



# EMERGENCY PLAN

## Lincoln County School District

This Emergency Plan was developed specifically for Lincoln County School District in collaboration with our local emergency service agencies. It has been highly customized based on our local conditions, laws, hazards and response capabilities.

**Unauthorized use of this plan outside of Lincoln County School District could result in injury or even death.**

Emergency Plans hang in each classroom/office near the exit door or teachers desk. In addition, the first few action steps for our most common emergency procedures are printed on the back of our staff ID Badges for quick reference during an emergency. The final section of the Emergency Plan provides a list of things for Administrators to consider during emergency situations. While not all of these action steps are necessary for each emergency, this list may prove helpful in assessing the situation and determining additional action steps.

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## **BASIC PROTOCOLS**

These are the first few actions steps to take for each of our basic emergency response protocols. Detailed procedures for each of these protocols are on the pages that follow.

### **CODE RED LOCKDOWN**

1. Lock doors & windows.
2. Turn off lights.
3. Everyone on the floor & quiet.
4. Do not admit anyone.

### **CODE YELLOW LOCKDOWN**

1. Lock doors & windows.
2. Continue instruction.
3. Admit students assigned to your class.

### **EVACUATION**

1. Evacuate the building.
2. Be prepared to take alternative routes.
3. Gather in assembly area.
4. Account for all students & staff.

### **ROOM CLEAR**

1. Announce "Room Clear."
2. Send students to buddy room.
3. Notify Office immediately.
4. Remain with problem situation if safe.

### **SHELTER-IN-PLACE**

1. Close all windows and doors.
2. Seal gaps with wet towels.
3. Turn off HVAC systems.
4. Cover all openings to outdoors with plastic sheeting & tape.

### **REVERSE EVACUATION**

1. Return to the building.
2. Move quickly, but safely.
3. Adjust your route as needed.
4. Once inside, follow other emergency instructions provided

## **ROOM CLEAR**

Each teacher should have a pre-designated “*buddy room*” where their students can go in case of a potential threat of danger in the classroom. This procedure, called a **Room Clear**, can be used if there is a seriously injured student, a chemical spill, an out-of-control student or physical dispute between students, or any other potentially dangerous situation in the classroom. The buddy room should be indicated on a campus map posted in each room and students should be trained to go directly to their buddy room when a **Room Clear** is announced by the teacher.

1. Announce “Room Clear.”
2. Tell students to go immediately, in a calm, orderly fashion, to their buddy room.
3. Notify the office immediately. Briefly describe the situation and include needed help such as **911** or first aid, etc.
4. Remain with the problem situation if it appears safe for you to do so, working to defuse the crisis by staying calm. Stand in the doorway if needed to remove yourself from harm, but don’t leave the situation until relieved by another responsible staff member or law enforcement officer. Take extra precaution to protect yourself and your students.
5. The buddy room teacher receiving students should also notify the office immediately that there is an emergency.
6. You are not required to put yourself at risk but must behave in a reasonably prudent manner to reduce danger.

### **ADMINISTRATOR GUIDELINES FOR ROOM CLEAR:**

- Provide assistance as needed in the room affected.
- Arrange supervision for students in the buddy room.
- Consult the Administrator Checklist for additional action steps.

**Your Room:** \_\_\_\_\_

**Primary Buddy Room:** \_\_\_\_\_

**Secondary Buddy Room:** \_\_\_\_\_

## **SHELTER-IN-PLACE**

When hazardous materials contaminate the environment, whether on campus or in the surrounding community, it may be necessary to implement a **Shelter-in-Place** protocol.

1. When notified of a Shelter-in-Place, immediately close all windows and doors.
2. Use wet towels to seal gaps and openings around windows and under doors.
3. Shut off all HVAC systems – heating, ventilation, air conditioning systems, and classroom fans.
4. Cover and seal all openings to the outdoors using plastic sheeting and tape. Don't forget vents, air conditioning, and any other opening that would allow air from outside the building to get inside. For windows, only cover the part of the window that can open. For doors, cover both interior and exterior doors.
5. Account for your students, reassure them, and then continue instructional activities.
6. Be alert for anyone exhibiting physical symptoms like shortness of breath, dizziness or fainting, unexplained coughing or headache, etc., and request immediate medical attention if any of these symptoms are identified.
7. Continue Shelter-in-Place procedures until an "all clear" is announced or other instructions are given. Be prepared to quickly move to evacuation procedures and review them with students. It would not be unusual to have to move from a Shelter-in-Place to a campus evacuation in situations involving hazardous materials.
8. In life-threatening situations, school staff are empowered to deviate from written plans and take independent actions to implement life-saving procedures when doing so is likely to reduce the risk of serious injury or death.

### **ADMINISTRATOR GUIDELINES FOR SHELTER-IN-PLACE:**

- Call **911** to inform authorities.
- If you are dealing with hazardous materials stored in your school try to have your MSDS notebook available for emergency officials as that could affect decisions regarding Shelter-in-Place, evacuation, exposure, protective measures and first aid.
- Be prepared to distribute extra Shelter-in-Place supplies, like plastic sheeting, tape, and towels.
- Consult the Administrator Checklist for additional action steps.

**Shelter-in-Place Supplies** are stored in the yellow bucket in your classroom. Use masking tape for drills and duck tape for real emergencies.

## **REVERSE EVACUATION**

A **Reverse Evacuation** is used to help get students and staff back into a school when it is dangerous to remain outside the school. It can be used to protect students and staff from a wide range of outdoor threats including severe weather, a dangerous person, an aggressive animal or a hazardous materials incident. A reverse evacuation can be combined with lockdown, shelter-in-place and severe weather procedures since it is common for at least some students and staff to be outdoors when an emergency occurs.

1. When notified of a Reverse Evacuation you should immediately return to the building with the students under your supervision.
2. Instruct students to move quickly, but in a safe and orderly fashion. In dire situations, you may need to direct students to run or trot as appropriate. Assist students who cannot physically comply with this request.
3. Remain alert to possible threats while heading back into the building. If a threat is identified, appropriate adjustments should be made to your route.
4. When you get inside the building, continue to follow the instructions given by the administrator. In some cases this will mean finding the closest available lockdown area or going into shelter-in-place mode as quickly as possible. In other cases it might mean returning to your classroom and continuing normal instruction.
5. Account for your students and reassure them in a firm, calming voice.
6. In life-threatening situations, school staff are empowered to deviate from written plans and take independent actions to implement life-saving procedures whenever doing so is likely to reduce the risk of serious injury or death.

### **ADMINISTRATOR GUIDELINES FOR REVERSE EVACUATION:**

- Call **911** to inform authorities of the situation.
- Include other instructions as needed: lockdown, shelter-in-place, resume activities as normal, etc.
- When combining a reverse evacuation with another procedure, remember to consult the action steps for that procedure as well.
- You may also need to use a two-way radio, megaphone or even runners, if it is safe to do so, to make sure all staff and students outside receive emergency instructions.
- Consult the Administrator Checklist for additional action steps.

**Take a Two-Way Radio with you when conducting class outside.**

## **EVACUATION**

There are a number of situations in which it may be necessary to **Evacuate** your school: fire, earthquake, hazardous materials, bomb threat, etc. The fire alarm should signal the evacuation, except in cases of a bomb threat or hazardous materials emergency. In other cases you may receive specific evacuation instructions over the intercom or through another mechanism before the sounding of the fire alarm or the initiation of the evacuation.

1. When you hear the fire alarm or receive instructions to evacuate, leave the building immediately in a calm, orderly fashion.
2. The teacher leaves the classroom last, checking that all students are out of the classroom and adjoining restrooms.
3. Take your class record book and/or attendance sheet and any other agreed-upon paperwork. If you have a go-kit or two-way radio, take that also if possible.
4. Close doors as you leave. **Do not lock doors or turn off lights.** Leave everything else as is.
5. Be prepared to take alternative routes if smoke, fire or other dangers block your normal evacuation route.
6. Everyone should evacuate, including kitchen staff, visitors, and those needing additional assistance such as people with disabilities or short-term mobility issues, and infants and toddlers in our preschool and childcare programs.
7. Gather with and account for your students at the assembly area. If everyone is present, hold up your green card. If you have any extra people or are missing someone, hold up your red card until acknowledged by the SAFE Team.
8. Keep your students together, reassuring them by giving instructions in a firm, calming voice.
9. Be prepared to move to an off-campus evacuation site if instructed.
10. Do not reenter the building until cleared by the appropriate authorities or your school administrator.
11. In life-threatening situations, school staff are empowered to deviate from written plans and take independent actions to implement life-saving procedures whenever doing so is likely to reduce the risk of serious injury or death.

### **ADMINISTRATOR GUIDELINES FOR EVACUATION:**

- Call **911** to inform authorities of the situation.
- Use the fire alarm to initiate evacuation EXCEPT for hazardous materials emergencies or bomb threats.
- Evacuate with SAFE Team Go-Kit, two-way radios, visitor sign-in sheets, cell phone and keys if safe to do so.
- Account for all students and staff as much as is safely possible.
- Consult the Administrator Checklist for additional action steps.

