

LOGOS CHARTER SCHOOL

GENERAL INFORMATION AND ADMINISTRATIVE PROCEDURES

Procedure: EMERGENCY OPERATIONS PLAN (EOP)

Purpose: It is the purpose of this procedure to identify the types of emergency which may occur on campus(s) and to describe the steps to take in each emergency.

# EMERGENCY OPERATIONS PLAN

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**1. INTRODUCTION**

Logos Charter School Emergency Operations Plan (EOP) includes:

- 1) This online document, for quick reference and general information; and,
- 2) A separate quick reference document ([www.LOGOSCHARTER.com](http://www.LOGOSCHARTER.com)), which is distributed to employees and posted in numerous areas of each campus.

In the following text, where a specific position is listed, it is assumed that the designee for that position may also function in that role. Logos Charter School models the Incident Command System (ICS) established by the U.S. Department of Homeland Security.

Employees should become thoroughly familiar with this plan and with the companion quick reference document, particularly for events that relate to or impact an employee’s work environment and safety.

Questions about this plan should be referred to the Executive Director or designee at 541 842-3658.

## **2. OFF-CAMPUS EMERGENCY NUMBERS**

- Police 9-1-1
- Fire 9-1-1
- Medical 9-1-1

## **3. PRIMARY CAMPUS EMERGENCY NUMBERS**

- Emergencies/Security (all hours) 971-253-9786
- Emergencies/Security (during class hours) 541-842-1929
- Facilities (all hours) 541-973-6713

## **4. RISK MANAGEMENT TEAM**

The Risk Management Team is responsible for planning, as well as coordinating and managing campus emergencies. The RMT consists of key campus personnel with responsibilities for emergency response.

- 1) Executive Director
- 2) K-6 Principal
- 3) 7-12 Principal
- 4) Human Resources/Risk Management
- 5) Director of Facilities
- 6) Security Director

## **5. EMERGENCY RESPONSE TEAM**

The Risk Management Team with the addition of the below positions will comprise the Emergency Response Team (ERT). The ERT will respond to and oversee an emergency event.

- 1) On Duty/On Site Administrators and Managers
- 2) On Duty/On Site Security Personnel

## **6. EMERGENCY OPERATIONAL PROCEDURES**

Emergency situations are very fluid and changing events. It is impossible to anticipate exactly how the situation will evolve. It is not possible to provide absolute guidelines. Thinking through possible actions now may provide an important advantage later. Emergency situations can occur at any location, and may

occur at multiple locations simultaneously. These situations can start very suddenly and without warning and may be brief, or can last for an extended period of time.

#### Identifying Emergency Situations

- 1) When a potential or actual emergency is identified, it should be brought to the attention of the Executive Director, 7-12 Principal, Security Director or K-6 Principal.
- 2) Executive Director or on site designee will consult with appropriate members of the RMT to determine whether an emergency exists and the nature and extent of any emergency.
- 3) If it is determined that an emergency exists, the ERT will convene at a location decided upon based on the incident location type.
- 4) The ERT will decide on an appropriate course of action. Such course(s) of action may include:
  - a) Content of a public statement and appropriate actions given the nature of the situation.
  - b) Possible activation of the Incident Command System (ICS). For more information on ICS go to: <https://training.fema.gov/is>.
  - c) Potential establishment of an Emergency Operations Center (EOC) with decision-making, procedure, characteristics, purpose, etc.

#### **7. LOCKDOWN, SHELTER-IN-PLACE, EVACUATE**

There are three primary actions taken during emergency situations: *Lockdown, Shelter-in-Place and Evacuation*.

#### **Lockdown**

A lockdown is an immediate action taken due to an active incident in which there is a possible threat to safety if individuals leave the room or building. General steps for Lockdown are:

- 1) The *Communications for Emergency Incidents* protocol will be used to alert people of the need for a lockdown.
- 2) If the location involved is equipped with lockdown notification alarm, activate it.
- 3) Staff may initiate the use of safe rooms in place in their area when circumstances dictate. Rooms with limited access and visibility where individuals can be hidden from view of doors and windows are preferred.
- 4) Turn out lights and close windows and blinds

- 5) Do NOT set off the fire alarm in lockdown. People may become endangered by attempting to leave the building in an orderly manner and gathering outside as done for a fire alarm. If a fire alarm goes off while in lockdown or sheltering in a safe room, assess the situation before leaving shelter. If smoke or fire is present, exit the area in a safe manner.
- 6) When the situation is secure, an "All Clear" announcement will be made in person, through email/text or radios. When this occurs, cooperate fully with law enforcement, make no sudden moves and refrain from running towards officers.

