

School District Emergency Plan

Fire or Explosion

Action Plan:

- Evacuate the building;
- Call the fire department;
- Arrange for the safety and comfort of the students;
- Notify the school administrator;
- Arrange transportation for students if needed;
- Inspect building before returning.

If Fire is Reported: If there is a fire or even a suspicion of a fire no matter how small, the building should be evacuated immediately. Time, at this point, is of the essence.

Notify Authorities: The fire department and school administrator shall be called immediately.

Safety of the Students: When students assemble at the designated safe area, each teacher shall take roll to account for all students. Any student unaccounted for should be immediately reported to the school administrator. Teachers shall prevent unauthorized return of students to the building.

Arranging for Transportation: If it is determined that transportation is needed, the school administrator will make the proper arrangements with the transportation supervisor.

Inspection of the Building: A building that may have sustained damage shall not be entered until it has been examined by a qualified person and declared safe. The custodian should make himself/herself available to the fire department and other agencies to open doors and give other assistance as required.

Severe Weather Conditions

Action Plan:

- Alert staff members;
- Follow emergency transportation plan if decision is made to send students home;
- Students residing near the school will walk home if parents can be contacted;
- If advance warning is insufficient, arrange for safe shelter.

Oregon periodically experiences severe weather conditions which might result in floods, unusually heavy snow or strong windstorms. Usually these storms happen with sufficient warning so that precautions can be taken.

Warning: When weather conditions indicate the possibility of a severe storm, the administrator shall assign a listener to monitor radio and television weather warnings. The State Emergency Center will also provide schools with advance warning of impending storms. Upon receipt of such a warning, administrators should go on standby alert status and prepare to implement emergency procedures. The administrator will alert the staff and take other necessary steps to prepare for an emergency.

Emergency Transportation Plan: At the first indication that weather conditions are worsening to a dangerous level, the superintendent, after consulting with the building administrators and the transportation director, may arrange emergency transportation and send students home.

Remaining at School: If it is decided that all or part of the students should remain in school until the threatening period is over, they should be kept away from windows during high winds and kept away from the windward force of the storm if possible. Interior hallways and basements are generally safest in windstorms. Gyms, in most cases, are least safe because of their large roof area.

Cancelling School: Sometimes severe weather conditions occur during the night, and this makes the road conditions so hazardous that it is unsafe for buses to operate. If, in the opinion of the superintendent, after consulting with the bus manager, this situation does exist, school will be cancelled. This decision will be made prior to 6:00 a.m., if possible. Building principals and radio stations will be notified according to the prearranged procedure.

Bomb Threat:

- Delay caller to obtain any possible clues. Ask where the bomb is located and when it is set to explode. DO NOT HANG UP the telephone as a tracer is on the line. Immediately notify the telephone company on another line.
- Inform the building principal or his/her representative - no others.
- The principal or his/her representative will make the decision concerning need to evacuate and the need to summon the police and fire department.
- Notify the superintendent.
- Areas of responsibility if building is evacuated:
 - Students: Principal and staff;
 - Building: Custodians under the jurisdiction of police and fire departments;
 - Transportation (if needed): Superintendent.

When a bomb threat is received, the following procedure should be followed:

Delay the caller: Try to get as much information as possible concerning the bomb; also to determine such things as: age, sex, mental state, voice characteristics and other pertinent information concerning the caller. As soon as reasonably possible write down all the above information.

Inform School Administrator: Person receiving the call should notify school administrator at once. No one else should be told. Panic must be avoided. The administrator shall immediately assess the situation. If, in his/her opinion, a danger does exist, the building is to be evacuated immediately using the fire evacuation plan. Fire and police officials along with the superintendent shall then be notified.

Areas of Responsibility: Once the decision has been made to evacuate the building, the prime responsibility of the building principal and the staff is the safety of the students. The search of the building is to be under the direction of the police and fire departments. The superintendent and the principal will make the decision on when the building is safe for students and staff to re-enter.

Earthquake

Action Plan: There will be no warning.

- Remain where you are.
- If indoors, take cover under desks or tables. If outdoors, move away from building.
- Immediately after quake - evacuate building.
- Inspect building before returning.

Even though earthquakes are a mild threat in Oregon, all persons should know what to do if a serious quake should occur.

