

MONROE SCHOOL DISTRICT #1J

CODE: EBCB-AR-4

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EMERGENCY ACTION CHART

Monroe School District #1J

Administrative Copy

Police, Ambulance, Fire Department - dial: 911

DISTRICT OFFICE NOTIFICATION - DIAL: 541-847-6292

POISON CONTROL - DIAL: 1-800-452-7165

FIRE OR EVACUATION OF BUILDING: CONTINUOUS RINGING OF BELL

BUILDING LOCK DOWN: PREARRANGED VERBAL CODE BY INTERCOM

RETURN TO CLASS: 3 SHORT BELLS

Accident, Illness or Assault

MAJOR ACCIDENT, ILLNESS or ASSAULT:

- ◆ Notify the office immediately
- ◆ Administer first aid by a trained employee
- ◆ Follow emergency procedures as indicated by the nature of the incident
- ◆ Remove the uninjured students from the scene; sending them to a predesignated location
- ◆ When help arrives, rejoin your students in the evacuation area
- ◆ Prepare an accident report with accurate information (who, what, when, where)

ADMINISTRATION:

- If life threatening, call 911.
- Send first aid certified employee immediately to location of incident.
- Notify needed building staff (*if students are sent to a safe area, send adult to supervise*).
- Notify the District Office at 541-847-6292.
- Follow school procedure for contacting parent and filling out an injury/illness report.
- Confirm that adequate reports are on file.
- Follow board and school procedure regarding student discipline, questioning of students and students taken into custody.
- All media inquiries will be handled by the building principal with notification to the District Office.

➤ ACCIDENT, ILLNESS OR ASSAULT

Animal Control

In the event of a dangerous animal being spotted on campus:

1. Move all students and employees away IMMEDIATELY in a CALM and ORDERLY fashion to a safe area.
2. Notify the office.
3. Secure doors and windows to prevent animals from entering (or exiting) room or building.
4. Account for all students and remain in designated safe area until the area is clear.

ADMINISTRATION: Notify Animal Control at 541-753-0732

➤ ANIMAL CONTROL

Body Fluid Spills

Teacher or Supervising Adult:

- ◆ Wear disposable latex gloves when dealing with another person's body fluids.
- ◆ Clean up the spilled fluids with the disinfectant provided in the blood spill kit or with a freshly made solution of one part bleach to nine parts water.
- ◆ Place the contaminated fluids and the cleanup materials in a red plastic bag, seal the bag and place it in a plastic lined garbage can.
- ◆ Avoid getting another person's body fluids in your mouth, eyes, or wounds.
 1. If you are exposed, wash the affected area immediately with soap and water. See your physician for follow up care.
 2. Report the accident to your principal.

ADMINISTRATION:

As follow-up check to see if anyone was contaminated. If any is found see that #1 above is followed.

➤ BODY FLUID SPILLS

Bomb, Bomb Threat, Suspicious Device Do not hang up. Do not put the call on hold.

IN CASE OF A BOMB THREAT: RECIPIENT OF THE THREAT–

- ◆ DO NOT HANG UP THE PHONE!! If tape is available, tape the phone to the desk so that others won't hang it up either.
- ◆ Questions to ask:
 1. When will it go off?
 2. What kind of explosive?
 3. What does it look like?
 4. Where is it?
 5. Did you put it there?
 6. What is your name?
- ◆ Listen for the following:
 1. ___ Man ___ Woman ___ Child
 2. Is the caller's voice familiar to you?
 3. Any distinct characteristic to voice?(nasal, stuttering, accent, slow, deep etc.)
 4. Any background noise? (street sound, music, office, animal, factory etc.)
- ◆ Immediately after the call:
 1. Notify the office immediately.
 2. A written record of the call should be made as quickly as possible to preserve the facts.

ADMINISTRATION:

- Call 911.
- Assess the information and determine whether to evacuate or lock down the building following the building plan.
- Notify the District Office at 541-847-6292.
- The students & employees will be the jurisdiction of the school district, but the building site will be under the jurisdiction of the fire & police department.
- All media inquiries will be handled by the building principal with notification to the District Office.

➤ **BOMB, BOMB THREAT, SUSPICIOUS DEVICE**

IF A BOMB OR SUSPICIOUS DEVICE IS FOUND

PERSON FINDING THE DEVICE:

- ◆ Notify the office immediately.
- ◆ Isolate the area with some kind of barrier.
- ◆ Leave the area immediately. Do not touch anything.
- ◆ Leave the lights as you found them.

