

# ***EMERGENCY RESPONSE***

## ***QUICK REFERENCE GUIDE***

### ***JEFFERSON COUNTY SCHOOL DISTRICT 509-J***



This guide is provided to give the administration and staff of Jefferson County School District 509-J the sequence of steps to follow in the event of a school related emergency.

<b>Introduction</b>
<b>Shelter In Place/Lockdown</b>
<b>Bomb Threat</b>
<b>Child Abuse</b>
<b>Communicable Disease / Serious Illness</b>
<b>Earthquake</b>
<b>Electrical Storm</b>
<b>Emergency Release of Student</b>
<b>Explosion</b>
<b>Extortion / Coercion</b>
<b>Fire</b>
<b>Hazardous Material Spill</b>
<b>Inclement Weather</b>
<b>Injury</b>
<b>Power Failure / Loss of Water</b>
<b>Shooting</b>
<b>Suicide Attempt</b>
<b>Trespassing / Unauthorized Visitor</b>
<b>Unauthorized Demonstration</b>
<b>Vandalism / Property Loss</b>
<b>Weapons</b>
<b>Resource Information</b>
<b>Notes</b>

## Shelter In Place/Lockdown Procedures

Should it be necessary to activate Shelter in Place procedures in the school due to a threat from within or outside of the building, the following procedure will be used:

### **Administration / Supervisor:**

1. Announce the situation over the public address system. Give as many details as you can and state “police are arriving”.
2. Give Location and Nature of the threat (Inside or Outside of the building)
3. Contact local law enforcement and/or dispatch and call 911.
4. If appropriate place signs on outside door “School is in Lockdown”
5. Contact District Office.

### **Teacher / Staff:**

1. Follow directive(s) from administration
2. Remove students from the hall
3. Lock classroom door or report to assigned area
4. Account for all students in your class after the threat is over
5. Locate students away from the windows and doors/scatter students
6. Cover windows and doors
7. Silence Room/Silence Cell Phones
8. Follow Plan for Run/Hide/Attack
9. The office may contact classrooms regarding information about individual students.
10. Remain in safe location until released by law enforcement, fire/safety officials, or administration.

Introduction
Emergency-Response Team
<b>Shelter In Place/Lockdown</b>
Bomb Threat
Child Abuse
Communicable Disease / Serious Illness
Earthquake
Electrical Storm
Emergency Release of Student
Explosion
Extortion / Coercion
Fire
Hazardous Material Spill
Inclement Weather
Injury
Power Failure / Loss of Water
Shooting
Suicide Attempt
Trespassing / Unauthorized Visitor
Unauthorized Demonstration
Vandalism / Property Loss
Weapons
Resource Information
Notes

## Assault / Fighting / Bullying

Should a threat of physical harm to a student, staff or others occur, follow the steps below to address the concern:

### **Administration / Supervisor:**

1. Gather the name(s) of the following:
  - a. Aggressor(s)
  - b. Victim(s)/Target
  - c. Witness(es)
2. Separate those involved and collect statements. Check video systems, if available.
3. Notify law enforcement if you feel a crime might have been committed
4. Contact parents of involved students

### **Teacher / Staff:**

1. Approach individuals in a calm manner
2. Demand that aggressor(s) stop threatening/bullying actions
3. Send for assistance and/or contact the administration for assistance
4. If intervening, use caution. Do not put yourself in harm's way.

Should a threat of physical harm to a student, staff or others occur, follow district policy JFCM.

Introduction
<b>Shelter In Place/Lockdown</b>
<b>Assault Fighting Bullying</b>
Bomb Threat
Child Abuse
Communicable Disease / Serious Illness
Earthquake
Electrical Storm
Emergency Release of Student
Explosion
Fire
Hazardous Material Spill
Inclement Weather
Injury
Power Failure / Loss of Water
Shooting
Suicide Attempt
Trespassing / Unauthorized Visitor
Unauthorized Demonstration
Vandalism / Property Loss
Weapons
Resource Information
Notes

## Bomb Threat

If there is a threat of a bomb or a possible bomb within the school building and/or grounds, follow the steps listed below:

### Administration / Supervisor:

1. Determine the level of response (Evacuate building, shelter in place)
2. Make sure students and staff are removed from the immediate area of possible threat
3. Contact District Administration and/or District Resource Officer and local law enforcement
4. Have the following information:
  - a. Location
  - b. Description
  - c. How were you made aware
  - d. Possible suspects

### Teacher / Staff:

1. DO NOT Touch device
2. If contacted by phone, find out the following:
  - a. Time device is set to detonate
  - b. Location
  - c. Type of explosive device
  - d. Description
3. Contact Building Administration and/or Dispatch
4. Have the following information:
  - a. Location
  - b. Description
  - c. How were you made aware
  - d. Possible suspects and any descriptive evidence

Introduction
<b>Shelter In Place/Lockdown</b>
Assault / Fighting / Bullying
<b>Bomb Threat</b>
Child Abuse
Communicable Disease / Serious Illness
Earthquake
Electrical Storm
Emergency Release of Student
Explosion
Fire
Hazardous Material Spill
Inclement Weather
Injury
Power Failure / Loss of Water
Shooting
Suicide Attempt
Trespassing / Unauthorized Visitor
Unauthorized Demonstration
Vandalism / Property Loss
Weapons
Resource Information
Notes

## Child Abuse

Any district employee who has reasonable cause or suspicion to believe that any child with whom he/she has come in contact has suffered abuse or neglect, as defined in state law, or that any adult with whom he/she is in contact has abused a child, is required by law to notify the Oregon Department of Human Services, Community Human Services, or the local law enforcement agency. The school employee shall also immediately inform his/her supervisor, building principal and the school counselor.

### **Administration / Supervisor:**

1. Make sure that student is safe and not in immediate danger
2. Confirm and/or assist staff in making a report to appropriate agency.
3. Confirm appropriate paperwork has been completed and submitted

### **Teacher / Staff:**

1. Complete the district “Child Abuse Report” form
2. Inform immediate supervisor/principal and the school counselor.
3. Make report to appropriate agency
4. Record the following information:
  - a. Time report was made
  - b. Who you spoke with when making report
5. Give a copy of the completed “Child Abuse Report” form to the principal, send a copy to the Human Resources Director and keep a copy in a locked confidential file at school for your records.

Introduction
<b>Shelter In Place/Lockdown</b>
Assault / Fighting / Bullying
Bomb Threat
<b>Child Abuse</b>
Communicable Disease / Serious Illness
Earthquake
Electrical Storm
Emergency Release of Student
Explosion
Fire
Hazardous Material Spill
Inclement Weather
Injury
Power Failure / Loss of Water
Shooting
Suicide Attempt
Trespassing / Unauthorized Visitor
Unauthorized Demonstration
Vandalism / Property Loss
Weapons
Resource Information
Notes

## Communicable Disease / Serious Illness

There are many types of diseases and/or illness which can have a serious impact on the students and staff of the school district. These can include hepatitis, allergic reactions, seasonal or pandemic flu, and more. These illnesses can have a large impact on student and staff attendance and a school's function.

### **Administration / Supervisor:**

1. Notify the Superintendent and the District Nurse
2. If appropriate, notify the local health department for additional information
3. If appropriate, notify parents

### **Teacher / Staff:**

1. Contact District Nurse and make sure that appropriate care is provided.  
Have the following information available:
  - a. Name(s)
  - b. Symptoms
  - c. Location of student
2. Report to immediate supervisor

Introduction
<b>Shelter In Place/Lockdown</b>
Assault / Fighting / Bullying
Bomb Threat
Child Abuse
<b>Communicable Disease / Serious Illness</b>
Earthquake
Electrical Storm
Emergency Release of Student
Explosion
Fire
Hazardous Material Spill
Inclement Weather
Injury
Power Failure / Loss of Water
Shooting
Suicide Attempt
Trespassing / Unauthorized Visitor
Unauthorized Demonstration
Vandalism / Property Loss
Weapons
Resource Information
Notes

## Earth Quake

An earthquake presents an immediate and serious safety environment for the students and staff of the district. The response of the staff can help prevent potential injuries to our students and other staff members.

### Administration / Supervisor:

**Pre-planning:** Establish a support team who are assigned specific task in the event of an earthquake. See #3 below for administrative duties.

