

CANBY SCHOOL DISTRICT
STAFF GUIDE to
Emergency Response



CANBY SCHOOL DISTRICT
1130 South Ivy, Canby OR 97013
503-266-7861

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ACTION CHECKLIST



The following pages will assist staff in responding to emergency situations that may occur during the school day. Review these responses with your students in preparation for such an event.

- Determine if an emergency is occurring and extent of the crisis.
- Determine if your first course of action should be calling 911 and do so.
- Determine whether a LOCK-IN, LOCK-OUT, or EVACUATION has been announced.
- Follow appropriate procedures as described in this document until or unless notified otherwise.
- Debrief the event with the principal after the event is over.
- Determine if corrective actions are needed.
- Review emergency responses with your students on a regular basis.

Response

EMERGENCY

QUICK REFERENCE GUIDE



LOCK-IN

ROOM SECURED: TAKE ROLL; KEEP STUDENTS IN ROOM UNTIL RELEASED
Weapon/Threat ♦ Shooting ♦ Dangerous Intruder

LOCK-OUT

BUILDING ENTRANCE(S) SECURED: KEEP STUDENTS IN SCHOOL UNTIL ALL-CLEAR
Trespassing ♦ Disturbance ♦ Criminal Activity ♦ Civil Unrest

EVACUATION

CAMPUS

GO TO STAGING AREA: TAKE ROLL; KEEP STUDENTS CALM UNTIL ALL-CLEAR
Fire ♦ Explosion or Bomb Threat ♦ Earthquake (after Drop, Cover and Hold)

CLASSROOM

GO TO SAFE ROOM: TAKE ROLL; KEEP STUDENTS CALM UNTIL INSTRUCTED TO RETURN
Hazardous Spill ♦ Disruptive Behavior

SAFE ROOM/AREA:

MEDICAL EMERGENCY

CALL 911 FIRST IF SERIOUS INJURY HAS OCCURED

Personal judgement is required.

Examples of serious injury include:

Loss of consciousness; Severe respiratory distress/chest pains; Head wounds;
Severe bleeding; Back and neck injuries; Seizures lasting more than 10 minutes;
3rd degree or chemical burns; Electrocution; Shock;
Poisoning (including ingestion of unknown drugs); Severe allergic reactions;
Suicide/psychiatric emergency; Any other life-threatening emergencies

Review emergency procedures in the Staff Guide to Emergency Response handbook given to Canby School District staff.

GENERAL COMMUNICATION PROCEDURES

CALL 911 IMMEDIATELY

1. In the event of a classroom or school emergency, **call 911** immediately.
2. Clearly communicate the details of the emergency and specific location.
3. Contact the principal/school office to notify of emergency situation.
4. Remain with the situation until emergency services arrive.

LOCK-IN OR LOCK-OUT OR EVACUATION

1. Principal to teacher contact.
2. Principal calls district office/Superintendent and Safety Officer.
3. Superintendent or designee manages ALL media inquiries.

EARLY CLOSURE OR LATE START

1. Superintendent contact(s) administrators to begin phone tree or staff notification.
2. District communicates with media for parent notification.
3. Principal informs staff and elementary parents.

USE OF CELL PHONES

1. Use cell phone to notify principal or to contact emergency services if regular communication is not available.
2. Do not use or allow student use of cell phones in the event of a bomb threat. Have students turn cell phones off.
3. Do not allow students to use cell phones or share emergency situation information. Have students turn cell phones off.

COMMUNICATION WITH MEDIA

1. Refer ALL media inquiries to Office of the Superintendent (503-266-7861).

IN THE EVENT OF AN EMERGENCY

CALL 9-1-1 FIRST

CANBY SCHOOL DISTRICT OFFICE EMERGENCY CONTACTS

Access individual contact information on each school's
Emergency Quick Reference Guide
(yellow card) posted in student access & office areas.

■ BOMB OR SUSPICIOUS DEVICE ■

TEACHER OR SUPERVISING ADULT:

1. Do not touch or approach a bomb or suspicious device.
2. Avoid use of two-way radios and cell phones.
3. Avoid causing vibrations (e.g., from running and other movement) since they can detonate some devices.
4. Notify building office immediately, identifying the location of the suspicious device so the area can be barricaded.
5. Get students out of the immediate vicinity and wait for directions from the principal.
6. Follow principal's instructions for appropriate emergency procedure. (Directed Response procedure)
7. Account for all students and remain in designated area until contacted.

ADMINISTRATIVE AND SUPPORT STAFF:

1. Issue appropriate emergency procedure.
2. **Call 911.**
3. Send support staff to areas of the building or grounds where the intercom cannot be heard to notify all students and staff of the potential danger.
4. Call the Superintendent's Office (503-266-7861) who will activate the District Emergency Management Team.
5. Work with police and fire to determine nature of the device.
6. Refer all media inquiries to Office of the Superintendent (503-266-7861).

BACKGROUND

WHAT: To minimize potential problems, remember to:

- AVOID USE OF CELL PHONES AND TWO-WAY RADIOS.
- Avoid causing vibrations.
- Open doors and windows if possible.

■ CHILD ABUSE REPORTING ■

WHEN IN DOUBT, REPORT!

TEACHER OR SUPERVISING ADULT AND ADMINISTRATION

1. If reasonable cause exists to believe abuse has occurred, follow building notification policy. **Report immediately** to Department of Human Services - Child Abuse Hotline (DHS), 503-657-2112 or a law enforcement agency, and notify building principal or counselor.
2. **Do not inform parents of the report.** It is DHS* or the law enforcement's responsibility to investigate and inform parents.
3. Provide completed report form to building administrator. Notify nurse.
4. Oregon law stipulates that all school employees are mandatory reporters. This means that the employee is legally responsible to ensure that a report has been made. The law also requires that such a report be made immediately.

BACKGROUND

What Is Abuse?

- Any physical injury to a child caused by other than accidental means, including any injury inconsistent with an explanation of how the injury occurred.
- Neglect which leads to physical harm.
- Sexual molestation.