ADMINISTRATION:

1. Determine if the building should be evacuated, and which route will be safest.
2. Evacuate in stages starting with rooms nearest the device.
3. Call 911.
4. DO NOT:
 - Move or handle device
 - Use two-way radio
 - Attempt to dismantle device
 - Use pagers
 - Turn lights off or on
5. Notify the District Office at 541-847-6292.
6. Do NOT re-enter the building until advised to do so by both the police and fire department.
7. All media inquiries will be handled by the building principal with notification to the District Office.

Chemical Spills

- ▶ Do not attempt to clean up a spill unless qualified to do so.
- ▶ Notify building office immediately.
- ▶ Evacuate facility in an orderly manner to the waiting area designated on the building floor plan map. Stay upwind of the spill, if applicable.
- ▶ Account for all students and remain in designated area until further notice.
- ▶ Check for adverse medical symptoms (loss of breath, fainting, burns, etc.)
- ▶ Request immediate medical attention, if needed.
- ▶ Be prepared to cooperate with the Fire Department or other emergency agency.

ADMINISTRATION: See above.

➤ CHEMICAL SPILLS

Civil Disturbance

ADMINISTRATION:

1. Counsel with demonstrators.
Advise the demonstrators that their activity is unauthorized. They should be told by the principal, by virtue of his or her position, authority and statutory provision, to desist and disperse immediately. (Necessary for possible legal proceedings later.)
Advise demonstrators that school administrators (and police) have criminal statutes available for dealing with trespass and unlawful conduct on school grounds.
2. Notify law enforcement agency (immediately if school officials have lost or appear to be losing control of the situation.)
3. Alert employees and students to evacuate to a safe area.
4. Assemble communication gear.
Equipment such as a bullhorn, two way radio and especially a camera or video camera to record demonstrators for later identification.
5. All media inquiries will be handled by the building principal with notification to the District Office.

► CIVIL DISTURBANCE

Earthquake

DURING THE SHAKING:

- ✓ *Remain calm! Don't rush outside!*
- ✓ Remember to DUCK, COVER, AND HOLD!

If indoors...

Take COVER under a table or desk and HOLD on.
Stay away from windows, tall objects, and overhead lights.
If no COVER is available, DUCK and HOLD near an interior wall.
Turn away from windows. Shield your head and face from falling debris.

If outdoors...

Move away from building, utility wires, trees, and all other overhead obstructions.

AFTER THE SHAKING:

- ✓ Be prepared for after shocks. Move cautiously.
- ✓ Check injuries. Administer first aid if necessary. Do not move seriously injured individuals unless absolutely necessary.
- ✓ Do not use phones except in an emergency situation
- ✓ Evacuate the building to the area designated on the building floor plan. Close all doors and turn off electrical equipment.
- ✓ Take a head count. Make note of missing individuals.
- ✓ Provide requested information to district personnel.

ADMINISTRATION: See above. Be available to emergency personnel.

➤ EARTHQUAKE

Emergency School Closure

When severe weather conditions are declared prior to the end of a school day, one of two things will happen:

1. Remain at school:
 - Students should be kept away from windows and away from windward force of the storm.
 - Interior hallways and lower floors, are generally the safest areas in a severe windstorm. Gymnasiums, in most cases, are considered to be the least safe.
2. Evacuate the school buildings:
 - Students taking a bus: Teachers are to remain with the students at the pick up site to ensure the bus is available as planned.
 - Students who are to be picked up by parents: Keep the students with you until the parent arrives.
 - Pupils residing near the school will walk home if warning time allows.
 - Account for all children, keeping a record of how and when they left school.

ADMINISTRATION: See above.

➤ EMERGENCY SCHOOL CLOSURE

Explosion

If a bomb is found or an explosion is heard anywhere on or about the campus:

- * Call 9-1-1.
- * Notify the building office.
- * All alarms should be taken seriously. If you hear an alarm, evacuate the building.
- * Leave the area and evacuate to the designated area provided on the building floor plan. If possible, close doors and windows. Do not attempt to save valuables.
- * Take attendance.

If you are aware that someone is trapped or injured, inform the office immediately. Do not re-enter the building.

