



Riverview School District

Emergency Operations Plan



Adopted by the Riverview School Board on October 22, 2013

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I. INTRODUCTION

1.1 PURPOSE

The purpose of the Riverview School District Emergency Operations Plan is to identify and respond to emergencies that may occur on school grounds while children are present. The plan outlines an approach to emergency management operations in the event of a high impact incident that requires immediate action when traditional resources are en route, limited or nonexistent. The plan educates staff, faculty, students and other key stakeholders on their roles and responsibilities before, during and after an event. Developing, maintaining, and exercising this plan empowers employees in an emergency to act quickly and knowledgeably. This plan provides parents and other members of the community with assurances that the Riverview School District has established guidelines and procedures to respond to critical incidents/hazards in an effective way. The Emergency Operations Plan takes an all-hazard approach to emergency management with strategies for prevention, preparedness, response and recovery.

The Emergency Operations Field Guide is an annexed document, which details specific procedures and guidelines for responding to an emergency. The Emergency Operations Field Guide outlines an organized method to prepare for and respond to incidents based on the National Incident Management System and corresponding Incident Command System, which is the emergency management doctrine used across the United States to coordinate emergency preparedness and incident management and response among emergency responders and the public. National Incident Management System is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. National Incident Management System enables us to work together to prevent, protect against, respond to, recover from and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment.

National Incident Management System provides:

- A standardized approach to incident management that is scalable and flexible.
- Enhanced cooperation and interoperability among responders.
- Comprehensive all-hazards preparedness.
- Efficient resource coordination among jurisdictions or organizations.
- Integration of best practices and lessons learned for continuous improvement.

1.2 MISSION AND GOALS

The mission of Riverview School District in an emergency/disaster is to:

1. Protect lives and property
2. Respond to emergencies promptly and properly
3. Coordinate with local emergency operation plans and community resources
4. Aid in recovery from disasters

The goals of Riverview School District Emergency Operations Plan are to:

- Provide detailed response plans to direct the use of school personnel and facilities to manage an emergency
- Utilize the National Incident Management System/Incident Command System to manage large scale emergency incidents
- Provide appropriate training to key district employees for various roles within the National Incident Management System model and provide emergency in-service to all Riverview School District staff
- Establish Emergency Response Teams within each building to facilitate planning/response activities. Each building administrator (including district office) will be responsible for forming an Emergency Response Team and overseeing activities
- Provide basic supplies to care for staff and students during an emergency
- Conduct the required annual safety drills and exercises to prepare school personnel as well as students for an emergency situation
- Establish, maintain and update multiple communication channels within the district and community to facilitate response, requests for resources, communication with parents and media
- Maintain/update Rapid Responder Mapping website
- Conduct an annual review of high risk hazards within the Riverview School District
- Coordinate emergency plans with local agencies
- Provide detailed and accurate documentation of emergencies to aid the recovery process
- Outline steps for a post-disaster recovery program that involves both short-term and long-term efforts

II. SITUATION AND ASSUMPTIONS

The scope of the plan identifies potential incidents/hazards, population served, locations, and resources.

2.1 INCIDENT/HAZARDS

An incident is an occurrence – natural, technological, or human-caused that requires a response to protect life or property. The principal/building administrator shall have the authority to determine when an incident has occurred and to implement the procedures within this Emergency Operations Plan and when necessary the annexed Emergency Operations Field Guide.

Hazards: Hazards shall include situations involving threats of harm to students, personnel, and/or facilities. Hazards include, but are not limited to, natural, technological and human-caused incidents. Hazards may require an interagency response involving law enforcement and/or emergency services agencies depending on the size and scope of the incident.

Assessment is ongoing and monitoring potential hazards allows for preparedness and training efforts to be directed at the most obvious/likely scenarios, which serves to increase the ability to respond

accordingly. The hazard summary (appendix 2) shall be evaluated each year to insure that the plans and procedures continue to focus on the most likely events.

