

Emergency Procedures and Disaster Plans

The following guidelines are written to fully implement the district emergency policy. The guidelines contain examples of procedures to be followed in a variety of emergency situations. All staff members should become familiar with the emergency plans, paying special attention to those pertaining to his/her particular area.

It is not expected that the procedures be memorized, but they should be clearly understood by staff and students, be accessible at all times and be reviewed and revised as needs dictate. Through practice and in-service, the plans should become useful instruments that give guidance and direction for the protection of employees and students.

Emergency procedures shall be distributed and/or posted as follows:

1. Emergency Telephone Number – 911. Posted in all classrooms, offices, libraries and other areas in a conspicuous place;
2. Fire or Explosion – Posted in all departments, with copies in teacher’s plan books or handbooks;
3. School Bus Emergency :
 - a. Procedures – Posted in each bus, with copies to all bus drivers and available in the transportation department office;
 - b. Notification Form – Copy on each driver’s clipboard, with additional copies available in the transportation department office.
4. Severe Weather Conditions – Copies provided for all teacher plan books or handbooks, all office areas, all bus drivers, all department heads and printed annually in the student handbook;
5. Bomb Threat – Copies provided for all teacher plan books or handbooks, all department heads and administrators and posted in all office areas;
6. Earthquake – Copies provided for all teacher plan books or handbooks, all department heads and administrators and posted in all office areas;
7. Civil Disturbance – Copies provided for all teacher plan books or handbooks, all department heads and administrators and posted in all office areas;
8. Nuclear Threat or Disaster – Copies provided for all teacher plan books or handbooks, all department heads and administrators and posted in all office areas;

9. Emergency Transportation Evacuation -- Copies provided for all teacher plan books or handbooks, all department heads and administrators, all bus drivers and posted in all office areas including the transportation department office;
10. Record of Fire Drills – Maintained by maintenance/custodial supervisory personnel and filed in maintenance/custodial department office;
11. Asbestos Management Plan and Material Safety Data Sheets -- Maintained by the designated person and on file in the maintenance/custodial department office. Note: Other document copies may be located in appropriate facility areas as required by law or by school officials.

Copies of both documents are available for inspection by any interested person upon request made through any school official.

Copies of either or both documents, or portions thereof, may be obtained by any interested person at a charge of five cents per sheet;

12. Asbestos Notification – Copy included in management plan, printed in student handbook and printed in local paper;
13. Bloodborne Pathogens Policy – Copy to each teacher and coach, in each school office and in the maintenance shop. All staff in-serviced annually on policy provisions and safe handling of body fluids.

Emergency Phone Numbers

Malheur County Emergency Services Director 473-5113

Other Emergency Numbers

Vale High School	473-3181	Fire Department	911
Vale Elementary School	473-3291	Vale Police	911
Willowcreek School	473-2734	State Police	911
Brogan School	473-2758	Sheriff	911
Ambulance	911	Holy Rosary Hospital	889-5331
Children's Services	889-9194	County Health Nurse	889-7279
Malheur County Road Dept.	473-5191	State Hwy Dept.	889-9115

Report Emergencies To Any Person Named Below:

		School	Home
Albert Butler	Superintendent	473-3291	473-2531
Dave Enright	HS Principal	473-3181	473-3862
Brent Barton	Elem Principal	473-3291	473-3770
Darlene McConnell	Elem Asst Principal	473-3291	473-4040
Sam Blackburn	Maint. Supervisor	473-3291	473-2171
Don Burkhardt	Cust. Supervisor	473-3291	889-6093
Jose Lugo	HS Maintenance	473-3291	473-3817
Jean Eddy	Food Services Super	473-3291	473-2023
Jeanette Grove	Deputy Clerk	473-3291	473-2630
John Farmer	Transportation Super	473-2734	473-3687

Radio Station

KSRV 1380 AM or 96.1 FM Ontario 889-9600

This radio station is used when making emergency announcements about school closures, delayed openings, early release, or in other situations requiring immediate notification to parents.

Safety Committee Members: Sam Blackburn, Dave Enright, Diana Carmth, Nancy Barnes, Carol Armstrong, Dean Kaaen, Sue Carlson, and Ruby Linville.

Emergency Transportation Evacuation

Students evacuated from school to home in event of fire, explosion, bomb threat, weather hazard, asbestos disturbance, or other emergency, will be bused home. Drivers are all qualified to administer first aid.