Reporting Suspected Child Abuse

- School employees are legally obligated to report to DHS* or a law enforcement agency if they believe that any student with whom they have had official contact may have suffered abuse.
- Reporting employees may not inform parents of their report.

Reporting Suspected Abuse by an Adult

- Any school employee who suspects an adult of child abuse, is legally obligated to report immediately to DHS* or a law enforcement agency. This applies to suspicion of any abuse of a minor, whether or not the child attends our schools.

Investigating Suspected Abuse

- School staff are required to cooperate with investigations being conducted by DHS* or a law enforcement agency.
- The DHS* representative or law enforcement officer questioning the student about possible abuse will determine if a school official may be present during the interview.

NOTE

Employees are REQUIRED BY LAW to report suspected child abuse.

Employees may lose certification if they do not report suspected abuse to Department of Human Services or an appropriate law enforcement agency.

***Department of Human Services - Child Abuse Hotline: 971-673-7112**

■ DANGEROUS PERSON ON CAMPUS ■

TEACHER OR SUPERVISING ADULT

1. Notify office immediately of dangerous or suspicious person.
2. Report immediately to closest securable room.
3. If the dangerous person is not in your room, DO NOT call the office, but follow emergency procedure instructions as directed by administrator.
4. Stay with students, keeping them together.
5. Account for all students, take roll, and remain in the area to which you were sent.

ADMINISTRATIVE AND SUPPORT STAFF:

- Issue appropriate emergency procedure (e.g. lock-in, lock-out).
- Consider locking all outside doors.
- Notify areas of the building or grounds by the safest method possible (where the intercom cannot be heard) to notify all students and staff of the potential danger.
- **Call 911.**
- Call the Superintendent's Office (503-266-7861) who will activate the District Emergency Response Committee.
- Provide police with a floor plan and follow their instructions for moving students and staff.
- Refer all media inquiries to Office of the Superintendent (503-266-7861).

IF THE INCIDENT OCCURS DURING A BUS ARRIVAL OR DEPARTURE TIME, CONTACT FIRST STUDENT TRANSPORTATION AT 503-266-2064 AND DIRECT THE DISPATCHER TO GIVE DRIVERS SPECIFIC INSTRUCTIONS.

BACKGROUND

WHAT: A dangerous person could be someone with a legitimate purpose on campus (student, staff, faculty, authorized visitor) or an unauthorized visitor. To reduce the possibility of dangerous persons on campus:

- Direct all strangers or visitors who are not wearing the required Visitor's Badge to the office for registration.
- Notify the office immediately of suspicious persons or behavior.
- Report suspected or actual weapons or altercations to the principal immediately.

■ DISRUPTIVE BEHAVIOR ■

TEACHER OR SUPERVISING ADULT

1. Tell students to go immediately, in a calm orderly fashion, to the agreed-upon safe area (see below).
2. Notify office immediately by phone or send responsible party. Include requested response, such as call 911 or the police.
3. Remain with the problem situation, working to defuse the crisis by remaining calm. Reassure those remaining that everything possible is being done to return the situation to normal.

**The designated safe
area for my class is:**

SCHOOL SIGNAL: “ROOM CLEAR”

“Room _____ will be cleared and students (occupants) sent to
_____.”

■ DISTURBANCE ■

TEACHER OR SUPERVISING ADULT:

1. Issue a “ROOM CLEAR” directive, unless the principal indicates use of an alternative procedure.
2. Notify office immediately by phone or send responsible party. Include requested response, such as call 911 or the police.
3. Account for all children and remain in classroom or designated area until contacted.

NOTE:

Disruptive behavior: Behavior of an individual student, staff or individual is out of control causing disruption to the classroom environment and potential harm to self or others.

Disturbance: Behavior of more than one student, staff or individual is out of control causing disruption to the classroom environment and potential harm to self or others.

■ EARTHQUAKE ■

TEACHER OR SUPERVISING ADULT

If indoors:

1. If you see or feel signs of an earthquake (the ground shaking, hanging objects swaying, objects wobbling on shelves) OR if the principal sounds an earthquake signal, instruct students to:
 - Take cover immediately under tables or other heavy furniture
 - If heavy furniture is not available, stand in interior doorways, the narrow halls or against weight bearing walls.
 - Turn away from windows
 - Stay away from windows, light fixtures, and suspended objects
 - Remain calm, reassuring students by speaking and giving instructions in a firm, even voice
2. When the quake is over, determine a safe exit path and evacuate the building as quickly as possible in a calm, orderly fashion.
3. Go to a designated safe outdoor area, such as an athletic playing field or playground.
4. Account for all students. Take roll.
5. Remain outside the building until it has been inspected and declared safe by authorized personnel.

If outdoors:

1. Move away from the building if the principal sounds an earthquake signal or if you see or feel signs of an earthquake.
2. Go to a clear, open space, if possible, such as a playing field.
3. Avoid utility poles, trees, desks, and overhead wires.
4. Remain calm, reassuring students by giving instructions in a firm even voice.
5. Account for all children. Take roll. Remain outside the building until authorized to re-enter.

ADMINISTRATIVE AND SUPPORT STAFF

1. Direct appropriate emergency procedure through building-level Emergency Response Team.
2. **CALL 911** if immediate emergency assistance is needed.
3. Call the Superintendent's Office (503-266-7861) who will activate the District Emergency Response Committee.
4. Do not allow anyone to enter the building until maintenance personnel have inspected it for safety.
5. Activate your building earthquake plan (e.g. parent contact, shelter, water and food availability, transportation).

■ ELECTRICAL OUTAGE ■

TEACHER OR SUPERVISING ADULT

1. Remain where you were when the power went out or return to assigned classroom or work area and remain there.
2. If necessary, use flashlight in each classroom to account for all students or wait for a staff person to come to your room or area with a flashlight. Take roll.
3. Remain in the area unless directed to go to another designated area.
4. If moved to another area, account for all students again. Take roll.
5. Wait to be contacted.