## **CODE YELLOW LOCKDOWN**

A **Code Yellow Lockdown** is used to limit movement on a school campus while a potential emergency is being assessed and managed such as a missing student, medical emergencies, a weather-related emergency, a situation involving a person of concern like a mentally ill or drunk person who wanders into the school, etc.

1. Lock doors and windows. Leave shades/curtains open unless directed otherwise.
2. Continue instruction.
3. Admit students assigned to your class who may be returning from the restroom, office, etc.
4. If outside, gather students together and if possible, call the office on your two-way radio to determine if you should modify your activities, come into the building or go elsewhere.

### **Additional Action Steps:**

- Account for your students and reassure them in a firm, calming voice.
- Do not leave the classroom or allow anyone to leave.
- Do not make phone calls unless you have pertinent emergency information. In this case, call the front office.
- Continue lockdown procedures until an “all clear” is announced or other instructions are given.
- In life-threatening situations, school staff are empowered to deviate from written plans and take independent actions to implement life-saving procedures when doing so is likely to reduce the risk of serious injury or death.

### **ADMINISTRATOR GUIDELINES FOR LOCKDOWN:**

- Call **911** to inform authorities of the situation.
- Remember to use the word “Lockdown” in your announcement as this plain language is important under stress.
- If needed, include other instructions with the lockdown announcement such as a notice to SAFE Team members not to report if it is dangerous, or to turn off two-way radios/cell phones for bomb threats, etc.
- Include instructions for those meeting outside such as a Reverse Evacuation or instructions to do an off-campus evacuation.
- You may also need to use a two-way radio, megaphone or even runners, if it is safe to do so, to make sure all staff and students outside receive emergency instructions.
- Account for all students and staff as much as is safely possible.
- Consult the Administrator Checklist for additional action steps.

Follow these procedures whether or not you have students assigned to you at the time of the lockdown.

## **CODE RED LOCKDOWN**

A **Code Red Lockdown** is used to shut down a school campus when there is an imminent threat of danger such as a dangerous person, a shooting or stabbing, a hostage situation, or a fatality on campus.

1. Lock doors and windows. While locking the door, quickly gather students from the hall by your room.
2. Turn off lights. Make the room look and sound like it is unoccupied.
3. Everyone must get on the floor in a crouching position away from windows and doors and be quiet.
4. Once your door is locked, do not admit anyone!
5. If outside, gather students together behind a natural barrier and if possible, call the office on your two-way radio for instructions. Identify several potential escape routes and be ready to move your students quickly away from any danger that presents itself.

### **Additional Action Steps:**

- Account for your students and reassure them in a firm, calming voice.
- Do not leave the classroom or allow anyone to leave.
- Do not make phone calls unless you have pertinent emergency information. In this case, call the front office.
- Continue lockdown procedures until an “all clear” is announced or other instructions are given.
- In life-threatening situations, school staff are empowered to deviate from written plans and take independent actions to implement life-saving procedures when doing so is likely to reduce the risk of serious injury or death.

### **ADMINISTRATOR GUIDELINES FOR LOCKDOWN:**

- Call **911** to inform authorities of the situation.
- Remember to use the word “Lockdown” in your announcement as this plain language is important under stress.
- If needed, include other instructions with the lockdown announcement such as a notice to SAFE Team members not to report if it is dangerous, or to turn off two-way radios/cell phones for bomb threats, etc.
- Include instructions for those meeting outside such as a Reverse Evacuation or instructions to do an off-campus evacuation.
- You may also need to use a two-way radio, megaphone or even runners, if it is safe to do so, to make sure all staff and students outside receive emergency instructions.
- Account for all students and staff as much as is safely possible.
- Consult the Administrator Checklist for additional action steps.

Follow these procedures whether or not you have students assigned to you at the time of the lockdown.



## **MEDICAL EMERGENCY**

1. If any individual (student, staff, visitor, etc.) has a **Medical Emergency**, notify the office immediately.
2. Request an immediate call to **911** for an ambulance if:
  - The patient is unconscious or unresponsive for any length of time or for any reason; or
  - It is possible the patient has an injury to the head, neck, or back; or
  - You suspect any other serious injury or illness; or
  - Based on your professional judgment or experience, you feel the situation requires it. If in doubt, call **911**.
3. **Once an ambulance has been requested, do not ever cancel the request.**
4. Remain calm and stay with the patient.
5. If it is safe to do so, in order to provide privacy for the patient, to reduce unnecessary trauma to bystanders, and to clear the way for medical personnel, announce Room Clear and send students to your buddy room.
6. If you are outside, issue a Reverse Evacuation sending students back into the building.
7. Don't try to move the patient if he/she has fainted, collapsed, or if it is possible there is an injury to the head, back or neck, unless absolutely necessary for immediate safety. Moving the patient could cause further injury.
8. If the patient tries to move him/herself, encourage him/her to remain still until medical help arrives.
9. When appropriate help arrives and takes over, pass on relevant and important information and then rejoin your students, reassuring them that actions are being taken to care for the patient and to protect others.
10. Account for all your students and remain with them until instructed otherwise.
11. If it appears some students have been traumatized by this event or just need some time away from the class to process what they've seen, notify the office. A school counselor, psychologist, crisis team member or other appropriate staff member may be called in to assist. Remember that students and staff have legal privacy rights. Staff should not discuss the medical concerns of a patient with students or any other unauthorized person.
12. All body fluids (blood, vomit, urine, feces, saliva, etc.) have the potential to infect people with serious diseases. Do not attempt to clean up bodily fluids unless you are specifically trained to do so. Notify your custodian who has received special training for this.
13. As with all medical emergencies, remember to take extra precaution to protect yourself, your students, and the injured or ill person. Err on the side of caution. Safety is always a priority.

### **ADMINISTRATOR GUIDELINES FOR MEDICAL EMERGENCIES:**

- In most cases, you will announce a Code Yellow Lockdown to clear the way for emergency personnel and to reduce bystander exposure and trauma.
- The health assistant and/or staff member certified in first aid and CPR should immediately report to the emergency area with the first aid kit and AED and attend to the patient. Another SAFE Team member with a two-way radio should also report to the affected area.
- The health assistant should assess the patient and determine if it is necessary to call **911** if this has not already been done. Refer to the Emergency Medical Guidebook as needed. If it is not necessary to call **911**, the patient may be relocated to the health room for minor medical attention.
- If **911** is called, another SAFE Team member should meet emergency personnel at the door and direct them to the patient's location.
- If a student is transported to the hospital by ambulance, an administrator or other staff member should accompany the student to the hospital and stay with them until a parent/guardian arrives and a proper written release is made.
- Complete an exposure report with employees who were exposed.
- Consult the Administrator Checklist for additional action steps.

**AED Locations:** \_\_\_\_\_

## **MISSING STUDENT / KIDNAPPING**

1. If one of your students is **Missing**, notify the office immediately.
2. Call **911** first if you believe it is a **Kidnapping** or the student's life or welfare is in danger. In this case, don't delay; every minute counts.
3. Account for all your other students and try to find out when and where the missing student was last seen.
4. Search your immediate area thoroughly.
5. Remain calm and keep students calm.
6. Be prepared to identify names of the missing student's friends.

### **ADMINISTRATOR GUIDELINES FOR A MISSING STUDENT / KIDNAPPING:**

- Call **911** if it has not already been done.
- Announce a Code Yellow Lockdown. This will limit movement on campus as you conduct a search and will reduce the possibility of other missing children in case of a kidnapper on campus.
- Search the school thoroughly and immediately, both inside and outside. Even search areas where you don't think a person would normally hide or be. If possible assign someone to search carefully a second time.
- Notify the custodial parent.
- Notify teachers in your school or administrators in any other schools where the missing child has a sibling in attendance in case the abductor(s) intend to kidnap siblings.
- Gather as much information as practical. Be prepared to describe the missing child: name, gender, hair, clothing, when and where last seen, etc.
- If known, note the perpetrators appearance and any other information that might be helpful to police: name, gender, hair, clothing, voice, etc. If a vehicle was involved, get a detailed description if possible.
- If the student is located, notify staff, **911**, the parent and Superintendent's Office immediately.
- Consult the Administrator Checklist for additional action steps.

## **STUDENT DEMONSTRATION / RIOT**

1. If you learn of a **Student Demonstration**, threat of **Riot** or actual **Riot** in progress, notify the office immediately and include appropriate response such as notifying **911**, etc.
2. Briefly describe the situation and location.
3. Remember to take extra precaution to protect yourself and your students. Consider issuing a room clear, evacuation or lockdown if appropriate.
4. If it appears safe for you to do so, remain with the problem situation until relieved by another responsible staff member or law enforcement officer, working to defuse the crisis by staying calm.
5. Attempt to defuse tensions by identifying key players, listening to student concerns, and isolating key players in a neutral area.
6. Staff should attempt to work in pairs or small groups for increased safety.

