

McKenzie School District Emergency Procedure Manual

General Emergency Responses

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Keep this manual in the emergency response bag

Notifications from Public Safety Agencies

Information:

In the event of an emergency situation that is on, near, or involves the school campus, public safety officials (e.g., fire department; law enforcement) will make contact with school officials either in person or by telephone.

School officials will typically be told the nature of the emergency situation, and instructions as to what people on school property are expected to do to respond to the emergency.

Lane County operates a special telephone-based emergency notification system called CENS (Community Emergency Notification System). Any public safety official can activate this system and deliver a recorded message, with response instructions, to homes and facilities located within an emergency area.

A CENS message will always open with "This is an emergency message from (name) with (name of public safety agency)"

The CENS system is operated by computers, and is very similar to systems used by telemarketers. There will often be 3 - 10 seconds of "dead air", where no sound is heard, when the telephone is first answered. This is the CENS computer determining what type of telephone system it has connected to. DO NOT hang-up if you experience this "dead air" situation - wait to find out who is actually on the line.

If you have "Caller ID", a CENS emergency message may be indicated as "NOTIFICATION".

All staff members and volunteers likely to answer primary school telephones should be trained as to what to do if a CENS message is received. In general, you should listen carefully to the message, and write down the nature of the emergency and the specific instructions given.

A CENS notification will always contain instructions, given at the end of the message, for how to have the message repeated.

Notifications from Public Safety Agencies

INSTRUCTIONS FOR ANYONE RECEIVING AN EMERGENCY NOTIFICATION

Listen carefully to information provided, and instructions given (if possible, write down the instructions).

IMMEDIATELY provide the emergency information to an appropriate, ranking school official.

INSTRUCTIONS FOR ADMINISTRATIVE AND SUPPORT STAFF

Make appropriate on-campus notifications, and initiate appropriate emergency plan procedures

Notify Superintendent's Office of emergency situation.

Monitor the situation and be prepared to implement revised emergency response procedures,

◆Notifications from Public Safety Agencies◆

DIRECTED RESPONSE

INFORMATION:

- WHAT:** A Directed Response is used to move students and staff to a specific location inside the building
- WHEN:** Staff and students will be directed to a specific Designated area whenever it is safer to remain in the building, than it is to leave the building.
- WHO:** Some areas will be predetermined. The Superintendent, School Principal, a designated Staff member or Emergency personnel will designate and communicate the shelter area to be used.
- EXAMPLE:** A potentially violent disturbance is occurring outside but near the school building.

Information given to teacher or supervising adult must include:

- The location of the emergency (the nature of the emergency may be given at the discretion of District administrators I emergency personnel)
- The Designated Area to be used
- The specific route of travel to be followed to the Designated Area

DIRECTED RESPONSE

INSTRUCTIONS FOR TEACHER OR SUPERVISING ADULT

As directed, go immediately, in a calm orderly fashion, to the Designated area, or, if told to do so, remain in your current room or area (see "Secured Room").

Follow the route identified in the initial instruction.

Stay with your students; keep them together in a group.

Account for all students, and remain in the Designated area(or in your current room) until told by District or emergency officials to do otherwise.

INSTRUCTIONS FOR ADMINISTRATORS AND SUPPORT STAFF

If students and staff are moved to a designated area, be sure that there is a land-line telephone, or at least two (2) cell phones, available in the shelter area, and that District or emergency officials have these telephone numbers. These may become the only way that people on the outside can contact you with additional information or instructions.

◆Directed Response• School Signal◆

Clear the Area

INFORMATION:

WHAT: The command of Clear the Area is used by the teacher or supervising adult to send students away from a potential threat.

WHEN: The Clear the Area command can also be used when a teacher or other supervising

adult must remain with the situation, but can safely send students away from the area.

EXAMPLE: Someone is threatening to commit suicide in the classroom.

Successful use of the Clear the Area command requires:

- That students understand what the command means and how to respond
- That there is a pre-arranged location for students to move to
- That there is an appointed student leader or supervising adult to lead the students
- That the teacher or supervising adult is not placed in an unacceptable risk if they choose to stay behind.

Clear the Area

INSTRUCTIONS FOR TEACHER OR SUPERVISING ADULT

- Tell students to immediately go, in a calm, orderly fashion, to the predetermined safe area.
- Notify the school office immediately by telephone, or send another adult or a responsible student to the office with information. Describe the emergency and the assistance or response needed (e.g., armed student; call 9-1-1).
- If you choose to remain behind: Provide for your own safety.
- Remain with the problem situation, as long as it is safe to do so, and attempt to defuse the crisis by remaining calm. Reassure everyone involved that everything possible is being done to return the situation to normal.

Clear The Area • School Signal

Secure Room/Lock Down

INFORMATION:

- WHAT:** Secure Room is a condition where students and staff remain where they are, and lock all windows and doors in their present location. This may involve a single room, several rooms, or a complete LOCK-DOWN of the building.
- WHEN:** Secure Room is used when there is a potential threat that requires that staff and students remain in the room or area where they are currently located.
- Secure Room is used when:
- It is safer to stay in an area that can be secured, than it is to move through the building where the potential threat may be encountered.
 - There is no possibility of uncontrolled fire or explosion.
- WHO:** The school Principal, a designated staff member, other District administrator, or emergency personnel will order a "Secure Room" or "Lock-Down".