ADMINISTRATIVE AND SUPPORT STAFF:

- Direct staff to locate all students and teachers.
- Contact District Maintenance: 503-969-5425
- Determine why power is out and plan accordingly. For example, outage as a result of severe weather conditions may require a wait in the building. Outage as a result of electrical problems may require an evacuation.
- If building is unsafe, **call 911**.
- Call the Superintendent's Office (503-266-7861) who will activate the District Emergency Response Committee.
- Utilities contact numbers:

Canby Utility Board (for schools inside Canby city limits of Canby only)

503-266-1156

Alt. 503-310-5725

Portland General Electric:

1-800-542-8818

Northwest Natural Gas:

1-800-882-3377

■ FIRE OR EXPLOSION ■

TEACHER OR SUPERVISING ADULT:

1. Follow principal's instructions for appropriate emergency procedure (i.e. Directed Evacuation).
 - a. Activate fire alarm.
 - b. Evacuate according to building plan.
 - c. If safe and not directly supervising students, use fire extinguisher.
2. If told to evacuate, get at least 300 feet from the building.
3. Take roll for all students and remain in designated area until contacted.
4. Remain calm and stay with students.
5. Use radio system or verbal verification to authorize re-entry.

ADMINISTRATIVE AND SUPPORT STAFF:

- Issue appropriate emergency procedure.
- **Call 911.**
- Call the Superintendent's Office (503-266-7861) who will activate the District Emergency Response Committee.
- Send support staff to areas of the building or grounds where the intercom cannot be heard to notify all students and staff of the potential danger.
- Close doors to fire or explosion area as soon as all students and staff are safely out of the area.
- Provide any other necessary support to ensure student safety.
- Refer all media inquiries to Office of the Superintendent (503-266-7861).

BACKGROUND

WHAT: If a student or staff member's clothing catches on fire, do not allow him or her to run. Running will fan the fire.

STOP, DROP AND ROLL. Try to smother the fire by wrapping the person in heavy fabric (coat, rug, curtain, etc) and rolling the person on the ground. If fabric is not available, roll the person on the ground unwrapped.

■ HAZARDOUS MATERIAL SPILL ■

TEACHER OR SUPERVISING ADULT:

1. Issue a “ROOM CLEAR” or follow principal’s instructions for appropriate emergency procedure.
 - Directed Response ■
2. Notify office immediately and request District Emergency Response Committee.
3. *In case of exposure from outside the building, follow the “Shelter-in-Place” procedure on page 25.
4. Block entry to exposed area to incoming traffic.
5. Check exposed individual for adverse medical symptoms (e.g., respiratory distress, loss of consciousness).
6. If needed, request immediate medical attention.
7. Shut door and close windows when leaving area in an attempt to contain the material.
8. Account for all students by taking roll and remain in designated area until contacted.

ADMINISTRATION OR SUPPORT STAFF:

1. Contact Maintenance staff to shut down the HVAC system.

Vladimir Kuznetsov, Maintenance Supervisor	503-969-5431
Wayne Layman, Facilities Manager	503-969-5425
2. Further actions will be determined by administration and/or maintenance staff.

■ KIDNAPPING OR CHILD CUSTODY ISSUES ■

TEACHER OR SUPERVISING ADULT

1. Report kidnapping, or attempted kidnapping, to the office immediately, including any parent(s) or guardian(s) who attempt to pick up a student from the classroom.
2. Note the person's appearance and any other information about him or her (voice, clothing, vehicle type, license plate number, etc.) that might be helpful to police.
3. Remain calm.

STRANGER ALERT

If children, staff or parents express concern about a stranger loitering on or near school property or following students between home and school, report it immediately to the police and then the building principal. The building principal will notify the Office of Superintendent.

ADMINISTRATIVE AND SUPPORT STAFF:

- Issue appropriate emergency procedure. Activate building-level Emergency Response Committee.
- **Call 911.**
- Call the Superintendent's Office (503-266-7861) who will activate the District Emergency Response Committee.
- If the kidnapper is still on school property, and he or she is not violent or armed, attempt to communicate with the kidnapper to keep him/her in the area.
- Refer all media inquiries to Office of the Superintendent (503-266-7861).

BACKGROUND

WHAT: To avoid kidnappings or inappropriate student pick up:

- Do not release a child to anyone. The office will release students to the designated parent or guardian, as indicated in the student file.
- All visitors, parents or guardians must check in with the school office before going into the school hallways or classrooms.

■ MEDICAL/INJURY ■

If a student, volunteer or staff member has a serious injury or medical condition, use the following procedure to analyze the type of assistance needed.

1. SURVEY AND ASSESS

Is it safe to access the victim?

IF NO ► **CALL 911**

IF **YES**



2. ASSESS THE VICTIM

- Does there appear to be a life-threatening condition?
- Does there appear to be breathing difficulty?
- Is there severe bleeding?
- Is victim unable to walk?

IF **YES** TO ANY ITEMS:

- Get first aid to the scene and begin first aid, AND
- Send someone to direct ambulance to the scene.
- Call the Superintendent's office (503-266-7861) who will activate the District Emergency Response Committee, if necessary.

IF **NO** TO ALL OF THE ABOVE



3. CALL THE DISTRICT/SCHOOL NURSE TO ASSESS THE SITUATION

- Dianne Holme: 503-849-8383

4. NOTIFY THE PARENT OR GUARDIAN

5. PREPARE before any injuries occur by identifying:

- Location of the Automated External Defibrillator (AED) _____
- Location of the First Aid Kit(s) _____
- Location of the Emergency Kit _____
- Designated lie-down space _____
- First-aid trained personnel in the school

REPORT **EVERY** INJURY TO YOUR SUPERVISOR AND ASSIST IN COMPLETING THE REQUIRED INCIDENT REPORT.

■ REGIONAL DISASTER ■

TEACHER OR SUPERVISING ADULT

1. Go immediately, in a calm orderly fashion, to the area designated by the principal.
2. Follow route indicated.
3. Stay with students
4. Account for all students by taking roll and remain in designated area until collected.