## **ADMINISTRATOR GUIDELINES FOR A STUDENT DEMONSTRATION / RIOT:**

- Call **911** if there appears to be a threat of riot or actual riot.
- Announce a lockdown procedure, depending on what the situation requires.
- Clearly communicate to all students (via intercom system or megaphone) in the presence of an adult witness, that students should either attend classes or move to a safe, designated area. Inform students that they will be suspended or possibly arrested if they do not comply.
- If students go to the designated area, continue attempting to defuse tensions by listening to student concerns and isolating key players.
- If students do not follow directions after a second warning and after a reasonable period of time (not to exceed 2-3 minutes), notify students of their suspension and direct them to leave campus. If students continue to remain on campus, conference with law enforcement about next steps and possibly making arrests.
- Consult the Administrator Checklist for additional action steps.

**These procedures can also apply to athletic events or any other school district sanctioned activity.**

## **BOMB THREAT**

If you learn of a potential **Bomb Threat** through something written on a wall or piece of paper, or receive a report from someone, or if you overhear a conversation, receive a telephone call, or notice a suspicious object, package or device:

1. Immediately notify your administrator in a manner that will not alarm other students and staff.
2. All staff are empowered to act independently and bypass this step to contact **911** first in life-threatening situations.
3. Do not use a two-way radio, cell phone or other wireless electronic device (since this can detonate an explosive device), unless there is a life threatening emergency, such as a person who is not breathing, has had a heart attack, etc.
4. Handle a written threat as little as possible to avoid disturbing possible finger prints.
5. Visually inspect your area:
  - If you notice a suspicious object, package or device, visually inspect your area for other suspicious items and carefully evacuate students out of the area. Do not touch, move, or pick up any suspicious item. If possible, secure the area around a suspicious item or a written threat to prevent others from coming in contact with it and to protect evidence. Tape a note describing the object to the outside of your door and notify the office of the object, location and your reason for concern as soon as it is practical.
  - If nothing unusual is found, mark your door with ½ of an X (/) using black tape. If the search team confirms your findings, they will mark the other ½ of the X. **Black tape is in your yellow Emergency Supplies Bucket.**
6. If you receive a bomb threat over the phone, stay calm. Write down exactly what the caller says and try to get as much information as possible. Listen and note anything unusual about the call, like the caller's voice, background noises, etc. If possible try to learn where the device may be located, what it is intended to do, and when it is supposed to go off. Don't hang up the phone even after the caller hangs up.
7. Alert the principal in a manner that will not cause panic to those in the office area. Do not share information about the bomb threat with other employees. The administrator will evaluate the information and initiate an appropriate response.
8. Use the "Bomb Threat Report Form" to help you write down everything you've learned from the call. This form is in the staff secure section of our website. Office staff should keep a copy of this form handy for easy access near their phones. Complete the Bomb Threat Report Form as time permits.

## **ADMINISTRATOR GUIDELINES FOR A BOMB THREAT:**

- Take all threats seriously.
- Quickly contact **911** and immediately place the school in a code yellow lockdown, **reminding everyone to turn off all cell phones, two-way radios and other wireless electronic devices.**
- Depending on the severity and timing of the threat, you may decide to initiate an evacuation rather than locking down the school. If there is immediate threat to life, take immediate action.
- Assess the situation. Gather information from multiple sources. Use information contained in the written or verbal threat or from the Bomb Threat Report Form – whatever is available. Remember to protect evidence. You can also interview the person who found the threat or heard it. Consider prior threats or acts of violence and the situation in your community and in the world.
- Try to consider all of the factors that may be involved: the degree of credibility; level of detail provided; time of detonation; evidence of commitment put into the plan; ability to carry out the plan; motive, etc.
- Be alert for unusual behavior such as a student/adult watching with interest from a distance, someone going the opposite direction of everyone else or going where they were told not to go, vehicles in the area, etc.
- In consultation with law enforcement, determine your response. Response possibilities include but are not limited to:
  - Code Yellow Lockdown while an interior and exterior sweep are conducted;
  - Relocation to an internal assembly area such as a gym or other large gathering area while sweep teams check the interior and exterior of the campus, visually scanning and listening for suspicious sounds;
  - Evacuation to an exterior, on-campus assembly area with a minimum distance of 1000 feet away when it is safe to do so;

- Evacuation to an off-campus evacuation site. Due to the severity of the threat or in the event a suspicious object or device is found, students and staff may need to be kept off campus for an extended period of time until bomb technicians give an all clear.
- Develop a sweep plan for your building using a floor plan to ensure all areas are checked. The stated time of detonation may influence the time of the sweep. School leads, law enforcement will assist.
- If the decision is made to evacuate, and if there is time, a group of SAFE Team members should look for any suspicious objects along the evacuation route and assembly areas before the evacuation is initiated. There may be more than one device inside or outside the building. Parking lots are often among the most dangerous spots during a bomb threat. SAFE Team should also check common areas.
- When there is a bomb threat the school administrator is in charge. Law enforcement will not order an evacuation, but will help with the assessment and offer advice. If you evacuate, law enforcement will assist and notify neighbors. If a device is found, law enforcement assumes control. If an explosion occurs, The Fire Department assumes control.
- Although very few bomb threats involve an actual device, a threat should never be ignored. Take all threats seriously.
- Consult the Administrator Checklist for additional action steps.

**Turn off two-way radios, cell phones and other electronic devices.**

## **FIRE**

If there is a **Fire**, even in a classroom wastebasket, or a suspicion of fire through the sudden appearance or smell of smoke, the school fire alarm should be activated and the building evacuated. This should be done for any size fire. All staff members are empowered to activate a fire alarm, notify the office and begin the evacuation of students as soon as they detect a fire. Because most casualties in fires are due to smoke inhalation or toxic gases, time is of the essence.

### **IF SMOKE OR FIRE IS DISCOVERED:**

1. Inform occupants of the fire or smoke and evacuate the area.
2. Pull the nearest fire alarm and notify the office or administrator with details as soon as possible.
3. Shut windows and doors as you leave if you have time and it is safe to do so.
4. Leave classroom doors unlocked so fire personnel can enter your room to fight the fire if necessary.
5. Do not turn off lights – leave everything else as is.
6. Follow standard evacuation procedures. Be prepared to take alternative routes if smoke, fire or other dangers block your normal evacuation route.
7. If you are trained to use a fire extinguisher and discover a small fire, you may attempt to extinguish it using the fire suppression equipment available.
8. If the fire requires more than one fire extinguisher, leave it for the Fire Department. In either case, be sure to pull the nearest fire alarm immediately when fire is first discovered.
9. Because of possible toxic gas or smoke, don't fight fire from anything unusual like a science lab, explosives, etc.

### **IF A SOMEONE'S CLOTHING CATCHES ON FIRE:**

1. Instruct them to **Stop, Drop, and Roll**. DO NOT allow them to run. Running will fan the fire.
2. Announce a room clear and immediately instruct someone to pull the nearest fire alarm and notify the front office. In some cases this may be a student.
3. Smother the fire by wrapping the person in heavy fabric (coat, rug, curtain, blanket, etc.) and rolling the person on the ground. If fabric is not available, roll the person on the ground unwrapped.
4. Deluge with water.

### **ADMINISTRATOR GUIDELINES FOR A FIRE:**

- Pull a fire alarm if the alarm is not already sounding.
- Call **911**.
- SAFE Team should sweep building of students/staff and help direct staff/students to appropriate evacuation routes.
- If it appears safe to do so, close doors to fire areas as soon as all students and staff are safely out of the area.
- Meet Fire Department when they arrive. Notify them of fire's location and provide map of campus and master key.
- Consider the need to move to an off-campus evacuation site.
- Do not allow re-entry to building until authorized by fire officials.
- Report all fires to the Fire Department regardless of size or location of fire, even if it happened during non-school hours or if the fire was out when it was discovered.
- Consult the Administrator Checklist for additional action steps.

## **CHEMICAL SPILL / HAZARDOUS MATERIALS**

Any substance having the potential to cause physical harm, regardless of origin, is considered dangerous. This includes skin contact with substances as well as inhaling caustic gasses.

1. Notify your administrator and immediately remove students from danger if 1) there is a **Chemical** or **Hazardous Materials Spill** inside the school; 2) you smell the odor of rotten eggs or other unusual odors; or 3) you learn of or detect a hazardous materials incident outside the school or in the surrounding area.
2. Possible protective actions include:
  - **Room Clear or Evacuation:** Protect students and staff by removing them from the area, building, or campus;
  - **Shelter-In-Place:** Protect students and staff by sealing them off from the contaminant.
3. Follow room clear, evacuation, or shelter-in-place procedures as appropriate to the situation.
4. Do not turn off lights because doing so could ignite hazardous materials. Leave everything as is.
5. Be alert for anyone exhibiting physical symptoms like shortness of breath, dizziness or fainting, sudden headache, unexplained coughing, etc., and request immediate medical attention if any of these symptoms are identified.
6. Do not attempt to clean up spilled chemicals or hazardous materials unless you are specifically trained, equipped and authorized to do so by your job requirements.
7. Small spills that pose little or no harm to humans or the environment may be handled by those trained to do so in accordance with basic safety precautions indicated on the substance label or MSDS (Material Safety Data Sheet). Small spills must still be reported immediately to your administrator.
8. If you have any chemicals in your room, make sure that you keep your MSDS Book up-to-date and easily accessible.
9. Take all chemical and hazardous material spills seriously. Err on the side of caution. Safety is always a priority.