Secure Room/Lock Down

INSTRUCTIONS FOR TEACHER OR SUPERVISING ADULT

- Lock classroom doors and windows, and close window shades or blinds, immediately.
- Keep students away from doors and windows.
- Stay with your students; keep them together in a group take roll.
- Call your office say: This is _____ in room _____.
- Give an accounting of your students. Either say, all here or you are missing _____ students.
- Maintain a calm environment by remaining calm yourself and reassuring students that everything possible is being done to return the situation to normal.
- Be prepared to follow additional or alternate emergency instructions.
- If a gunshot or an explosion is heard, get everyone on the floor.
- Contact the office immediately if you have an emergency in your room; do not leave your room unless ordered to do so.
- Remain in the secured room until notified by District administrators or emergency personnel to do otherwise.

• Secured Room/Lock Down • School Signal

Evacuation

INFORMATION:

- WHAT:** Evacuation is used to get students and staff out of the building, by a route that will avoid contact with a potential threat, and to a safe area. The Evacuation Route and/or Assembly Area may be predetermined, or may be designated by the school principal, a designated staff member, another District administrator, or emergency authorities at the time of the incident.
- WHEN:** Evacuation is used when the location and basic nature of a potential threat is known, and relocation of all students and staff to a safe area outside of the building is the best option.
- WHO:** Some shelter areas will be predetermined. The school Principal, a designated staff member, other District administrator, or emergency personnel will designate and communicate the shelter area to be used.
- EXAMPLES:** A fire, explosion, or hazardous spill accident in the building.

Information given to teacher or supervising adult must include:

- The location and nature of the emergency
- The "Assembly Area" to be used
- The specific route of travel to be followed to the "Assembly Area"

Evacuation

INSTRUCTIONS FOR TEACHER OR SUPERVISING ADULT

- As directed, leave the building immediately in a calm orderly fashion, and proceed immediately to the designated Assembly Area.
- Follow the designated Evacuation Route.
- Stay with your students; keep them together in a group.
- Use special caution if it is necessary to cross parking lots or roadways.
- At the Assembly Area, account for all students and remain in the area, with your students in a discrete group, until told by District or emergency officials to do otherwise.
- DOCUMENT the presence of all your students, and advise District or emergency officials if anyone is missing.
- DO NOT release any student to a parent without specific authorization from District officials.
- Do not speak, or allow students to speak with news media. Refer reporters to District officials.

INSTRUCTIONS FOR ADMINISTRATION AND SUPPORT STAFF

Contact transportation department as soon as possible and put school buses on stand-by. Use school buses as necessary to either move students and staff to a safer location, or deliver students to their home.

• Evacuation • School Signal

Armed or Dangerous Person on Campus

INFORMATION:

WHAT: An Unauthorized Person is anyone who does not have a legitimate reason or purpose for being on school property, or who has not followed proper visitor check-in procedures.

A Dangerous Person is anyone (including a student, staff, faculty, or authorized visitor) who is behaving in a threatening, dangerous, or erratic manner, or who is or is suspected of being armed with a dangerous weapon or device.

Armed or Dangerous Person on Campus

INSTRUCTIONS FOR TEACHER OR SUPERVISING ADULT

- Notify office immediately of a dangerous, potentially dangerous, or suspicious person on campus.
- If an emergency situation is declared, and the dangerous person is not in your room, follow emergency procedure instructions from the office.
- Secure your classroom, or if instructed to do so, proceed immediately with your students to the designated safe area.
- Stay with your students; keep them together in a group.
- Account for all students and remain in the area to which you were sent. (Or rejoin your students as soon as possible if you issued a "Clear the Area".)

INSTRUCTIONS FOR ADMINISTRATIVE AND SUPPORT STAFF

- Initiate appropriate emergency procedures and issue appropriate emergency instructions.
- Call 9-1-1
- Send support staff to areas of the building or grounds where the intercom cannot be heard to notify all students and staff of the potential danger.¶
- If the dangerous person is inside building, initiate a building-wide Secure Room and/or Directed Response
- If the dangerous person is outside building, initiate a Lock-Down and secure all access points to the building.
- Provide law enforcement with a school site plan, and follow their instructions for sheltering or moving students and staff.
- Notify the Superintendent's Office immediately
- Refer all news media inquiries to the Superintendent's Office.

Armed or Dangerous Person On Campus

Suicide Threat or Attempt

INFORMATION:

Teachers should make every effort to:

Protect other students from witnessing a traumatic event.

Prevent a suicide by calling for assistance immediately, and remaining calm and reassuring when communicating with the person involved.

Suicide Threat or Attempt

INSTRUCTIONS FOR TEACHER OR SUPERVISING ADULT

- Notify office immediately. Provide involved person's name if known.
- Issue a Clear the Area command to remove students from the scene.
- Remain calm and reassure students and the person involved that everything possible is being done to return the situation to normal.
- When emergency personnel and/or District administrators have arrived, provide as much information as you have to them, and then rejoin your students in the designated safe area.
- Account for all students and remain with them in the area to which you were sent until instructed to do otherwise.

INSTRUCTIONS FOR ADMINISTRATIVE AND SUPPORT STAFF

- Initiate appropriate emergency procedures
- As appropriate and necessary, Call 9-1-1 to obtain medical and/or law enforcement assistance.
- Send a first-aid certified employee to the incident (attempted suicide), or to stand-by near the area of the incident (threatened suicide).
- Direct a District counselor, if available, to the incident, notify the tragedy response team
- Notify the Superintendent's Office immediately
- If the involved person is a student, contact the parents or guardian.
- Refer all news media inquiries to the Superintendent's Office.