### **Shelter-In-Place**

A shelter-in-place is issued when a building/campus may be temporarily closed in response to a problem or security threat near the school. The purpose is to secure exterior doors while normal activities continue within the building(s). General steps for a Shelter-In-Place:

- 1) The *Communications for Emergency Incident* protocol will be used to alert people to the need for Shelter-In-Place.
- 2) Secure their exterior doors, close blinds and continue normal activities until notified of an all clear.
- 3) During shelter-in-place people will be allowed to enter into the building that are known to staff personally and/or who do not fit the description of the suspect.

### **Evacuation**

An evacuation is used to clear the buildings and/or campus due to emergency situations where it is safest to remove all students/staff from the vicinity.

- 1) Walk to the nearest exit. Ensure individuals with disabilities / special needs are assisted.
- 2) Leave the building and move to the designated meeting place from the immediate building.
  
- 3) Take purses and backpacks when evacuating, leave all other personal items behind. Do not hesitate to leave if you can't quickly gather your personal effects. Close doors but do not lock them except in an earthquake when doors are to remain open.
- 4) Staff and student may return to a building when told it is safe to do so by Security Director, Facilities Management, ERT or other responding emergency management personnel.

## **8. COMMUNICATIONS FOR EMERGENCY INCIDENTS**

The Executive Director or appointed designee in conjunction with members of the ERT will determine whether to activate the emergency notification system. Five criteria must be considered to determine if activation of the emergency notification system is warranted and which communications will be utilized.

- 1) Hazard Type

- 2) Life Safety/Property Protection
- 3) Urgency
- 4) Audience
- 5) Capabilities/Limitations

## **9. COMMUNICATIONS BASICS**

### **Internal Communications**

Logos Charter School's radio and electronic mass notification systems will be used in the event of emergency or potential emergency. Logos will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health and/or safety of students or staff. Examples include serious crimes, pending severe weather, possible presence of dangerous individual or animals, etc.

- 1) A message will be broadcast to the affected campus over the radio alert and intercom systems. All managers have the ability to send a message over the radio and intercom system.
- 2) Messages will be sent to employees and students using one or more of the following methods: voice call, text messaging and e-mail.
- 3) Staff will be responsible for notifying students in classrooms and on campus. The following individuals are authorized and will receive instructions to send messages through the emergency notification system.
  - a. Director
  - b. K-6 Principal
  - c. 7-12 Principal
  - d. All Logos Administrators and Managers

### **External Communications**

All external public communications that are related to an emergency must be issued by the Executive Director or designee. News media will make announcements as soon as they receive information from the Executive Director. To insure quick and accurate reporting, no one except the Executive Director or designee shall call the media. The Executive Director or designee as needed, will:

- 1) Write the announcement.
- 2) Implement communications selected by the team.
- 3) Evaluate communications and record for future reference.

## **10. ACTIVE SHOOTER SITUATIONS**

Situations where one or more individuals are using deadly force against many people are very unpredictable and changing. It is impossible to anticipate exactly how the situation will evolve. It is

impossible to provide absolute guidelines. Thinking through possible actions now may give individuals an important advantage. Active shooter incidents can happen at any location where people gather and usually start quickly and without warning.

- 1) **Call 9-1-1 first.**
- 2) **As soon as possible radio or call security at 971-253-9786**

### **Decision-Making for Active Shooter on Campus/Lockdown**

- 1) In the initial phases of an active shooter situation individuals will need to make decisions based upon their own assessment of the situation.
- 2) Follow all directions from law enforcement personnel after their arrival.
- 3) As soon as it is possible, the ERT will convene to consider other actions needed by the school.

### **Active Shooter Happening Now**

Hearing gun fire may be the first indication that something is wrong. Individuals need to assess the situation as best they can and take appropriate action. If you determine or fear that a situation poses a threat, take immediate action to protect yourself. “Run, Hide, Fight” are basic response options in an active shooter situation.

- 1) **RUN:** Run and get away. If you can safely evacuate, do so. Notify others as you leave when safe to do so.
- 2) **HIDE:** Hide and Lockdown (Lockdown is explained in detail in next section). Move to a secure area and follow the instructions for lockdown.
- 3) **FIGHT:** Attacking an armed or violent individual is not recommended, but is a personal choice when there are no other apparent options. For insight into an active shooter situation all employees and students should review the “Run, Hide, Fight” presentation located at: <https://www.youtube.com/watch?v=5VcSwejU2D0>.