1. Take steps to secure the safety of students and staff. Determine if it is safe to have the building vacated.
2. Create a command/communication center
3. Contact law enforcement and inform them of location of command center
4. Direct support staff to address the following:
  - a. Shutoff gas
  - b. Identify power lines or exposed sources of possible electrocution
  - c. Contact staff for possible injuries to students and staff
  - d. Account for all students and staff

### Teacher / Staff:

1. Instruct students to DUCK, COVER and HOLD (under desks/tables-away from windows). Interior walls are typically safer to be next to.
2. Check for injuries and record names and nature of injury
3. Account for all students
4. Evacuate the building if possible to your assigned "safety area". Area should be clear from electrical wires, trees, overhangs and/or structures
5. Keep students close and under your direct supervision.
6. Be prepared for possible aftershocks.
7. Do not enter the building until cleared by administration/fire dept./law enforcement.

Introduction
<b>Shelter In Place/Lockdown</b>
Assault / Fighting / Bullying
Bomb Threat
Child Abuse
Communicable Disease / Serious Illness
<b>Earthquake</b>
Electrical Storm
Emergency Release of Student
Explosion
Fire
Hazardous Material Spill
Inclement Weather
Injury
Power Failure / Loss of Water
Shooting
Suicide Attempt
Trespassing / Unauthorized Visitor
Unauthorized Demonstration
Vandalism / Property Loss
Weapons
Resource Information
Notes

# Electrical Storm

Seasonal electrical storms can be present in Central Oregon and can present a serious concern for the safety of students and staff.

## Administration / Supervisor:

1. Survey the building and ensure that students and staff are in safe locations

## Teacher / Staff:

1. Remain indoors. If outside as storm develops, move indoors
2. Avoid contact with items that might conduct electricity. This includes, but is not limited to:
  - a. Drinking fountains
  - b. Computers
  - c. Light switches
  - d. Smart Boards
  - e. All electrical equipment

Introduction
<b>Shelter In Place/Lockdown</b>
Assault / Fighting / Bullying
Bomb Threat
Child Abuse
Communicable Disease / Serious Illness
Earthquake
<b>Electrical Storm</b>
Emergency Release of Student
Explosion
Fire
Hazardous Material Spill
Inclement Weather
Injury
Power Failure / Loss of Water
Shooting
Suicide Attempt
Trespassing / Unauthorized Visitor
Unauthorized Demonstration
Vandalism / Property Loss
Weapons
Resource Information
Notes



## Release of Students to Non-Custodial Individuals

The following steps need to be taken when a student is requested to leave the classroom/building without prior office approval by a parent or another adult who is not a custodial parent/legal guardian.

### **Administration / Supervisor:**

1. Confirm the request is authentic
2. Confirm the requesting party is allowed to remove student by referencing the school registration form or PowerSchool
3. Confirm the identity of the individual. Make a copy of drivers license and write down a license plate of their vehicle
4. If doubts persist, contact the parent/guardian the student is currently registered to be residing with and confirm contact person
5. If necessary, contact Dispatch or the District Resource Officer for assistance

### **Teacher / Staff:**

1. Refer request to the office and/or school administrator
2. If student leaves with the unauthorized person, note description (see below), contact administration and call 911;
  - a. Clothes
  - b. Height
  - c. Hair color
  - d. Ethnicity
  - e. Tattoos, scars, body piercing, etc.
  - f. Vehicle Description/**License Plate #**
  - g. Direction of Travel

Introduction
Shelter In Place/Lockdown
Assault / Fighting / Bullying
Bomb Threat
Child Abuse
Communicable Disease / Serious Illness
Earthquake
Electrical Storm
<b>Release of Student</b>
Explosion
Fire
Hazardous Material Spill
Inclement Weather
Injury
Power Failure / Loss of Water
Shooting
Suicide Attempt
Trespassing / Unauthorized Visitor
Unauthorized Demonstration
Vandalism / Property Loss
Weapons
Resource Information
Notes

## Explosion

If there is an explosion in a classroom due to a lab experiment, combustible material or a mechanical device, the following steps should be followed:

### Administration / Supervisor:

1. Secure treatment for the injured/call 911
2. Secure the immediate area from other students, staff and outside parties
3. Notify immediate supervisor and/or building administrator
4. Contact district office