• Suicide Threat or Attempt •

Kidnapping

INFORMATION:

WHAT: A kidnapping is the unauthorized taking of another person, whether force is used or not.

To Prevent Kidnappings:

- Do not release a child to anyone other than the designated parent or guardian, as indicated in the student file.
- Do not accept substitutes for the designated parent or guardian (including the non-custodial parent) without proof of prior approval from the parent/guardian and the office.
- Designated parents or guardians, or substitutes for them, must have a Visitor's Badge to show that the office is aware they are on campus.
- When in doubt, require students to be sent to the office and released by administrative personnel.

EXAMPLE: During a custody dispute, a non-custodial parent attempts to pick up a child without proper authorization.

Kidnapping

INSTRUCTIONS FOR TEACHER OR SUPERVISING ADULT

- Report kidnapping, or attempted kidnapping, to the office immediately.
- Note the person's appearance and any other information about him or her (voice, clothing, vehicle type, license plate number, etc.) that might be helpful to law enforcement.

INSTRUCTIONS FOR ADMINISTRATIVE AND SUPPORT STAFF

- Initiate appropriate emergency procedures
- Call 9-1-1 and any other support required.
- If the kidnapper is still on the school property, and he or she is not violent or armed, attempt to communicate with the kidnapper to keep him/her in the area.
- Notify the Superintendent's Office immediately
- Refer all news media inquiries to the Superintendent's Office.

Kidnapping •

Student or Staff Death, Serious Injury, or Medical Emergency on Campus

INFORMATION:

WHAT: A death or serious injury (natural or unnatural), and the circumstances surrounding the incident (violent or not), will affect your behavior and the behavior of your students. If a death or injury is the result of aggressive behavior by a student or intruder, protection of students and staff becomes a key issue in how the incident is handled. Never assume someone is dead until certified by appropriate medical personnel. Provide all possible medical support until medical assistance arrives.

Student or Staff Death, Serious Injury, or Medical Emergency on Campus

INSTRUCTIONS FOR TEACHER OR SUPERVISING ADULT

- Notify office immediately. Provide involved person's name if known.
- Issue a Clear the Area command to remove students from the scene.
- Remain calm and reassure students and the person involved that everything possible is being done to return the situation to normal.
- When emergency personnel and/or District administrators have arrived, provide as much information as you have to them, and then rejoin your students in the designated safe area.
- Account for all students and remain with them in the area to which you were sent until instructed to do otherwise.

INSTRUCTIONS FOR ADMINISTRATIVE AND SUPPORT STAFF

- Initiate appropriate emergency procedures
- Call 9-1-1 to obtain medical and law enforcement assistance. Have someone meet medical personnel in front of the school and direct them to the patient(s).
- Send a first-aid certified employee, and/or school nurse, to the incident.
- Contact appropriate counselors, and assemble the Tragedy Response Team
- Notify the Superintendent's Office immediately
- If the involved person is a student, contact the parents or guardian.
- Assure that all students have adult supervision.
- Refer all news media inquiries to the Superintendent's Office.

Student or Staff - Death, Serious Injury or Medical Condition •

Fire or Explosion

INFORMATION:

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

INSTEAD...

STOP, DROP, and ROLL

Immediately get the person down on the ground and roll them to smother the flames. If there is a coat, rug, curtain, or other heavy fabric item available, use it to cover or wrap the burning areas and help smother the flames.

REMEMBER: The goal is to quickly extinguish the flames

IMPORTANT NOTES:

- If you detect a fire in the school building, immediately activate the fire alarm system.
- When escaping from a burning room or building, always stay low to the floor when smoke is present to minimize inhaling smoke (there is always less smoke and heat near the floor). If your escape route is filled with smoke, consider using an alternate route out of the building.

Fire or Explosion

INSTRUCTIONS FOR TEACHER OR SUPERVISING ADULT

- Follow instructions given for appropriate emergency procedure, or....
- If the fire or explosion is in your area, evacuate students, activate the fire alarm, and then immediately report the incident to the office.
- As directed, leave the building immediately in a calm and orderly fashion, and proceed immediately to the designated Assembly Area. Follow the designated Evacuation Route.
- Stay with your students; keep them together in a group.
- Use special caution if it is necessary to cross parking lots or roadways.
- At the Assembly Area, account for all students, report to your zone leader either all here or report any students that are missing. Remain in the area, with your students in a discrete group, until told by District or emergency officials to do otherwise.

The assembly area for room _____ is:

- DO NOT release any student to a parent without specific authorization from District officials.
- Do not speak, or allow students to speak with news media. Refer reporters to District officials.

INSTRUCTIONS FOR ADMINISTRATIVE AND SUPPORT STAFF

- Initiate appropriate emergency procedures and issue appropriate emergency instructions.
- Call 9-1-1; have someone meet fire personnel in front of the school and direct them to the fire.
- Send support staff to areas of the building or grounds where the intercom cannot be heard to notify all students and staff of the potential danger.
- Close all doors to fire or explosion area as soon as all students and staff are safely out of the area.
- Provide any other necessary support to ensure student safety.
- Do not allow re-entry into building until authorized by fire/safety officials.
- Notify the Superintendent's Office immediately. Refer all news media inquiries to the Superintendent's Office.