Some actions to consider based on these situation are:

- 1) It must be an individual decision whether it is best to try to flee the area or go into a lockdown. There are risks and benefits to both options and a decision will need to be based on the individual situation.
- 2) Are there individuals in the vicinity with disabilities / special needs to evacuate? If so, develop a plan to assist them in a safe manner.
- 3) In general, the more distance individuals can put between themselves and the shooter the better.
- 4) Do not go towards the sounds of gunfire to investigate and/or try to help. Get away from the area if safe to do so.
- 5) Try to be a moving target vs. a non-moving target if the decision is made to not stay in place.
- 6) If it is not safe to get out of the area but somewhat distant from the shooting consider locking down as an option. Individuals may choose to try and secure the room they are in or go to a



nearby room that can be secured. Close blinds, turn off all lights, silence cell phones, radios, etc., and keep quiet. Get down near the wall which is most out of sight from outdoor windows and doors. The goal is to keep the shooter from entering the room.

- 7) Quietly discuss with others in room what actions will follow if shooter enters room. If that happens do not "duck for cover," and become a partially exposed, passive target. If possible try to get away.
- 8) Evaluate the situation as best as possible before following any directions from the shooter

### **Action Steps - Lockdown Active Shooter/Violent Individual**

**Purpose:** To try to keep people from coming in contact with the shooter by going to places that can be secured. Ideally, such a space has phone and internet access, but the ability to secure the space is primary. In an active shooter situation the first priority of police will be to neutralize the shooter(s). First aid for victims is a secondary priority, until this is accomplished.

- 1) The *Communications for Emergency Incidents* protocol will be used to alert people to the need for a lockdown.
- 2) If the location involved is equipped with lock down alarm or button, activate it.
- 3) Staff may initiate the use of safe rooms in place in their area when circumstances dictate. (Departments should have pre-determined safe rooms). Rooms with limited access and visibility where individuals can be hidden from view of the shooter(s) are preferred.
- 4) Turn out lights and close windows and blinds.
- 5) Do NOT set off the fire alarm in a lockdown. People may become targets by attempting to leave the buildings in an orderly manner and gathering outside as done for a fire alarm. If a fire alarm goes off while in lockdown or sheltering in a safe room, assess the situation before leaving shelter. The alarm may have been set off by the shooter(s). If smoke or fire is present, exit the area in a safe manner.
- 6) When the situation is secure, an "All Clear" announcement will be made on the classroom radios. When this occurs, cooperate fully with law enforcement, make no sudden moves and refrain from running towards officers.

### **Action Steps – Shelter-In-Place Active Shooter/Violent Individual**

**Purpose:** To secure exterior doors while normal activities continue within the building(s). This is used when there is a probability of a dangerous situation coming on campus and there is a need to restrict access to our buildings. Upon getting the announcement to start a shelter-in-place, staff will:

- 1) Secure their exterior doors, close blinds and continue normal activities until notified of an all clear.
- 2) During a shelter-in-place, staff and students, who are known to staff personally and/or who do not fit the description of the suspect, will be allowed to enter into the building.

### **Action Steps - Evacuation Active Shooter/Violent Individual**

- 1) If, based on the understanding of the situation (location of the violent individual(s), it is believed to be the best option to evacuate, do so immediately.
- 2) Leave the campus as quickly as possible.
- 3) Advise any students or staff in the immediate area about the emergency and encourage them to come also.
- 4) Take purses, backpacks, and cell phones, leave other personal belongings behind.
- 5) Do not gather at any rally point or meeting location; instead, make every effort to leave the campus.
- 6) Updates on the situation will be posted on the campus website and via *Communications for Emergency Incidents* criteria.

### **Action Steps - Evacuation of Persons with Disabilities Active Shooter/Violent Actor**

- 1) Remain calm and reassuring.
- 2) Give assistance to persons with disabilities. Ask them what their needs are. Request assistance from those nearby if needed.
- 3) Exit building if possible; or consider shelter-in-place if the person with a disability has mobility issues and cannot quickly evacuate the area.

## **11. BOMB THREAT**

### **Bomb Threat Considerations**

Bomb threats usually occur by telephone. The caller has a message to deliver and has chosen the telephone as the medium for this communication. Motives vary, as does the desired outcome. The most important thing to remember when a bomb threat is received is to take the caller seriously. Dissemination of any bomb threat information to students and employees will only be at the direction of the Executive Director or designee.

### **Decision-Making for Bomb Threats**

Security staff is trained to initially respond to bomb threat situations. In addition, they receive assistance from local fire and police authorities who are specially trained and equipped to conduct bomb searches and disposal as necessary. Local medical support is available to handle specific needs.