### Teacher / Staff:

1. Contact office for assistance
2. Evacuate students from the area and potential danger (chemical spill and/or fumes). Take gradebook/class roster. Immediately report any missing students to the administration.
3. Use appropriate safety measures (gloves) and administer first aid

<b>Introduction</b>
<b>Shelter In Place/Lockdown</b>
Assault / Fighting / Bullying
Bomb Threat
Child Abuse
Communicable Disease / Serious Illness
Earthquake
Electrical Storm
Emergency Release of Student
<b>Explosion</b>
Fire
Hazardous Material Spill
Inclement Weather
Injury
Power Failure / Loss of Water
Shooting
Suicide Attempt
Trespassing / Unauthorized Visitor
Unauthorized Demonstration
Vandalism / Property Loss
Weapons
Resource Information
Notes

## Fire

In the event of a fire, **no matter the size or cause**, the following steps need to be followed:

### **Administration / Supervisor:**

1. Initiate building fire alarm system
2. Determine if injuries exist and take appropriate steps
3. Confirm building is evacuated and students and staff are safe/accounted for
4. Inspect the building and determine location/cause of fire
5. Contact the fire department (**required**), give location/nature of the fire
6. If appropriate, confirm the fire department is responding to the scene
7. Meet and direct fire personnel to appropriate location

### **Teacher / Staff:**

1. Initiate building fire alarm system
2. Evacuate the building
3. Contact the office/administration if possible and provide information
4. Take gradebook/class roster. Account for all students under your supervision and supervise students in evacuation area
5. Do not Re-enter the building until authorized by fire/safety officials

Introduction
<b>Shelter In Place/Lockdown</b>
Assault / Fighting / Bullying
Bomb Threat
Child Abuse
Communicable Disease / Serious Illness
Earthquake
Electrical Storm
Emergency Release of Student
Explosion
<b>Fire</b>
Hazardous Material Spill
Inclement Weather
Injury
Power Failure / Loss of Water
Shooting
Suicide Attempt
Trespassing / Unauthorized Visitor
Unauthorized Demonstration
Vandalism / Property Loss
Weapons
Resource Information
Notes

## Hazardous Material Spill

A hazardous material can be any material that poses a threat to students and staff and can include: poisons, fertilizers, biological, explosives, and corrosive materials.

### Administration / Supervisor:

1. Seek treatment for any student who has been exposed.
2. Determine location and where the threat came from and take containment steps
3. Evacuate students and staff from area/building if necessary
4. Review the MSDS sheet for the chemical in question
5. Contact emergency agency- Fire Dept., Law Enforcement (as necessary)

### Teacher / Staff:

1. If the incident has occurred in your room/area, clear the area immediately
2. Contact administration and provide medical assistance as needed

Introduction
<b>Shelter In Place/Lockdown</b>
Assault / Fighting / Bullying
Bomb Threat
Child Abuse
Communicable Disease / Serious Illness
Earthquake
Electrical Storm
Emergency Release of Student
Explosion
Fire
<b>Hazardous Material Spill</b>
Inclement Weather
Injury
Power Failure / Loss of Water
Shooting
Suicide Attempt
Trespassing / Unauthorized Visitor
Unauthorized Demonstration
Vandalism / Property Loss
Weapons
Resource Information
Notes

## Inclement Weather

Inclement weather can occur due to snow, ice and/or wind storms. The superintendent is the only person in the district to either delay the start of school or to make the decision to release students early from school. In the event the weather affects normal school operations, the following steps should be followed:

### Administration / Supervisor:

1. Monitor the safety of students and staff
2. Contact the district maintenance supervisor and/or the district office if the building is impacted by the weather and present a safety concern for students and staff
3. Put steps into motion to provide for the safety of students should school be delayed or an early dismissal occur. These can include:
  - a. Safe location for students to wait
  - b. Communication to parents/guardians informing them of the district decision

### Teacher / Staff:

1. Keep students indoor, safe and warm.
2. If a wind storm, keep students away from windows and possible flying glass/objects.
3. Follow administrative directives.