Fire or Explosion

Action Plan Summary

1. Evacuate the building;
2. Call the fire department: 911;
3. Notify the school administrator: Albert J. Dutler 473-2531;
4. Arrange for safety and comfort of students;
5. Arrange for transportation of students if needed. Afternoon schedule unless otherwise specified;
6. Inspect building before returning;
7. Specific procedures:
 - a. 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 alarm should be rung immediately and the building evacuated according to the evacuation plan developed for each building. The fire department and the school administrator should be called immediately;
 - b. Each teacher is responsible for the closing of doors and windows in his or her classroom to slow the spread of fire;
 - c. Students must go immediately to a pre-assigned safe assembly area;
 - d. Teachers shall account for all students at the assembly area. Any missing persons shall be reported immediately to the administrator;
 - e. When students assemble at the designated safe area, each teacher shall verbally and physically account for his/her students and prevent unauthorized return of students to the building. Any student unaccounted for should be reported immediately to the school administrator;
 - f. If it is determined that transportation is needed, a request shall be made to the school administrator to make the necessary arrangements;
 - g. A building that may have sustained damage should not be entered by students or unauthorized employees until it has been examined by qualified persons and declared safe. The building's structure, wiring, fuel, water and heating systems should be examined for soundness before occupancy is resumed;
 - h. Upon arrival of the fire department, or other agencies, the custodian will make him/herself available to the officer in charge of fire, to open any necessary doors and give assistance relating to building plans and equipment.

Other Requirements

1. Instructions to students should be clear regarding coats, books and other belongings. Evacuation must be immediate. Belongings are to be left behind. Life is more precious than things.
2. Custodial or maintenance personnel are assigned the duty of shutting off electricity and fuel supplies to the building and to stand by to assist firefighters.

3. It is important that all adults maintain a serious, business-like attitude toward emergency drills. This will contribute toward achieving a desirable student attitude.
4. Panic can result from noise and confusion. Evacuate the building quickly in a quiet and orderly fashion even when obstacles must be overcome.

School Bus Emergency

Action Plan

1. Driver's responsibility:
 - a. Remains with bus;
 - b. Determines extent of problem;
 - c. Fills out emergency notification checklist:
 - (1) Driver and bus;
 - (2) Problem;
 - (3) Location;
 - (4) Assistance needed.
 - d. Request assistance of passing motorist or send two older student passengers to make telephone report. (Use emergency notification checklist);
 - e. Set out warning signals;
 - f. Calm students and care for their comfort and administer first aid. (Refer to: Emergency Procedures for School Bus Drivers. A copy should be present in the first aid kit in each bus.)

(At least two students on each bus should be trained in emergency procedures to assist the driver or to act in event the driver is incapacitated.)

2. Responsibility of person receiving emergency call:

- a. Get the facts!

Bus Number: _____

Driver's Name: _____

Location: _____

Problem: _____

Are there injuries? _____ How many? _____

Ambulance needed? _____

Is there fire or danger of fire? _____

- b. Action – if there are injuries to notify:

(1) Ambulance Service: _____ 911

(2) Hospital: _____ 889-5331

(3) Fire Department (IF FIRE OR DANGER OF FIRE) _____ 911

- (4) Police: 911
- (5) Superintendent: 473-3291 home 473-2531
- (6) Transportation supervisor: 473-2734 home 473-3687

c. If no injuries – notify:

- (1) Transportation supervisor: 473-2734 home 473-3687
- (2) Superintendent: 473-3291 home 473-2531
- (3) Fire Department: - if needed: 911
- (4) Police – if needed: 911

Severe Weather Conditions

Action Plan:

1. Alert staff members.
2. Follow emergency transportation plan if decision is made to take students home. Unless dictated to the contrary, the afternoon bus schedule shall be followed.
3. Students residing near the school will walk home if warning time allows.
4. If advance warning time is insufficient - arrange for safe shelter.

Periodically, Oregon 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 listeners to the communication gear to receive messages which will be broadcast over radio and television stations from the state warning systems.

Emergency Transportation Plan: At first indication that winds may worsen to hurricane level or that snow will become unusually heavy, the students will be sent home if, in the judgment of the school administrator, there is sufficient time.

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 (in the event of high winds) and if possible, away from the windward force of the storm.