ADMINISTRATIVE AND SUPPORT STAFF

1. Direct appropriate emergency procedure through building-level Emergency Response Team.
2. **CALL 911** if immediate emergency assistance is needed.
3. Call the Superintendent's Office (503-266-7861) who will activate the District Emergency Response Committee.

■ SEVERE WEATHER CONDITIONS ■

If the administrator identifies a weather problem that may require early dismissal, he or she should consult with the Superintendent's office (503-266-7861).

TEACHER OR SUPERVISING ADULT

1. The Superintendent's Office or a designee will notify you if it is unsafe for children:
 - To remain in school until the normal dismissal time.
 - To go home at the usual dismissal time.
2. If early dismissal is involved, the Superintendent or designee will initiate the early dismissal schedule, beginning with secondary schools.
3. If there is an early dismissal, the district will issue a media release.
4. Keep teachers and students up to date on weather conditions and transportation arrangements.

ADMINISTRATION

CONSIDERATIONS FOR EARLY DISMISSAL

For Elementary Students

1. Determine that the method each student will use to get home is safe and reliable (school bus, walking short distances, pickup by parent).
2. Follow the building procedure to account for all children, keeping a record of how and when they left school
 - Bus riders - Go with students to the pick-up site to ensure the bus is available as planned.
 - Picked up by parents - Keep them in the classroom or office until the parent arrives.
 - Walkers - Identified/recorded as they leave.

For Middle & High School Students

In conjunction with your school plan:

1. Determine that students can get home safely by bus, car or walking.
2. For students taking a bus or being picked up by parents, provide a supervised area where they can wait.

CONSIDERATIONS WHEN STUDENTS MUST REMAIN IN SCHOOL

- Activate building-level Emergency Response Team and District Emergency Management Team.
- Begin making arrangements for any special requirements, such as serving meals, or snacks, providing sleeping arrangements or planning recreational activities.
- Direct teachers and students to a safer place in the building if necessary.
- During windstorms, avoid gymnasiums, auditoriums, proximity to windows and areas exposed to the windward force of the storm.
- During severe windstorms, the safest places to be are interior halls, lower floors and basements.

■ SPILLED BODY FLUIDS ■

TEACHER OR SUPERVISING ADULT

1. Notify office immediately.
2. Clear area to prevent other students from being exposed to spilled body fluids. Cordon off area to avoid tracking through other areas of the building.
3. Determine if affected student should be sent to office for further assistance.

WHAT: All body fluids (blood, vomit, urine, feces, saliva) have the potential to infect people with diseases such as Hepatitis B, HIV, or other serious illnesses.

Your school custodian is familiar with safe cleanup and disposal procedures. Ask him or her for assistance.

SUPPORT STAFF

1. Wear disposable latex or vinyl gloves at all times when dealing with another person's body fluids.
2. Avoid getting another person's body fluids in your eyes, mouth, open sores or wounds.
3. If exposed, rinse the affected area immediately, wash with soap and water and report the exposure to the building principal immediately.
4. Contact custodian to clean up spilled fluids with the appropriate disinfectant.
5. Place contaminated fluids and cleanup materials in a double plastic bag, seal the bag and place it in a plastic-lined garbage receptacle.
6. See the Bloodborne Pathogen Program Guide (available from your school office or the building principal) for more information about related exposure and clean-up issues.

ADMINISTRATIVE AND SUPPORT STAFF:

- Notify the district nurse and other required support staff.
Dianne Holme: 503-849-8383
- If other personnel have been exposed to spilled body fluids, notify the District Safety Officer at 503-969-5425, or Director of Human Resources, at 503-266-0055.

EMPLOYEE - All incidents involving exposure to blood or other body fluids must be immediately reported to the administrator. The District Nurse will direct the employee to seek an immediate confidential medical evaluation and follow-up related to the exposure.
Required forms are available in the main office.

■ STUDENT OR STAFF DEATH, SERIOUS INJURY OR MEDICAL CONDITION ■

TEACHER OR SUPERVISING ADULT:

1. Notify office immediately. Request building-level Emergency Response Team.
2. Issue appropriate emergency procedure to ensure that students are not unnecessarily exposed to trauma (e.g., Room Clear if in the classroom).
3. Remain calm and reassure students that all possible actions are being taken to care for the injured or ill person and to protect others.
4. Rejoin your students as soon as possible.
5. Account for all students and remain with them until contacted.

ADMINISTRATIVE AND SUPPORT STAFF:

- **Call 911.**
- Send first-aid certified person to problem location immediately. Refer to Medical Assessment Procedure on page 37.
- Contact the nurse.
- Contact your school counselor.
- Call parent/guardian or designated emergency person.
- Call the Superintendent's Office (503-266-7861) who will activate the District Emergency Management Team.
- Ensure that students have adult supervision.
- Refer all media inquiries to Office of the Superintendent (503-266-7861).

BACKGROUND

WHAT: In a case where a student or staff member has died, but there is not an immediate emergency, please notify your building principal who will then implement the "Tragedy Management Plan" outlined in the Building-level Emergency Reponse Plan located in the principal's office.

■ SUICIDE THREAT OR ATTEMPT ■

TEACHER OR SUPERVISING ADULT

1. Notify the office immediately. Provide student name if known.
2. Issue “Room Clear” to remove students from the scene.
3. Remain calm and reassure students that everything possible is being done to return the situation to normal.
4. When the principal, police and/or medical personnel arrive, rejoin your students in the designated Room Clear area.

ADMINISTRATIVE AND SUPPORT STAFF

- Issue appropriate emergency procedure (i.e. Room Clear).
- **Call 911.**
- Contact your school counselor.
- Contact the nurse.
- Contact parents.
- Call the Superintendent’s Office (503-266-7861) who will activate the District Emergency Management Team.
- Ensure that an adult who can supervise students is in the designated Room Clear area.
- Arrange for post-trauma assistance from the District Emergency Response Committee through the Superintendent.
- Refer all media inquiries to Office of the Superintendent (503-266-7861).