2.2 SCHOOL POPULATION

The Riverview School District currently serves an enrollment of approximately 3,300 students, with eight school sites (Cherry Valley Elementary, Stillwater Elementary, Carnation Elementary, Tolt Middle School, Cedarcrest High School, Eagle Rock Multi-Age Program, and Riverview Learning Center programs (Parade, Choice, CLIP) and Riverview Ancillary Program (Special Education young adult transition program).

2.3 DISTRICT INFORMATION

Riverview School District is served by three different government jurisdictions: King County, the City of Carnation, and the City of Duvall. The district is 250 square miles and is located in northeast King County serving the Snoqualmie River valley from the King/Snohomish County line south, approximately 16 miles, and from the western ridge of the valley to the Cascade foothills.

2.4 RESOURCES

Riverview School District will identify and utilize resources that are recognized in advance. Examples of predetermined resources are manpower, information and supplies. Identifying these resources prior to an incident will facilitate in a more effective deployment of the Emergency Operations Plan.

- Manpower

The district office, led by the superintendent or designee, will oversee planning, operations and communications from each of the affected buildings and participate in decision making concerning movement of students to other locations/building sites along with coordination of supplies. The superintendent can establish a District Emergency Operations Center to coordinate and manage large scale operations if necessary. When established the superintendent or designee will assume the role of Riverview Incident Commander.

The superintendent or designee Public Information Officer will be ultimately responsible for all outgoing communication with the public and will serve as a liaison to outside agencies. Support staff at the district office will assist in documenting all aspects of a major event including location/status of students, actions taken, all outgoing communications, records of expenditures, and staff hours.

The principal or a designee will serve as a localized Incident Commander for each building site. The principal or designee is not able to manage all the aspects associated with an incident without assistance. The school relies on other key school personnel to perform tasks that will ensure the safety of students and staff during a crisis or critical incident. The Incident Command System uses a team approach to manage incidents. It is difficult to form a team while a crisis or critical incident is unfolding; therefore, each site will assemble an Emergency Response Team who will actively oversee planning and education of staff prior to an incident. Roles should be pre-assigned based on training and qualifications. Each staff

member and volunteer must be familiar with his or her role and responsibilities before an incident occurs.

In the event that the Emergency Operations Field Guide is activated, staff will be assigned to serve within the Incident Command System based on their expertise and training and the needs of the incident.

- Supplies

All property of Riverview School District (water, sanitation, medical supplies, and communication devices) serves as a potential resource to be utilized during a disaster. Shipping containers with emergency supplies are strategically placed around the district for access.

- Information

Hard copies of Emergency Operations Plan and Emergency Operations Field Guide, back up communication systems, maps, student data, contact information for outside agencies, and any other data that can be stored non-electronically shall be accessible during a disaster.

2.5 PLANNING ASSUMPTIONS AND LIMITATIONS

Planning Assumptions

Stating the planning assumptions allows Riverview School District to deviate from the plan if certain assumptions prove not to be true during operations. The School Emergency Operations Plan assumes:

- The school community will continue to be exposed and subject to hazards and incidents described in the Hazard Analysis Summary, as well as lesser hazards and others that may develop in the future.
- A major disaster could occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.
- A single site incident (e.g., fire, gas main breakage) could occur at any time without warning and the employees of the school affected cannot, and should not, wait for direction from local response agencies. Action is required immediately to save lives and protect school property.
- Following a region-wide catastrophic incident, the school may have to rely on its own resources to be self-sustaining for up to 72 hours.
- There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. Rapid and appropriate response by on scene personnel will reduce the number and severity of injuries.
- Outside assistance from local fire, law enforcement, and emergency managers may be available in most serious incidents unless the system is overwhelmed with a resource intensive, large scale disaster. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until responders arrive at the incident scene.
- Proper prevention and mitigation action can help prevent or reduce incident related losses. Detailed emergency planning, training of staff, students and other personnel, and conducting periodic emergency drills and exercises can improve this school's readiness to deal with emergency situations.