Fire or Explosion •

Hazardous Materials Incident

INFORMATION:

RESPONSE PROCEDURES:

When hazardous materials contaminate the environment, whether on campus or in the surrounding community, two protective options are available:

"Shelter-in-Place": Protect students and staff by sealing them off from the contaminant within a "Secured Room" or "Directed Response".

"Evacuate": Protect students and staff by removing them from the building and/or affected areas by Evacuation to a safe location that is UP-WIND from the incident.

Note: If you are contacted directly by public safety officials, implement your emergency plan immediately and then notify the Superintendent's Office about the emergency situation.

HOW TO "SHELTER-IN-PLACE":

- Close all windows and doors in the designated safe area. If possible, also close all windows and doors in the building.
- Shut off ventilation I air conditioning systems.
- Use plastic, rubber, or other impermeable material, plus tape (duct tape works very well) to:
 - cover and/or seal all openings to the outdoors (e.g., air and air conditioning vents)
 - seal any gaps around windows and doors (particularly the space at the bottom of doors) **TIME IS CRITICAL WHEN AIRBORNE CONTAMINANTS ARE INVOLVED.**
- All teachers, administrators, and staff members should know how to turn off the ventilation system(s) in their classroom or work area. Keep appropriate tools handy for this task.

How to Turn Off the Ventilation System in Your Area
(Fill in instructions for your classroom or work station)

Hazardous Materials Incident

INCIDENTS OCCURRING ON SCHOOL PREMISES

INSTRUCTIONS FOR TEACHER OR SUPERVISING ADULT

- If the incident has occurred in your room or area, immediately issue a Clear the Area.
- As you leave, isolate room by closing the door, and if possible turning off ventilation.
- If hazardous gases, fumes, or smoke are affecting areas beyond your room, activate the fire alarm.
- Immediately notify the school office and provide information about the nature of the Incident, and what emergency assistance appears necessary.
- Follow any emergency procedure instructions given.
- Account for students and remain in the designated safe area or Assembly Area until Instructed otherwise.

INSTRUCTIONS FOR ADMINISTRATIVE AND SUPPORT STAFF

- Initiate appropriate emergency procedures and issue appropriate emergency instructions.
- Call 9-1-1; have someone meet emergency personnel in front of the school and direct them to the incident.
- Send support staff to areas of the building or grounds where the intercom cannot be heard to notify all students and staff of the potential danger.
- Provide any necessary support to ensure student safety.
- Do not allow re-entry into building until authorized by fire/safety officials.
- Notify the Superintendent's Office immediately. Refer all news media inquiries to the Superintendent's Office.

INCIDENTS OCCURRING OFF SCHOOL PREMISES (but affecting campus area)

INSTRUCTIONS FOR TEACHER OR SUPERVISING ADULT

- Follow instructions for appropriate emergency response.
- If you are told to remain in your classroom, turn off ventilation systems, close all windows and doors, and to the extent possible, seal all air gaps.
- If Directed Response or Evacuation is ordered, direct students to either the designated shelter area or the designated Assembly Area.
- Contact the school office immediately if any assistance is needed (e.g., a medical problem).
- Account for and document the presence of all students; wait for additional instructions.

INSTRUCTIONS FOR ADMINISTRATIVE AND SUPPORT STAFF

- Follow instructions from emergency personnel regarding Evacuation or Shelter-in-Place.
- If told to Shelter-in-Place:

- instruct staff to turn off ventilation systems, close windows and doors, and seal air gaps in their classrooms or in the Designated Shelter area (see above).
- be sure a telephone is available in the Designated Shelter area, and that emergency and/or District officials have the telephone number.
- If told to Evacuate: contact transportation Department as soon as possible and put school buses on stand-by. Use school buses as necessary to either move students and staff to a safer location, or deliver students to their home.
- Notify the Superintendent's Office of the emergency situation
- Contact 9-1-1 or designated emergency official if medical or other assistance is required.
- Refer all news media inquiries to the Superintendent's Office.

Hazardous Materials Incident •

Bomb or Suspicious Device

INFORMATION:

A bomb or explosive device may take many forms. Beware that any package, container, or object whose ownership cannot be identified, and/or whose purpose or reason for being in a specific location cannot be determined.

To Minimize Dangers:

- Do not approach, touch, or otherwise disturb a suspicious object or package
- Avoid the use of cell phones and two-way radios
- Avoid causing noise or vibration
- Leave everything unchanged in the room or area (lights, doors, etc.)

Bomb or Suspicious Device

INSTRUCTIONS FOR TEACHER OR SUPERVISING ADULT

- Do not touch or approach a bomb or suspicious device.
- Issue a "Clear the Area"; Evacuate everyone from the area immediately.
- Notify the school office immediately. Advise them of the nature of the potential danger, and specifically where the device I package is located (e.g., in the wastepaper basket to the right of the fire alarm outside Room 31.)
- Avoid use of two-way radios and cell phones.
- Avoid causing noise and/or vibrations (e.g., from yelling I screaming, running, slamming doors, or other movement) it can cause some devices to detonate. Calm, orderly, and quiet movement away from the danger area is appropriate.
- Get students at least 300 ft. away from the danger area, and if at all possible, behind a barrier.
- Follow emergency procedure instructions given.
- Account for and document the presence of all students, and remain in designated safe area until instructed otherwise.