### **ADMINISTRATOR GUIDELINES FOR A CHEMICAL SPILL / HAZARDOUS MATERIALS:**

- Contact **911** to notify authorities of the incident.
- Assess the situation, consider the location and substances involved and determine whether to evacuate or shelter-in-place. If time and the situation permits, consult with emergency officials. If you are dealing with hazardous materials stored in your school and are able to identify them, try to have your MSDS Book available for emergency officials as that could affect decisions regarding shelter in place, evacuation, exposure, protective measures and first aid.
- When there is a hazardous material spill in a nearby community and the wind conditions could push the air contaminant toward the school, emergency officials may order an evacuation of the school to an off-campus location which is uphill and upwind of the spill in order to remove students and staff from the possibility of the contaminant reaching the school.
- If an evacuation is indicated, do not use the fire alarm since sounding the fire alarm could ignite hazardous materials. Announce the evacuation using the intercom system unless emergency officials decide that using the fire alarm does not pose a risk in that particular situation. Follow evacuation procedures.
- Give clear instructions over the intercom in order to avoid evacuating near or past the spill area.
- In some cases, a hazardous chemical spill may occur so close to a school that the best decision would be to stay inside the school and initiate a shelter-in-place in order to protect students and staff by sealing them off from the contaminant. If so, announce a reverse evacuation and shelter-in-place. Follow shelter-in-place procedures.
- Consult the Administrator Checklist for additional action steps.

**MSDS Book Location:** \_\_\_\_\_

## **SEXUAL ASSAULT**

1. If you learn or suspect that a student has been **Sexually Assaulted**, report it immediately to the school administrator. However, all staff members are empowered to act independently and bypass this step and call **911** immediately in life-threatening situations.
2. Be prepared to describe the situation. Indicate whether the perpetrator has been identified and where he or she is located. Describe any medical injuries you are aware of.
3. Provide for the immediate safety of the victim. Try to comfort and calm the victim.
4. Isolate the victim and determine whether medical attention is necessary. Give medical assistance if needed, until help arrives. Strongly encourage the victim NOT to wash, clean up, change clothes or use the restroom.
5. Do not question the victim beyond basic facts. Leave this for law enforcement. However, if a student makes a statement to you about what happened, document exactly what the student says; use their words, not your own.
6. Remember that **Sexual Assault is Child Abuse** and must be reported to the Department of Human Services, even if it is child against child assault. As a school district employee and a Mandatory Reporter, you must follow child abuse reporting procedures even though the police are already involved. Call DHS at 1-866-303-4643 to make the report.
7. As with all emergencies, remember to take extra precaution to protect yourself, your students, and the victim. Err on the side of caution. Safety is always a priority.

### **ADMINISTRATOR GUIDELINES FOR SEXUAL ASSAULT:**

- Call **911** if it has not already been done.
- Initiate Code Red Lockdown procedures if the situation involves an armed aggressor who may still be on campus.
- If the perpetrator is known, and it appears safe for you to do so, isolate and/or detain them until law enforcement arrives. If it is not safe to do so, try to learn the perpetrator's name, location, how they are dressed, etc.
- Identify witnesses. Isolate and detain them if practical until they can be interviewed by police. It is best to keep witnesses from discussing the incident with each other before they are interviewed by law enforcement as this can frequently cause witnesses to influence each other to remember things incorrectly.
- Protect the crime scene by not allowing others in the room or area where the alleged sexual assault occurred. Do not disturb anything.
- Notify the family of the victim as appropriate. In the event a family member is a suspect, do not notify the family; let law enforcement or DHS notify them.
- Consult the Administrator Checklist for additional action steps.



## **CHILD ABUSE**

All school district employees are “**Mandatory Reporters**” and are required by law to report all suspected child abuse to the Department of Human Services Child Welfare Division at 1-866-303-4643 or by calling **911** immediately. You are required to report when you are on duty at school as well as when you are off-duty.

### **CHILD ABUSE INCLUDES:**

- Any unexplained or suspicious physical injury to a child, including any injury inconsistent with an explanation of how the injury occurred.
- Neglect which causes harm to a child’s health, welfare and/or safety.
- Sexual activity with someone older than the child, abuse, sexual assault, or sexual exploitation.
- Mental injury which harms a child’s ability to think, reason or have feelings.
- Threat of harm.
- Any reason to believe the child has been exposed to meth or other drug use.

**Report suspected child abuse at 866-303-4643 or 911.**

### **WHEN AND HOW TO REPORT**

1. If you have reasonable concern that a child you have observed or have had contact with may have suffered any of these kinds of abuse, or if you suspect an adult has abused a child, **call DHS at 1-866-303-4643 immediately**. If you are not able to reach a live person at the DHS phone number, call **911** or local police instead.
2. **When in doubt, report!** DHS screeners are very open to consultation and can help you determine whether or not the incident is reportable. If it does not meet the criteria, DHS may suggest contacting the parents about your concern. Otherwise, **you are not allowed to inform the parents of your report**.
3. You must also immediately inform your supervisor, building principal or superintendent. However, reporting to your supervisor does not release you from your legal obligation to report immediately to DHS.
4. If a child is in danger due to their physical injuries or if there is an indication the abuser may come to the school to further harm them, or **if you see any type of abuse in progress, call 911 immediately**. If possible, provide for the immediate safety of the child. If you do not feel safe intervening, maintain visual observation if safe.
5. It is DHS’s responsibility to investigate the suspected abuse. You are required to cooperate. The DHS representative questioning the student about possible abuse will determine if a school official may be present during the interview. If so, your role should be as a supporter for the child, and not as an active participant. You are not allowed to reveal anything that is discussed during the investigation.
6. Be sure to keep a written record of any DHS report you make, and give a copy to your supervisor. Use the Child Abuse Reporting Form found on the school district website in the secure forms section.
7. After mandatory reporting requirements have been met, refer to the LCSD Policies and Administrative Rules regarding Suspected Child Abuse and follow all required action steps as appropriate to the situation.
8. Remember, all school district employees are “**Mandatory Reporters**” and are required by law to report all suspected child abuse to the Department of Human Services Child Welfare Division immediately at 1-866-303-4643 or by calling **911** or your local law enforcement agency. The “Mandatory Reporter” requirements are in effect 24 hours per day, 7 days per week, all year long.

### **ADMINISTRATOR GUIDELINES FOR SUSPECTED CHILD ABUSE:**

- Confirm with staff that they actually made a report to DHS or law enforcement.
- Consider if any actions should be taken regarding school and student security.
- Keep a copy of the completed Child Abuse Report Form in your Investigations File.
- Consult the Administrator Checklist for additional action steps.

## **SEVERE WEATHER / ELECTRICAL OUTAGE**

### **SEVERE WEATHER (THUNDERSTORM, LIGHTNING, OR SEVERE WIND):**

#### **If You Are Outside:**

1. Get out of open areas or fields and into an enclosed building as quickly as possible. Do this even during outdoor athletic events.
2. If a building is unavailable, seek shelter in an enclosed vehicle or as a last resort in a ravine or ditch.
3. Move from high ground and get into a crouching position if open areas cannot be avoided.
4. Do not seek shelter under isolated trees or close to metal fences, small sheds, playground equipment or shelters in exposed locations. Keep twice as far from isolated trees or objects as they are tall.
5. Do not stand under or near electrical wires.
6. During lightning and thunderstorms, do not sail, kayak, or use metal objects like fishing rods, golf clubs, umbrellas, javelins, etc. Remove metal-cleated shoes if you must stay outside.

#### **If You Are In Transit:**

1. Stay inside the vehicle.
2. Do not touch exposed metal parts.
3. Do not park vehicles near electrical lines or trees.
4. Anyone using a scooter, motorcycle, bicycle or other type of vehicle should seek protected shelter.

#### **If You Are Inside:**

1. Stay indoors. Do not venture outside the building unless absolutely necessary, for example, during a fire alarm.
2. If the fire alarm sounds, students and staff must evacuate – even during severe weather.
3. Stay away from open doors, windows, metal objects, electrical appliances and plumbing during the storm.
4. Staff and students in athletic areas should not use showers, whirlpools or swimming pools during thunderstorms.
5. Keep telephone use to a minimum.
6. Do not handle flammable liquids in open containers.
7. During severe windstorms, the safest places to be are interior halls, lower floors and basements.
8. During severe windstorms, avoid gymnasiums, auditoriums, windows and areas exposed to the windward force of the storm.

### **ELECTRICAL OUTAGE:**

1. If the **Electricity** goes out while you are at school, whether there is severe weather or not, consider this a code yellow lockdown and follow lockdown procedures whether or not you hear a lockdown announced.
2. Remain calm, and account for all students using a flashlight if needed.
3. Continue with regular activities as much as possible until notified.