BACKGROUND

Teachers should make every effort to:

- Prevent a suicide by calling for assistance immediately and remaining calm when communicating with the individual.
- Protect students from witnessing a traumatic event.

■ TRANSPORTATION OR FIELD TRIP EMERGENCY ■

FIRST STUDENT TRANSPORTATION

School bus drivers are prepared, and have appropriate procedures to follow, for each potential emergency that may occur when they drive. When they are not providing the transportation, the following procedure should be followed:

SCHOOL VAN DRIVER

1. Remain with the bus/van.
2. Secure bus in a safe location, turning off power, ignition and lights.
3. Keep all passengers together. Evaluate situation and make a list of first aid needs and all students' names.
4. Evaluate need for evacuation.
5. Place triangle reflectors.
6. In the event of a medical or traffic emergency, call **911 IMMEDIATELY**.
7. Send responsible person(s) to call Transportation (503-266-2064), the school office or the Office of the Superintendent (503-266-7861), whichever can be contacted first.
8. If necessary, complete the Vehicle Accident Information form while at the scene.

TEACHER OR SUPERVISING DISTRICT EMPLOYEE

- Stay with students.
- Evaluate first aid needs.
- Assist driver with emergency procedures as needed.
- Release students only to parents, guardians or authorized representative. Record the name of the person to whom each student is released.

PREPARATION:

Teachers should:

- Bring a copy of this procedure on each field trip.
- Contact your building administrator as soon as possible:

CANBY SCHOOL DISTRICT OFFICE EMERGENCY CONTACTS

**Access individual contact information on each school's
Emergency Quick Reference Guide
(yellow card) posted in student access & office areas.**

■ VIOLENCE/SHOOTING ■

TEACHER OR SUPERVISING ADULT

1. Visually check hallway for safety. Quickly pull in students from the hallway. (Students in a non-classroom environment should seek the closest secured room.)
2. Lock secured room doors and windows and pull shades immediately.
3. Keep students away from doors and windows.
4. If your class is meeting outside the building, locate a safe area outside that is out of direct line of sight from the building, if possible.
5. Maintain a calm environment by remaining calm yourself and reassuring students that everything possible is being done to return the situation to normal. Make a roster of all people in your secured room and provide to releasing emergency personnel.
6. If gunshot or an explosion is heard, get everyone on the floor.
7. Contact the office immediately if you have an emergency in your room.
8. Remain in secured classrooms until notified to release class by emergency personnel.
9. DO NOT EVACUATE BUILDING IF A FIRE ALARM OCCURS DURING A LOCK-IN OR LOCK -DOWN UNTIL NOTIFIED THAT THE LOCK -IN OR LOCK-OUT IS TERMINATED. THE ALARM COULD BE ACTIVATED BY THE PERPETRATOR.

■ WEAPON/THREAT ■

TEACHER OR SUPERVISING ADULT

1. Notify office immediately of weapon, rumor of weapon, or threat.
2. Report immediately to closest securable room.
3. Follow emergency procedure instructions as directed by administrator.
4. Stay with students, keeping them together.
5. Account for all your students, take roll, and remain in the area to which you were sent.

ADMINISTRATIVE AND SUPPORT STAFF

1. Direct appropriate emergency procedure through building-level Emergency Response Team.
2. **CALL 911** if immediate emergency assistance is needed.
3. Call the Superintendent's Office (503-266-7861) who will activate the District Emergency Response Committee.

RESPONSE CHECKLIST



Review the following emergency resources regularly in preparation for a crisis or emergency event.

- Directed Response: Move staff and students to pre-determined location inside the building.
- Shelter-in-Place: Move staff and students to location determined to ensure safety.
- Evacuation: Leave the building according to pre-determined plan.
- Directed Evacuation: Leave the building according to determined plan.
- Lock-In/Lock-Out: Lock doors, move away from windows and doors until otherwise directed by principal.
- Room Clear: Send students away from extreme disruptive event.
- Uniform Drill Signals: “Evacuation”, Lock-Out”, “Lock-In”

Training Definitions Resources

■ DIRECTED RESPONSE ■

TEACHER OR SUPERVISING ADULT

1. Go immediately, in a calm orderly fashion, to the area designated by the principal.
2. Follow route indicated.
3. Stay with students, keeping them in a group.
4. Account for all students and remain in designated area until contacted.

ADMINISTRATIVE AND SUPPORT STAFF:

1. Issue appropriate emergency procedure (i.e. Lock Down).
2. **CALL 911** if emergency services are needed.
3. Call the Superintendent's Office (503-266-7861), who will activate the District Crisis Management Team if appropriate.

School Signal: PA or Intercom

BACKGROUND

WHAT: DIRECTED RESPONSE is used to move students and staff to a specific location inside the building when it is safer to remain in the building than to leave.

WHEN: DIRECTED RESPONSE is used when the location of an actual or potential threat:

- Is known and can be confined to a specific area.
- Is far enough from the designated area that safety is ensured.

EXAMPLE:

1. A potentially violent disturbance is occurring outside the building
2. Shelter-in-Place in case of chemical spill, terrorist attack, or similar emergency from outside the building (see previous page for instructions).