Interior hallways and lower floors, preferably basements, are generally the safest areas in a severe windstorm. Gymnasiums and auditoriums, in most cases, are considered to be the least safe because of their large roof areas.

Cancelling School: Occasionally, severe weather conditions occur during the night which make the road conditions so hazardous that it is unsafe for buses to operate. If, in the judgment of the school administration, this type of condition exists buses will be instructed not to run. This decision should be made prior to 7 a.m., if possible. The following emergency school closure procedures will be employed.

Emergency School Closure Procedures

The following procedures will be employed by district when, in the opinion of the administration, conditions exist which warrant school closure actions.

Total School Closure will occur when conditions are so severe that it is not in the best interest of any students to be in school attendance. Parents will be notified by radio (KSRV 1380 AM and 96.1 FM) by 7:00 a.m. if possible.

Delayed Opening:

Situations may occur which will delay school opening from one to three hours. If your student's bus does not arrive within 15 minutes of its regular time, please tune to KSRV for information concerning the delayed opening. (NOTE: Classes will start at the regular time for students who have not heard the delay information and who arrive at school. If the emergency is such that it is not safe for them to be at school, they will be sent home. In the event that there is no one home to receive them, we will keep them at school but see that they are in a safe location.)

Selected Bus Route Closure

Some bus routes may be more hazardous than others under certain conditions. If your route driver does not arrive within fifteen minutes of the regular time, tune to KSRV for route information. This information will be conveyed by bus number and regular driver name. Classes for other students will resume as usual.

- NOTE:
1. Students who miss school under the emergency conditions will not be counted absent.
 2. Our procedure will be to keep school open for as many students as possible yet protect them from unnecessary hazards. Situations could develop where the administrations may deem it necessary to close schools in one or both districts. Parent notification will follow the procedures stated above.

Emergency School Closures - Staff Procedures

The decision to close schools or to delay school opening will be determined in the following manner:

1. The bus supervisor will survey the road conditions on a daily basis and will notify the superintendent of a potential hazardous condition by 6:30 a.m. If agreement is reached to close the schools or delay opening, drivers and other affected school employees will be informed of work reporting requirements.

NOTE: Only superintendent/designee can authorize school closures.

Bomb Threat

Action Plan Summary

1. Delay caller to obtain any possible clues. Ask where bomb is located and when it is set to explode. Do not hang up the telephone when a tracer is on the line. Immediately notify the telephone company on another line by calling 889-5321. (Local telephone business office.)
2. Inform the principal or his/her representative - no others.
3. Principal makes decision concerning need to evacuate and need to call police 911 and fire department 911. Remember that a bomb threat is an unlawful act.
4. Notify business office or telephone company. Dial operator - ask for representative. (Procedure when tracer is not on line.)
5. Areas of responsibility if building is evacuated:

Students - Principal and staff;
Building - Under the jurisdiction of the fire and police departments and school administrators.
6. Arrangement for transportation if needed - school administrator.

Specific Procedures

1. When a bomb threat is received, the recipient of the call should attempt to delay the caller and try to determine from the conversation as many facts as possible. Such clues as age, sex, mental state, voice characteristics and other pertinent information might be obtained. As soon as possible following the conversation, a word-by-word record should be made. Ask the caller where the bomb is hidden and when it is set to explode. If a tracer is on the line, do-not hang up.
2. Office personnel or staff member answering a bomb threat call should inform an administrator about the call immediately. No one else other than the administrator should be informed of the call. Avoid panic.
3. The school administrator shall immediately assess the urgency of the situation and then determine whether or not the building should be evacuated. If the decision is made to evacuate the building, the fire and police departments should be notified immediately. City police will, in turn, notify the County Sheriff's office and the State Police.
4. The emergency procedure developed for evacuating the school should be followed. Announcement of evacuation should be accomplished by the same signal as used for fire.

5. If notified that a bomb threat has been received the telephone company can take the necessary steps to put a tracer on the school telephone. The telephone business office can be reached by dialing operator and asking for the business office. If the threat caller makes a second call, it is important that the connection is not broken. **Do not** hang up the telephone, but by using another line, notify the telephone business office that another threatening call has been received.

6. If the building is evacuated, the school administrator will remain responsible for all staff members and students. The building will be under the jurisdiction of the fire and police department until they have completed their inspection. The principal in charge of the building will make the decision for students and other personnel to re-enter the building based upon consultation with other district officials and the officer in charge of the search team.