### **ADMINISTRATOR GUIDELINES FOR SEVERE WEATHER / ELECTRICAL OUTAGE:**

- Assess the situation. Outages as a result of severe weather conditions may require remaining in the building, while outages as a result of electrical problems may require an evacuation.
- Announce a code yellow lockdown or evacuation as appropriate to the situation.
- Call **911** if the building is unsafe.
- Contact Facilities and Maintenance Department.
- Maintain clear communication with school staff, even if you have to do so by sending SAFE Team members from classroom to classroom with information and updates.
- Arrange for lighting, meals, restroom use, etc.
- Consult the Administrator Checklist for additional action steps.

## **EARTHQUAKE / TSUNAMI**

### **EARTHQUAKE**

When you feel the ground shake, immediately take protective actions.

#### 1. Drop, Cover, and Hold On

**DROP** down to the floor in the room where you are. Don't try to run out of the building during the earthquake. More people are injured during quakes while trying to run outside the building than from staying inside and taking protective actions.

Take **COVER** under something sturdy, a desk, table or other furniture that is not likely to tip over or easily crush. Crouch down on your knees and cover your head with your arms. If sturdy furniture is not available, crouch down on your knees near an interior wall and cover your head with your arms.

**HOLD ON** onto the furniture and be prepared to move with it. HOLD the position until the ground stops shaking. If possible, stay away from mirrors, tall furniture, and other things that might fall on you. Turn away from windows, light fixtures and suspended objects.

2. If the fire alarm sounds while the ground is still shaking, wait until the shaking stops before evacuating.
3. When the shaking stops, immediately evacuate. Instruct students to help each other since there may be injuries. Be prepared to take alternative evacuation routes. Evacuate the building whether or not the fire alarm sounds. If it appears safe and there is enough time, evacuate with your yellow emergency supplies bucket.
4. Since structural damage caused by the earthquake may mean that communications systems will stop working, be prepared to take independent actions without instructions from the principal.
5. If outside during an earthquake, stay outside. Try to move away from buildings into a clear, open space. Stay away from utility poles and overhead wires, trees and other hazards. Drop, Cover and Hold On until the shaking stops.
6. Be prepared for aftershocks. Drop, Cover and Hold On if the ground shakes, even after you've evacuated.

### **TSUNAMI**

After an earthquake, **Tsunami** waves may arrive within minutes. If you are in the Tsunami Hazard Zone, at Waldport High School, or on a field trip to the beach, creeks, the Aquarium or other low-lying areas, or at an athletic event in a low-lying area be aware of the nearest high-ground location and evacuate your group there if you feel an earthquake or receive a Tsunami Watch or Warning.

1. If you feel an earthquake, Drop, Cover and Hold On. After the shaking stops, **immediately go to high ground**. Do this for any size quake.
2. Be prepared to travel on foot and take any escape routes available to you.
3. If you don't feel an earthquake, but receive a Tsunami Watch or Warning, immediately evacuate to high ground.
4. In life-threatening situations, school staff are empowered to deviate from written plans and take independent actions to implement life-saving procedures whenever doing so is likely to reduce the risk of serious injury or death.

### **ADMINISTRATOR GUIDELINES FOR AN EARTHQUAKE / TSUNAMI:**

- Check to see if you have any activity trips in the tsunami zone or traveling through a tsunami zone and make appropriate notifications and arrangements.
- When a Tsunami Advisory or Warning is issued, schools not in the tsunami zone should go into a code yellow lockdown while emergency preparations are made.
- If you have evacuated to high ground, stay there until Emergency Services Personnel have indicated that it is safe to return to school. Remember, tsunami waves can continue coming for 10-12 hours or more.
- Do not allow anyone to return to or reenter the building until it has been inspected for safety.
- Consult the Administrator Checklist for additional action steps.

## **THREAT OF VIOLENCE**

A **Threat** is an expression of intent to do harm or act out violently against someone or something. A threat can be spoken, written, symbolic, or communicated by video or social networking media. All threats of violent injury must be taken seriously and investigated to determine whether they pose a real danger to students or staff.

If you see, have knowledge of, hear, or receive a threat of violence, follow these procedures:

1. Discretely make an immediate verbal report to your administrator in a manner that will not alarm other students and staff. If the school administrator is not available, notify the Teacher-In-Charge.
2. However, in life-threatening situations, all staff members are empowered to act independently and bypass this step to contact **911** and implement lockdown procedures before notifying administration if necessary.
3. Write down what you heard, saw and/or know about the threat and give this information to an administrator. Be alert to any other related information you may overhear or receive from students and update the administrator.
4. All evidence should be isolated. If it is on paper, do not touch it if possible. If the threat is on a wall, restrict access to that area. Photograph the threat and any related areas if possible. Do not wash it off unless directed by law enforcement. If the threat is on a computer or other electronic device, secure the device. Do not open it, close it or do anything with it that could compromise the communication or cause it to be lost.
5. If the threat was verbal, obtain a written report of the threat.
6. If you feel that a student, staff member or any other person may pose a threat, or if something about a situation doesn't feel right based on your professional and life experience, immediately notify your supervisor, even if you have no clear indication of danger. These "instincts" have often been correct and averted tragedies in other school districts.
7. Although many threats do not constitute immediate danger, all threats should be taken seriously. As in all emergency situations, remember to take extra precaution to protect yourself and your students. Err on the side of caution. Safety is always a priority.

### **ADMINISTRATOR GUIDELINES FOR A THREAT OF VIOLENCE:**

- If there is immediate danger of serious injury, initiate lockdown procedures.
- Call **911** immediately and cooperate with police, assisting with the investigation as requested.
- If it appears safe to do so, immediately remove from the classroom any student who has threatened to injure him/herself, another person or to severely damage school property. At-risk students should not be left alone or directed to report to the office without escort. Seek assistance from law enforcement if needed.
- Initiate procedures to keep the potential victims safe.
- Follow the procedures identified in the LCSD Policies and Administrative rules such as notifying parents/guardians of potential victims identified in threats, doing a Safety-Risk Assessment, using the Volatility Screening Checklists, etc.
- If the threat is not determined to be an immediate danger, reassess the immediacy of the threat as more information becomes available and initiate lockdown procedures as appropriate.
- Consult the Administrator Checklist for additional action steps.

## **FIGHTING**

If you come upon a situation when two or more students are **Fighting** or an individual is out of control, do not leave the situation. Use the lowest level of response that will safely neutralize the crisis. You are not required to put yourself at risk but must behave in a reasonably prudent manner to try to reduce danger. Every situation is different. Here are some possible actions to take based on the circumstances:

### **1. TAKE CHARGE**

- Whistle three times– this may get the students’ attention long enough to stop and hear your instructions. It may also get the attention of another adult nearby.
- Identify yourself in a calm, clear, loud voice.
- Try verbal interventions. Give a FIRM command like “Stop fighting and step back now!” Do not scream as this could escalate the situation – remain calm and try to demonstrate your calmness and control by your voice tone and pitch.
- Use the students’ names if possible and direct them to different locations. Give a direct command. For example, “Jeremy, stop pounding on that window and move to this side of the room now,” or “Rick, move over to the doorway! Zach, move over to the lockers, now!”
- These steps may help students voluntarily leave the immediate situation and begin de-escalating.

**2. GET HELP.** Use an intercom, two-way radio or phone, or direct someone to get additional adult help. The act of calling for help indicates that the presence of another adult was requested as quickly as possible.

### **3. DISPERSE BYSTANDERS**

- This removes the audience which can help defuse the situation and enhances bystander safety by preventing others from joining in.
- Use a firm, calm voice to direct students to another location. For example, “Everyone needs to move immediately to the gym. Jackson, Sandra, Tom – move now!” Or announce “Room Clear” if the fight is in your classroom.

### **4. SAFETY**

- Avoid getting physically in the middle of a fight. If you are alone, use caution if you must separate one student from another. Restraining one student may make them more vulnerable to attack from the other student. If you’re not sure whether a student can be restrained without injury, restraint should be avoided. Wait for additional help.
- Avoid approaching anyone involved in a fight from the left rear or the right rear direction. Catching them off guard in this manner can cause staff to be struck by students while attempting to break up fights.

**5. SEPARATE** and isolate students involved in the fight. Provide medical attention if needed. Calm them and if possible, allow time for them to de-escalate.

**6. WRITE REPORT** of the facts. Follow your building procedures for reporting a fight.

## **ADMINISTRATOR GUIDELINES FOR FIGHTING:**

- Call **911** immediately if there is physical evidence of injury or if the fight involved a bias based on race, religion, culture, etc.
- Consult the Administrator Checklist for additional action steps.

## **WEAPONS**

Because there are a wide variety of possible **Weapons** situations the following concepts should be viewed only as a general guide. You must adapt your response based on any situations you may encounter. Address your own safety first so you can then better protect students and other staff.