ADMINISTRATION: Determine the safety of the building prior to authorizing return.



Fire

If fire or smoke is discovered anywhere on or about the campus:

- Notify the building office.
- All alarms should be taken seriously. If you hear an alarm, evacuate the building.
- Leave the area and evacuate to the designated area provided on the building floor plan. If possible, close doors and windows. Do not attempt to save valuables.
- Take attendance.

Never attempt to fight a fire if larger than a wastebasket. Even a small fire can generate enough smoke to cause serious injury.

Never attempt to fight a fire by yourself. Always stay between the fire and the exit.

FIRE EXTINGUISHER INSTRUCTIONS

- P = PULL safety pin from the handle
- A = AIM at the base of the fire.
- S = SQUEEZE the trigger handle
- S = SWEEP from side to side

If you are aware that someone is trapped, inform the office immediately. Do not re-enter the building. If you are trapped, stay low to the ground as you try to exit. Do not open any doors that feel hot. Use wet towels or clothes to protect yourself from flames and smoke.

If your clothes catch fire, STOP, DROP, AND ROLL!!!!

ADMINISTRATION: See above.



Kidnapping

1. Report Kidnapping/attempted Kidnapping to office immediately (treat custody disputes as a possible Kidnapping)
2. Note all information about person that might be helpful in identifying them (clothing, voice, license plate, etc.)
3. Remain calm, reassure students.

ADMINISTRATION:

1. Secure student/staff safety by lock down or evacuation.
2. Call 911.
3. Call the District Office.
4. If kidnapper is still on school property and NOT VIOLENT OR ARMED, attempt to communicate with the kidnapper to keep them in the area.
5. All media inquiries will be handled by the building principal with notification to the District Office.

Lock Down

When notified to “lock down” or “secure”:

- 1) Lock the door with students inside the room. Cover windows. Portable classrooms are to close their shades.
- 5) Keep students away from doors and windows.
- 6) Turn off the lights.
- 7) Reassure students. Try to keep the room quiet.
- 8) If gunfire or an explosion is heard, keep everyone on the floor.
- 9) Contact the office immediately if you have an emergency in the room. Use the telephone if possible.
- 10) Remain in the secure area until notified by the office or emergency personnel to release class.

ADMINISTRATION: See above.

► LOCK DOWN

Media

The Principal will handle all media inquiries. No student or employee is required to speak to the media. If the media approaches students or employees during regular hours, notify the office.

Suicide Attempt

TEACHER OR SUPERVISING ADULT:

- ◆ Notify the office immediately.
- ◆ Administer first aid by a trained employee.
- ◆ Stay calm, reassure students that everything possible is being done.
- ◆ Remove students from the scene, sending them to a predesignated location.
- ◆ When help arrives, rejoin your students in the evacuation area

ADMINISTRATION: Determine and follow appropriate emergency procedure for incident.

1. Call 911.
2. Send first aid certified employees immediately to location of incident.
3. Notify needed building staff (*if students are sent to a safe area, send an adult to supervise.*)
4. Notify the District Office at 847-6292.
5. Follow school procedures for contacting parents and filling out an accident/incident report.

➤ SUICIDE ATTEMPT

Utility Emergency

GAS LEAK/ODOR:

Person finding the leak or odor:

1. Evacuate the area
2. Close interior door to the hall if possible to isolate area from the rest of the building.
3. Notify the office immediately.
4. Only personnel specifically trained in emergency shutoff procedures should attempt to shut off the building gas.
5. DO NOT light matches or turn the lights on or off.
6. Leave windows and doors open to allow ventilation. (Close the interior door to isolate the area where the leak is located from the rest of the building.)

ADMINISTRATION:

1. Call 911.
2. Issue proper emergency procedure to evacuate the building.
3. Notify Maintenance and the District Office at 847-6292.
4. Do not re-enter the building until authorized to do so by the fire/utility officials.

WATER LEAK:

Person finding the leak:

1. Turn off water supply if possible.
2. Notify the office immediately.
3. Remove students from the area.
4. Do not touch any electrical switches or appliances.

ADMINISTRATION:

1. Notify a trained person in your building to shut off water supply to the leak.
2. If necessary shut off water supply to the building.
3. Notify Maintenance and the District Office at 847-6292.