- Maintaining the district Emergency Operations Plan and providing frequent opportunities for stakeholders (staff, students, parents, first responders, etc.) to exercise the plan can improve the school's readiness to respond to incidents.
- A spirit of preparedness among school employees, students, and families will result in their providing assistance and support to incident management efforts.

Limitations

It is the policy of Riverview School District that no guarantee is implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, Riverview School District can only endeavor to make every reasonable effort to manage the situation, with the resources and information available at the time.

III. IMPLEMENTATION

The objectives of the Emergency Operations Plan are to set forth tasks that establish and maintain an ongoing emergency operations program.

To accomplish the goals outlined within this plan, Riverview School District shall implement the list of objectives/tasks tied to each goal, thereby establishing and maintaining actions in concert with the stated mission.

3.1 PROVIDE DETAILED EMERGENCY RESPONSE PLANS TO DIRECT THE USE OF SCHOOL PERSONNEL AND FACILITIES TO MANAGE AN EMERGENCY

Riverview School District will annex an Emergency Operations Field Guide to this Emergency Operations Plan as a standard set of procedures to be followed during an emergency situation. The Emergency Operations Field Guide uses a multi-prong approach with tactical components that are scalable to the operational needs. Topics addressed include establishing command, requesting resources, student care, first aid, search and rescue, student accounting and student release.

3.2 ADOPT THE NATIONAL INCIDENT MANAGEMENT SYSTEM/INCIDENT COMMAND SYSTEM TO MANAGE LARGE SCALE EMERGENCY INCIDENTS

The National Incident Management System establishes a uniform set of processes, protocols, and procedures that all emergency responders, at every level of government, will use to conduct response actions. The Emergency Operations Field Guide will utilize this model of Standard Operating Procedures to direct all emergency operations.

3.3 PROVIDE APPROPRIATE TRAINING TO KEY DISTRICT EMPLOYEES FOR VARIOUS ROLES WITHIN THE NIMS MODEL AND PROVIDE EMERGENCY IN-SERVICE OVERVIEW TO ALL RIVERVIEW SCHOOL DISTRICT STAFF

- Emergency Operations training in-service for all staff, every three years, beginning in 2014

- Incident Command System for all building principals, assistant principals, designated alternates and district administrators.

Initial state mandated Incident Command training with refreshers every other year through online identified FEMA courses. Alternate between ICS-100 and IS-700 or equivalent. (To be tracked in HR database for demonstrated fulfillment)

- Building safety/security training to be utilized during disasters for Maintenance/Custodial staff. Training to include emergency shut off for utilities, and clearing of hazards. Maintenance supervisor will be certified in post incident structural evaluation of buildings.
- Transportation-ongoing bus driver training to include school and bus evacuation drills, communication with District Office during large-scale disaster, and evacuation routes.
- Inventory staff with specific skills/training at each site. Consider First Aid, CPR/AED, Community Emergency Response Teams and/or Incident Command System training as appropriate for selected staff in each building.
- Schedule a table top Incident Command Drills for principals and district administrators every other year beginning in 2014.

3.4 ESTABLISH EMERGENCY RESPONSE TEAMS WITHIN EACH BUILDING TO FACILITATE PLANNING/RESPONSE ACTIVITIES

- Prior to the beginning of each school year each building principal/administrator will establish and oversee an Emergency Response Team made up of building staff who will become familiar with and review the sites emergency plans.
- Each principal with team input will outline and monitor the annual required safety drills.
- Each Emergency Response Team will insure that updated copies of student rosters/information are distributed to each classroom (emergency backpacks) along with hard copies stored in the office and off site.
- Each Emergency Response Team will identify key positions and back up designees who can assume roles outlined in the Emergency Operations Field Guide (to include Incident Command, Facility Check, Student Accounting/Release, Medical and Safety Officer).
- Each Emergency Response Team will identify potential emergency resources within school building and surrounding vicinity. Be familiar with complete inventory of emergency cargo container.
- Each Emergency Response Team will coordinate additional donated inventory of supplies with PTSA and Riverview School District Emergency Manager.