1. **Notify the Office:** If you are the first person to become aware of a situation involving weapons, notify the office as soon as safely possible so they can announce a lockdown and contact **911**.
2. **Take Independent Action if Needed:** Depending on the urgency of the situation, you may need to independently implement a code red lockdown, evacuation, or reverse evacuation for your class while simultaneously working to notify the front office and/or calling **911**.

**CONCEALED WEAPON:** If you learn that a person is in possession of a weapon on campus and they have not yet pulled or used the weapon to threaten or attack others, here are some general guidelines:

1. If the suspect is not present, immediately and discreetly contact the front office if it is safe to do so.
2. If the report was made by a student, escort the student to the office if you can do so without causing the student to be identified as the source of information. However, if the student requests to remain anonymous the staff member can handle the report, but should attempt to obtain additional information and details from the student if possible.
3. If the suspect is present, stay calm and attempt to keep students under your supervision calm. Keep a safe, non-intimidating distance and avoid abrupt movements. If possible, try to find a way to notify the front office immediately without alerting the suspect. You may need to send a trusted student to the office with a sealed note describing the situation unless this would increase danger. As soon as safely possible, also make a verbal and written report to the administrator in charge.

**SHOOTING/STABBING OR GUNSHOTS:** If you hear gunshots or if there is a shooting or stabbing, use extreme caution. Quickly assess the situation, taking appropriate actions to increase your own safety and the safety of your students.

1. Take cover if necessary.
2. Immediately implement a code red lockdown, or reverse evacuation or an evacuation, as appropriate.
3. Notify the front office immediately.
4. DO NOT confront the individual unless they are firing a gun or attacking with another type of weapon and it is clear to you that it would be safer for you to try to disable the attacker than not to.
5. If you are outside the building, go immediately to the closest safe area of shelter that offers protection from the aggressor. In the event of an aggressor discharging a firearm at people in an open area, do not lie down in open areas – run to the closest safe cover.

**HOSTAGE:** If you are threatened with a weapon or if you or others are held against your will (taken hostage), try to remain calm. Use extreme caution. Do not confront the hostage taker unless he or she begins shooting or attacking others and you feel it is safer to try to disable them than to flee.

1. Follow the instructions of the hostage taker unless you feel that following their instructions would increase danger to yourself or others. Cooperate – don't antagonize or argue with the captor or other hostages. Do not initiate conversation with the captor. If you are spoken to, cooperate and be concise. If possible, keep a safe, non-intimidating distance and avoid abrupt movements.
2. If the hostage taker appears receptive, inform them of any critical medical issues that you are aware of. If allowed by hostage takers, provide first aid as best as you can. Treat your wounds first and then help others.
3. Be prepared to wait. Elapsed time is a good sign. Generally, the longer a hostage situation continues, the less likely a hostage taker is to use violence.
4. Be observant. Try to remember things you see or hear such as the location and number of hostages, description of hostage taker, weapons, etc. This is important if you are released while others are still held hostage.
5. Watch for the unexpected. Try to think of possible courses of action for various contingencies.

6. If a rescue takes place, Get Down Immediately. Lie on the floor, spread your fingers apart, keep your hands where they can be seen, and avoid moving them. Don't panic or run. If released, follow law enforcement instructions.

Follow these procedures even with pocket knives.

### **ADMINISTRATOR GUIDELINES FOR WEAPONS SITUATIONS:**

- Call **911** immediately.
- Quickly assess the current level of danger.
- If there is immediate danger of serious injury, announce a code red lockdown. When making the announcement, include other instructions such as a reverse evacuation for those meeting outside, or a notice to SAFE Team members not to report if that is indicated. In some cases, you may decide it is best to evacuate.
- If there is no immediate danger of serious injury, for example, if you receive a report that a student is in possession of a weapon, but has not threatened or attacked anyone with the weapon, you may decide it is safer not to do a lockdown initially because a lockdown could tip-off a suspect that they have been discovered.
- Call **911** immediately whether or not you decide to implement a lockdown procedure.
- If there is a hostage situation inside the building, notify classes meeting outside to take protective actions and do an off-campus evacuation if safe.
- If there has been a shooting, stabbing, or hostage situation, do not disturb the crime scene unless you must do so to protect human life such as delivering first aid to a victim. Secure the area and reroute traffic, either in hallways or outside the school, if necessary and possible. Weapons assault sites are crime scenes. Do not attempt to clean up blood or otherwise alter the scene without prior approval from law enforcement.
- Cooperate with law enforcement. They are in charge and will handle questions regarding criminal investigations. Administrators should focus on the school response and preparations for the next day.
- Administrators should inform staff of the situation once they can safely do so.
- Account for students and staff. Keep a written record of anyone (students and adults) taken to a hospital by ambulance. Note which hospital they are going to. If a student is transported to a hospital, one or more staff members should accompany them to the hospital if they can do so without leaving other students unsupervised. Stay with the student at the hospital until a parent/guardian arrives and a proper, written release is made.
- Consult the Administrator Checklist for additional action steps.

**In life-threatening situations, school staff are empowered to deviate from written plans and take independent actions to implement life-saving procedures whenever doing so is likely to reduce the risk of serious injury or death.**

## **BUS / ACTIVITY TRIP EMERGENCY**

### **BUS DRIVER**

1. Stop and secure the bus in a reasonably safe location.
2. Call **911**. Be prepared with the following information:
  - Your location
  - Is anyone hurt? Do you need an ambulance?
  - The size of the bus
  - How many students are on the bus?
  - What is the vehicle number?
  - Is another vehicle involved?
  - Can your vehicle be driven? Can the other vehicle be driven?
3. Say your location again and repeat/confirm important information with the **911** dispatcher.
4. Assess the situation. Decide to evacuate or not. Keep students on the bus unless you need to get them off for safety reasons.
5. Call Transportation on channel 1 of your bus radio or by phone (1-541-265-4445). Emergency phone numbers for after-hours are kept in the Bus Accident Packet located above the drivers' compartment.
6. Evaluate first aid needs. Treat the most critical injuries first within your level of training and ability.
7. Consider putting out warning triangles. However, you may need to wait until assistance arrives to avoid leaving students unsupervised.
8. Make a written list (in seating chart format) of all passengers. Collect names and birth dates.
9. Keep students together. Do not release students to parents or neighbors and do not allow them to leave the scene or walk home. Call your transportation supervisor for guidance if a parent insists on taking their child.
10. In most cases, arrangements will be made to bring another bus to take students back to their school of origin for proper release to parents or guardians. In other cases, students may be transported by bus directly home.
11. Cooperate with emergency personnel and provide assistance as requested.

### **TEACHER – COACH – SUPERVISING ADULT**

1. Notify **911** and the transportation department if the driver has not already done so.
2. If the driver is injured you may need to do the driver's roles. Otherwise, your main role is to supervise students.
3. Keep students together and take steps to properly supervise them and keep them from wandering off or leaving.
4. Check your passenger list and account for everyone.
5. Assist the driver in evaluating and treating first aid needs within your level of training and ability. If practical, assign another passenger to stay with those who are treated as you continue to provide first aid to others.
6. After all critical steps have been taken, immediately notify your school administrator or the Superintendent's Office (541-265-4403). Be sure to take after-hour emergency phone numbers with you on activity trips.
7. Keep a written record of all students/adults taken to a hospital by ambulance. Note which hospital they are going to.
8. If a student is transported to a hospital by ambulance, a staff member should accompany them to the hospital if they can do so without leaving other students unsupervised. Stay at the hospital until a parent/guardian arrives and a proper, written release is made. If this is not possible, notify your administrator so they can make other arrangements.
9. After cleared by emergency services, in most cases, students will be transported back to their school of origin for proper release to parents/guardians.
10. If you are going on an activity trip, remember to provide a copy of your complete passenger list, both students and adults, to your school office and bus driver in advance. Wear your school district ID Badge in a visible location.



## ADMINISTRATOR GUIDELINES FOR BUS / ACTIVITY TRIP EMERGENCIES:

- Collect emergency health information for each student on the bus or activity trip using their enrollment forms. Include birthdays. Appoint a staff member to get pertinent health information to the accident site.
- If students were transported to a hospital, arrange for one or more staff members to go to the appropriate hospital and remain there until a parent/guardian arrives to properly sign out their child.
- In the event of serious injury or death, the principal or designee should go to the accident site and hospital.
- Coordinate with Emergency Services regarding parent notifications: where to pick up children, injuries, hospital information, etc. The Superintendent's Office can help with these notifications.
- Arrange for family reunification and follow procedures.
- Inform your staff, giving them appropriate information about the situation and family reunification plans.
- Consult the Administrator Checklist for additional action steps.

**In life-threatening situations, bus drivers and supervising adults are empowered to implement life-saving procedures and to deviate from these roles including the order of these actions, whenever doing so is likely to reduce the risk of serious injury or death.**

## **FAMILY REUNIFICATION**

A **Family Reunification** procedure is used when there is an emergency situation that prevents normal school dismissal, such as fire, natural disaster, impending weather event, field trip emergency, a situation involving weapons or violence at school, school bus accident, a disease outbreak, etc.

