

CRISIS MANAGEMENT PLAN

STEPS FOR SCHOOLS TO TAKE IN A CRISIS

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Evacuation Codes

The level of evacuation recommended is listed in each of the following sections. This page describes each code and how it should be applied.

Possible Lockdown	Classroom Evacuation	Possible Early Closure	Campus Evacuation
<ul style="list-style-type: none"> • Weapon • Shooting • Unauthorized Visitor • Trespassing • Disturbances 	<ul style="list-style-type: none"> • Fire • Bomb • Earthquake • Explosion 	<ul style="list-style-type: none"> • Inclement Weather • Electrical Storm • Power Failure • Volcanic Activity 	<ul style="list-style-type: none"> • Toxic Spill • Tsunami

Lockdown Procedures

- Determination of imminent danger
- Announce "signal words"* declaring lockdown
- Detain all students in class
- Secure classroom by locking doors, closing windows/shades and turning off lights
- Ask students to lie on the floor away from windows and doors
- No one allowed to leave the room
- Remain in lockdown until released by someone in authority

Evacuation Procedures

All students and staff transported a safe distance from campus to a prearranged "safe" area by bus if possible, if not, by foot.

* Signal words are designated words/word used to initiate lockdown procedure by staff without alarming students.

Evacuation Codes

Assault/Fighting

Assault: Violence or threat of physical harm to staff, students or other persons not involving a dangerous weapon, deadly weapon or firearm.

Evacuation Code: Not Applicable

	Task	Person Responding	Done?
1	Approach in a calm, controlled manner addressing the combatants by name, if possible.		
2	Control the scene. Demand that the combatants stop. Obtain witnesses.		
3	Escort the combatants to the office area keeping them isolated from each other and other students.		
4	Notify administration.		



Administrative follow-up

	Task	Person Responsible	Done?
1	Obtain written statements from combatants and witnesses.		
2	Pursue appropriate disciplinary steps.		
3	Notify parents.		
4	Notify law enforcement, if applicable.		

Related district policies: EBBA - First Aid; EBBB - Accident/Incident Reports; EBC/EBCA - Emergency Procedures and Disaster Plans; JFCF - Hazing/Harassment/Menacing; JFCJ - Weapons in the Schools; JFG - Student Searches; JFI - Student Demonstrations and Petitions; JG - Student Discipline; JGD - Suspension; JGDA/JGEA-AR - Special Education-Discipline; JGE - Expulsion, JHHA - Crisis Prevention and Response; JOD - Media Access to Students.



Resource
Numbers

541-367-7126
Administration

9-911
Police

9-911
Ambulance

Assault/Fighting

Bomb Threat

Bomb Threat: Receipt of a verbal or written threat of a bomb or discovery of a suspicious device.

Evacuation Code: Classroom Evacuation

	Task	Person Responding	Done?
1	Record exactly what the caller says. Attempt to obtain exact wording. Activate caller ID when applicable.		
2	Ask the caller: 1. What time is the bomb set to detonate? 2. Where is it located? 3. Is it visible? Hidden? 4. What kind of bomb is it? 5. What does it look like? 6. Why was it placed in the school? 7. How did it get in the school?		
3	Note the caller as to accent, age, sex, background noise, mental state, etc.		
4	Notify administration.*		

* If a suspicious device is observed by a student or staff member, contact administration immediately. Do **not** attempt to move the device.



Administrative follow-up

	Task	Person Responsible	Done?
1	Initiate alarm.		
2	Notify superintendent who will contact appropriate agencies.		
3	Search evacuation site for possible second device.		

Related district policies:

(OSBA coding system)

EBC/EBCA - Emergency Procedures and Disaster Plans; JFCJ - Weapons in the Schools; JFG - Student Searches; JFG-AR - Student Searches; JG - Student Discipline; JGD - Suspension; JGE - Expulsion; JHHA - Crisis Prevention and Response; JOD - Media Access to Students



Resource Numbers

541-367-7126
Administration

9-911
Police

9-911
Ambulance

503-934-0243
Bomb Squad

Bomb Threat

Child Abuse

Child Abuse: School employees having reasonable cause to believe that any child with whom the employee comes in contact has suffered abuse, or that any person with whom the employee comes in contact has abused a child, shall orally report or cause an oral report to be immediately made by telephone or otherwise to the local office of Services to Children and Families or to a law enforcement agency within the county where the person making the report is at the time of his/her contact.