3.5 PROVIDE BASIC SUPPLIES TO CARE FOR STAFF AND STUDENTS DURING AN EMERGENCY

Riverview School District maintains emergency supplies at 5 sites (Cedarcrest, Stillwater, Cherry Valley, Tolt Highlands-2) to be utilized in a disaster including but not limited to first aid, search and rescue, shelters, water, sanitation.

Each building/school shall have an emergency storage container stocked with emergency tools and supplies monitored by the maintenance department once a year. Each container shall contain a minimum inventory of supplies to care for staff and students. (Emergency Supply Inventory - Appendix 1).

3.6 CONDUCT THE REQUIRED ANNUAL SAFETY DRILLS AND EXERCISES TO PREPARE SCHOOL PERSONNEL AS WELL AS STUDENTS FOR AN EMERGENCY SITUATION

Riverview School District understands the importance of training and drills in the overall emergency management program. The drills will be completed as outlined in the Comprehensive Student Safety Plan.

To ensure that district personnel and community first responders are aware of their duties and responsibilities under the school plan and the most current procedures, the following drills will occur:

- Each school shall conduct no less than nine safety-related drills each year that school is in session.
- Each school shall complete no less than one drill using the school mapping (Rapid Responder) information system, three drills for lockdowns, one drill for shelter-in-place, one drill for earthquake and dam evacuation (if needed based on location of the facility), and three drills for fire evacuation in accordance with the state fire code. One drill each year will be held in conjunction with an outside agency such as the local fire or police department.

3.7 ESTABLISH, MAINTAIN AND UPDATE MULTIPLE COMMUNICATION CHANNELS WITHIN DISTRICT AND COMMUNITY TO FACILITATE RESPONSE, REQUEST FOR RESOURCES, COMMUNICATION WITH PARENTS, PARTNER AGENCIES AND MEDIA

Communication is a critical part of incident management. This section outlines Riverview School District's communications plan and supports its mission to provide efficient and effective internal and external communication between the school, staff, students, parents, responders, and media. All Riverview School District employees are to refer all requests for information and questions to the Superintendent or designated Public Information Officer.

1. Internal Communications after an initial response- All internal communications will follow the chain of command. The Incident Commander will receive/send communications from the command post. Runners or radios may be utilized to communicate between operational areas.
2. Communication with the School District Offices-The Incident Commander will use any and all communication devices that are available to contact the district offices and/or Superintendent or designee including the District and county emergency radios. The Incident Commander will designate staff member(s) to monitor all communications.

3. External Communications-In the event of an incident, parents, media, and first responders will require clear and concise messages from Riverview School District about the incident, resources needs, response plans, and the safety of the children and staff. Information regarding reunification location and process must be accurately conveyed.

3.8 MAINTAIN/UPDATE RAPID RESPONDER MAPPING WEBSITE

Riverview School District utilizes the Rapid Responder Mapping Web-based data source to assist the Incident Commander and incoming agencies with detailed information about each school site. The data includes site maps, building diagrams, occupancy, and emergency shut-off locations and identifies key personnel at each site.

3.9 CONDUCT AN ANNUAL REVIEW OF HIGH RISK HAZARDS WITHIN RIVERVIEW SCHOOL DISTRICT

- An annual review shall be conducted of potential hazards based on locality, frequency and likelihood of various threat scenarios that would require action beyond what is considered a normal school day in order to protect students from harm. (Hazard Summary - Appendix 2).
- This annual review will help insure that supplies, training and responses are built around the most likely emergent scenarios that are probable in this specific locality.

3.10 COORDINATE EMERGENCY PLANS WITH LOCAL AGENCIES

- Coordinate and share planning information with local response agencies. Periodically conduct exercises with first responders to practice effective coordination and transfer of command.
- Riverview School District will use its own resources to respond to emergency situations until first responders are able to assist. The Incident Commander will maintain communication with first responders during an incident. Transfer of command will occur if and when first responders arrive and are able to assume management of the incident under their jurisdiction. If necessary an Incident Commander can request additional assistance/resources from emergency management personnel, other local officials or agencies that have training or resources needed to assist with the emergency situation. (Red Cross, City of Carnation, Eastside Fire & Rescue, City of Duvall, Duvall King County Fire District #45, King County EOC, Duvall EOC or other appropriate agencies).

