

# EMERGENCY Safety Guide



 **i love u guys**  
FOUNDATION



Updated 7/2018

West Linn-Wilsonville School District

**This Emergency Safety Guide provides employees with information on how to respond in a variety of emergencies, including:**

1. Steps to report an emergency.
2. Specific actions to be taken for each emergency type.
3. Evacuation procedures.

Following these procedures will help provide safety and protection for those on the premises of West Linn-Wilsonville campuses and leased properties.

The Emergency Safety Guide should be placed in a prominent place in all district facilities where they are accessible to everyone in the event of an emergency. These safety guides are located in most school offices and classrooms, along with a building map showing evacuation routes.

Familiarize yourself with this Emergency Safety Guide. In the event of an emergency, it will serve as a quick reference for effective action.

All questions relative to this guide should be directed to the West Linn-Wilsonville School District Safety Committee.

**The emergency response number is 911. When reporting an emergency, remain calm and:**

1. Say if you or others are injured and require medical attention.
2. Give your location, what happened (who, what, when, where).
3. Describe person(s) involved and the property involved.

The West Linn-Wilsonville School District contracts two School Resource Officers from the West Linn Police Department and from the Clackamas County Sheriff's Office. School Resource Officers play vital roles in potential emergency situations. In emergency situations, PRINCIPALS contact school resource officers in addition to 911.

## **LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.**

### **Students**

- Move away from sight.
- Maintain silence.
- Silence cellphones.

### **Staff**

- Lock classroom doors.
- Lights out.
- Move away from sight.
- Wait for first responders to open doors.
- Maintain silence.
- Silence cellphones.
- Take roll, account for all students.

**Students/staff with disabilities** should be given assistance to get out of sight.

**Lockdown** is called when there is a threat or hazard inside the building. From domestic violence incidents to intruders to active shooters, Lockdown uses room security to protect students and staff from an immediate threat. In the event of a Lockdown, students, staff and volunteers remain in locked classrooms while entrances remain open for emergency personnel and law enforcement to clear the building.



**In compliance with ORS 336.071**

**LOCKDOWN**

## **LOCKOUT! SECURE THE PERIMETER.**

### **Students**

- Return inside.
- Business as usual.

### **Staff**

- Bring everyone indoors.
- Lock perimeter doors.
- Increase situational awareness.
- Business as usual.
- Take roll, account for all students.

**Lockout** is called when there is a threat or hazard outside of the school. Whether it's due to violence or criminal activity in the immediate neighborhood or a dangerous animal in the vicinity, Lockout uses the security of the physical facility to act as protection. The building's perimeter doors are secured and locked while the school day continues as usual.



**In compliance with ORS 336.071**

**LOCKOUT**

## SHELTER!

**Shelter** is called when the need for personal protection is necessary. Shelter conditions include spontaneous events such as Technological Accidents, Hazardous Material spills internal and external to school property, transportation accidents in the general vicinity of District property, and Natural Hazards such as a tornado, earthquake, or flash flooding.

### **Students:**

1. **Follow** directions from staff and proceed to designated shelter areas.

### **Staff:**

1. Clear the halls of students and staff immediately and report to the nearest available classroom or other designated shelter area.
2. Assist those with special needs accommodations.
3. Take attendance and report any missing or extra students to building administration.
4. Do not allow anyone to leave the classroom or shelter area.
5. If there appears to be air contamination within the shelter area, place a wet handkerchief or wet paper towel over the nose and mouth for temporary respiratory protection if sheltering-in-place because of a chemical release.
6. Seal the gap between the bottom of the door if sheltering-in-place because all evacuation routes are blocked.
7. Open or close windows as appropriate.
8. Limit movement and talking.
9. Communicate your situation to administration or emergency officials by whatever means possible.
10. Stay away from all doors and windows.
11. Wait for instructions.



**In compliance with ORS 336.071**

SHELTER

## EVACUATE!

**Evacuation** is called when there is a need to move students and staff from one location to another. Students and staff should be prepared to follow specific instructions given by first responders. All building evacuations will occur when a fire alarm sounds continuously and/or upon notification by district staff.