Evacuation Code: Not Applicable

"Child" is defined as any unmarried person under the age of 18. "Child Abuse" categories include: (a) physical; (b) neglect; (c) mental injury; (d) threat of harm; or (e) sexual abuse and sexual exploitation.

	Task	Person Responding	Done?
1	Inform Services to Children and Families or law enforcement.		
2	Contact supervisor, building principal or superintendent.		
3	Do not notify parents!		

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Administrative follow-up

	Task	Person Responsible	Done?
1	Confirm notification of required agencies.		
2	Be certain proper procedures are followed (i.e., confidentiality and student interview by outside agencies).		

Related district policies: EBC/EBCA - Emergency Procedures and Disaster Plans; JHFE - Reporting of Suspected Child Abuse; JHFE-AR - Reporting of Suspected Child Abuse.

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541-967-2026
DHS

9-911
Police

541-367-7126
Administration

Child Abuse

Disturbances

Disturbances and Demonstrations: An event that has the potential to disrupt school activities or cause damage.

Evacuation Code: Possible Lockdown

Task	Person Responding	Done?
1 Notify administration.		

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Task	Person Responsible	Done?
1 Ask demonstrators to disperse.		
2 Issue letter of no trespass if appropriate.		
3 Notify law enforcement if appropriate.		
4 Do not attempt to negotiate any demands made by the demonstrators.		
5 Prepare news media release with superintendent if appropriate.		
6 Initiate lockdown, if appropriate.		

Administrative follow-up

Related district policies:

(OSBA coding system)

EBC/EBCA - Emergency Procedures and Disaster Plans; JFCEA – Secret Societies – Gangs; JFG – Student Searches; JFI – Student Demonstrations and Petitions; KGB – Public Conduct on District Property, KJA – Materials Distribution.

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Resource Numbers

541-367-7126
Administration

9-911
Police

Disturbances

Earthquake

Earthquake: Will strike without warning; appropriate emergency procedures must be initiated immediately.

Evacuation Code: Classroom Evacuation

Task	Person Responding	Done?
IF INDOORS		
1	Instruct students in proper earthquake procedures, duck, cover and hold (i.e. drop to crouched position, head down, hands clasped behind head with back toward windows, under tables and away from bookshelves and cabinets.	
2	Wait until tremors cease.	
3	Evaluate situation and implement evacuation procedures if necessary. If required, evacuate to preassigned assembly area at least 100 feet from the building. Take grade book and check class roster immediately, reporting any missing students to the administration.	
4	Supervise students until they can safely return or other administrative direction is given.	
IF OUTDOORS		
1	Move away from any buildings to open space avoiding trees, poles and any overhead wires.	
2	Wait for tremors to cease.	
3	Evaluate situation and either await reentry signal or evacuate to preassigned assembly area.	
4	Supervise students until they can safely return or other administrative direction is given.	



Administrative follow-up

Task	Person Responsible	Done?
1	Assess possible injuries and damage to building.	
2	Maintain communications with superintendent as to possible early closure.	

Related district policies:

EBBA - First Aid; EBBA-AR - Infection Control; EBBB - Accident/Incident Reports; EBC/EBCA - Emergency Procedures and Disaster Plans; EBCD - Emergency Closures; JHHA - Crisis Prevention and Response; KBCA - News Releases.



Resource
Numbers

541-367-7126
Administration

9-911
Police

9-911
Fire

Earthquake

Electrical Storms

Electrical storms: Although not typical of most regions in Oregon, electrical storms are potentially lethal and can pose a very real threat to students and staff.

Evacuation Code: Possible Early Closure

	Task	Person Responding	Done?
1	Remain indoors as storm develops, if outdoors, seek indoor shelter.		
2	Avoid contact with electrical switches, drinking fountains, water pipes or any electrical equipment.		
3	Turn off and unplug computers, turn off any natural gas in anticipation of possible power outage.		



	Task	Person Responsible	Done?
Administrative follow-up	1 Survey building, confirming that proper procedures are being followed.		

Related district policies: EBC/EBCA - Emergency Procedures and Disaster Plans; EBCD - Emergency Closures; JHHA - Crisis Prevention and Response; KBCA - News Releases.



Resource Numbers

877-548-3768
Power Company

9-911
Fire

541-367-7126
Administration

Electrical Storms

Emergency Release of Students

Emergency Release of Students: Request for any individual student to leave classroom without prior office approval.

Evacuation Code: Not Applicable

	Task	Person Responding	Done?
1	Refer all requests for release of individual students to the office.		
2	If an unauthorized or unknown person, note appearance or any other identifying information.		
3	Notify administration.		

