous exposure in any 1-2-hour period. Frontal headache and then life threatening after 3 hours.
800 ppm	Dizziness, nausea, and convulsions within 45 minutes. Unconsciousness within two hours and death withing 2-3 hours.

CHEMICAL SAFETY DATA SHEETS (SDS) LOCATIONS:

Safety Data Sheets are available online via the link below for all hazardous chemicals on campus. Chemicals are searchable by location, group, CAS #, product data, product code, or product status.

https://chemmanagement.ehs.com/9/a31884a2-e4c6-45a3-acd8-c49443e9c04a/ebinder/?nas=True

Printed Safety Data Sheets may be requested from the Facilities & Safety Department.

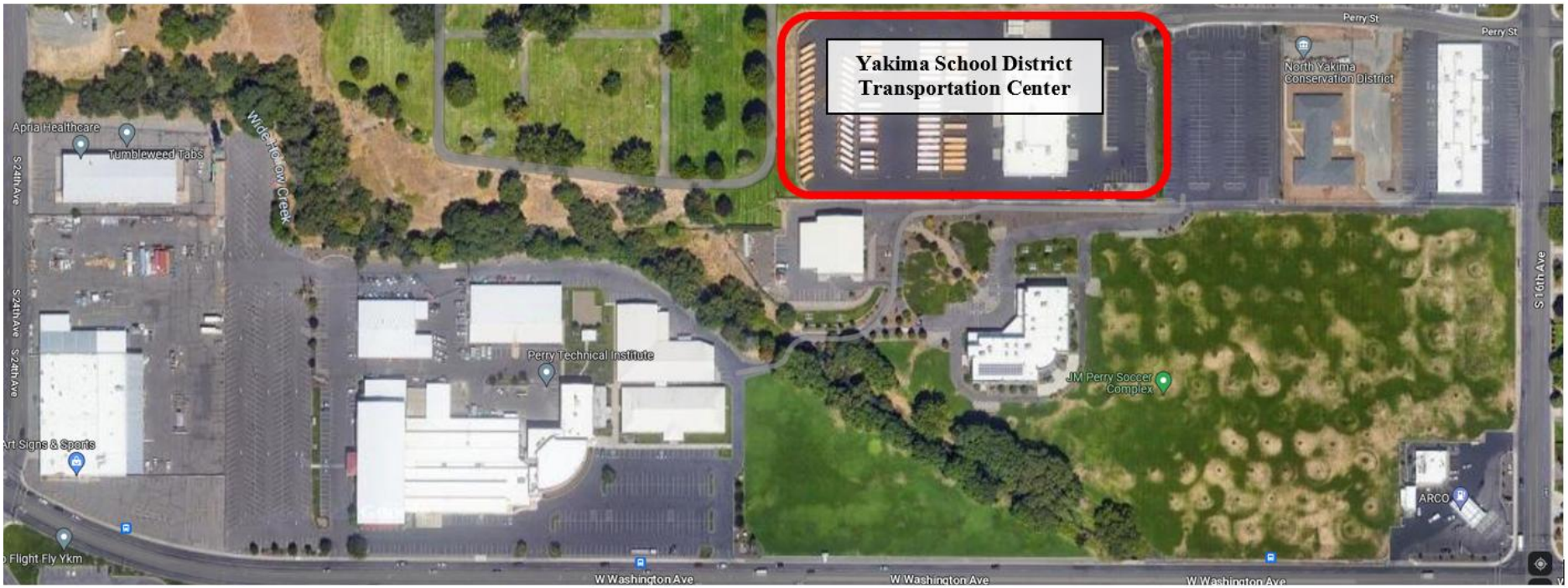
Off-Site Emergency Shelter (West)



Triumph Actuation Systems
2720 W Washington Ave
Yakima, WA 98903
509.248.5000

Revised 9.19.2017

Off-Site Emergency Shelter (East)



Yakima School District Transportation Center
1802 W Perry Street
Yakima, WA 98902
509.573.7200

Revised 2.04.2023