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

Earthquake

Action Plan Summary

1. There will be no warning.
2. Remain where you are.
3. If indoors – take cover under desks or tables. If outdoors – move away from the building.
4. Immediately after quake – evacuate the building.
5. Inspect the building before returning.

Specific Requirements

1. Earthquakes are a mild threat in Oregon. Even so, all persons should know what to do if a serious quake should occur.
2. Staff members should take charge immediately and give instructions in firm, calm voices to prevent the possibility of hysteria or panic.
3. During the quake, under no circumstances should persons rush through or outside of the building, exposing themselves to falling debris, live wires, etc. Experience has shown that the greatest point of danger is just outside of the entrance and close to the sides of buildings.
4. Take cover under desks, tables or other heavy furniture, in interior doorways or narrow halls or against weight-bearing inside walls. Stay away from the windows, light fixtures, and suspended objects. After the quake is over, evacuate the building and move personnel to a safe outdoor area until aftershocks are over and until the building has been inspected and declared safe by competent personnel.
5. Move away from building. Avoid utility poles and overhead wires. Do not enter any building that may have sustained damage until competent personnel have examined the building and declared it safe.
6. Before re-entering a building, one should inspect its:
 - a. Structural soundness;
 - b. Electrical wiring;
 - c. Fuel supply systems;
 - d. Water distribution system;
 - e. Boiler and heating system.

Civil Disturbance

Action Plan Summary

1. Counsel with person or persons creating the disturbance.
2. Notify law enforcement authorities: 911 .

The problem of civil disturbances should be approached with the idea of prevention as well as control. In this potentially violent circumstance, the crisis maybe avoided by early recognition of the problem and taking action towards its prevention. If, however, the disturbance develops into a condition which may be potentially dangerous to either persons or property, a plan of action must be activated.

Specific Requirements:

1. Advise demonstrators that their activity is unauthorized. They should be told by the principal, by virtue of his/her position, authority and statutory provision, to desist and disperse immediately.
2. Criminal statues available to school administrators (and local police officers) for dealing with unlawful conduct in a school setting are ones dealing with, ORS 164.205, 164.2145 and 164.255; loitering, ORS 166.045 or harassment ORS 166.065.
3. Law enforcement authorities should be notified immediately if it seems school authorities cannot control the situation.

Nuclear Threat or Disaster

Specific Requirements:

1. An alert will be broadcast by the North American Warning System and Emergency Broadcast. School will be alerted by Emergency Services agencies through ESD's in most instances.
2. When sufficient warning is given, busses will transport students to their homes. Students residing nearby will walk home. Use afternoon schedule unless otherwise stated.
3. When insufficient warning is given, students will be taken to the fallout shelter, or the most sheltered portion of the school building. For radiation protection it is important that the greatest possible distance and building mass be placed between the students and the radiation source. All persons must remain in such shelter until authorities announce that it is safe to venture out. A portable radio should be used to hear emergency broadcasts.
4. Staff members and older students should collect water in containers and food supplied for storage in the shelter area. Covered waterproof containers will also be required for use as emergency toilets and for disposal of waste food production. Disinfectants should be sprinkled over waste.
5. Continuous effort should be expanded to increase shelter protection by surrounding students with radiation absorbing materials such as: boxes of books, dirt, wood, steel, or pieces of masonry.

* Fallout shelter refers to Court House Basement.

Record of Fire Drills
School year 20__ – 20__

July	_____	_____
Aug	_____	_____
Sept	_____	_____
Oct	_____	_____
Nov	_____	_____
Dec	_____	_____
Jan	_____	_____
Feb	_____	_____
March	_____	_____
April	_____	_____
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.

Asbestos Management Plan and Material Safety Data Sheets

The purpose of this notice is to make certain you are aware of the Asbestos Management Plans and Material Safety Data Sheets and where these important documents can be located in case of an emergency.

Please note that one copy of both the Asbestos Management Plan (AMP) and Materials Safety Data Sheets (MSDS) will be maintained in the superintendent's office.

Asbestos Management Plan - Description

This document outlines where asbestos containing materials are located in each building, contains district policies pertaining to asbestos management, contains copies of required notifications to persons who may contact any asbestos containing materials, explains handling of asbestos containing materials and details procedures to follow in case asbestos containing materials are disturbed.

