

**Douglas Education  
Service District**

Code: **EBCE**  
Adopted: 7/17/08  
Readopted: 12/11/14  
Orig. Code(s): 2605

**Emergency Conditions**

In order to facilitate Douglas Education Service District's (DESD's) response to any type of emergency or disaster, employees must keep their supervisors apprised of their current emergency contact information; likewise, all supervisors must provide employees with their current emergency contact information. All personnel are considered "on call" in the event of an emergency or a disaster. If circumstances are such the DESD employees can render immediate, effective assistance by providing first aid, medical transportation, technical advice within their area of expertise or other such aid, they should do so.

Employees should refer all media requests for information concerning DESD's role in an emergency or disaster situation to their supervisor. The superintendent will prepare a media release and field all questions regarding DESD's role in the disaster response.

In the event of an emergency or disaster at the DESD office, employees should contact their supervisor immediately upon learning of the situation. Employees should not return to the office unless directed to do so by their supervisor.

In the event of a community-wide emergency or disaster, employees should contact their supervisor immediately upon learning of the situation. Employees should not report to the disaster site unless directed to do so by their supervisors. In the event of a community-wide emergency or disaster, DESD administration will coordinate its activities with the Douglas County Disaster Response Team. Employees can be most effective by gathering at the office to await directives.

In the event of an emergency or disaster at a job site outside of the main DESD office, employees on site should render immediate assistance in the form of first aid, medical transportation or technical assistance within their area of expertise. Otherwise, employees should contact their supervisors immediately upon learning of the situation and await directives.

The superintendent shall have the authority to establish administrative rules governing this policy. A synopsis of this policy and the administrative rules that implement it may be published in the form of an employee handbook. The Board shall review the administrative regulations and employee handbook on an annual basis.

END OF POLICY

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**Legal Reference(s):**

[ORS 334.125](#)  
[ORS 336.071](#)

[OAR 581-024-0275](#)