An employee receiving a telephone bomb threat should follow the *Bomb Threat Checklist*. The Executive Director or designee, upon notification of a bomb threat against any school resource, will assess the credibility of the threat and will convene the ERT. The ERT will make decisions on:

- 1) Evacuation of affected facilities, paying attention to individuals with disabilities / special needs.
- 2) Closure of the school.
- 3) Requests for outside assistance.
- 4) Internal Communications via the Executive Director or designee using the *Communications for Emergency Incident* criteria.
- 5) External Communications via the Public Information Officer.

### **Action Steps-Bomb Threats**

- 1) Remain calm
- 2) Obtain as much information as possible from the caller using the *Bomb Threat Checklist* (below) and if possible note voice accent, gender, mood, background noises, exact words used, who the caller represents and why the school is a target.
- 3) Have someone call 9-1-1. If possible, this should happen simultaneously by a second employee while the original call taker is speaking with the caller.
- 4) Call Security at 971 253-9786 or by radio. Give your name and location. This also can be done by the second employee while the original call taker is speaking with the caller.
- 5) Have someone notify the Executive Director or designee who will assess the credibility of the threat and convene the ERT if the threat seems potentially viable.
- 6) If told to evacuate by campus authorities, follow evacuation procedures.
- 7) If suspicious object is seen, report it to security. **DO NOT TOUCH OR MOVE IT.**

## **12. BOMB THREAT CHECKLIST**

- 1) When is the bomb going off?
- 2) Where is the bomb right now?
- 3) What does the bomb look like?
- 4) What kind of bomb is it?
- 5) What will cause the bomb to explode?
- 6) Did you place the bomb?
- 7) Why?
- 8) What is your name?
- 9) Sex of caller: Male Female Age \_\_\_\_ Race \_\_\_\_ Length of call \_\_\_\_
- 10) Tell the bomb threat caller to contact 9-1-1 to report the bomb (this may allow a trace).
- 11)** If possible note voice, accent gender, mood, background noises, exact words used, who the caller represents and why the school target.

## **13. CRIMINAL ACTIVITIES**

### **Emergency/In-Progress Criminal Activities**

Safety of students and employees is the first priority. Everyone is asking to help make the school a safe place by being alert to suspicious situations or persons. If you are a victim, witness or person responsible for safety of students or others, **DO NOT TAKE ANY UNNECESSARY CHANCES**. Avoid physical confrontation with the perpetrator by any reasonable means available.

- 1) Call 9-1-1
- 2) If a vehicle is involved, get a license number, make, model and color if possible.
- 3) Try to determine the route of travel is safe to do so.

### **Decision-Making for Emergent / In-Progress Criminal Activities**

After becoming aware of a major crime against a person or property in progress, school security will notify the Executive Director or designee of the nature of the activity, steps taken by security, and will advise if any other actions are appropriate to the circumstances.

### **NOT Emergent/Not In-Progress Criminal Activities**

Crimes that are not in progress, or do not pose an immediate danger, should NOT be reported via 911. Contact Security at 971-253-9786 or by radio. Security is responsible for reporting to law enforcement any crimes against Logos Property. Security will advise if individuals should be reported to law enforcement or if security will be making contact.

- 1) Do not try to apprehend, confront, or interfere with the criminal except to defend yourself.
- 2) Get description: height, weight, sex, color, age, clothing, method and direction of travel. If the criminal enters a vehicle, get the license plate, make model, color and outstanding characteristics.
- 3) Do not touch or move what may be evidence or appears dangerous.
- 4) If possible go to a safe place.
- 5) If In-Progress/Emergent call 9-1-1. If not Emergent/In-progress skip this step.
- 6) Call security at 971-253-9786 or by radio. Give your name and location. Advise security of the situation and stay in place until contacted.
- 7) Do not interfere with those creating the disturbance, with security or law enforcement authorities.

### **Violent or Threatening Behavior**

Everyone's first duty is to ensure the safety of themselves and those who are under their responsibility at the school. Do not meet with anyone who has threatened anyone or is an obvious danger.

### **Decisions Making for Violent or Threatening Behavior**

For situations that pose an immediate danger call 9-1-1 and then call security at 971-253-9786 or by radio.

### **Action Steps – Verbally Abusive Behavior**

- 1) Remain calm. Try to calm the person down.
- 2) Try to listen carefully and pay attention to what is said. Let the person know the intent is to help within the ability to do so.
- 3) If individual does not respond, get the attention of others around.
- 4) Notify security at 971-253-9786 or by radio.
- 5) If the situation is escalating or if there is immediate threat, call 9-1-1.
- 6) If necessary, leave the workplace. Do so under whatever pretext is necessary.

### **Action Steps – Physically Aggressive Behavior**

- 1) Do not engage a physically aggressive person. Leave the workspace immediately. Go to the location of other people.
- 2) Call 9-1-1.
- 3) Notify nearest manager or other staff.
- 4) Call security at 971-253-9786 or radio.