### **SCHOOL STAFF:**

1. Prepare students for movement to the reunification area and explain what is being done and why. If applicable, prepare students to board buses or walk to an off-campus reunification site.
2. Work to keep students calm.
3. Assist special needs students as necessary, including those with language barriers and temporary special needs individuals such as those with a broken leg.
4. Communicate any medical needs to an administrator or SAFE Team member as soon as possible.
5. Time and safety permitting, check attendance and account for all students. Report any missing students to an administrator or SAFE Team member as soon as possible.
6. At the reunification site, keep students together and account for everyone again.
7. Assist at the reunification site as requested.
8. Continue supervising and caring for students until they are released to their families. In extreme cases, like a large earthquake, this may require overnight stays.

### **FAMILY REUNIFICATION TEAM:**

1. Wear identifying vests and ID badges in a visible location. Bring your two-way radios.
2. Bring your SAFE Team Go-Kit, which contains your student emergency contact/release information and Family Reunification supplies and forms.
3. Arrange for tables, chairs, signage and other resources to be brought to the Family Reunification site.
4. Provide staffing to direct family members, answer their questions, and escort them to their children. Consider using staff who know the school's families. Include staff who speak Spanish if needed.
5. Consider having security, law enforcement, or an administrator at or near the Family Reunification Area.
6. Using the student roster and release information, only release a student to the authorized individual(s) listed on the paperwork. Parents, guardians, and other authorized individuals must show proper identification and officially sign them out before leaving with their child.
7. Make sure that every line of the sign-out form is filled in, including the time the student was released, who they were released to and where their next destination is.
8. Move family members who do not have the appropriate identification to a separate area for processing. Do not release a student to anyone who is not authorized on the student's paperwork, even if the child claims to know the person. If they become argumentative or uncooperative, notify the nearest supervisor and/or law enforcement agent.

Your Family Reunification Plan, supplies and forms are stored in the bottom section of your SAFE Team Go-Kit.

### **ADMINISTRATOR GUIDELINES FOR FAMILY REUNIFICATION:**

1. Decide whether to stage a reunification on the school campus or at an off-campus location which may include neighborhood churches, theaters, community centers and other schools. A list of possible off-campus reunification sites for each school is located in the Family Reunification Plan Notebook in your SAFE Team Go-Kit. It is also on our staff secure website.
2. **On Campus Reunification:** If reunification will occur inside the school, determine a staging area within the school. If outside the school, an evacuation procedure may be used with special instructions to meet at the designated staging area outside the school.

3. Off Campus Reunification: The decision to implement off-campus reunification will need to be made within the first five to ten minutes of the crisis if possible BEFORE parents begin arriving at school.
  - Work with the Superintendent's Office to determine the location for reunification and for parent notifications.
  - Determine the bus staging area. Work with the Superintendent's Office to have buses dispatched to the appropriate location. You can talk with the bus company on channel 16 of your two-way radio if needed.
  - Activate the SAFE Team. Assign SAFE Team members to sweep the evacuation route and the staging area, preferably with the assistance of law enforcement – depending on the emergency.
4. Give clear instructions about the reunification to school staff. Provide timely, accurate updates using intercom, e-mail, or megaphone when appropriate. When communicating with parents about the emergency, give out the same information the Superintendent's Office is releasing to keep the message consistent.
5. If staff members are approached by media, refer them to the Superintendent's office or the media staging area if established. Media are not allowed in the Family Reunification areas.
6. Designate a Parent Contact Lead and Family Reunification Team, a *Parent/Guardian Check-In* station and a designated *Family Waiting Area* nearby.
7. If an overnight stay is required, make appropriate sheltering preparations. In most cases you will move students to the nearest designated shelter school: Crestview Heights, Newport Intermediate, Toledo Elementary, or Taft High School.

**SAFE TEAM ROLES SCHOOL:** \_\_\_\_\_

**SCHOOL YEAR:** \_\_\_\_\_

This form should be updated at the beginning of each school year or whenever needed due to staff or other changes. Put your customized form in your Emergency Plan in place of this page and send a copy to the LCSD Safety Coordinator. When responding as a SAFE Team member, remember that safety is a priority. Always ask the question: "Is it safe to do my role?" If it is not safe – don't do it. You cannot assist others if you become injured. This means your first responsibility is your own safety. When responding to an emergency or drill, SAFE Team members should wear reflective vests, carry two-way radios, and as always - wear your school district issued ID Badge in a visible location.

DESCRIPTION	ASSIGNMENTS		
<p><b>SAFE Team Members:</b> The SAFE Team is a group of staff members at your school who help to manage a drill or emergency. SAFE Team members consist of staff not directly in charge of supervising a group of students (school administrators, office staff, custodial &amp; kitchen staff, health assistants, teaching assistants, counselors, etc.) The Teacher in Charge is also part of the SAFE Team. If additional help is needed during a drill or emergency, teachers who are on their prep period can be called to assist the SAFE Team.</p>	<b>List all of your SAFE Team Members here:</b>		
	,	,	,
<p><b>Incident Commander:</b> The Incident Commander (IC) is the school principal, asst. principal, or teacher in charge. Their role is to assess and manage the emergency and assign SAFE Team roles as needed. The IC is to wear the Green IC Vest for drills and emergencies.</p> <p><b>Teacher in Charge:</b> Assign a SAFE Team member to immediately go to and supervise the Teacher-in Charge's class. This should be done for every drill and real emergency so that the Teacher-in-Charge gets experience managing school emergencies.</p>	<b>Incident Commander &amp; Teacher in Charge</b>		
	Principal: Assistant Principal: Teacher in Charge: Supervises Class for Teacher-in-Charge: Location of Green IC Vest:		
<p><b>Command Center: Inside School:</b> This is the location that SAFE Team members will report to when a Lockdown or Shelter-in-Place is announced. Consider communication capabilities when choosing locations. <b>Outside the Building:</b> This is the location that SAFE Team members will report to when an evacuation takes place. If possible, have a megaphone, your two-way radio and a cell phone available for communications.</p>	<b>Command Center</b>	<b>Primary Location</b>	<b>Secondary Location</b>
	<b>Inside:</b>		
	<b>Outside:</b>		
<p><b>Make Notifications:</b> Assign SAFE Team members to make important notifications. In some emergency situations, you may need to make an intercom announcement and 911 call simultaneously. For calls to 911, be prepared to stay on the line with them for a lengthy period of time. Assign SAFE Team members to notify classes meeting outside since the intercom system doesn't reach all areas. This can be done with the use of two-way radios if it is not a bomb threat. Sometimes, a runner may be needed.</p> <p>Contact the Superintendent's Office and the Bus Company for all drills and real emergencies. Contact Facilities &amp; Maintenance whenever it's a building-related emergency. Contact the District Nurse when there is a medical emergency. Contact neighboring schools when appropriate. Always summon life-saving assistance first if the emergency warrants it.</p>	<b>Make Notifications</b>	<b>Primary Person</b>	<b>Secondary person</b>
	911		
	Intercom System		
	Outside Classes		
	Superintendent's Office		
	Bus Company		
	Other:		
<p><b>Lock Exterior Doors:</b> Assign SAFE Team members to lock exterior doors immediately upon hearing a Lockdown announced. Activate the lockdown feature of the electronic lock system by pushing the lockdown button, watching to be sure the lockdown light is on. In addition, physically go to all exterior doors and check that they are closed tight and not propped open.</p> <p><b>Hang "Lockdown" Sign:</b> For Lockdowns, hang a large sign on the main entrance door indicating the building is in Lockdown. This will help to let parents/visitors know not to drop off students or attempt to enter the building.</p>	<b>Lock Exterior Doors</b>	<b>Primary Person</b>	<b>Secondary person</b>
	Press Lockdown Button After everyone is inside		
	Location of Lockdown Buttons:		
	Physically Check Doors: Door: Door: Door:		
	Hang Lockdown Signs		
<p><b>Sweep Team:</b> Assign SAFE Team members to move through the building and quickly gather students, staff and visitors who are in restrooms, hallways, and other common areas.</p> <p>Evacuation: For an evacuation, move these people to the evacuation assembly area.                      Lockdown: For a lockdown, take these people to a secured &amp; supervised location.</p>	<b>Area to Sweep/Check</b>	<b>Primary Person</b>	<b>Secondary person</b>
	Hall: Hall: Hall: Hall: Other:		
	Secured & Supervised Location: _____		
<p><b>Account for Students, Staff, &amp; Visitors:</b> Assign a SAFE Team member to account for all students, staff, and visitors during emergencies and drills. This person should have a class schedule and a list of all staff members and should evacuate with all sign-in rosters.</p>	<b>Primary Person who will Account for Everyone</b>	<b>Secondary Person who will Account for Everyone</b>	
<p><b>Go-Kit:</b> Assign a SAFE Team member to take the SAFE Team Go-Kit for every evacuation, both drills and real emergencies. Keep your campus map and utility shut-off information as well as an updated emergency contact/release list for your school and your neighboring schools in your Go-Kit. Student medications should also be taken with you for every evacuation.</p>	<b>Go-Kit</b>	<b>Primary Person</b>	<b>Secondary person</b>
	Location of Go-Kit:		