Introduction
<b>Shelter In Place/Lockdown</b>
Assault / Fighting / Bullying
Bomb Threat
Child Abuse
Communicable Disease / Serious Illness
Earthquake
Electrical Storm
Emergency Release of Student
Explosion
Fire
Hazardous Material Spill
<b>Inclement Weather</b>
Injury
Power Failure / Loss of Water
Shooting
Suicide Attempt
Trespassing / Unauthorized Visitor
Unauthorized Demonstration
Vandalism / Property Loss
Weapons
Resource Information
Notes

## Injury

Injuries range from small scratches to life-threatening situations. In all cases, it is the duty of the schools to respond as quickly as possible and provide the best level of response.

### Administration / Supervisor:

1. Assess accident situation and request appropriate response resources
2. Notify parents
3. If appropriate, notify Superintendent and District Nurse
4. Inform staff and students if appropriate
5. Prepare for any media inquires

### Teacher / Staff:

1. As assessed, call 9-1-1, office or support staff. DO NOT leave student unattended
2. Maintain breathing and do not move victim
3. Control any bleeding
4. Check for medical tags for any health related concerns
5. Complete a district accident report and submit to the building administration

Introduction
<b>Shelter In Place/Lockdown</b>
Assault / Fighting / Bullying
Bomb Threat
Child Abuse
Communicable Disease / Serious Illness
Earthquake
Electrical Storm
Emergency Release of Student
Explosion
Fire
Hazardous Material Spill
Inclement Weather
<b>Injury</b>
Power Failure / Loss of Water
Shooting
Suicide Attempt
Trespassing / Unauthorized Visitor
Unauthorized Demonstration
Vandalism / Property Loss
Weapons
Resource Information
Notes

## Power Failure / Loss of Water

A power outage or loss of water can have an impact on the operation of school. It can impact students and presents a challenge to meet the needs of students and staff.

### Administration / Supervisor:

1. Monitor the school and make sure the response is meeting the immediate needs of students and staff
2. Contact maintenance supervisor of current situation
3. Contact the Superintendent and inform them of the situation

### Teacher / Staff:

1. Account for all students and keep them in the classrooms until water/power has been restored or until students are released by the building administration
2. Do not allow flame of any form while water/power is out

Introduction
<b>Shelter In Place/Lockdown</b>
Assault / Fighting / Bullying
Bomb Threat
Child Abuse
Communicable Disease / Serious Illness
Earthquake
Electrical Storm
Emergency Release of Student
Explosion
Fire
Hazardous Material Spill
Inclement Weather
Injury
<b>Power Failure / Loss of Water</b>
Shooting
Suicide Attempt
Trespassing / Unauthorized Visitor
Unauthorized Demonstration
Vandalism / Property Loss
Weapons
Resource Information
Notes

## Shooting

The possession of or the discharge of a firearm in or around a school facility is a very serious concern. The following steps will be taken should this situation occur:

### **Administration / Supervisor:**

1. Assess the situation. What is the location of weapon, is it currently in possession of an individual, has it been fired?
2. Take appropriate steps to protect students and staff. This can include, but is not limited to:
  - a. Lockdown the building/follow lockdown procedures
  - b. Call 9-1-1
  - c. Seek medical assistance
3. District Resource Officer will be contacted by dispatch
4. Contact the Superintendent
5. If law enforcement is responding, meet them, if possible, and update them on situation. Once completed, turnover situation to law enforcement
6. If possible, attempt to account for all students
7. If appropriate, set-up an evacuation location for parents to meet with students. This should be at another location away from current facility under lockdown.
8. Prepare for any media inquiries
9. Prepare statement for parents

### **Teacher / Staff:**

1. If appropriate call 9-1-1 and then make sure students and staff are safe
2. Attend to personal safety at all times
3. Adhere to run/hide/attack procedures
4. Secure Classroom by locking doors, closing windows/shades.
5. Remain quiet and stay in location, if safe.
6. Notify administration if possible, and follow directions of administration/law enforcement.