### **Other Guides for Coping in a Potentially Violent Situation**

- 1) Alert a colleague when planning to meet with a potentially violent person and have the colleague ready to assist you. Have security “on call” or at the meeting as circumstance dictates.
- 2) Keep the door of the meeting place open and position yourself in an area that gives you an easy exit.
- 3) Be aware of and remove any object that could be used as a weapon, if safe to do so.
- 4) If instinct says something is wrong, leave immediately.
- 5) Avoid body language that appears challenging such as placing hands on hips, moving into the other person’s territory or using aggressive facial expressions.
- 6) Slow speaking rate and lower voice to de-escalate the situation.
- 7) Ask questions to help regain control of the conversation and to understand the situation.
- 8) Ask to include a supervisor or administrator to help the agitated person’s need to feel heard.
- 9) Never agree with disoriented statements or attempt to argue. Avoid defensiveness.
- 10) End the conversation if the person remains belligerent and does not respond to calming efforts.
- 11) Never touch an outraged person or to try to force them to leave.
- 12) If a weapon becomes evident, leave if safe to do so. If that is not possible, calmly ask the person to leave any weapon in a neutral position and continue talking calmly. Call 9-1-1 and then call to notify security as soon as possible at 971-253-9786 or by radio.
- 13) Let the person know the consequences of any violent behavior.
- 14) Never agree to an unmonitored location with a potentially violent person.
- 15) After the meeting, report any unacceptable behavior or threats to nearest manager or security. Help the school remain alert to any situation that could eventually escalate to violence.

## **14. DEMONSTRATIONS AND PROTESTS**

### **Civil Disturbances**

Demonstrations, protests or work stoppages can have various consequences for the school. They can adversely affect the normal delivery of educational services. These events can also pose a threat to the safety and security of students and staff when coming to, using, and departing from school property.

### **Decision-Making for Demonstrations and Protests**

A demonstration or protest is considered a planned event if the school has been notified and the event appropriately scheduled. The Executive Director or will coordinate with local authorities to ensure access to and from the school, and will request any necessary assistance to ensure students, employees and properties are provided the highest degree of protection available. Every effort will be made to maintain a positive learning environment.

If an event occurs without notice, Logos will take all necessary actions to maintain normal operating activities. The Executive Director or designee will coordinate with appropriate law enforcement and judicial officials to obtain support for the protection of students, employees and property as soon as possible.

### **Demonstration and Protests Notifications**

The Security Officer, upon notification of the event, will:

- 1) Advise Executive Director or designee.
- 2) Assess the potential impact on school operations.
- 3) Recommend regarding convening of other resources.
- 4) Implement procedures to protect students, employees and property.
- 5) An emergency notification message will be sent if appropriate.

### **Action Steps – Demonstrations and Protests**

- 1) If individuals observe unapproved demonstrations or protests or they are taking place at unapproved locations, contact Security at 971-253-9786 or by radio.
- 2) If individuals are not comfortable with what is being said, do not stay in the area. Avoid provoking or obstructing demonstrators.
- 3) In the event of a civil disturbance continue with normal routines as much as possible. If the disturbance is outside, stay away from doors and windows.
- 4) If destructive behavior is observed at any time contact Security at 971-253-9786 or by radio. Give your name and what you saw.
- 5) Leave immediately if violent behavior is observed and proceed to normal workspace or an area away from the demonstration.
- 6) Advise the appropriate manager and then wait for instructions. If on campus after hours and no one is available contact Security: 971-253-9786.

## 15. NATURAL DISASTER/ENVIRONMENTAL THREATS

### Evacuation

Environmental threats and natural disaster emergencies may warrant evacuation of a building or campus. A decision to evacuate will be communicated to all affected individuals using the *Communications for Emergency Incidents* criteria. The methods of communication will depend on the event, potential harm to people and property, and the urgency required. Always ensure individuals with disabilities/special needs are assisted as needed.

### Decision Making for Evacuations

The ERT will assess the event and determine if evacuation of the campus is warranted. If evacuation is deemed necessary, Campus Security will coordinate this activity and request appropriate local government agency support as necessary.

### Communications for Evacuations

The Executive Director or designee, when circumstances warrant, will:

- 1) Initiate evacuation of a building upon the direction of the ERT.
- 2) Security / Staff will ensure all students, employees and visitors are safely evacuated from the affected area(s) including rapid response to individuals with physical impairment.
- 3) Notify local agencies to provide support as necessary.