DESCRIPTION	ASSIGNMENTS		
<b>First Aid Contact:</b> Assign a SAFE Team member (often the health assistant) to go to the incident site with the First Aid Kit & AED and any necessary student medications to assess and treat patients until medical personnel arrive.	<b>First Aid Contact</b>	<b>Primary Person</b>	<b>Secondary person</b>
	Location of AED:		
<b>Emergency Personnel Contact:</b> Meet & direct emergency personnel to the location of the incident. Give them the designated Fire/Law Two-Way Radio. Have a campus map, utility shut-off information, and a master key available. Be available for communications between emergency personnel and the Incident Commander.	<b>Primary Person to Meet Emergency Personnel</b>		<b>Secondary Person to Meet Emergency Personnel</b>
	Location of Fire/Law Two-way Radio:		
<b>Utilities Team:</b> Assign and train at least 2 SAFE Team members (in addition to the custodian) who can turn off utilities such as fire alarms, HVAC (heating, ventilation, air conditioning) systems, gas, water and power as directed by the Incident Commander and/or emergency personnel.  Post clear instructions and simulate practice during drills. It is also important to know the location of necessary tools to shut off these systems.	<b>Utilities Team</b>	<b>Primary Person</b>	<b>Secondary person</b>
	Fire Alarm System: Ventilation: Water: Power: Gas: Other:		
	Location of Gas Key:		
<b>Evacuation Assembly Areas</b> <b>On Campus Assembly Areas:</b> Post maps in classrooms indicating both primary and secondary evacuation routes and assembly areas. Conduct drills for primary and secondary routes and assembly areas during different times of the school day, not just during class-time.  <b>Off-Campus Evacuation Assembly Areas:</b> Identify potential off-campus evacuation assembly areas near the school and farther away from the school.	<b>Evacuation Assembly Areas</b>		
	On Campus Primary Assembly Area: On Campus Secondary Assembly Area:  Off Campus Walking Evacuation Location: Off Campus Busing Evacuation Location:		
<b>Family Reunification:</b> Designate areas both inside and outside the school for parents to wait and for students to be supervised while waiting to be reunited. Parent and student areas must be separate from each other and ideally not seen by the other group.  Family Reunification supplies, protocols, signage, forms, vests, etc. are kept in the bottom section of your SAFE Team Go-Kit. Keep an updated student list with emergency contact information in your Go-Kit. Update the list at least twice a year and anytime a non-custodial parent type order is received.	<b>Family Reunification</b>		
	Inside School Parent Area: Inside School Student Area: Outside School Parent Area: Outside School Student Area:  Who will keep student list updated in Go-Kit?		
<b>Parent Contact:</b> Assign SAFE Team members to meet, direct and share information with parents in a firm, reassuring, and calming voice. Staff who have a calming demeanor and who know the parents are often good choices.	<b>Primary Parent Contact</b>	<b>Secondary Parent Contact</b>	
<b>Helicopter Landing Areas:</b> Identify the location on or near your campus where a helicopter could land in an emergency situation. Avoid conflicts with student evacuation assembly areas.	<b>Helicopter Landing Area</b>		
	Helicopter Landing Zone (LZ) Area: LZ GPS Coordinates (if possible):		
<b>Firearms Contact:</b> If a gun is found, attempt to guard the firearm without touching it until law enforcement secures it. However, if the firearm needs to be moved in order to secure it before police arrive, a staff member who has experience handling firearms is often a good choice for handling it (as little as possible).	<b>Primary Firearms Person</b>	<b>Secondary Firearms Person</b>	
<b>Special Evacuation Needs:</b> Determine who needs assistance evacuating (those with disabilities, language barriers, infants/toddlers, short-term mobility issues, etc.) and assign SAFE Team members to help meet those needs. A <i>Special Accommodations Plan</i> should be completed for everyone needing assistance. The form is on the staff secure website.	<b>List any Special Evacuation Assignments here</b>		
<b>Crisis Response Team:</b> In the event of a serious loss in the school community, such as the death of a student or staff member, contact the Superintendent's Office. Refer to the Crisis Response Team Manual and video.	<b>Crisis Response Team</b>		
	List all your Crisis Response Team members here:		
	Location of CARE Room Kit: Possible CARE Room Locations:		
<b>Media Area &amp; Contact:</b> The Superintendent's Office will designate an on or off-campus media staging area and a Public Information Officer to give regular updates (facts only) to the media. Safe Team members should direct media to the designated media area (if known) or direct them to call the Superintendent's Office at 541-265-4403. Refer to the <i>Emergency Communications Guidelines</i> on the staff secure website for more information.	<b>Media Area &amp; Contact</b>		
	Media Area (on-campus): Media Area (off-campus):		

## ADMINISTRATOR CHECKLIST

Here is a list of possible action steps for you and your SAFE Team. You may not need to do all of these action steps for every emergency. Assign duties to SAFE Team members or other staff as appropriate.

- Call 911.**
- Make Announcement:** “May I have your attention? (*pause*) This is a (*name of procedure*), I repeat, this is a (*name of procedure*). Follow (*name of procedure*) procedures immediately.”
- Notify Those Outside:** Use a two-way radio, megaphone or even runners – if it is safe to do so, to make sure all staff and students outside receive emergency instructions.
- Activate the SAFE Team** if safe to do so. SAFE Team members should immediately perform duties and assist as needed (sweep campus, provide first aid, meet emergency personnel, account for students, etc.).
- Lockdown:** Double check that all exterior doors are closed (not propped open) and locked. Remember to use your lockdown button.
- Sweep Campus** of students not in class if safe to do so. Check restrooms, hallways, common areas, etc.
- Notify Mid Columbia Bus Company** by phone or two-way radio (channel 16) so buses can be diverted away if needed. Do this for all drills and real emergencies.
- Notify the Superintendent’s Office** after all critical protective steps have been taken. Do this for all drills and real emergencies.
- Notify Facilities and Maintenance** if the emergency relates to a facilities issue.
- Notify Other Schools:** Consider if it is necessary to notify surrounding schools.
- Athletic Events and Activity Trips:** Determine if you have Activity Trips or Athletic Events in progress or scheduled and how this emergency could impact those groups/activities. Plan accordingly. Modify these emergency procedures as necessary in order to apply them to athletic events or any other school district sanctioned activity.
- Student Needs:** Depending on the length of the emergency situation consider the need for meals, snacks or restroom use. Consult with law enforcement/fire personnel to determine what is feasible.
- Parent Communications:** Consider if there is a need for a mass phone call or letter to parents. If feasible, this should be done on the same day as the emergency. Refer to the Emergency Communications Handbook. Contact the Superintendent’s Office for support. Contact Police Dispatch with the same information, as they usually get calls from parents.
- Media:** Refer all media inquiries and requests to the Superintendent’s Office. See Emergency Communications Handbook.
- Monitor Mental Health Needs:** If it appears students or staff have been traumatized by this event or just need some time to process it, debrief with students or arrange for a school counselor, psychologist, crisis team member or other appropriate staff member to assist. Signs of stress or psychological trauma are not always evident during or right after the incident. All persons involved should be monitored and supported if needed for several days after a critical event.
- Crisis Response Team:** Consider if there is a need for a Crisis Response Team (and CARE Room) effort. Contact the Superintendent’s Office for support. See Crisis Response Team Handbook, Video and CARE Room Kit.
- Family Reunification:** Consider if there is a need for Family Reunification. Contact the Superintendent’s Office for support. See Family Reunification Handbook and Video. Family Reunification Supplies are stored in the bottom of your SAFE Team Go-Kit.
- Transportation Arrangements:** Consider if there is a need for modified transportation/bus service. Contact the Superintendent’s Office for support.
- Give Regular Updates** to staff and the Superintendent’s Office if appropriate and if time permits.
- Announce “All Clear”:** You may choose to make an announcement to explain why certain procedures were enacted or to reassure staff that the building is now safe, etc. If the information is not time critical, this may also be done via staff e-mail or at a debriefing later in the day.
- Evaluate:** After the situation is resolved, evaluate the area and the school activity/event to determine if adjustments should be made in supervision or security and to identify any other safety concerns. Include law enforcement or fire personnel if appropriate.
- Debrief with Staff** at the end of the day or situation. Remember that students and staff have legal privacy rights. Staff should not discuss medical or legal information with anyone who isn’t authorized to hear it. Staff should also avoid discussing information related to an ongoing law enforcement investigation.
- Event Log:** For prolonged or involved events, consider the need to keep a log of events.
- Report:** Send a completed Drill/Emergency Debrief form to the Safety Office.

The following portions of this Emergency Plan were updated on 5/26/16.sg.

- SAFE Team Roles Form updated (replaced old form with current form)
- Earthquakes terminology updated to “Drop, Cover & Hold On” instead of “Duck, Cover & Hold.”
- Code Red Lockdown: Removed reference to window coverings.
- Removed phone numbers page. Need to update.