■ DIRECTED RESPONSE ■

SHELTER-IN-PLACE IN AN EMERGENCY INSTRUCTIONS

- Close the school. Activate the school's emergency plan. Follow reverse evacuation procedures to bring students, faculty, and staff INDOORS.
- If there are visitors in the building, provide for their safety by asking them to stay, not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Provide for answering telephone inquiries from concerned parents by having at least one telephone with the school's listed telephone number available in the room selected to provide shelter for the school secretary or person designated to answer these calls. This room should also be sealed. There should be a way to communicate among all rooms where people are sheltering-in-place in the school.
- Ideally, provide for a way to make announcements over the school-wide public address system from the room where the top school official takes shelter.
- If children have cell phones, allow them to use them to call a parent or guardian to let them know that they have been asked to remain in school until further notice, and that they are safe.
- If the school has voice mail or an automated attendant, change the recording to indicate that the school is closed, students and staff are remaining in the building until authorities advise that it is safe to leave.
- Provide directions to close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, direct that window shades, blinds, or curtains be closed.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air. These systems, in particular, need to be turned off, sealed, or disabled.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Classrooms may be used if there are no windows or the windows are sealed and cannot be opened. Large storage closets, utility rooms, meeting rooms, and even a gymnasium without exterior windows will also work well.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Bring everyone into the room. Shut and lock the door.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.
- Write down the names of everyone in the room, and call your schools' designated emergency contact to report that is in the room with you.
- Listen for an official announcement from school officials via the public address system, and stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.
- Sheltering in this way should keep people safer than if they are outdoors. They will most likely not be in the shelter for more than a few hours. People should listen to the radio for an announcement indicating that it is safe to leave the shelter.

■ EVACUATION ■

TEACHER OR SUPERVISING ADULT

1. Evacuate according to building plan.
2. If told to evacuate, get at least 300 feet from the building.
3. Take roll for all students and remain in designated area until contacted.
4. Remain calm and stay with students.
5. Use radio system or verbal verification to authorize re-entry.

■ DIRECTED EVACUATION ■

TEACHER OR SUPERVISING ADULT

1. Leave building immediately in a calm orderly manner using only the exit and directions given.
2. Get (and remain) at least 300 feet from the building.
3. Stay with students, keeping them in a group.
4. Account for all students and remain on the same side of the building to which you were evacuated.
5. Wait to be contacted. Do not return to or move to another side of the building unless told to do so.

ADMINISTRATIVE AND SUPPORT STAFF:

1. Determine if evacuation or directed evacuation is required.
2. Determine safest route
3. Communicate response plan with staff to get students and staff out of the building.

BACKGROUND

WHAT: Evacuation is used to get students and staff out of the building by the pre-determined route.

WHEN: Evacuation is used when there is no specific location of a threat identified.

EXAMPLE: A general emergency, such as a fire alarm.

WHAT: Directed Evacuation is used to get students and staff out of the building by a route designed to avoid contact with a potential threat, such as a suspicious package in the hall or a bomb threat.

WHEN: Directed Evacuation is used when the location of a potential threat is known, allowing:

- An evacuation route away from the threat.
- A gathering point outside the building that is as far as possible from the threat.

EXAMPLE: A hazardous spill has contaminated one part of the building.

■ LOCK-IN/LOCK-OUT ■

TEACHER OR SUPERVISING ADULT:

1. Visually check hallway for safety. All people should be moved from hallways into the nearest secure rooms as quickly as possible. Students in a non-classroom environment should seek the closest secured room. Be aware that this would be much more challenging during lunch, break, or passing time, or before or after school.
2. Lock secured room doors and windows and pull shades immediately.
3. Keep students away from doors and windows. All people should be out of line of sight and lights should be off in rooms.
4. People in secured rooms should be quiet enough to avoid attracting attention from outside. Maintain a calm environment by remaining calm yourself and reassuring students that everything possible is being done to return the situation to normal.
5. If your class is meeting outside the building, locate a safe area outside that is out of direct line of sight from the building, if possible. People should never leave a secure area during a lock-in. Remain in secured rooms until the lock-in is ended or you are notified to release students by emergency personnel.
6. Make a roster of all people in your secured room and provide to releasing emergency personnel. (Students who have been allowed to leave the room should be noted for contact.)
7. If a gunshot or explosion is heard, get everyone on the floor.
8. Contact the office immediately if you have an emergency in your room. Telephones should be used only in case of a direct emergency in your room.

DO NOT EVACUATE THE BUILDING IF A FIRE ALARM OCCURS DURING A LOCK-IN OR -OUT UNTIL NOTIFIED THAT THE LOCK-IN OR -OUT IS TERMINATED. THE ALARM COULD BE ACTIVATED BY THE PERPETRATOR.

ADMINISTRATIVE AND SUPPORT STAFF:

1. Issue appropriate emergency procedure (i.e. Lock-in or Lock-out)
2. **CALL 911** if emergency services are needed.
3. Call the Superintendent's Office (503-266-7861), who will activate the District Emergency Response Team if appropriate.

BACKGROUND

1. Lock-in or lock-out procedures may be issued in situations involving dangerous intruders or other incidents in the area that may result in harm to persons inside the school building.
2. The principal will institute lock-in procedures by announcing warning over the PA system or sending a messenger to each classroom. Direct all students, staff and visitors in to classrooms. Lock classroom doors. Cover windows of classrooms. Move all persons away from windows and doors. Do not allow anyone to leave the room and do not allow anyone outside of the room to come in until emergency personnel empty the room or administrative staff directly gives the all-clear signal.
3. When a lock-in or lock-out directive is issued ("Please secure the school. Lock-in (or lock-out) is in effect."), the initial response should be to assume a full lock posture with all hallways and common areas cleared, and all students and staff quiet, calm and accounted for.

EMERGENCY LOCK-OUT (*Person or Activity of Concern is Outside*)

If the lock-out is prompted by an event in the community that is not an immediate threat to the school, directions will be given to resume class activities within a secured (locked and not visible) environment.

EMERGENCY LOCK-IN (*Person of Concern is Inside or Extremely Close*)

If a dangerous person on or near the campus precipitates the lock-in, the full lock-in status will be maintained until appropriate emergency personnel direct evacuation of students and staff.

■ ROOM CLEAR ■

TEACHER OR SUPERVISING ADULT

1. Tell students to go immediately, in a calm orderly fashion, to the agreed-upon designated area.
2. Notify office immediately by phone or send responsible party. Include requested response, such as call 911 or the police.
3. Remain with the problem situation, working to defuse the crisis by remaining calm. Reassure those remaining that everything possible is being done to return the situation to normal.