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	Task	Person Responsible	Done?
Administrative follow-up	1	Confirm authenticity of request.	
	2	Insist upon identification if person is there to pick up the student.	
	3	Require a written release and driver license number.	
	4	Confer with superintendent if necessary.	
	5	Note vehicle's license number/appearance, etc.	
	6	Call 911 if deemed appropriate.	

Related district policies: EBC/EBCA - Emergency Procedures and Disaster Plans; GBH/JECAC - Staff/Student/Parent Relations; JEDB - Student Dismissal Precautions; JHFA - Supervision of Students; JHHA - Crisis Prevention and Response.

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Resource Numbers

9-911

Police

541-367-7126

Administration

Emergency Release of Students

Explosion

Explosion: The release of mechanical, chemical or nuclear energy in a sudden and violent manner.

Evacuation Code: Classroom Evacuation

	Task	Person Responding	Done?
1	Assess immediate injuries. Use serious illness/injury section of this booklet, if appropriate.		
2	Follow evacuation procedures and/or activate alarm system. Leave classroom door unlocked and open. Take grade book and check class roster immediately, reporting any missing students to the administration when first arriving in the evacuation area.		
3	Notify administration.		



	Task	Person Responsible	Done?
Administrative follow-up	1	Secure treatment for any injured persons and call 911 .	
	2	Monitor evacuation.	
	3	Notify superintendent.	
	4	Meet with fire and police officials upon arrival.	

Related district policies: EBBA - First Aid; EBBA-AR - First Aid-Infection Control; EBBB - Accident/ Incident Reports; EBC/EBCA - Emergency Procedures and Disaster Plans; EBCC - Hazardous Threats; EBCD - Emergency Closures; JHHA - Crisis Prevention and Response; KBCA - News Releases



9-911
Police

541-367-7126
Administration

9-911
Ambulance

9-911
Bomb Squad

9-911
Fire

Explosion

Extortion/Coercion

Extortion/Coercion: Obtaining money or property by violence or threat of violence, or forcing someone to do something against his/her will by force or threat of force.

Evacuation Code: Not Applicable

	Task	Person Responding	Done?
1	Escort witnesses and victim to office.		
2	Notify administration of incident.		

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	Task	Person Responsible	Done?
Administrative follow-up	1	Obtain written statement from victim and witnesses.	
	2	Initiate investigation of incident.	
	3	Pursue appropriate disciplinary action.	
	4	Notify parents.	
	5	Notify law enforcement, if appropriate.	

Related district policies: JFC - Student Conduct; JFCF - Hazing/Harassment/Menacing; JFG - Student Searches; JG - Student Discipline; JGD - Suspension; JGDA/JGEA - Discipline of Disabled Students; JGDA/JGEA-AR - Special Education - Discipline; JGE - Expulsion; JHHA - Crisis Prevention and Response

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Resource Numbers	9-911	9-911	541-367-7126
	Police	Ambulance	Administration

Extortion/Coercion

Fire

Fire: Arson is the intentional setting of fires but schools are also subject to accidental fires caused by faulty wiring, improper chemical storage or mishandling of combustible materials.

Evacuation Code: Classroom Evacuation

	Task	Person Responding	Done?
1	Follow Evacuation procedures and/or activate alarm system. Close classroom windows and leave classroom door unlocked. Take grade book and check class roster immediately reporting any missing students to the administration when first arriving in the evacuation area. Evacuation area is to be no less than 100 feet from the building.		
2	Call 911 and notify administration.		
3	Supervise students in evacuation area.		
4	Wait for administrative decision as to re-entry or early closure.		



Administrative follow-up

	Task	Person Responsible	Done?
1	Initiate building check utilizing building fire response team.		
2	Attempt to determine both location and cause of fire.		
3	Determine if there are any injuries.		
4	Notify superintendent.		
5	Meet with fire officials upon arrival.		
6	Report all fires regardless of size and prior to all custodial cleanup.		

Related district policies:

EBBA - First Aid; EBBA-AR - First Aid-Infection Control; EBBB - Accident/ Incident Reports; EBC/EBCA - Emergency Procedures and Disaster Plans; EBCD - Emergency Closures; JHHA - Crisis Prevention and Response; KBCA - News Releases.



Resource Numbers	9-911 Fire	9-911 Police	9-911 Ambulance
	541-367-7126 Administration		

Fire

Hazardous Materials Spill

Hazardous Materials Spill: Hazardous materials include poisons, fertilizers, biological contaminants, explosives and other corrosive materials which have the potential of becoming a hazard in the immediate vicinity of the school.