INSTRUCTIONS FOR ADMINISTRATIVE AND SUPPORT STAFF

- Initiate appropriate emergency procedures and issue appropriate emergency instructions.
- Call 9-1-1
- Send support staff to areas of the building or grounds where the intercom cannot be heard to notify all students and staff of the potential danger.
- Assist emergency response authorities with information about the package I device, maps, keys, etc., so that they can find I enter the area and determine the nature of the device.
- Do not allow re-entry into building until authorized by fire or law enforcement officials.
- Notify the Superintendent's Office immediately. Refer all news media inquiries to the

- Superintendent's Office.

Bomb or Suspicious Device •

Bomb Threat

Bomb Threat Checklist - Note and write-down (if possible) the following:

Time of the threat was made.

If the threat was by telephone, the time the call was terminated.

If possible, the EXACT words of the person making the threat.

Questions to Ask:

What time is the bomb set to explode?

Where is the bomb located? What Floor? What room or area?

Is it in the open? Concealed? Disguised?

What kind of bomb is it?

What does it look like?

Why was it placed in the school?

How did it get in the school?

Description of Caller:

Is the Caller.

Male or female?

Calm?, Frightened? Agitated or Angry?

Young? Middle-aged? Old?

Does the caller speak with an accent?

Can you identify or describe it?

Does the caller use slang expressions? If so, what are they?

Does the caller sound educated?

Is there background noise? What does it sound like?

Note any other identifiers or clues.

Bomb Threat

INSTRUCTIONS FOR PERSON RECEIVING BOMB THREAT

- Try to engage the person making the bomb threat to get more information about the bomb type and location, and the characteristics of the person making the threat (age, sex, mental state, etc.). Use the "Bomb Threat Checklist" provided above.
- Suggest to the person making the threat that they report the bomb to 9-1-1 (this would allow the call to be traced).
- Contact the school office immediately.

INSTRUCTIONS FOR TEACHER OR SUPERVISING ADULT

- Follow Principal's or designated staff member's instructions for appropriate emergency procedure.
- Keep noise and vibrations to a minimum.
- Leave everything unchanged in the room (lights, doors, etc.)
- Do not use phones, or cell phones, or 2 way radios

INSTRUCTIONS FOR ADMINISTRATIVE AND SUPPORT STAFF

- Initiate appropriate emergency procedures (see below) and issue appropriate emergency instructions.
- Call 9-1-1
- Work with law enforcement and fire officials to determine the seriousness of the threat.
- Notify the Superintendent's Office immediately. Refer all news media inquiries to the Superintendent's Office.

POSSIBLE RESPONSE ACTIONS

Treat all threats as serious until demonstrated otherwise. Consider which of the following actions is most appropriate for the situation:

- Having students remain in classrooms while a reasonable search is conducted.
- Evacuating students and staff from the building until all or
- Sending students home if an explosive device is found,

Bomb Threat •

Earthquake

IF INDOORS:

INSTRUCTIONS FOR TEACHER OR SUPERVISING ADULT

- If you see or feel signs of an earthquake (e.g., the ground shaking; hanging objects swaying, objects wobbling on or falling from shelves; ceiling panels or light fixtures falling; furniture moving):
- Tell students to take cover immediately under desks, tables, or other heavy furniture, and, to turn and face away from windows.
- 2 If substantial furniture is not available for cover, have everyone stand in interior doorways, or crouch-down against load-bearing walls or along the walls in narrow hallways.
- Stay away from windows, tall furniture, and light fixtures and objects suspended overhead.
- Remain calm, reassuring students by speaking and giving instructions in a firm, calm voice.
- When the earthquake is over, evacuate the building as quickly as possible in a calm, orderly fashion.
- Go to the designated, safe outdoor area, Zone 1 and 2 are to be the meeting place for everyone after an earthquake.
- Account for and document the presence of all students. Follow standard "Evacuation" procedures.
- Wait for and follow all emergency instructions.
- Do NOT re-enter the building unless authorized to do so by emergency or safety officials.

IF OUTDOORS:

INSTRUCTIONS FOR TEACHER OR SUPERVISING ADULT

- Move away from buildings and other structures if you see or feel signs of an earthquake.
- Go to a clear, open space (such as an athletic field) if possible.
- Avoid going near or passing under utility poles, trees, flag poles, and overhead wires.
- Remain calm, reassuring students by giving instructions in a firm, calm voice.
- Account for and document the presence of all students. Follow standard "Evacuation" procedures. Wait for and follow all emergency instructions.
- Do NOT re-enter the building unless authorized to do so by emergency or safety officials.

INSTRUCTIONS FOR ADMINISTRATIVE AND SUPPORT STAFF

- Initiate appropriate emergency procedures and issue appropriate emergency instructions (instructions may have to be communicated manually).
- EVACUATE the building as soon as the earthquake stops.

- Begin immediate assessment of injuries; direct and provide as much emergency medical assistance as possible.
- Call 9-1-1(if functioning) to obtain medical I firefighting assistance if needed.[Do not call 9-1-1 to report the earthquake]
- Do not allow anyone to re-enter buildings unless authorized by emergency I safety officials.
- Follow standard "Evacuation" procedures to manage students and to arrange for their transport home.