ELECTRICAL OUTAGE:

Teacher or Supervising Adult:

1. Notify the office.
2. Remain in (or return to) your assigned area and wait to be contacted.
3. Use the flashlight in your classroom if you have no windows. If you do not have a flashlight, stay where you are until light is brought to your room.

ADMINISTRATION:

1. Determine why the power is out and plan accordingly. For example, if the outage is a result of a severe weather condition, you may need to wait in the building. If it is a result of an electrical problem it may require evacuation. Always check for downed power lines.
2. If the building is unsafe call 911.
3. Notify the District Office at 847-6292.

➤ UTILITY EMERGENCY

Weapons, Shooting Incidents

Teacher or Supervising Adult: If you see a weapon, call the office immediately.

ADMINISTRATION:

1. Immediate Assessment
 - A. Confirm and ascertain the type of incident:
 - 1) Barricaded suspect/hostage
 - 2) Gun fight
 - 3) Sniper/drive-by shooting
 - 4) Attack on school - "shooting rampage"
 - 5) Other: _____
 - B. Obtain essential information
2. Summon Help
 - A. Call 911. Have someone stay on the line with the 911 operator.
 - B. Have someone else notify the District Office.
 - C. Implement site and District crisis management plans.
 - D. Gather employees available for emergency duties.
 - E. Direct non-essential employees to a safe area.
3. Sound warning to school staff.
 - A. Emergency warning and condition signals (entire site.)
 - B. Immediate sheltering action for those exposed to danger.
 - C. All others:
Shelter in place OR move to shelter in safer location if safe to do so.
 - D. Signal instructions.
4. Lock down building, secure areas, monitor situation.
 - A. Exterior doors locked.
 - B. Interior doors locked where possible.
 - C. Staff assigned to secure areas, monitor conditions.
 - D. Recognize and be ready for contingencies.
5. Wait for police.
 - A. Keep responding units updated on situation via 911.
 - B. Assemble witnesses, victims.
 - C. Suggest possible areas for staging, command post, emergency medical, etc.
 - D. Gather key information for law enforcement (see Incident Information Sheet.)
 - E. Maintain event and status log.
6. Stabilize elements of situation if safe to do so.
 - A. Care for injured (safety for those assisting.)
 - B. Direct employees to help where needed.
 - C. Protect crime scene, evidence.
7. Work with police to resolve situation.
 - A. Stay at command post, support incident commander.
 - B. Provide information
 - 1) incident specific
 - 2) site background and resources
 - 3) personal background on all persons involved
 - 4) special staff resources, abilities, training
 - C. Direct all employees

Continued →

- D. Coordinate school response:
 - 1) on-site
 - 2) other locations, staging areas, hospitals, etc.
 - 3) district coordination
- 8. After “All Clear”
 - A. Emergency medical care.
 - B. Account for all students and employees:
 - 1) on-site
 - 2) at hospital or other off-site locations
 - C. Notification, reunification with parents/guardians
 - D. Support law enforcement follow up activities
 - E. Staff debriefing
 - F. Arrange for site security, if necessary
 - G. Work with specialists:
 - 1) Emergency medical/hospitals
 - 2) District Crisis Intervention Team
 - 3) Public Information Officer
 - 4) Facilities clean up and repair support
- 9. Initiate recovery and follow up activities
 - A. Brief staff and provide (access to) support
 - B. Plan for resumption of school (next day plan)
 - C. Arrange for physical plant clean up and repair
 - D. Begin long term recovery planning

INCIDENT INFORMATION SHEET

When calling 911, the police dispatcher will lead you through the necessary questions. These will probably include the following:

- 1. Report information
 - A. Your name and title
 - B. School name
 - C. Street address
 - D. Where you are now
- 2. Nature of situation/problem:
 - A. Describe the problem.
 - B. What is happening now?
 - C. What exactly has happened?
 - D. Are persons injured? How many? How seriously?
 - E. Are weapons or other dangerous items involved? Have shots been fired? How many? Describe weapons.
 - F. Are people in immediate danger now?
 - G. Are there hostages?
- 3. Persons involved: (who, how many, current status and location, pertinent background history, special abilities, relationships, other intervening factors)
 - A. Victims
 - B. Witnesses
 - C. Offenders/perpetrators:
 - 1. Suspect description
 - 2. Vehicle description
 - 3. Direction of travel
 - D. Others