Evacuation Code: Campus Evacuation

	Task	Person Responding	Done?
1	Notify administration and provide medical assistance, as appropriate.		
2	Follow administrative directive.		



Administrative follow-up

	Task	Person Responsible	Done?
1	Seek treatment for any student or staff exposed either through: (1) Inhalation; (2) skin exposure; (3) swallowing; or (4) eye exposure.		
2	Determine location, quantity and concentration of exposure; evacuate students as necessary.		
3	If evacuated, instruct staff to take grade book; check class roster immediately reporting missing students to the administration.		
4	Call 911 .		
5	Notify superintendent.		

Related district policies: EBC/EBCA - Emergency Procedures and Disaster Plans; EBCC - Hazardous Threats; EBCD - Emergency Closures; JHHA - Crisis Prevention and Response; KBCA - News Releases.



Resource Numbers

9-911
Fire

9-911
Police

503-229-5696
Hazardous
Waste Management

Hazardous Materials Spill

Inclement Weather

Inclement Weather: Periodically, inclement weather develops which may necessitate the initiation of emergency procedures and/or early school closure.

Evacuation Code: Possible Early Closure

Task	Person Responding	Done?
WINDSTORMS		
1	Turn off and unplug computers; turn off any natural gas in anticipation of possible power outage.	
2	No open flame, candles, matches or lighters should be used for temporary lighting if outage occurs.	
3	Keep students indoors in rooms opposite the windward side of the building. Use lower floors, interior halls and basements for students whenever possible.	
4.	Await decision of possible early dismissal by administrator or designee.	
SNOW/ICE STORM		
1	Turn off and unplug computers; turn off any natural gas in anticipation of possible power outage.	
2	No open flame, candles, matches or lighters should be used for temporary lighting if outage occurs.	
3	Keep students indoors.	
4	Await decision of possible early dismissal by administrator or designee.	



Administrative follow-up

Task	Person Responsible	Done?
1	Survey building to confirm that proper procedures are being followed.	
2	Monitor weather via the radio.	
3	Maintain communications with superintendent as to possible early closure.	
4	Notify media, parents of early closure.	

Related district policies: EBC/EBCA - Emergency Procedures and Disaster Plans; EBCD - Emergency Closures



Resource Numbers

9-911

Fire

9-911

Police

888-221-7070

Power Company

541-367-5115

Radio Station

541-367-7126

Administration

Inclement Weather

Power Failure

Power Failure: Often more of an inconvenience, a power outage can pose serious safety considerations if not addressed appropriately.

Evacuation Code: Possible Early Closure

	Task	Person Responding	Done?
1	Students are to remain seated and stationary in classroom until power is restored or until released by an administrator.		
2	No open flame , candles, matches, candles or cigarette lighters should be used.		
3	Notify main office of outage.		



Administrative follow-up

	Task	Person Responsible	Done?
1	Survey building to confirm that proper procedures are being followed.		
2	Notify superintendent who will alert transportation department of possible early closure.		

Related district policies:

EBC/EBCA - Emergency Procedures and Disaster Plans; EBCD - Emergency Closures; JHHA - Crisis Prevention and Response; KBCA - News Releases



Resource Numbers

9-911
Police

9-911
Fire

9-911
Ambulance

541-367-7126
Administration

Power Failure

Serious Illness/Injury

Serious Illness/Injury: Injury or illness can happen at any time without prior warning or symptoms and must be dealt with swiftly and appropriately.

Evacuation Code: Not Applicable

	Task	Person Responding	Done?
1	Contact first aid provider immediately, if possible.		
2	Notify parents.		
3	Notify superintendent.		
4	Inform staff and students, if appropriate.		
5	Prepare news media release with superintendent, if appropriate.		
6	Complete accident form.		



Administrative follow-up

	Task	Person Responsible	Done?
1	Assess safety status of accident scene.		
2	Notify parents.		
3	Notify superintendent.		
4	Inform staff and students, if appropriate.		
5	Prepare news media release with superintendent, if appropriate.		
6	Complete accident form.		

Related district policies:

EBBA - First Aid; EBBA-AR - First Aid-Infection Control; EBBB - Accident/ Incident Reports; EBBC - Resuscitation; EBC/EBCA - Emergency Procedures and Disaster Plans; JHHA - Crisis Prevention and Response; KBCA - News Releases



Resource Numbers	9-911 Ambulance	9-911 Police	9-911 Fire
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Serious Illness/Injury

Shooting

Shooting: The discharge of any firearm in or in the direction of a school building or district property.