Remain calm. Staff members must take charge immediately, reassuring students and giving instructions. Panic must be averted.

Remain where you are. Falling debris and live wires make any evacuation during the quake very dangerous. Take cover and wait for the quake to end.

If indoors, take cover in halls or against interior walls if possible. Avoid windows, light fixtures or other hanging objects.

If outdoors, move away from building, utility poles or overhead wires.

Inspect the building. Before re-entering a building, its structural soundness, electrical system, fuel supply system, plumbing and heating system shall be checked.

Nuclear Threat or Disaster

Warning: An alert will be broadcast by North American Warning System and Emergency Broadcast. Schools will be alerted by Emergency Services agencies through ESDs in most instances.

Action Plan I:

Sufficient warning: Buses will take students home. Students residing nearby will walk home with parents' consent.

Action Plan II:

Insufficient warning: Students will be taken to the most sheltered portion of the school building. All persons will remain in such shelter until the all-clear is announced. Staff members should collect water and food supplies for use in the shelter area.

Civil Disturbance

Action Plan:

- Counsel with person or persons creating disturbance;
- Notify police.

The problem of civil disturbance should be approached with the idea of prevention as well as control. A crisis may be avoided by an early recognition of the problem and prompt action.

Prevention:

- All buildings will have signs posted directing all visitors to the office.
- All outside doors except those near the office should be, as much as possible, kept locked from the outside.
- No student shall be allowed to converse or to leave with anyone unless such person has been cleared through the office.
- Students should not be allowed to leave school with anyone except parents or other authorized persons.
- Unauthorized persons or vehicles shall not be allowed on the school grounds during the school day.

Counseling: Advise unauthorized parties that they must desist what they are doing and leave immediately. This should be done by the principal or designee. It can be explained that their activities are illegal under one of the following statutes: trespass (ORS 164.205) or harassment (ORS 166.065).

Notifying Police: Police should be notified immediately if it seems district authorities are losing control or if the situation appears to be potentially dangerous.

Fire Safety Instruction and Fire Drills:

A plan for speedy evacuation is to be formulated for each building;

This plan shall be posted in every classroom and in other strategic places throughout the building;

All students shall be instructed in fire safety, escape routes and fire drill procedure;

Fire drills shall be held and documented once a month;

Teachers and staff shall be fully schooled on all facets of actions to be taken in case of an emergency and on fire drill procedure;

Students are to be clearly instructed that all personal possessions are to be left behind and that evacuation must be prompt and orderly;

Custodian should shut off electricity and fuel supply in an actual emergency;

Occasionally, drills should use alternate exits;

Drills must be quiet and orderly. Speed and calm is essential in an emergency;

All adults should maintain a serious, business-like attitude during drills;

School personnel should be designated to check all rooms, including restrooms, so that no one remains in the building.

RECORD OF FIRE DRILLS

School Year 20__ - 20__

Date Drill Held Drill Supervisor

Sept. _____

Oct. _____

Nov. _____

Dec. _____

Jan. _____

Feb. _____

Mar. _____

Apr. _____

May _____

June _____

ANNUAL FIRE EXTINGUISHER INSPECTION

Date Inspected

Name of Inspector

Fire extinguishers must be inspected annually by a qualified inspector to assure that they are in serviceable condition, fully charged and properly mounted. A tag must be affixed to each extinguisher showing inspection date and by whom inspected.

The form shall be filed in the principal's office.

BOMB THREAT BY TELEPHONE CHECKLIST

Time call received: _____ Time call terminated: _____

Exact words of caller: _____

QUESTIONS TO ASK

(Be calm, delay caller, ask to have message repeated)

Time that bomb is set to explode: _____

Where is it located? Floor: _____ Area: _____

Is it in the open? _____ Disguised? _____ Concealed? _____

What kind of bomb? _____

Description of bomb? _____

Why was it placed? _____

How did it get into the school? _____

DESCRIPTION OF VOICE

Male: _____ Female: _____ Calm: ___ Frightened: ___

Young: _____ Middle-aged: _____ Old: _____

Accent: _____ Slang: _____ Educated: _____

Background noise (type of noise): _____

Additional information: _____

Signature of person receiving call