• Earthquake•

Civil Disturbance

Background:

A public or student demonstration on school grounds that has the potential to:

- Disrupt school activities.
- Cause injury to staff and students.
- Damage property.

TIPS: If available, have a bullhorn, cell phone, and/or two-way radio available for communications.

Have a camera, tape recorder, and/or camcorder available to document the disturbance and to help with identification of participants.

Civil Disturbance

INSTRUCTIONS FOR TEACHER OR SUPERVISING ADULT

- Follow "Secured Room" procedures unless directed to use an alternative procedure.
- Account for all students and remain in secured classroom or designated area until instructed to do otherwise.

INSTRUCTIONS FOR ADMINISTRATIVE AND SUPPORT STAFF

In an Emergency:

- Call 9-1-1; if violent or uncontrolled behavior is occurring or is probable.
- Issue "Secure Room" instructions, or initiate other appropriate emergency procedure. Consider a "Lock-Down".
- Send support staff to areas of the building or grounds where the intercom cannot be heard to notify all students and staff of the potential danger.
- Notify the Superintendent's Office immediately. Refer all news media inquiries to the Superintendent's Office.

In a Non-Emergency:

- Notify the Superintendent's Office immediately.
- Notify local law enforcement of the situation and request assistance if necessary.
- Do not confront an unruly or potentially dangerous crowd without law enforcement or security back up. If suitable back-up is present, use the following announcement to attempt to disperse the assembly:
- "I am (name and title). I am speaking under authority vested in me by McKenzie School District; you are on school grounds without permission. As trespassers, you are subject to possible arrest if you do not leave. I am asking you to leave the premises immediately.
- If you do not leave immediately, we will ask law enforcement authorities to take appropriate action."

•Civil Disturbance•

Severe Weather Conditions

INSTRUCTIONS FOR ADMINISTRATIVE AND SUPPORT STAFF

For extreme and immediate weather hazards (e.g., windstorm; extreme electrical storm), implement either "Secure Room" or "Directed Response" procedures (also see below).

- For worsening weather hazards (ice storm; snow storm; impending flooding), the Superintendent's Office or designee will notify you if it is decided that it is unsafe for students to either remain in school until the normal dismissal time, or, to go home at the usual dismissal time.
- If early dismissal is involved, the Superintendent's Office will coordinate with individual schools and the school bus company for transportation. In most cases, elementary schools will be transported first.
- If there is an early dismissal, the District will issue a media release.
- Keep teachers and students updated on weather conditions and transportation arrangements.

Severe Weather Conditions Considerations for Early Dismissal

For All Students:

- Do not allow students to walk home except for very short (1/4 mile or less) distances. Make sure all students who are allowed to walk home are wearing appropriate clothing for the weather conditions. Do not allow students to walk home in potentially unsafe conditions.
- Keep a record of how and when each student left the school.

For Elementary Students:

- It is generally not safe to allow young students to walk home in seriously inclement weather.
- Consider whether there will be someone at home, or whether young students can get into their homes. If unsure, consider calling an emergency contact person, releasing the student to a neighbor or other parent, or keeping them at school.
- Assist young students with getting on the correct school bus. Provide a supervised area for those waiting to be picked up by parents.

For Middle & High School Students:

- Determine that students can safely get home by bus, car, or on foot. It may not be safe to allow students to drive their own cars.
- For students taking a bus or being picked up by parents, provide a supervised area where they can wait.

Considerations When Students Must Remain in School

- Make arrangements for serving meals or snacks (if an extended stay is likely), and for providing sleeping areas.

- Consider planning activities to keep students occupied.
- During severe windstorms, the safest places to be are interior halls, lower-level floors, and basements.
- During windstorms and heavy ice or snow storms, avoid gymnasiums, auditoriums, and other areas with large unsupported roofs.
- During windstorms, stay clear of windows and areas exposed to the windward force of the storm.

•Severe Weather - While School Is in Session•

Electrical Outage (At night or in windowless classrooms)

INSTRUCTIONS FOR TEACHER OR SUPERVISING ADULT

- Re-assure students and keep everyone calm.
- If there is a lit area immediately nearby, move to that area. Otherwise, remain where you were when the power went out; do not attempt to move around in the dark.
- A flashlight is in every Emergency Response bag, account for all students and check the immediate area for hazards or potential problems.
- Remain where you are until directed to move elsewhere. If moved, take your daily attendance roster and account for your students again, after the move.

INSTRUCTIONS FOR ADMINISTRATIVE AND SUPPORT STAFF

Determine why power is out, and implement appropriate maintenance and/or emergency procedures.

Examples:

- An outage from severe weather conditions may result in an extended period without power. Consider early dismissal and follow severe weather conditions procedures.
- An outage due to building electrical problems may require an evacuation (potential fire hazard).
- Make sure that all students and staff are located and accounted for, and are safe. If possible, move people to a lit area.
- Call 9-1-1 if building is unsafe (i.e., if smoke, sparks, fire, or other indications of an emergency situation are detected) .
- Notify the Superintendent's Office of the situation.
- Notify local electric utility of power outage (if problem appears to be located outside of school facilities), or contact appropriate maintenance / electrician services (if problem is located inside building).