ADMINISTRATIVE AND SUPPORT STAFF

1. Issue appropriate emergency procedure (i.e. Lock Down).
2. **CALL 911** if emergency services are needed.
3. Call the Superintendent's Office (503-266-7861), who will activate the District Crisis Management Team if appropriate.

BACKGROUND

WHAT: Room Clear, issued by the teacher or supervising adult, is used to send students away from an extreme disruptive event, such as a medical emergency or potential threat.

Room Clear requires:

- That there be a designated safe area.
- That students understand they must go directly to the designated area when a Room Clear is issued.

WHEN: Room Clear is used when the teacher must remain in the dangerous situation but can send students to a designated safe area.

EXAMPLE: An extreme situation arises in the classroom, such as a medical emergency, potential threat, or armed dispute.

SCHOOL SIGNAL: "ROOM CLEAR"

"Room _____ will be cleared and students (occupants) went to _____."

■ UNIFORM DRILL SIGNALS ■

Evacuation	Announce over the school public address system: “This is an evacuation drill.” When ready to evacuate, sound the fire alarm.
Lock Out	Announce over the school public address system: “This is a lock-out drill.”
Lock In	Announce over the school public address system: “This is a lock-in drill.”

RESOURCE CHECKLIST



Review the following emergency resources regularly in preparation for a crisis or emergency event.

- Bomb Threat Procedures
- Communication with Media
- Earthquake Preparation, Drills, Response
- Fire Drills
- Medical Assessment Procedure
- Incident Report Protocol
- Safety Drills and Training Schedule

Resources

■ BOMB THREAT PROCEDURES ■

RECIPIENT OF THE THREAT:

1. Try to engage the caller or person making the bomb threat to get possible clues about the bomb's location and characteristics of the person making the threat (age, sex, mental state, etc.)
2. Contact the building office immediately.
3. Tell caller to contact 911 to report the bomb. This may allow a trace.

TEACHER OR SUPERVISING ADULT:

1. Follow principal's instructions for appropriate emergency procedure.
2. Minimize vibrations from movement through the halls and classrooms.

ADMINISTRATIVE AND SUPPORT STAFF:

1. Issue appropriate emergency procedure if threat appears to be serious. Consider a Directed Evacuation to remove people from the danger area.
2. **Call 911**. (If you dial your school prefix and then 911 it will work as well.)
3. Call the Superintendent's Office (503-266-7861) who will activate the District Crisis Management Team.
4. Work with police and fire officials to determine the seriousness of the threat.
5. Work with police and fire to determine nature of the device.
6. Refer all media inquiries to Office of the Superintendent (503-266-7861).
7. Station staff members at strategic points to prevent entry by incoming visitors.

POSSIBLE ADMINISTRATIVE ACTIONS BY PRINCIPAL:

CONSIDER:

- Having students remain in classrooms while a reasonable search is made.
- Clearing students from the building until all or part of the building can be searched
- Sending students home if an explosive device is found or a more thorough search is necessary.

Communicating with the Media:

- Request direction from the Office of the Superintendent (503-266-7861) as to how media inquiries are to be managed.
- Provide the Office of the Superintendent and/or designee for crisis communication with accurate and pertinent information.
- Continue to focus on solving or defusing the crisis. Refer all media inquiries to the Office of the Superintendent unless directed to do otherwise.

■ COMMUNICATING WITH THE MEDIA ■

Communicating with Parents:

- Request direction from the Office of the Superintendent (503-266-7861) to determine if a district-wide parent communication will be distributed by the Superintendent or how parents will be informed of the crisis situation and what information to share at the building level.
- Provide the Office of the Superintendent and/or designee for crisis communication with written copies of any communication sent home and the text of any messages sent via phone tree, mass email, web site notice, etc.
- Continue to focus on solving or defusing the crisis. Regularly update your office staff, the Office of the Superintendent, and all means of implemented mass communication with new information, copies of any information sent home with students, or communications to parents via telephone, email, web site, etc.
- In the event that a written communication is initiated by the Office of the Superintendent, copies will be sent or delivered to your site for information and/or distribution.

Communicating with other schools/Board:

- This is the responsibility of the Office of the Superintendent.

■ EARTHQUAKE DRILLS ■

Each school will conduct two earthquake drills per school year. One of the drills will be conducted district wide and each school will schedule the other individually.

Earthquake drill procedures:

1. The Public Safety Office will be notified via the emergency radio before start of drill.
2. Staff and students will be notified via intercom or phone that the drill has begun. Students and staff should drop, cover and hold on. (See below)
3. Staff will be notified after two minutes that the shaking has stopped and to evacuate as appropriate. If there were blocked exits, different evacuation plans would be necessary.
4. An all-school roll call and staff accounting system will be conducted.

■ EARTHQUAKE DROP, COVER and HOLD-ON DRILL ■

Demonstrate and practice the steps below:

- Drop to a crouched position with your head down toward your knees
- Clasp hands behind neck
- Pull arms against your ears
- Close eyes tightly
- Stay away from and turn your back toward windows

Identify “safety spots” in the classroom such as in a corner, under a sturdy desk or table, or against an interior wall that is away from windows and other potential falling or breaking dangers.



■ EARTHQUAKE RESPONSE PREPARATION ■

BEFORE THE QUAKE:

- Know the safe spots in each room: under sturdy tables or desks; against inside walls; under supported archways to provide protection against falling plaster, light fixtures, bookcases, or other heavy overhead objects.
- Know the danger spots: windows, mirrors, hanging objects, near outside walls, near hazardous materials, near tall, unsecured furniture (i.e. bookcases), under overhead light fixtures.
- Secure ceiling lights, suspended ceilings, and other hanging items to permanent structures. Attach pictures and mirrors securely to walls.
- Keep all breakables and heavy objects on bottom shelves and install ledge barriers on shelves. Keep flammable or hazardous liquids or chemicals in cabinets or secured on lower shelves.
- Secure tall, heavy furniture such as bookcases with strapping or brackets. Put latches on cabinet doors to keep them closed during shaking.
- Review evacuation procedures, especially for special needs students.