Introduction
Lockdown
Assault / Fighting / Bullying
Bomb Threat
Child Abuse
Communicable Disease / Serious Illness
Earthquake
Electrical Storm
Emergency Release of Student
Explosion
Fire
Hazardous Material Spill
Inclement Weather
Injury
Power Failure / Loss of Water
<b>Shooting</b>
Suicide Attempt
Trespassing / Unauthorized Visitor
Unauthorized Demonstration
Vandalism / Property Loss
Weapons
Resource Information
Notes



## Suicide Attempt

In the event a student, staff or a visitor attempts/threatens to attempt/discusses the taking of their life, the following steps should be followed to address the concern:

### Administration / Supervisor:

1. Call 9-1-1 or the District Resource Officer
2. Contact the Superintendent
3. Notify the School Counselor and District Nurse
4. Notify parents/guardian
5. Provide student information to Superintendent

### Teacher / Staff:

1. Intervene as appropriate... **DO NOT leave individual alone**
2. Contact Administration/Law Enforcement as n necessary
3. Assess the scene for your safety and the safety of others
4. Remove other students from the area, if appropriate (sent to the library, the office, the commons)
5. Talk with student and try to reassure them
6. Listen to the student

**Resources: St. Charles Behavioral Health Services 541-322-7500 National Suicide Prevention Lifeline 988**

### **Warning signs for suicide:**

**Hopelessness**

**Rage, Anger, Seeking Revenge**

**Acting reckless or engaging in risky activities---seemingly without thinking**

**Feeling Trapped –like there is no way out**

**Increasing alcohol or drug use  
Withdrawing from friends, family or society**

**Anxiety, agitation, unable to sleep, or sleeping all the time**

**Dramatic changes in mood**

**No reason for living; no sense of purpose in life**

Introduction
<b>Shelter In Place/Lockdown</b>
Assault / Fighting / Bullying
Bomb Threat
Child Abuse
Communicable Disease / Serious Illness
Earthquake
Electrical Storm
Emergency Release of Student
Explosion
Fire
Hazardous Material Spill
Inclement Weather
Injury
Power Failure / Loss of Water
Shooting
<b>Suicide Attempt</b>
Trespassing / Unauthorized Visitor
Unauthorized Demonstration
Vandalism / Property Loss
Weapons
Resource Information
Notes

## Trespassing / Unauthorized Visitors

Individuals who trespass and/or remain on school’s grounds after being requested to leave can present an immediate danger to students and staff. If you are confronted with this situation, the following steps need to be followed:

### Administration / Supervisor:

1. Attempt to identify visitor and purpose for being on campus/grounds
2. If individual refuses to leave, contact the District Resource Officer or call 9-1-1
3. If necessary, move to a lockdown of the building

### Teacher / Staff:

1. Contact the administration and District Resource Officer
2. Be prepared to give the following information:
  - a. Description of individual
  - b. Location
  - c. Communication taking place
  - d. Any weapon or possible threat
3. Move all students and staff to a secure location

Introduction
<b>Shelter In Place/Lockdown</b>
Assault / Fighting / Bullying
Bomb Threat
Child Abuse
Communicable Disease / Serious Illness
Earthquake
Electrical Storm
Emergency Release of Student
Explosion
Fire
Hazardous Material Spill
Inclement Weather
Injury
Power Failure / Loss of Water
Shooting
Suicide Attempt
<b>Trespassing / Unauthorized Visitor</b>
Unauthorized Demonstration
Vandalism / Property Loss
Weapons
Resource Information
Notes

## Unauthorized Demonstration

A group, gathering or an assembly of individuals that has the potential to disrupt the school environment should be addressed in the following manner

### Administration / Supervisor:

1. Ask for the group to disperse
2. Contact the District Resource Officer if they will not comply with request
3. Contact District Office
4. Do NOT enter into conversations or make conditions with the group
5. If necessary, initiate shelter in place procedures

### Teacher / Staff:

1. Contact the administration

Introduction
<b>Shelter In Place/Lockdown</b>
Assault / Fighting / Bullying
<b>Bomb Threat</b>
Child Abuse
Communicable Disease / Serious Illness
Earthquake
Electrical Storm
Emergency Release of Student
Explosion
Fire
Hazardous Material Spill
Inclement Weather
Injury
Power Failure / Loss of Water
Shooting
Suicide Attempt
Trespassing / Unauthorized Visitor
<b>Unauthorized Demonstration</b>
Vandalism / Property Loss
Weapons
Resource Information
Notes

## Vandalism / Property Loss

Willful destruction or defacing to school or personal property:

### Administration / Supervisor:

1. Attempt to identify the suspect(s). If possible, detain the suspect(s)
2. Take a statement from the victim(s)
3. Preserve all evidence. DO NOT clean area until (unless you have taken a photo) law enforcement or District administration has given approval

### Teacher / Staff:

1. Notify the building administration and/or the School Resource Officer.
2. If possible, detain students until administration arrives or get a description of the individuals involved.
3. Do not attempt to clean any of the vandalism until administration or the SRO has given permission.