### Action Steps - Evacuation Building Fire / Gas Leak /Bomb Threat / Post-Earthquake

- 1) Walk; do not run, to the nearest exit. Ensure individuals with disabilities/special needs are assisted.
- 2) Leave the building and move to the designated meeting place. Individuals should be at least 1.5 times the height of the building away. Do not obstruct emergency personnel or vehicles.
- 3) Take purses and backpacks when evacuating, leave all other personal items behind. Do not hesitate to leave if you can't quickly gather your personal effects. Close doors but do not lock them, except in an earthquake when doors are to remain open.
- 4) Staff and students may return to a building when told it is safe to do so by security, Executive Director or designee, ERT or other responding emergency management personnel.

### Action Steps - Evacuation of Persons with Disabilities Evacuation Building Fire/Gas Leak/Bomb Threat/Post Earthquake

- 1) Remain calm and reassuring.
- 2) Give assistance to persons with disabilities. Ask them what their needs are.
- 3) Request assistance from those near if needed.

- 4) Exit building if possible; if not, proceed to the nearest evacuation area or move toward the nearest marked exit (these are evacuation areas). If sheltering indoors, seek shelter under a desk/table or stand in a corner and keep away from shelving and glass/windows. Drop, cover and hold on, use an arm to cover your head until the shaking is over.
- 5) The wheelchair occupant or person with disabilities should remain in the evacuation area until rescue personnel arrive. All evacuation areas will be checked first by emergency personnel.

### **Building Fire or Explosion**

Every activated fire alarm will be treated as an actual event. Evacuation of an affected building is mandatory and must begin when the alarm sounds. Security and staff will assist and ensure the evacuation has been completed to include support for the physically impaired. All employees must become familiar with the evacuation routes for their respective areas and any other assigned responsibilities to ensure the safety of students and visitors.

### **Decision-Making for Building Fire or Explosion**

Upon notice of a fire situation:

- 1) Ensure fire alarm has been activated; if not, activate it.
- 2) Employees will immediately evacuate their work area to the designated location for their building when a fire alarm is activated, closing doors and windows while leaving if possible.
- 3) Employees also should advise others of the situation and encourage them to leave the facility. If someone refuses, security, Executive Director / designee or on-scene fire officials should be notified.
- 4) Stand by for further instructions, and do not return to the facility until officially advised by security or a building representative that it is safe to do so.

### **Communications for Building Fire or Explosion**

The Executive Director / designee security or other ERT members, upon notification of a fire on campus, will:

- 1) Start evacuation of the affected area, facility or campus.
- 2) **Call 9-1-1** for fire and law enforcement assistance.
- 3) Consult with the management about the need for school closure.

### **Action Steps – Building Fire or Explosion**

- 1) In case of fire, close the door to the room with the fire and sound the fire alarm to evacuate the building.
- 2) **Call 9-1-1**. Then radio or call security at 971 253-9786. Give your name, department and location of fire. Do not hang up until instructed to do so.



- 3) If the fire is small, control it with a fire extinguisher. This should be done by individuals who have been trained in the proper use of fire extinguishers. All employees should be aware of fire extinguisher locations in their building.
- 4) Follow evacuation procedures.
- 5) Leave the building and move to the designated location for the building. Do not obstruct emergency personnel or vehicles.
- 6) Do not return to the building until instructed to do so by security or a building representative.
- 7) Notify rescue personnel if it is suspected that someone is trapped in the building.

### **Hazardous Materials Accidents**

Contamination by hazardous materials can occur by physical contact or inhalation. At the school, hazardous material containers are required to be labeled with information regarding the health hazards of the substance. Individuals who believe they have been contaminated by contact with or inhalation of a known or suspected hazardous material should immediately seek emergency response assistance. They should advise school staff of where the material is located and type if known.

### **Decision-Making for Hazardous Material Accidents**

The Facilities upon notification of a hazardous materials incident will:

- 1) Determine the extent and nature of the accident.
- 2) Ensure that the scene is cordoned off.
- 3) Request contamination control assistance management and security staff if needed.
- 4) Request medical assistance if indicated.
- 5) Request local governmental agency support as appropriate.
- 6) Notify the Executive Director or designee if indicated.

### **Action Steps – Hazardous Material Accident**

- 1) Unless properly trained, do not attempt to clean up the hazardous spill. Notify Security at 971-253-9786 or by radio.
- 2) If a gas cylinder or other chemical container leaks, and if it is believed this is dangerous, the following steps should be taken:
  - a. Confine the fumes or fire by shutting the door to the room.
  - b. Sound the building fire alarm. Begin evacuation procedures.
  - c. Get far away from gas leak before using phone. Radio or call security at 971-253-9786
  - d. Move to designated location for the building. Do not obstruct emergency personnel or vehicles.
  - e. Suspected gas leaks or suspicious odors should be reported to security by radio or calling 971-253-9786.