•Electrical Outage•

School Bus or Field Trip Emergency

INSTRUCTIONS FOR DRIVER

- Remain with the bus or van.
- Secure the bus I van in a safe location, turning off the ignition, lights, and all other power; set the parking brakes and turn on emergency flashers.
- Account for all students, and evaluate first aid needs. Provide medical assistance as needed.
- Evaluate need to evacuate the bus I van. If students must leave vehicle, supervise their disembarkment and assemble them in a safe location.
- Contact your dispatcher by radio or cell phone. If wireless communication is not possible, send a responsible person(s) [preferably an adult] to find a telephone and call for assistance.
- In the event of an emergency, radio for or call 9-1-1.
- If possible, put out triangle reflectors or flares (do not use flares if fuel is leaking).
- Keep all passengers together, and document riders and their condition.
- If possible, complete a vehicle accident report while at the scene.

INSTRUCTIONS FOR TEACHER OR SUPERVISING ADULT

- Stay with students. Evaluate first aid needs, and provide medical assistance as possible.
- Assist driver with moving and supervising students, and as otherwise needed.
- Do NOT release students unless authorized to do so by District or emergency officials. Students are only to be released to parents, guardians, an authorized representative, or District or emergency response officials. Record the name of each student released, the time that they were released, and who they were released to.

•Bus or Field Trip Emergency•

Body Fluid Exposure/Exposure to Blood borne Pathogens

INFORMATION:

All body fluids, including blood, vomit, urine, feces, saliva, and mucous, have the potential to carry diseases such as Hepatitis B and HIV I AIDS (and a number of other serious diseases) Contact between one person's blood or body fluids, and the broken skin or mucous membrane of another person, has the potential to transmit disease agents. Exposure can occur as a result of a needle-stick, a puncture wound, a bite, or prolonged skin or mucous membrane contact with body fluid material.

EXPOSURE PREVENTION AND PROCEDURES

PROTECT YOURSELF:

- Avoid direct contact with blood or any other body fluids. Avoid getting fluids in eyes, nose, or mouth (directly or indirectly).
- Do not allow body fluids to get on broken skin - even minor cuts or scrapes.
- Avoid all skin contact with body fluids: Wear disposable gloves to avoid contact.
- Remove gloves carefully and avoid touching contaminated surfaces with unprotected skin. Wash hands thoroughly after using gloves.

IF YOU ARE EXPOSED:

- Wash hands and any other affected skin area immediately with soap and water.
- If necessary, flush eyes, mouth, nose, or other exposed mucous membrane with running water.
- Report the incident immediately to the Principal or your supervisor.
- Any actual or suspected unprotected exposure to body fluids will require follow-up medical evaluation

Body Fluid Exposure

INSTRUCTIONS FOR TEACHER OR SUPERVISING ADULT

- Secure the area where body fluids are present, and take steps to prevent anyone from contacting, disturbing, or dispersing the materials.
- Wear disposable gloves any time that exposure to another person's body fluids is possible.
- Avoid getting another person's body fluids in your eyes, mouth, nose, or any open skin sores or wounds. If mouth-to-mouth resuscitation is required, use a protective guard.
- If you suspect you have been exposed to a body fluid, rinse the affected area immediately, then wash thoroughly with soap and water. If necessary, flush eyes, nose, mouth, or other mucous membranes with water.
- Report all known, suspected, or possible exposures to the school Principal, or your supervisor IMMEDIATELY.

Any actual or suspected unprotected exposure to body fluids will require follow-up medical evaluation.

Released body fluids can be neutralized and cleaned up with a commercial disinfectant (e.g., VIRUSTAT TBQ) [Note: Lysol and other household disinfectants are not suitable], or with a freshly-made solution of one part liquid bleach to nine parts water (1:9).

Released body fluids and cleanup materials are to be placed into red Bio-Hazard plastic bag, and then sealed. The sealed bag should be given to a member of the custodial staff for disposal.

School custodians have been trained on proper cleanup and disposal of body fluid wastes. If you are not comfortable with cleaning up body fluid materials, contact a custodian for assistance.

INSTRUCTIONS FOR ADMINISTRATIVE AND SUPPORT STAFF

- Assure that potentially contaminated areas are secure, and that no one contacts released body fluids without appropriate protective equipment.
- Confirm that potentially-contaminated materials have been appropriately neutralized and cleaned up.
- Advise the Superintendent's Office immediately of any known, suspected, or potential exposures to released body fluids.

•Spilled Body Fluids•

Runaway Child

INSTRUCTIONS FOR TEACHER OR SUPERVISING ADULT

- If a student threatens, or begins, to run away, try to persuade him or her to stay. Point out the possible consequences of running away.
- Make every effort to keep a runaway child in view. Follow if necessary, but do not chase.
- If the student leaves school grounds, contact the office immediately and report the problem.
- Note the direction the child was last seen headed.
- Make note of any comments he or she made that might assist in locating the child.
- Be prepared to describe the child, especially the clothing that they were wearing.

NOTE: When dealing with a potential runaway child, be sure to conspicuously wear your District identification (especially if you leave school grounds) so that other people don't mistake you for a potential child abductor or molester. Do not leave the school grounds alone. Take another staff member with you. Preferably one the same sex as the run away.

INSTRUCTIONS FOR ADMINISTRATIVE AND SUPPORT STAFF

- Notify the student's parent(s) or guardian immediately.
- Contact local law enforcement
- Assist law enforcement officers in searching school grounds

•Runaway Child•

Child Abuse Reporting

INFORMATION:

Certified employees can lose their certification and therefore have their employment terminated, if they do not report suspected abuse to Department of Human Services (DHS) or an appropriate law enforcement agency.