3.11 PROVIDE DETAILED AND ACCURATE DOCUMENTATION OF EMERGENCIES TO AID IN THE RECOVERY PROCESS

The Riverview School District will adopt uniform record keeping to collect details related to an emergency situation. These are to include data on students, medical care, status reports, communication reports, expenditure reports etc.

3.12 OUTLINE STEPS FOR A POST-DISASTER RECOVERY PROGRAM THAT INVOLVES BOTH SHORT-TERM AND LONG-TERM EFFORTS

If a disaster occurs Riverview School District will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the school and provide for the basic needs of the staff and students. Long-term recovery focuses on restoring the school to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to students, families and staff. Examples of recovery programs include temporary relocation of classes, restoration of school services, debris removal, restoration of utilities, disaster mental health services, and reconstruction.

After the safety and status of staff and students have been assured, and emergency conditions have abated following an incident, staff/faculty will assemble to support the restoration of the school's educational programs. Defining mission critical operations and staffing will be a starting point for the recovery process. Collecting and disseminating information will facilitate the recovery process. The staff/faculty teams will:

1. Conduct a comprehensive assessment of the physical and operational recovery needs.
2. Assess physical security, data access, and all other critical services (e.g., plumbing, electrical).
3. Examine critical information technology assets and personnel resources, and determine the impact on the school operations for each asset and resource that is unavailable or damaged.
4. Document damaged facilities, lost equipment and resources, and special personnel expenses that will be required for insurance claims and requests for State and Federal assistance.
5. Provide detailed facilities data to the school district office so that it can estimate temporary space reallocation needs and strategies.
6. Arrange for ongoing status reports during the recovery activities to: a) estimate when the educational program can be fully operational; and b) identify special facility, equipment, and personnel issues or resources that will facilitate the resumption of classes.
7. Educate school personnel, students, and parents on available crisis counseling services.
8. Establish absentee policies for teachers/students after an incident.
9. Establish an agreement with mental health organizations to provide counseling to students and their families after an incident.
10. Develop alternative teaching methods for students unable to return immediately to classes: correspondence classes, videoconferencing, etc.
11. Create a plan for conducting classes when facilities are damaged (e.g., alternative sites, half-day sessions, portable classrooms).
12. Get stakeholder input on prevention and mitigation measures that can be incorporated into short-term and long-term recovery plans.

IV. PLAN DEVELOPMENT, MAINTENANCE, AND DISTRIBUTION

4.1 PLAN DEVELOPMENT

The Emergency Operations Plan Work Group is responsible for the overall development and completion of the Emergency Operations Plan and annexed Emergency Operations Field Guide. The Riverview School District Superintendent is responsible for approving and promulgating this plan.

4.2 PLAN REVIEW AND MAINTENANCE

- The Emergency Operations Plan and the Emergency Operations Field Guide will be reviewed and updated annually by the Riverview School District Emergency Manager. The Superintendent in consultation with the Emergency Manager will establish a schedule for annual review of planning documents.
- The Emergency Operations Plan and Emergency Operations Field Guide will be updated based upon issues identified during actual emergency situations, exercises or when changes occur in threat hazards, resources, capabilities, school facilities, or legal/regulatory requirements.

4.3 DISTRIBUTION AND PUBLICATION

- The Superintendent shall determine the distribution of this plan and its appendices. In general, copies of plans and annexes should be distributed to those tasked in this document. Copies should also be set aside for appropriate emergency partners/agencies. A distribution list shall be contained within the appendices.
- The Superintendent is responsible for overseeing the distribution of all revised or updated planning documents to all departments, agencies, and individuals tasked in those documents.
- Publication of the planning documents will be web based.