Evacuation Code: Possible Lockdown

Task	Person Responding	Done?
1 Call 911 and care for the injured as safely as possible.		
2 Assist students/staff in evacuation from immediate danger to safe area.		
3 Notify administration.		
4 At all times attend to personal safety.		



Administrative follow-up

Task	Person Responsible	Done?
1 Assess situation as to: a. shooter's location b. injuries c. potential for additional shooting		
2 Initiate lockdown, if appropriate.		
3 Secure medical attention for injured.		
4 Ensure staff, students are safely evacuated and isolated from shooter.		
5 Notify superintendent.		
6 Meet with law enforcement upon arrival.		
7 Designate spokesperson to deal with news media at scene.		
8 Meet with superintendent to prepare news/information release.		
9 Prepare parent letter.		
10 Hold information meeting for staff.		
11 Initiate grief counseling plan.		

* Defer all management decisions to law enforcement upon arrival.

Related district policies: EBBA - First Aid; EBBA-AR - First Aid-Infection Control; EBBB - Accident/ Incident Reports; EBC/EBCA - Emergency Procedures and Disaster Plans; JFCJ - Weapons in the Schools; JFG - Student Searches; JGD - Suspensions; JGE - Expulsions; JHHA - Crisis Prevention and Response; JOD - Media Access to Students; KBCA - News Release; KN - Relations with Law Enforcement Agencies; KN-AR - Relations with Law Enforcement Agencies



Resource Numbers

9-911
Police

9-911
Ambulance

541-367-7126
Administration

Shooting

Suicide

Suicide: Threat or attempt to take one's life.

Evacuation Code: Not Applicable

	Task	Person Responding	Done?
1	Intervene as appropriate prior to attempted suicide.		
2	Prevent students, if possible, from witnessing a traumatic event.		
3	Notify administration.		
4	Remain calm and reassure students.		



Administrative follow-up

	Task	Person Responsible	Done?
1	Call 911 .		
2	Notify superintendent.		
3	Call school nurse and school counselor.		
4	Notify parents, staff.		
5	Refer news media to superintendent.		
6	Initiate grief counseling plan.		

Related district policies:

EBBB - Accident/Incident Reports; EBC/EBCA - Emergency Procedures and Disaster Plans; JFG - Student Searches; JHH - Student Welfare-Suicide; JHHA - Crisis Prevention and Response; KBCA - News Releases



Resource Numbers

9-911

Police

9-911

Ambulance

541-367-7126

Administration

800-560-5535

Suicide Hot Line

Suicide

Trespassing

Trespassing: Entering or unlawfully remaining in a school building or a restricted portion of the school grounds.

Evacuation Code: Possible Lockdown

	Task	Person Responding	Done?
1	Ask unauthorized visitor to identify himself/herself.		
2	Escort any unauthorized visitor to the office.		
3	Notify administration if the unauthorized visitor refuses to comply.		



Administrative follow-up

	Task	Person Responsible	Done?
1	Ask the unauthorized visitor his/her purpose and if not on lawful business, ask him/her to leave.		
2	If the unauthorized visitor refuses or is a repeat offender, call 911 and provide police with necessary information; issue a letter of no trespass to be followed by a certified letter of no trespass.		
3	If possible, monitor the unauthorized individual leaving campus.		
4	Inform staff, the district office and other district buildings, if appropriate.		

Related district policies:

EBC/EBCA - Emergency Procedures and Disaster Plans; GBH/JECAC - Staff/Student/Parent Relations; JEFA - Closed Campus/Open Campus; JHHA - Crisis Prevention and Response; KGB - Public Conduct on District Property; KK - Visitors to District Facilities



Resource
Numbers

541-367-7126
Administration

9-911
Police

Trespassing

Tsunami

Tsunami (Tidal Wave): Based on Oregon's coastal exposure and the possibility of offshore earthquakes, Oregon's coastal schools are vulnerable.

Evacuation Code: Campus Evacuation

Task	Person Responding	Done?
1 Upon notification or warning of a tsunami, evacuate all staff and students to designated "higher ground".		
2 In the event of an earthquake, duck, cover and hold. (i.e., drop to crouched position, head down, hands clasped behind head, with back toward windows, under tables and away from bookshelves and cabinets).		
3 When tremors cease, evacuate immediately to designated "higher ground". Staff are to take grade books and check class roster immediately reporting any missing students to the administration.		
4 Await administrative direction.		