## **Campus Guidance Shelter-in-Place**

There are three primary circumstances for Shelter-in-Place. The first is for an environmental emergency, specifically a release of hazardous materials, where best practice or guidance is to shelter in a building until the hazard has passed or been reduced. In this instance, specific directions and information on the nature of the threat and sheltering instructions will be communicated using *Communications for Emergency Incidents* criteria

The next circumstance is a subset of the Violent Actor or Active Shooter scenario, when sheltering is advisable (versus evacuation). In this case campus members who elect to shelter in place should follow the guidelines in the Active Shooter/Violent Actor section of this plan.

The last circumstance is in the event of severe weather, where evacuation is not feasible. In this case ERT members will direct staff to centralized shelters where resources will be concentrated and where power and heat are still maintained.

If such shelter is long term, executive authority may be provided to utilize campus food supplies.

## **Natural Disasters**

A natural disaster can occur with or without notice. Earthquakes, floods, mudslides, wildfire, and severe storms pose a serious threat to the safety and security of students and employees as well as the physical school facilities. These events can disrupt, delay or terminate learning activities.

### **Decision-Making for Natural Disasters**

Some natural disasters provide lead-time to prepare and communicate with students and employees. When the Executive Director or designee has reasonable lead-time to determine possible effects on school operations, a decision will be made to continue, reduce or terminate school functions and/or classes. That decision will be announced to students and employees via the emergency notification messaging system.

Other natural disasters occur suddenly and require detailed pre-planning for effective response. When a natural disaster strikes without warning, the Executive Director or designee will:

- 1) Assemble the ERT.
- 2) Assess the school operational capability.
- 3) Determine any threat to students and employees.
- 4) Decide whether to continue operations, reduce activity or close a school facility.

### **Communications for Natural Disasters**

The Executive Director or designee will:

- 1) Determine if impending natural disaster events could affect the safety of students, employees or the normal operation of the school.
- 2) If needed, advise the ERT on pre-event and post-event preparation/recovery actions.
- 3) An emergency notification message will be sent if needed using the *Communications for Emergency Incidents* criteria (see Item 8, pg. 6).

### **Action Steps – Earthquake**

- 1) If indoors, stay there. Get under a desk or table or stand in a corner or doorway. Stay away from windows, shelves and heavy equipment. Do not use elevators.
- 2) If outdoors, get into an open area away from trees, buildings, walls and downed power lines.
- 3) If driving, pull over to the side of the road and stop. Avoid overpasses and downed power lines. Stay inside the vehicle until the shaking is over.
- 4) If in a crowded public place, do not rush for the doors. Move away from shelves containing objects that could fall.
- 5) After the shocks subside, proceed to the designated evacuation location for the building.
- 6) Follow the procedures in this manual for evacuation, fire, hazardous material accidents or serious injury, as necessary.
- 7) In the event of major damage or disruption, security will announce and implement evacuation procedures.
- 8) Call security at 971 253-9786 to notify of serious hazards or injuries. Identify and assist the injured.
- 9) Do not return to the building until instructed by security or building representative that it is safe.

### **Physical Injuries and Medical Emergencies**

Injuries and medical emergencies on campus may be classified as either:

- 1) **Minor:** Individuals with minor injuries may self-administer first aid, using available first-aid kits that are centrally located in all school buildings.
- 2) **Moderate:** Moderate first aid may be administered by a qualified trained employee and the person referred to the hospital or a private provider.
- 3) **Severe: Call 9-1-1** and then security at 971 253-9786. State the nature of the illness or injury, location of patient, and if an ambulance seems necessary. CPR, if indicated, should be started by any trained bystander and continued until relieved by someone with higher training or until too physically exhausted to continue.

Fill out the appropriate Incident Report for ANY injury or near miss.

### **Decision-Making for Physical Injuries and Medical Emergencies**

Security is responsible for assisting with immediate medical care of persons injured on campus, including referral and reporting.

### **Communications for Physical Injuries**

Security is responsible for notification and communications about any persons treated and/or transported. Security is also responsible for notification and communications about any persons to whom they provide first aid or emergency response.

All accidents occurring on school property that do not involve an employee of the school are documented on an incident report. The school is responsible for completing the Incident Report for all student accidents in their area. For accidents involving employees, complete an Incident Report as well as a Work Comp Form 801 if seeking medical assistance.