APPENDIX 1: EMERGENCY SUPPLY INVENTORY

Emergency Supply Inventory						
	Number of			Date inventory taken:		
Location	staff	students	total			
		0	0			
Description	Unit or Size	Quantity per person	or Quantity per site	Total Recommended Inventory	Inventory on hand	Date of Inventory Replacement
Bottled Water	16oz	1.50		0		
Medical/First Aid						
Gauze 4x4 12ply sponges	4" x 4"		4000	4000		
Gauze rolls - 2"x4.1yds.	2" x 4.1 yds.		192 rolls	192 rolls		
Gauze rolls - 3"x4.1yds.	3" x 4.1 yds.		192 rolls	192 rolls		
Eye Pads	2.625" x1.625"		200	200		
Tape - Surgical	1" x 10yds		120 rolls	120 rolls		
Bandages - plastic	1" x 3"		1440	1440		
Bandages - Fabric	1" x 3"		480	480		
Elastic Wraps(Ace)	2" x 4.5 yds.		30	30		
Elastic Wraps(Ace)	3" x 4.5 yds.		30	30		
Instant Cold Packs	5" x 7"		144	144		
Eye wash - Squirts	20ml "Squirt"		60	60		
Eye wash - Bottles	4 oz. Btl		50	50		
Triple Antibiotic Ointment	.9 gram foil pkt		345	345		
Hydrocortisone Cream	.9 gram foil pkt		345	345		

Surgical gloves latex free (and for sanitation purposes)	100/box	0.50		0		
Sanitation:						
trash (plastic buckets for)	5 gallon	0.01		0		
toilets (plastic buckets for)	5 gallon	0.01		0		
toilet seats/lids for plastic buckets	each	0.01		0		
toilet paper rolls	rolls	0.20		0		
Red biohazard plastic bags (human waste)	5 gallon size	0.12		0		
plastic bags/liners for plastic buckets	5 gallon size	0.05		0		
bottles of sanitizing gel	16 oz	0.01		0		
Wet (antibacterial) wipes	varies	2.00		0		
pop up bathroom shelters	each	0.01		0		
female sanitary napkin (i.e. Maxi pads) for staff and/or secondary level students	30/pack	0.125		0		
paper towels	rolls	0.035		0		
paper cups (that hold hot or cold drinks)	each	1.00		0		
Communications/lights						
Walkie Talkies (with AA size batteries) 25+ mile range. Not re-chargeable	pairs		1	1		
LED Flashlights (that use "AAA" batteries)	each	0.05		0		
Lanterns (that use "D" batteries)	each		2	2		
D batteries	12/pack		1	0		
AA batteries	each	0.055	1	0		
AAA batteries	48/ pack					
Shelters/warmth						
Emergency Mylar(Silver) blankets	52"x84"	1.00		0		

Tarps (for over and under people)	various	0.05		0		
Pop up shelters	10'x10'		3	3		
"Little Hotties" pocket warmers	each	1.00		0		

APPENDIX 2: HAZARD SUMMARY

CATEGORY	NOTES
NATURAL	
EARTHQUAKE	History of large scale earthquakes in the PNW
FLOODING (flash flood, river, or tidal)	Proximity to rivers and history of flooding
WINTER STORM	History of severe storms in PNW
WILDFIRE	Higher likelihood during school break
VOLCANIC ERUPTION	History of devastating eruptions in PNW
TORNADO	Rare event in PNW
MAN MADE	
ACTIVE SHOOTER	Increasing trend towards violent shootings
DAM FAILURE	Major dam breach threatens river valley
STRUCTURE FIRE	All structures can potentially catch fire

MAN MADE CONTINUED

MASS CONTAMINATION	Potential from virus or dirty bomb
CIVIL DISORDER	Rare but possible
EXPLOSION (Non Terrorist)	Potential for explosion from fuel truck or gas leak
HOSTAGE SITUATION	Rare but possible. Child custody issues can trigger.
HOSTILE INTRUDER (all weapons other than guns)	Potential threat from violent individual
TERRORISM/BOMB THREAT	Rare but possible
CHEMICAL/HAZARDOUS MATERIALS	Potential for chemical release on major highway