### Students

1. **Bring** your phone.
2. **Leave** your stuff behind.
3. **Follow** instructions.
4. **Form** a single line.
5. **Show** your hands.

### Staff

1. **Take** class roster.
2. Office staff **take** emergency go-kit and emergency radios.
3. **Take** the closest and safest way out as posted or announced.
4. **Use** a secondary route if the primary route is blocked or hazardous.
5. **Provide** assistance to students who need help with evacuating.
6. **Do not** lock classroom doors when leaving.
7. **Do not** stop for student or staff belongings.
8. **Go** to assembly area.
9. **Take roll** and account for all students.
10. **Immediately report** any missing, extra, or injured students to building administration.
11. **Wait** for additional instructions.



In compliance with ORS 336.071

EVACUATION

## BOMB THREAT

### Bomb threats by phone:

1. **Remain** calm and ask:
  - Where is the bomb?
  - When will it go off?
  - Who are you?
  - Why are you doing this?
2. Immediately **alert** your principal or supervisor who will contact the School Resource Officer.
3. **Call** 911 and give your name, location and telephone number, information you have acquired, and date/time of the call.
4. Be prepared to **evacuate** as directed by authorities.

DO NOT ACTIVATE ELECTRONIC DEVICES. Radios and cellphones could cause a device to detonate.

### Bomb threats by mail:

**Characteristics to look for in a letter bomb:** No return address, restrictive markings (“confidential,” “personal”), excessive postage, badly typed or written address, rigid or bulky, misspelled words, addressed to title only, mailed from a foreign country.

**Suspicious package:** If you spot a suspicious object or package (e.g., strange odor, protruding wires, oily stains on wrapper, no return address, lopsided, wrong title with name, foreign mail, air mail or special delivery, excessive tape), report it immediately. **DO NOT TOUCH IT, TAMPER WITH IT OR MOVE IT.**

**All communication** to parents and community regarding any bomb threat will be the responsibility of school administration.



In compliance with ORS 336.071

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, must immediately report by phone or otherwise to the Clackamas County Department of Human Services or to a law enforcement agency within Clackamas County. It's important to remember that public employees are mandatory reporters.

Protocol for Teacher or Supervising Adult:

1. Immediately **Report** to the Clackamas County Department of Human Services, 971-673-7112, or law enforcement.
2. **Complete** the written report located on the district website, and turn it in to your principal or immediate supervisor.
3. **Do not** notify parents. Let the authorities deal with the report.
4. **Maintain** confidentiality.

In compliance with ORS 419B.007

CHILD ABUSE



# EARTHQUAKE

## During an earthquake: Drop, Cover, Hold

### If indoors:

- Stay there.
- Get under a desk, heavy table or stand in a corner away from windows and outside walls.
- Do not use elevators.
- If you use a wheelchair; **lock** your wheels and remain seated until the shaking stops.
- Always **protect** your head and neck with your arms, a pillow, a book, or whatever is available.

### If outdoors:

- Get into an open area away from trees, buildings, walls, vehicles and powerlines/transformers.

## After the earthquake: Basic procedures

1. Following the initial shock, follow **evacuation** procedures. **Prepare** for after-shocks.
2. **Follow** medical emergency procedures as necessary.



In compliance with ORS 336.071

EARTHQUAKE

## HAZARDOUS SPILL

1. **Close** the door to the room with the leak/spill.
2. **Alert** administration of the spill and to call 911.
3. **Follow** evacuation procedures.
4. Emergency responders will **isolate** the hazard to keep others from entering the area.

## EXPLOSION

1. **Assess** immediate injuries.
2. **Alert** district administration to call 911.
3. **Follow** evacuation procedures.



In compliance with ORS 336.071

HAZARDOUS SPILL OR EXPLOSION

## FIRE EMERGENCIES

### Basic response procedure:

In a fire, students and staff will evacuate the building. Follow evacuation procedures and be prepared to follow specific instructions given by first responders. All building evacuations will occur when a fire alarm sounds continuously and/or upon notification by district staff.