### **Action Steps – Physical Injuries**

- 1) Do not move an injured or ill person unless there is a life-threatening situation.
- 2) **Call 9-1-1** and then call security at 971 253-9786. AED's (automatic external defibrillators) are located at the school copy room and Learning Center. Notice of the injury or illness and use of the AED is to be made to security. Give name of person who utilized the AED, desk extension, exact location of the victim and information regarding the injury or illness when reporting use of the AED.
- 3) Send another person to the closest exit to lead emergency response personnel to the injured person if Campus Security is not doing so.
- 4) Return to the victim and keep them calm and comfortable. If properly trained, administer first aid.
- 5) Remain with the victim until Campus Security or medical personnel arrive. People performing first aid or CPR should always continue doing so until someone with higher training relieves them or they are too physically exhausted to continue.
- 6) Do not attempt to clean up spilled blood or bodily fluids unless properly equipped and trained.
- 7) Contact Facilities to assist with any spilled blood or bodily fluids.

### **Severe Weather**

Severe weather includes rain, snow, ice, flooding, strong winds and tornadoes or similar events that could affect the operational capability of the school or threaten the safety of students or employees. This includes conditions affecting safe travel to or from the school.

### **Decision-Making for Severe Weather**

The Executive Director and Medford School District will evaluate available data from personal observations, news to evaluate and assess a course of action, including whether to reduce services, close the school or continue to operate all activities as scheduled.

### **Action Steps - Severe Weather**

- 1) On-campus: If an event is witnessed occurring, contact security at 971 253-9786 or by radio.
- 2) On-campus: Actions to be taken in the event of severe weather will be announced via the *Communications for Emergency Incidents* criteria (see Item 8, pg. 5).
- 3) Radio and television news stations will be informed of closures by the Medford School District or by Logos.

### **Communications for Sever Weather**

The designated administrator, upon notification of a predicted or in-progress severe weather event, will:

- 1) Notify the Executive Director or designee of potential impact on school operations by forecasted severe weather.
- 2) Ensure coordination to monitor weather conditions and take appropriate action to make the school safe for students and employee.

### **Utility Failures**

These events include commercial failure of services (power/water/sewage) that adversely affect the ability of the school to deliver institutional instruction or maintain a safe environment for students and employees.

### **Decision-Making for Utility Failures**

Upon notification that a situation exists, Security will communicate with the Facilities to determine the nature, scope and duration of the loss. The Facilities will contact Executive Director or designee who will determine if school activities can continue, be reduced, or if closure is appropriate, and may convene the ERT if needed.

### **Communications for Utility Failures**

The Security/Safety Officer or designee will:

- 1) Coordinate with the Facilities to determine the extent of service disruption.
- 2) Advise the Executive Director of the nature of the disruption and any potential safety issues affecting students or employees.

An emergency notification message will be sent if needed using *the Communications for Emergency Incidents* criteria.

### **Action Steps – Utility Failures**

- 1) If there is a potential danger to the building occupants or if the utility failure occurs after hours, weekends or on holidays, notify Security at 971 253-9786 or by radio.
- 2) If there is a major gas leak, do not activate the building fire alarms.
- 3) Leave the building and move to the designated location for the building. Do not obstruct emergency personnel or vehicles.
- 4) Assist people with disabilities in exiting the building.

## **CALL 9-1-1 FIRST IF YOU FEEL THREATENED BY THE INDIVIDUAL**

### **UNWANTED PERSON ENTERING THE SCHOOL**

Situations where a person enters the school without a lawful purpose or authorization are a potential safety threat. It is impossible to anticipate exactly how these situations will evolve. Whether the unwanted is an angry parent or mentally ill person, thinking through possible scenarios may give employees an important advantage.

- 1) As soon as possible, radio or call Safety Director at (971 253-9786) as well as 7-12 Principle
- 2) Initiate contact-cover principles. One employee interacts with the person while a second employee watches. The secondary employee is an observer only and does not get directly involved unless it is an emergency.

### **Decision-Making for Unwanted Person on Campus**

Try to determine what the person wants or needs. Remember to show empathy and understanding even if what they tell you is argumentative, false or untrue. Your goal is to keep the situation calm and to persuade the person to leave the building.

### **Action Steps – Unwanted Person in School**

- 1) Clear students from the area.
- 2) Remain calm and try to calm the person down if agitated.
- 3) Talk with the person and try to persuade them to continue the conversation outside of the building.
- 4) If the person leaves the building, activate Shelter-in-Place drill until police arrive.
- 5) Try to listen carefully and pay attention to what is said. Let the person know the intent is to help within your ability to do so.
- 6) If the individual does not respond, get the attention of others around you.
- 7) If the situation is escalating or there is immediate threat, call 9-1-1.
- 8) If necessary, leave the workplace. Do so under whatever pretext is necessary.

### **STUDENT UNIFICATION LOCATION:**

CURTIS RESTAURANT EQUIPMENT- 742 Rossanley Dr. Medford Or. 97501