When in Doubt, REPORT!

(You can discuss specific cases with the Superintendent's Office to help clarify if reporting is appropriate)

FORMS OF ABUSE:

- Any physical injury to a child caused by other than accidental means, including any injury inconsistent with an explanation of how the injury occurred.
- Neglect which leads to physical harm.
- Sexual molestation or harassment.
- Consensual or non-consensual sexual activity of a girl under the age of 18 with someone more than three years her senior (including other students), or with any district staff member, volunteer, or agent.

REPORTING SUSPECTED CHILD ABUSE:

- School employees are legally obligated to report to DHS or a law enforcement agency if they believe any student with whom they have come into contact may have suffered abuse. Reporting employees may not inform parents of their report.
- If school employees suspect an adult with whom they have come into contact has abused a child, they are legally obligated to report immediately to DHS or a law enforcement agency.

INVESTIGATING SUSPECTED CHILD ABUSE:

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

INSTRUCTIONS FOR TEACHER | SUPERVISING ADULT AND ADMINISTRATORS

- If reasonable cause exists to believe abuse may have occurred, notify the school Principal, your supervisor, or the Superintendent's Office. Then report the information immediately to Department of Human Services (DHS) or a law enforcement agency.
- Do not inform the child's parents or guardian of the report. It is DHS's or law enforcement's responsibility to investigate and inform parents/guardians.

•Child Abuse Reporting•

Medical Assessment Procedure

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

1. ASSESS THE SCENE

Is it safe to enter the scene to rescue the victim?

If YES, Assess the victim

If NO, Notify Health Office and District Office. Call

911

2. ASSESS THE VICTIM

Does there appear to be a life-threatening condition?

Does there appear to be breathing difficulty?

Is there severe bleeding?

Is the victim unable to walk?

If YES to any item:

Call 9-1-1 and begin First Aid

If NO to all of the above:

Call the Health Office

3. CALL HEALTH OFFICE

Release patient to nurse

4. ARRANGE FOR NON-URGENT CARE TO BE PROVIDED (call school office for more info)

BE PREPARED - IDENTIFY THE FOLLOWING:

Location of nearest first aid kit(s):

Location of designated lie-down space:

Names of first-aid trained personnel:

Show emergency list with names

REPORT EVERY INJURY TO YOUR SUPERVISOR

[also see the Student or Staff Death, Serious Injury, or Medical Emergency section if applicable]

Medical Assessment Procedure

Emergency Communication with the Public and the Media

The Superintendent's Office will handle media inquiries in most cases. However, there may be times when speaking with a reporter is necessary or cannot be avoided. Designate a building spokesperson who can be interviewed by the media. Using the following guidelines will be helpful:

- Provide accurate information. Share only what you know to be true.
- If you do not know the answer, do not speculate.
- If the information is known to you, but you cannot release it, say so and explain why (e.g., the injured student's parents have not been contacted yet).
- Speak clearly and briefly. Don't change or elaborate your answer. Take time to think about your answer before responding so it is accurate and concise.
- If a reporter asks more than one question at a time, ask which you should answer first. This will help you to focus your response. Feel free to ask the reporter to clarify the question.
- If a reporter asks you a personal question, share only what you feel comfortable sharing. It's OK to say, "I don't feel comfortable talking about that."
- If you are contacted, and no one is available to speak with the media, tell them so. Explain that all staff members are busy dealing with the emergency, and that they should refer to the Superintendent's Office for more information.
- Do not allow media representatives to enter school grounds or buildings unless you are prepared to escort them. If necessary, instruct them to wait off school property until someone is available to brief them.
- If you have voice mail or an answering machine connected to the primary school office telephone number, consider using the following recorded message:

"This is (name of school). We currently have an emergency situation and our staff is busy making sure that students are safe. We understand that you may have concerns and questions, so please call the school district office at (District telephone number) for more information.

Emergency Communication with the Public and the Media

FOR USE IN EXTREME EMERGENCIES

GENERAL PROCEDURES FOR ALL DISTRICT EMPLOYEES

- In most cases, the Superintendent's Office or designee will handle all communications with the news media and with parents. All inquiries should be referred to them.
- No one, including students, should be allowed to use school telephones for non-emergency outgoing calls.

This restriction is necessary to prevent telephone lines needed for emergency communication from being tied up, and also ensures that information leaving the school is correct, accurate, and consistent.

INSTRUCTIONS FOR ADMINISTRATIVE AND SUPPORT STAFF

- In an emergency situation, contact the Superintendent's Office, who will handle all media inquiries (press releases, meeting with media at your site) and communication with parents.
- Designate one person to maintain communication with the Superintendent's Office
- This person will be responsible for collecting and relaying situation information and updates, so that correct and current information can be provided to parents and the news media.
- If possible, activate an outgoing message for the school's main telephone number (see script above).

EVACUATION ROUTE MAP & EMERGENCY TELEPHONE NUMBERS

A map of the school, showing designated evacuation routes out of the building(s), is below.

EMERGENCY TELEPHONE NUMBERS

Law Enforcement; Fire; Medical Assistance:	9-1-1
District Superintendent's Office:	541-822-3338 ex. 202
School Principal's Office:	
Elementary	541-822-3315 ex. 232
MS/HS	541-822-3313 ex. 261
Other (list):	