Material Safety Data Sheets - Description

This document contains federally mandated information about hazardous substances which school personnel, including students, may use and/or come in contact with in a district facility. Each hazardous substance has a sheet which gives the name of the substance, its manufacturer, identification information, physical and chemical characteristics, fire and explosion hazard data, reactivity hazard data, health hazard data, control and protective measures and procedures for safe handling and use, plus procedures to follow in the event of leakage.

NOTE: Interested persons may examine either or both documents at any time by requesting to see them from any district official.

Public Notice of Asbestos Containing Materials in Vale School District 84 Buildings

The Asbestos Hazard Emergency Response Act (AHERA) of 1986 requires districts to notify community patrons and school building occupants where asbestos containing materials are located.

Vale High School - Asbestos containing materials are found in the following places: the pipe wrapping in the boys' and girls' locker rooms, the storage room above the kitchen, in the fan room located on the mezzanine, the present wood and ag. shop area, an asbestos shield located within the "fume hood" in the chemistry room and the floor tiles located throughout the original building. Asbestos found in the tiles is not hazardous unless material has been damaged or broken. The pipe wrappings are not hazardous as long as the outer covering is not broken or damaged. The asbestos shield is not dangerous unless clipped or broken.

Vale Elementary, Vale Middle School and the Willowcreek school have asbestos containing materials in floor tiles and sheet vinyl used as floor surfacing material. Asbestos containing linoleum is used in the cafeteria and kitchen areas of the Vale Elementary buildings. Asbestos found in the floor surfacing materials is not hazardous unless the material has been damaged or sanded in such a way that asbestos fibers are released into free air. Thermal system insulation (TSI) is found in the crawl spaces under Willowcreek and Vale Elementary buildings, in the boiler rooms of each of these buildings, and in the

furnace room, science storage area, janitor's closet and boys' locker room closet of the Vale Middle School. The Vale bus garage is certified asbestos free.

Damaged thermal system insulation is found in the crawl space under the Vale Elementary school building. This damaged insulation is not accessible to building occupants; however, as a control measure the district has totally isolated this area from accessibility except in emergency situations.

Areas of all buildings where asbestos containing materials are found will be monitored by the designed program manager on a bi-yearly basis in October and April.

In the event of an asbestos contamination emergency created by disturbing materials containing this substance, building occupants and school patrons will be informed of emergency procedures. KSRV radio station will be utilized to inform parents/guardians and patrons of these emergency procedures. Building occupants, parents, guardians and patrons will be notified of any scheduled asbestos containing materials inspections or activities which may disturb the asbestos containing materials.

EPA approved Asbestos Management Plans can be made available for inspection by contacting the Office of the Superintendent, 403 E Street West, Vale, Oregon, or from the designated Asbestos Program Manager for each building. Copies of the plan, or portions thereof, may be purchased at five cents per page.

Compliance Calendar -- -- Bloodborne Pathogens Policy

March 5, 1992: The bloodborne pathogens standard becomes effective. This is 90 days after its publication in the Federal Register.

May 4, 1992: Exposure control plan completed - staff given copy of 1910.1030.

June 3, 1992: Initial training of staff completed.

June 3, 1992: The following measures will be in effect:

1. Engineering and work practice controls;
2. Personal protective equipment;
3. Housekeeping;
4. Hepatitis B vaccination and post-exposure follow-up;
5. Labels and signs.

Staff In-service -- Returning staff members will receive information and training covering bloodborne pathogens on in-service day of each school year, as designated by the Board.

All new staff hired and each substitute employee will be trained in proper handling and disposal of body fluid spills.

Policy document and procedural manuals are located in each school office, in each classroom, in each school locker/dressing room, on each student travel vehicle and in possession of each athletic coach.

Building Evacuation Routes

To be established for each building by the principal

Emergency Transportation Evacuation

When students are to be evacuated from school to home in event of fire, explosion, bomb threat, weather hazard, asbestos disturbance or other emergency, buses shall run on the afternoon schedule.

Student Accident Form

Name of Student _____ Date of Accident _____

Time of Accident _____ Location _____

Nature of Injury _____

How did it happen? (describe) _____

Witnesses, if any _____

What did you do? _____

Staff member signature

Employee Accident Form

Name of Employee _____ Date of Accident _____

Time of Accident _____ Location _____

Nature of Injury _____

How did it happen? (describe) _____

Witnesses, if any _____

Employee signature