Introduction
Introduction
<b>Shelter In Place/Lockdown</b>
Assault / Fighting / Bullying
Bomb Threat
Child Abuse
Communicable Disease / Serious Illness
Earthquake
Electrical Storm
Emergency Release of Student
Explosion
Fire
Hazardous Material Spill
Inclement Weather
Injury
Power Failure / Loss of Water
Shooting
Suicide Attempt
Trespassing / Unauthorized Visitor
Unauthorized Demonstration
<b>Vandalism / Property Loss</b>
Weapons
Resource Information
Notes

## WEAPONS

A dangerous or deadly weapon or firearm includes knives, guns, razors and any other item that its use is intended to cause harm/injury to another student and/or staff. If an individual is on schools' grounds and is in possession of such item, the following procedures should be followed:

### Administration / Supervisor:

1. Call 9-1-1 and/or the School Resource Officer
2. If appropriate take preventative steps that may include shelter in place
3. Move students to safety
4. Collect necessary information to submit a report to the district office and the SRO. Have basic information of the situation ready to convey to dispatch. Inform dispatch of the situation.
5. Inform District Office
6. If appropriate, inform/de-brief staff

### Teacher / Staff:

1. Move other students/staff from the area to a safe location
2. DO NOT attempt to disarm the individual
3. Contact 9-1-1 and/or the SRO and the building administration

Introduction
<b>Shelter In Place/Lockdown</b>
Assault / Fighting / Bullying
Bomb Threat
Child Abuse
Communicable Disease / Serious Illness
Earthquake
Electrical Storm
Emergency Release of Student
Explosion
Fire
Hazardous Material Spill
Inclement Weather
Injury
Power Failure / Loss of Water
Shooting
Suicide Attempt
Trespassing / Unauthorized Visitor
Unauthorized Demonstration
Vandalism / Property Loss
<b>Weapons</b>
Resource Information
Notes

<b>Jefferson County / City of Madras DISPATCH</b>	<b>541-475-2201</b>
<b>Fire</b>	<b>541-475-2201</b>
<b>Support Services Building</b>	<b>541-475-6192</b>
<b>Warm Springs Dispatch</b>	<b>541-553-1171</b>
<b>Warm Springs Fire and Safety</b>	<b>541-553-1634</b>
<b>Jay Mathisen-Superintendent</b>	<b>EXTN. 2208</b>
<b>Shay Mikalson- Assistant Superintendent</b>	<b>EXTN. 2204</b>
<b>Melinda Boyle-Curriculum Director</b>	<b>EXTN. 2215</b>
<b>Kevin Gehrig-Director of Student Services</b>	<b>EXTN. 2206</b>
<b>Debi Brazelton-Director of Human Resources</b>	<b>EXTN. 2214</b>
<b>Simon White-Operations Director</b>	<b>EXTN. 2104</b>

**\*\* CALLS TO THESE NUMBERS SHOULD BE FOR AN EMERGENCY ONLY \*\***

**\*\* PLEASE INCLUDE A CALL TO SIMON WHITE\*\***

**Risk Management Contact List**

Area	Name	Phone
<b>Fire Chief</b>		541-475-7274
<b>Pacific Power Central Electric Co-Op</b>	Madras	888-221-7070 800-924-8736
<b>Quest (Electrical)</b>	Warm Springs	541-553-3246
<b>Cascade Natural Gas</b>		800-422-7559
<b>Deschutes Valley Water Tribal Utilities</b>	Madras Warm Springs	541-475-2344 541-553-3246
<b>Emergency Manager</b>	Warm Springs Danny Martinez	541-419-8094