DURING THE QUAKE:

If indoors when an earthquake strikes, stay there! Move away from windows, skylights, doors, and things that could fall. Drop, cover, and hold on until the shaking stops. Get under a sturdy desk or table or stand in a corner or interior doorway.

During the quake, under no circumstances should persons rush through or outside of the building exposing themselves to falling debris, live wires, etc.

The greatest point of danger is just outside of entrances and close to the exterior side of buildings.

If outdoors, move quickly and safely into an open area away from trees, buildings, walls, and power lines. Drop to the ground and wait for the shaking to stop.

Stay away from windows, overhead light fixtures, tall furniture, or any objects secured to the walls or ceilings.

AFTER THE QUAKE:

Assess damage. Check for injuries and administer first aid. Know where the nearest fire extinguisher is and who is the nearest person qualified in first aid.

All students should remain in the drop position until the earthquake movement is over and/or until further instructions are given.

Do not use the telephone immediately unless there is a serious injury or fire.

Be alert to hazards and prepared for aftershocks. Keep students calm and alert them to possible ongoing dangers.

As soon as possible after the quake movement stops, teachers should give directions for evacuation to the prearranged safe site (athletic field areas) while staying clear of possible overhead dangers.

Make certain that everyone is out of your area. The class list must be taken to the evacuation site and roll must be taken. A list of absent students needs to be sent to the building principal at the Command Center.

■ FIRE DRILLS ■

Each school is to conduct one fire drill a month including months with breaks.

False alarms and actual fires can count toward your monthly drill as long as students are present.

Fire drill procedures:

1. Notify the district office prior to alarm so that alarm company will be notified.
2. Choose a different pull station for each drill for test purposes.
3. No one is to ignore or not participate in the drill. Staff operating the fire equipment are the only people allowed to remain in the building.
4. Conduct your drill by using the building fire control panel or by pulling a fire pull station, depending on the school system.
5. Administrators and staff will conduct the fire drill procedure outside the building with students.
6. Use the building notification system to determine if the building is clear.
7. The administrator will signal “**ALL CLEAR**” to staff and send students back to class.
8. Record your drill from the time you pull the fire pull station until the last student is out and 100 feet from the building - this is your official drill time.
9. The Principal will fill out a School Fire Drill Record for the school and take the fire account out of test mode.

■ MEDICAL/INJURY ASSESSMENT PROCEDURE ■

Guidelines for Calling 911

NOTE: This list serves as a guide -- personal judgment is required!

Call 911 if any of the following is suspected or evident:

- Loss of consciousness
- Severe respiratory distress/chest pains
- Head wounds (always if unconscious, bleeding cannot be controlled, signs or symptoms of concussion present)
- Severe bleeding
- Back and neck injuries
- Seizures lasting more than 10 minutes
- 3rd degree or chemical burns
- Electrocution
- Shock
- Poisoning (includes ingestion of unknown drugs)
- Severe allergic reactions (see respiratory distress)
- Suicide/psychiatric emergency
- Any other life threatening emergencies

Incident Report Protocol

1. In the case of an injury or medical incident, the staff member who is dealing with the student needs to complete an Incident Report as soon as the situation allows.
2. The secretary in charge of the health room should be notified immediately. If circumstances prevent the staff member from completing the report, the secretary should get the pertinent information from the staff member and complete the report.
3. The secretary will assess the situation and, if appropriate, attend to the student's needs directly or call for assistance.
4. The secretary will do one of the following:
 - Send the student back to class
 - **Call 911** for emergency services
 - Call the health nurse
 - Call the parent
5. If the health nurse is not available within a reasonable time, and the child cannot return to class, the secretary will notify the parent and the principal.
6. If the health nurse is available, the Incident Report will be given to the nurse upon arrival with a verbal review of the incident.
7. After the nurse has made an assessment of the situation, the nurse will call the parent to discuss the situation and recommend that the student be sent back to class or be picked up by the parent or emergency personnel.
8. If a student is asked to return to class but refuses, the nurse will call the parents or ask that the appropriate office personnel makes this contact.

■ SAFETY DRILLS AND TRAINING SCHEDULE ■

A fire drill should be conducted at each school site every month of the school year.

Each school must complete the drills below during each school year:

MONTH	ACTIVITY
SEPTEMBER	Fire Drill
	<i>Directed Evacuation</i>
OCTOBER	Fire Drill
	<i>Earthquake</i>
NOVEMBER	Fire Drill
	<i>Severe Weather Conditions</i>
DECEMBER	Fire Drill
	<i>Lock-In</i>
JANUARY	Fire Drill
	<i>Directed Evacuation</i>
FEBRUARY	Fire Drill
	<i>Room Clear</i>
MARCH	Fire Drill
	<i>Hazardous Material Spill</i>
APRIL	Fire Drill
	<i>Earthquake</i>
MAY	Fire Drill
	<i>Lock-Out</i>
JUNE	Fire Drill
	<i>Directed Shelter-in-Place</i>

Highlighted items may be addressed through classroom instruction, or through instruction and drill procedures. Safety Committees should review the procedure and train the staff prior to the drills being implemented.

The order listed may be modified to fit the needs of the building.

■ DISTRICT SAFETY TRAINING SCHEDULE ■

A schedule for general district-wide safety training will be established prior to each school year start, including establishing training for new and substitute staff as necessary throughout the year.

The following groups will be trained:

GROUPS	
SCHOOL BUILDING STAFF	ALL: Certified and Classified
	Building-Level Emergency Response Team
CUSTODIAL STAFF	Regular Building Custodians
	Roving Custodians
MAINTENANCE STAFF	Regular Maintenance Staff
	Grounds Staff
DISTRICT STAFF	Administrative, Confidential, Classified
	District Emergency Response Committee
NEW STAFF	Certified, Administrators
	Classified, Custodians
SUBSTITUTE STAFF	Certified, Administrators
	Classified, Custodians