NOTE: STAY ON THE LINE WITH THE 911 OPERATOR. Have eye witnesses wait to talk with police. Use Emergency Procedures Suspect Description Sheet located in the Employee Handbook under “Emergency Procedures” and “Forms.” Continued →

Additional Information for Police Responders:

4. How and where did it happen?
 - A. What location(s) / area(s) are involved?
 - B. How and when did subjects arrive, enter, get noticed?
 - C. What exactly did they do?
 - D. How and when did they leave?
 - E. Where are they now? When last seen, direction of travel.
 - F. What are they doing now?
5. Suspect information: Use Emergency Procedures Suspect Description Sheet located in the Employee Handbook under “Emergency Procedures” and “Forms.”
6. Any contact/communication with subject(s)
 - A. Have threats or demands been made?
 - B. Other warnings.
 - C. Other messages or information communicated.
7. Apparent Motive
 - A. Specific target or object of attack.
 - B. Stated reason or purpose.
 - C. Other reason(s). How do you know?
8. Other pertinent information.
 - A. Any special conditions or areas that police should be aware of when first responding, i.e., unsafe areas.
 - B. Actions of subjects or victims or others.
 - C. On-site staff actions, other response.
 - D. Status of damage, injury.
9. Hostage Information (if applicable - for each person)
 - A. Name
 - B. Sex
 - C. Race
 - D. Age/date of birth
 - E. Height, weight, eye color, hair color/type
 - F. Clothing
 - G. Physical condition
 - H. Photo available

RECOVERY & FOLLOW-UP CHECKLIST

IMMEDIATELY AFTER THE “ALL CLEAR”:

1. Emergency medical care
 - A. (Help) organize triage and medical evacuation
 - B. Assign staff
 1. To assist emergency medical personnel
 2. To track who goes to which hospital
 3. To ride in ambulances
 4. To serve as school contact at the hospital(s)
 - C. Put stick-on labels with the person’s name on victims
2. Account for all students and employees
 - A. Building sweep
 - B. Headcount
 - C. Account for all students and employees:
 1. At evacuation assembly areas
 2. At hospital(s)
 3. At other off-site locations

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3. Notification, unification with parent/guardians
 - A. Orderly and compassionate control of and communication with parents, employee spouses, etc.
 - B. Notice of "O.K."
 1. Reunification/sign-out process
 - C. Notice of injury
 1. Name of hospital
 2. Notice of fatality – usually done by law enforcement
 3. Reunification and sign-out – orderly and secure
4. Trauma counseling and support
 - A. Contact Crisis Intervention Team leader
 - B. Determine immediate stress trauma counseling
 - C. Plan for the following hours, days
 - D. Provide access to counseling resources(s)
 1. All students, employees, and parents
 - E. Grief management plan and counseling if necessary
5. Communications
 - A. Work with Public Information Officers
 1. School district, lead law enforcement agency
 2. Crisis communication policy and plan applies
 - B. Control rumors
 1. Regular, accurate updates via establish or improvised channels.
6. Support law enforcement follow-up activities
 - A. Facilitate police follow-up activities
 1. Crime scene investigation
 2. Interviewing of witnesses, victims, and others
 - B. Help coordinate activities of school staff and police personnel
 1. Crisis intervention team
 2. Police interviews
 3. Custodial/facilities
 - C. Provide staff witnesses, information to police
 1. Assemble staff for debriefing
7. Work with specialist
 - A. School employees under your direction
 - B. District support specialists
 - C. Utilize/coordinate resources available from other organizations
8. Staff briefing
 - A. Tell employees what happened
 - B. Tell employees what is next
 1. Closure period/reopening process
 2. Recover "to do" list
 3. Special schedule
 - C. Answer questions
 - D. Make special assignments
 1. Staff recovery planning/work team
9. Site security
 - A. Arrange for additional site security if necessary
 - B. 24 hour coverage
10. Facilities cleanup and repair
 - A. Make sure physical scene investigation is completed
 - B. Thorough clean up and repair
 1. All traces of the event
 2. As soon as possible.

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11. Develop a long term recovery plan with staff, crisis intervention team, and others.
12. Brief employees regularly in the hours and days following a serious incident.
13. Make sure employees have full and easy access to stress counseling support.
14. Participate in incident follow up critique and prepare an “after action report” that includes recommended improvements to emergency plans.
15. Follow up on recommendations, share information with other schools.