### Students

1. **Bring** your phone.
2. **Leave** your stuff behind.
3. **Follow** instructions.
4. **Form** a single line.
5. **DO NOT** use the elevator.

### Staff

1. **Take** class roster.
2. Office Staff **take** emergency go-kit and emergency radio.
3. **Take** the closest and safest way out as posted or announced.
4. **Use** a secondary route if the primary route is blocked or hazardous.
5. **Provide** assistance to students who need help with evacuating.
6. **Do not** lock classroom doors when leaving.
7. **Do not** stop for student or staff belongings.
8. **Go** to assembly area.
9. **Take roll** and account for all students.
10. **Immediately report** any missing, extra, or injured students to building administration.
11. **Wait** for additional instructions.



In compliance with ORS 336.071

FIRE EMERGENCIES

## MEDICAL EMERGENCIES — FIRST AID

### Response procedures:

1. **Activate** the Emergency Response Team (ERT) by calling the school office.
2. **Call** 911 but do not leave patient unattended. Give your name, location of victim(s), nature, and severity of the medical problem, if possible.
3. **Maintain** airway and administer CPR if necessary.
4. **Immobilize** if it is a head or neck injury.
5. **Do not** move the victim unless an immediate emergency situation dictates evacuation.
6. **Control** bleeding and shock.
7. **Check** for medical tags.
8. **Stay** with patient until emergency responders take over.

**Note:** All buildings are equipped with Automated External Defibrillators (AEDs) and should be used if needed. First aid kits are accessible from the school office.

## STUDENT WALKOUTS/DEMONSTRATIONS

**Student Walkouts or Demonstrations** are defined as “the act of walking out (of a meeting or organization) as a sign of protest.” Students have a right to peacefully protest. Most walkouts are known in advance, providing an opportunity to work with students to ensure safety or create an alternative form of expression. Administrators will minimize potential flash points where more students may join. The principal will stay in communication with the assistant superintendent.

### Staff

#### Action Steps DURING a student walkout or demonstration:

1. **Teachers** remain in classroom and continue teaching.
2. **Designated Staff** form safe and secure perimeter around location of student walkout or demonstration.
3. **Keep** positive relationships with students at all times.
4. **Ensure** the safety of students.
5. **Maintain** your designated role unless delegated otherwise by administration.

#### Action Steps for AFTER a student walkout or demonstration:

1. **Ensure** students are back in building. Any students remaining outside should be supervised.
2. **Take** attendance.
3. **Continue** school day.
4. **Administration** will maintain communication with assistant superintendent throughout a walkout or demonstration and is responsible with informing parents and families afterwards.



In compliance with ORS 336.477

STUDENT WALKOUT/DEMONSTRATION

## UNAUTHORIZED VISITOR

While we welcome and invite visitors and volunteers at our schools, we also need to ensure safety, security, and a distraction-free learning environment for our staff and students at all times. An **Unauthorized Visitor** is any person who enters a school and who does not receive authorization through proper check-in protocol at the school office. All volunteers and visitors are approved by office staff, and must wear an identification badge at all times.

If Staff encounter an unauthorized visitor they should use the following protocol:

**Staff:**

1. Respectfully **ask** unauthorized visitor to identify himself/herself.
2. **Direct** him/her to the office.
3. **Make** immediate follow-up contact with the office, if appropriate.
4. **Assess** situation for danger.

**If necessary**, administration may contact authorities or initiate a lockdown.

## UTILITY FAILURES

### Emergency reporting

All utility failures, call the operations department at 503-673-7995.

- Natural gas leak or odor of gas.
- Electrical power failure.
- Water failure or leaks.
- Elevator failure.

### Procedures:

1. In the event of a major utility failure during regular working hours, **call** the Operations Department at 503-673-7995.
2. If there is a major gas leak:
  - **DO NOT** ACTIVATE FIRE ALARMS.
  - **Alert** principal or district administrator.
  - **Call** 911 and evacuate.
3. **Wait** for additional instructions.