Administrative follow-up

Task	Person Responsible	Done?
1 Initiate appropriate emergency alarm.		
2 Monitor evacuation.		
3 Gather attendance information.		
4 Activate emergency transportation plan.		
5 Assess possible injuries and damage to buildings.		
6 Designate administration to deal with news media at scene, depending on severity of damage.		

Related district policies:

EBBA - First Aid; EBBA-AR - First Aid-Infection Control; EBB - Accident/Incident Reports; EBC/EBCA - Emergency Procedures and Disaster Plans; EBCD - Emergency closures; JHHA - Crisis Prevention and Response; KBCA - News Releases



Resource Numbers

541-367-7126 Administration	9-911 Police	9-911 Ambulance
503-378-2911 Oregon Emergency Management Office	800-621-3362 Federal Emergency Management Agency	

Tsunami

Unauthorized Visitor

Unauthorized Visitor: Any unauthorized visitor or unknown person on district grounds.

Evacuation Code: Possible Lockdown

	Task	Person Responding	Done?
1	Keep students in room or return to room if not already there.		
2	Notify office of suspected unauthorized visitor and give description.		
3	Follow administrative directive.		



Administrative follow-up

	Task	Person Responsible	Done?
1	Attempt to obtain identity and purpose of unauthorized visitor.		
2	Call 911 .		
3	Notify superintendent.		
4	Initiate lockdown process, if appropriate.		
5	Provide police with necessary information.		
6	Meet with superintendent to prepare news/information release to staff, students, parents, community and news media, if appropriate.		

Related district policies:

EBC/EBCA - Emergency Procedures and Disaster Plans; GBH/JECAC - Staff/Student/Parent Relations; JFCJ - Weapons in the Schools; JHHA - Crisis Prevention and Response; KBCA - News Releases; KGB - Public Conduct on District Property; KK - Visitors to District Facilities



Resource Numbers

9-911
Police

541-367-7126
Administration

Unauthorized Visitor

Volcanic Activity

Volcanic Activity: Because Oregon is in the Pacific Rim region, sudden unforeseen volcanic activity remains a very real risk to staff and students.

Evacuation Code: Possible Early Closure

	Task	Person Responding	Done?
1	Stay indoors keeping all windows and doors closed.		
2	If outdoors, seek shelter indoors.		
3	Cover mouth with a damp cloth if it becomes necessary to venture out.		
4	Emergency closure decisions will be made by an administrator.		

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	Task	Person Responsible	Done?
Administrative follow-up	1 Survey building to confirm proper procedures are being followed if survey can be done safely.		
	2 Maintain communications with superintendent for updates and possible early closure.		

Related district policies: EBC/EBCA - Emergency Procedures and Disaster Plans; EBCD - Emergency Closures; JHHA - Crisis Prevention and Response Plan

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Resource Numbers	9-911 Police	9-911 Fire	9-911 Ambulance
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Volcanic Activity

Weapons

Weapons: A dangerous weapon, deadly weapon or firearm as defined by state and federal law includes, but is not limited to, firearms, knives, metal knuckles, straight razors, noxious irritating or poisonous gases, poisons, other items fashioned with the intent to sell, use, harm, threaten or harass students, staff, parents or patrons.

Evacuation Code: Possible Lockdown

	Task	Person Responding	Done?
1	Evacuate staff, students in immediate danger.		
2	Call 911.		
3	Notify administration.		



Administrative follow-up

	Task	Person Responsible	Done?
1	Confirm 911 has been called.		
2	Initiate lockdown, if appropriate.		
3	Share information with law enforcement upon arrival.		
4	Prepare news media statement with superintendent.		
5	Inform students, staff, district office and other district buildings, as appropriate.		
6	Prepare parent letter.		

Related district policies:

EBC/EBCA - Emergency Procedures and Disaster Plans; JFC - Student Conduct; JFCEA - Secret Societies-Gangs; JFCJ - Weapons in the Schools; JFG - Student Searches; JGD - Suspension; JGDA/JGEA - Discipline of Disabled Students; JGDA/JGEA-AR - Special Education-Discipline; JGE - Expulsion; JOD - Media Access to Students; KBCA - News Releases; KGB - Public Conduct on District Property; KN - Relations with Law Enforcement Agencies; KN-AR - Relations with Law Enforcement Agencies



Resource
Numbers

9-911
Police

541-367-7126
Administration

Weapons

Resource Information

Qualified first aid providers for the building:

Qualified FIRST AID providers for the building:

Qualified BEE STING providers for the building:
