



EMERGENCY PLAN

INTRODUCTION

This handbook is intended to help staff, faculty, and students respond to emergency situations which may occur in our school facilities. Such emergencies can occur at any time and without warning, but their effects can be minimized if proper emergency procedures are established and followed.

Neah-Kah-Nie School District No. 56 is committed to the safety and security of all our staff and students. This preparedness program seeks to reduce disaster hazards for pupils, employees, and others by creating a safer school environment, and by providing instruction and drill in simple survival skills.

The guiding principle for disaster preparedness planning is to provide for the orderly moving of people to places where danger is least. Obviously, no simple place provides a safe environment for all disaster threats. This booklet provides a framework of reference to guide action in time of emergency.

Sincerely,

Paul Erlebach, Superintendent
Neah-Kah-Nie School District

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Plan of Action for:

- A. Lockout
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- C. Fire or Explosion
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- E. School Bus Emergency
- F. Earthquake
- G. Tsunami
- H. Civil Disturbance
- I. Chemical/Gas Leak – Hazardous materials
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A.L.I.C.E

A.L.I.C.E is a comprehensive active threat response training. The five-letter acronym for A.L.I.C.E is Alert, Lock-Down, Inform, Counter, and Evacuate.

A. Alert: Alert is your first notification of danger.

ALERT is when you first become aware of a threat. The sooner you understand that you're in danger, the sooner you can save yourself. A speedy response is critical. Seconds count.

Alert is overcoming denial, recognizing the signs of danger and receiving notifications about the danger from others. Alerts should be accepted, taken seriously, and should help you make survival decisions based on your circumstances.

L. Lockdown: Barricade the room. Prepare to EVACUATE or COUNTER if needed.

If EVACUATION is not a safe option, barricade entry points into your room in an effort to create a semi-secure starting point.

Lockdown may be the preferable option and dispels myths about passive, traditional 'lockdown only' procedures that create readily identifiable targets and makes a shooter's mission easier.

I. Inform: Communicate the violent intruder's location and direction in real time.

The purpose of INFORM is to continue to communicate information in as real time as possible, if it is safe to do so. Armed intruder situations are unpredictable and evolve quickly, which means that ongoing, real time information is key to making effective survival decisions. Information should always be clear, direct and in plain language, not using codes. If the shooter is known to be in an isolated section of a building, occupants in other wards can safely evacuate while those in direct danger can perform enhanced lockdown and prepare to counter.

Video surveillance, 911 calls and PA announcements are just a few of the channels that may be used by employees, safety officers, and other personnel to inform others. An emergency response plan should have clear methods outlined for informing school employees of the location of a violent intruder.

C. Counter: Create Noise, Movement, Distance¹ and Distraction with the intent of reducing the shooter's ability to shoot accurately. Counter is NOT fighting.

ALICE training does not believe that actively confronting a violent intruder is the best method for ensuring the safety of those involved. Counter is a strategy of last resort. Counter focuses on actions that create noise, movement, distance and distraction with the intent of reducing the shooter's ability to shoot accurately. Creating a dynamic environment decreases the shooter's chance of hitting a target and can provide the precious seconds needed in order to evacuate.

E. Evacuate: When safe to do so, remove yourself from the danger zone.

Alice training provides techniques for safer and more strategic evacuations. Evacuating to a safe area takes people out of harm's way and hopefully prevents civilians from having to come into any contact with the shooter.

¹ <http://www.alicetraining.com/about-us/>

GENERAL EMERGENCY PROCEDURES

To diminish the danger inherent in emergency situations and to provide for the safety of the students and staff, an emergency plan has been developed to give organization and guidance to the personnel who may be called upon to act should the unexpected happen.

BASIC STEPS

Step 1. Attend to the safety of the students and staff.

Step 2. Call the appropriate local authorities. (See emergency telephone numbers)

Step 3. Notify the superintendent.

Step 4. Notify the transportation supervisor.

STANDBY

All district personnel will be placed on standby status if reliable information is received that there is a possible emergency condition developing. Personnel not on duty, upon receiving information that the school district is on standby alert, shall remain at a location where they can be notified by telephone or local radio station of any change of status. If telephone communication fails, information will be broadcast over KTIL radio (1590 AM, 94.3 FM) and KSWB Seaside (840 AM). If all communication lines break down, personnel should follow direct of building principal.

ACTION

Conditions require emergency procedures to begin immediately if the superintendent designates the emergency to be of that nature.

1. Sufficient Warning: If advanced warning is received of an impending disaster, and it is the judgment of the superintendent that transportation arrangements can be made in time to have the children arrive home before being exposed to danger, busses will operate.

If a bus is in route and it is the judgment of the bus driver that proceeding further would expose his/her passengers to greater dangers, he/she is to return the passengers to the nearest school building for refuge and further direction.

2. Insufficient Warning: If insufficient warning is received for safe transportation of the students, they will remain in the custody of the school.

SCHOOL AND DISTRICT SHELTER

In special cases, one or more of the elementary schools may be used.

If emergency conditions exist during non-school hours, full cooperation will be given to local and county agencies by school personnel.

Warnings to individual schools will be made by telephone when possible. Emergency private telephones are listed for each individual school building. Messenger service will be provided by the District Office. Announcements can be made over KTIL and KSWB radio and Flash News public service announcements.

BUILDING RE-ENTRY

Should it be necessary to evacuate the building which may have sustained damage, it should be inspected and declared safe by the administrator or his/her designee (emergency services responder(s), maintenance supervisor etc.) before anyone is allowed to re-enter. In the event of a bomb threat, the person in charge of the building will make the decision for students and other personnel to re-enter the building, based upon consultation with the superintendent and/or other district officials and the officer in charge of the search team.

GENERAL EMERGENCY PROCEDURE CONTINUED

INDIVIDUAL SCHOOL PLAN

Each building will plan and review their individual school plans yearly, to include:

1. Emergency telephone numbers
2. Emergency building evacuation plan
3. Plan of action for:
 - Lockout
 - Lockdown
 - Fire or Explosion
 - Severe Weather Conditions
 - Earthquake
 - Tsunami
 - Civil Disturbance
 - Chemical/Gas leak – Hazardous Materials
 - Bomb Threat
 - Nuclear Threat or Disaster
6. Designate a backup person in the event the principal is absent
8. Hard Copy of Emergency Contacts for all students
7. Inventory of Emergency supplies located at facility

EMERGENCY TELEPHONE NUMBERS

DISTRICT OFFICE	Main Line: 503-355-2222	Fax Line: 503-355-3434
Staff Name:	Work Phone:	Home/Cell Phone:
Paul Erlebach, Superintendent	503-355-3501	503-487-7495
Mark Sybouts, Business Manager	503-355-3504	503-842-7942 (h) 503-801-4570 (c)
Levi Nugent, Tech. Director	503-355-3510	503-812-1899
Steve Baertlein, Grounds/Maint.	503-355-3505	503-385-7240
HIGH SCHOOL	Main Line: 503-355-2272	Fax Line: 503-355-8200
Staff Name:	Work Phone:	Home/Cell Phone:
Heidi Buckmaster, Principal	503-355-3551	503-314-3831
John Wheeler, Custodian	503-385-7837	503-368-4667
MIDDLE SCHOOL	Main Line:503-355-2990	Fax Line: 503-355-8514
Staff Name:	Work Phone:	Home/Cell Phone:
Lori Dilbeck, Principal	503-355-3601	503-801-3676
Thomas Nugent, Custodian	503-355-2990	541-921-3497
NEHALEM ES	Main Line: 503-355-3650	Fax Line: 503-368-7721
Staff Name:	Work Phone:	Home/Cell Phone:
Kristi Mills, Principal	503-355-3640	503-701-9114
Darren Hastings, Custodian	503-385-7947	503-358-9965
GARIBALDI	Main Line: 503-322-0311	Fax Line: 503-322-2193
Staff Name:	Work Phone:	Home/Cell Phone:
Janmarie Nugent, Principal	503-322-3521	503-508-7462
Luke Nugent, Custodian	503-385-7946	503-812-2115
Connor McRae	503-322-0311	
FIRST STUDENT	Main Line: 503-355-2222	Fax Line: 503-355-3434
Staff Name:	Work Phone:	Home/Cell Phone:
Michelle Aeder, Manager	503-355-2008	503-801-1796

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- Tillamook Regional Medical Center..... 503-842-4444
 - Tillamook County Sheriff 503-842-2561
 - Tillamook County Sheriff, Garibaldi Office 503-815-1911 9-1-1 non-emergency number
 - Oregon State Police 503-842-4433
 - Bay City Fire Department 503-377-0233
 - Garibaldi Fire Department 503-322-3635
 - Rockaway Beach Police Department 503-355-2252
 - Nehalem Bay Fire & Rescue 503-368-7590
 - Emergency Management 503-842-3412
 - Hazardous Waste Management..... 503-842-3419
 - Tillamook County Health Department..... 503-842-3900
 - Poison Control Center 1-800-222-1222
 - KTIL Radio 1590 AM 94.3 FM 503-842-4422
 - KSWB Radio Seaside 840 AM 503-738-6002
 - Charter Cable 1-866-731-5420
 - Stanley Alarm (Emergency) 877-476-4968
 - Road/Weather Information 842-3451 ODOT . 325-7222

Dial
9-1-1
For a
Police, Fire, Medical
Emergency

SAFETY COMMITTEE & FIRST AID SUPPORT STAFF

SCHOOL: _____

SAFETY COMMITTEE EMPLOYEES:

NAME

LOCATION

FIRST AID QUALIFIED EMPLOYEES:

NAME

LOCATION

CPR QUALIFIED EMPLOYEES:

NAME

LOCATION

LOCKOUT PROCEDURES

SECURE THE PERIMETER

Lockout is called when there is a threat or hazard outside of the school building.

ACTION PLAN

STUDENTS

1. Return to inside of building
2. Do business as usual

TEACHERS

1. Recover students and staff from outside the building
2. Increased situational awareness
3. Do business as usual
4. Take roll, account for students



**SCHOOL IS IN LOCKOUT
NO ONE IN OR OUT**

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LOCKDOWN PROCEDURES

LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.

ACTION PLAN

STUDENTS

1. Move away from sight
2. Maintain silence

TEACHERS

1. Lock classroom door
2. Lights out
3. Move away from sight
4. Maintain silence
5. Wait for First Responders to open door
6. Take roll, account for students



**DRILL IN PROGRESS
NO ONE IN OR OUT**

POSSIBLE LOCK DOWN SITUATIONS:

Weapon
Shooting
Unauthorized Visitor
Trespassing
Disturbances



FIRE OR EXPLOSION

ACTION PLAN

1. EVACUATE THE BUILDING
2. CALL THE FIRE DEPARTMENT – DIAL 9-1-1
3. NOTIFY THE SCHOOL ADMINISTRATOR AND SUPERINTENDENT.
Paul Erlebach:
 - Phone (work) 503-355-3501
 - Cell & Home 503-487-7495
4. ARRANGE FOR THE SAFETY OF STUDENTS.
5. ARRANGE FOR TRANSPORTATION OF STUDENTS IF NEEDED.
Afternoon schedule should be used unless otherwise specified.
6. INSPECT BUILDING BEFORE RETURNING.

IF FIRE IS REPORTED:

If there is a fire, even in a classroom wastebasket, or a suspicion of fire through the sudden appearance or smell of smoke, the school alarm should be rung immediately and the building evacuated. Most casualties in fires are due to asphyxiation by smoke and toxic gases, time is of the essence.

NOTIFY AUTHORITIES:

The fire department and school superintendent should be called immediately.

SAFETY OF STUDENTS:

When students assemble at the designated safe areas, each teacher shall account for his/her students and prevent unauthorized return of students to the classrooms. Any student unaccounted for should be reported immediately to the school administrator.

ARRANGEMENT FOR TRANSPORTATION:

If it is determined that transportation is needed, a request shall be made to the school administrator to make the necessary arrangements.

INSPECTION OF BUILDING:

Do not enter any building that may have sustained damage until it has been examined by qualified persons and declared safe. Before re-entering the building, one should inspect the structural soundness, electrical wiring, oil, gas, and other fuel systems, water distribution, and boiler and heating systems.

CUSTODIAN RESPONSIBILITY:

Upon arrival of the fire department or other agencies, the custodian will make him/herself available to the officer in charge of fire, to open any necessary doors and give assistance relating to building plans and equipment.

FIRE SAFETY INSTRUCTION AND FIRE DRILLS:

Fires and explosions are among the most frequent causes of disaster. There is no immunity to fires, and schools are no exception. Oregon school law requires each school to instruct pupils in fire safety and fire drill procedures. Schools shall conduct emergency drills for fire, earthquake, tsunami, lockout, lockdown and shelter annually. Drills must be documented.

- A. The fire alarm system should be one that cannot be confused with other signals. It should be one that will definitely alert teachers and students to leave the building.
- B. In the event of fire, the fire department should be called immediately after the evacuation alarm is sounded.
- C. A plan for evacuation of the school building is to be formulated to empty the building.
- D. Alternate exits should be designated if usual exists are blocked.

FIRE OR EXPLOSION CONTINUED

- E. Spell out rules and regulations for evacuating the building.
- F. Instructions to students should be clear regarding coats, books, and other belongings. Evacuation must be immediate. Belongings should be left behind.
- G. Certain school personnel should be designated to check all rooms, including rest rooms, so that no one remains in the building. (Include in individual school plan)
- H. Each teacher should be responsible for the closing of doors and windows in his/her room to slow the spread of fire. (Include in individual school plan)
- I. Building exit guards should be designated and stationed to prevent unauthorized return of students to the classrooms.
- J. Cooperate with local fire department in developing the plan and conducting drills.
- K. Designate an assembly area so each teacher may account for his/her students. (Include in individual school plan)
- L. Designate certain personnel to shut off the utilities. (Include in individual school plan)

SEVERE WEATHER CONDITIONS

ACTION PLAN

1. ALERT STAFF MEMBERS AND DISTRICT OFFICE STAFF.
2. FOLLOW EMERGENCY TRANSPORTATION PLAN IF DECISION IS MADE TO TAKE STUDENTS HOME. UNLESS INDICATED TO THE CONTRARY, THE AFTERNOON BUS SCHEDULE SHALL BE FOLLOWED.
3. NOTIFY KTLI, FLASH NEWS AND SCHOOL MESSENGER TO RELAY AVAILABLE INFORMATION REGARDING THE SITUATION.
4. PUPILS RESIDING NEAR THE SCHOOL WILL WALK HOME IF WARNING TIME ALLOWS.

Periodically, Oregon experiences severe weather conditions which might result in floods, unusually heavy snow, or strong windstorms. Usually these storms happen with sufficient warning so that precautions can be taken.

WARNING:

When weather conditions indicate the possibility of a severe storm, school and district administrators will access available media to determine a plan of action.

The earliest possible advance warning of an impending storm shall be given to all school administrators to alert them to possible standby status for emergency procedures.

The administrator will take the necessary steps to prepare his/her staff for possible emergency transportation in the event the decision to send pupils home is made.

EMERGENCY TRANSPORTATION PLAN:

At the first indication that winds may worsen to hurricane level, or that snow will become unusually heavy, the students will be sent home if, in the judgment of the superintendent, there is sufficient time.

REMAINING AT SCHOOL:

If it is decided that all or part of the students should remain at school until the threatening period is over, they should be kept away from windows (in the event of high winds), and if possible, away from the windward force of the storm.

Interior hallways and lower floors, preferably basements, are generally the safest areas in a severe windstorm. Gymnasiums and auditoriums, in most cases, are considered to be the least safe.

CANCELING SCHOOL:

Occasionally, severe weather conditions occur during the night which makes the road conditions so hazardous that it is unsafe for busses to operate. If, in the judgment of the superintendent, this type of condition exists, busses will be instructed not to run. This decision should be made prior to 6:00 a.m. if possible. The local radio station and building principals will be notified according to the prearranged procedure. Children must be instructed by teachers not to call the radio stations. Phone lines become clogged and emergency messages cannot be received.

**WARNING: DO NOT CALL RADIO STATIONS UNLESS YOU ARE RELAYING AN IMPORTANT MESSAGE
– LISTEN FOR INSTRUCTIONS.**

A.M. BEFORE FIRST STUDENT PICK-UP

Drivers will be notified by telephone or CB radio by the transportation director as soon as a decision is made if busses will operate. If phoning the drivers is impossible, drivers should tune to their local radio stations for more information. If no information is relayed, then drivers should phone First Student for instructions. The decision not to have school will be made by the superintendent or his/her designated official.

SEVERE WEATHER CONDITIONS CONTINUED

After students are in school and when weather conditions are such that early closure of schools appears necessary, drivers will be contacted by the transportation director or First Student as soon as it is determined if schools will close early.

Keep telephone lines clear. If line is dead due to storm and announcements have been made over radio and television, proceed to your afternoon starting point. The driver in charge will notify First Student to report who is there and who is absent.

As soon as driver completes his/her run, telephone First Student for further instruction.

If an emergency arises while in route, i.e. heavy snow, falling trees, slides, high water, etc., please take your bus to the nearest school. Food and shelter are available. Contact with some school authority should be made.

Principals of each school will assist you in any matter whether emergency or not. Please utilize their expertise.

SCHOOL BUS EMERGENCY

ACTION PLAN

1. DRIVER'S RESPONSIBILITY:

- A. REMAIN WITH BUS.
- B. DETERMINE EXTENT OF PROBLEM
- C. FILL OUT EMERGENCY NOTIFICATION CHECKLIST
 - Driver and bus
 - Problem
 - Location
 - Assistance needed
- D. REQUEST ASSISTANCE OF PASSING MOTORIST.
- E. SET OUT WARNING SIGNALS.
- F. CALM STUDENTS AND CARE FOR THEIR COMFORT AND ADMINISTER FIRST AID.

(At least two students on each bus should be trained in emergency procedures to assist the driver or to act in the event the driver is incapacitated.)

2. CALL RECEIVED – SCHOOL BUS EMERGENCY

A. GET THE FACTS:

BUS NUMBER _____ DRIVER'S NAME _____
LOCATION _____
PROBLEM _____
ARE THERE INJURIES? _____ HOW MANY? _____
AMBULANCE NEEDED _____ FIRE OR DANGER OF FIRE _____

B. ACTION – IF THERE ARE INJURIES NOTIFY:

1. For police, fire, or medical, dial **9-1-1**
2. Superintendent, Paul Erlebach
 - Work: 503-355-3501
 - Cell & Home: 503-487-7495
3. First Student Bus Services, Michele Aeder
 - Work: 503-355-2008
 - Cell & Home: 503-801-1796

C. IF NO INJURIES – NOTIFY:

1. First Student Bus Services, Michele Aeder
 - Work: 503-355-2008
 - Cell & Home: 503-801-1796
2. Superintendent, Paul Erlebach
 - Work: 503-355-3501
 - Cell & Home: 503-487-7495
3. If fire department or police are needed, dial **9-1-1**

EARTHQUAKE

ACTION PLAN

1. REMAIN WHERE YOU ARE.
2. IF INDOORS – TAKE COVER UNDER DESKS OR TABLES. IF OUTDOORS – MOVE AWAY FROM BUILDINGS.
3. AFTER QUAKE – EVACUATE THE BUILDING. According to SRP Evacuation Plan.
4. INSPECT BUILDING BEFORE RETURNING.



Earthquakes are a serious threat in Oregon. Geologists state that Oregon is a great deal more earthquake-prone than is generally realized and that it is only a matter of time before a severe earthquake may occur. Should an earthquake occur, these procedures should be implemented. Students should stop, drop and cover.

REMAIN CALM:

Staff members should take charge immediately and give instruction in firm, calm voices to reassure the nervous, thus helping to prevent the possibility of hysteria or panic.

REMAIN WHERE YOU ARE:

During the quake, under no circumstances should persons rush through or outside of the building, exposing themselves to falling debris, live wires, etc. Experience has shown that the greatest point of danger is just outside of entrances and close to the sides of buildings.

IF INDOORS:

Take cover under desks, tables, or other heavy furniture, in interior doorways or narrow halls, or against weight-bearing inside walls. Stay away from windows, light fixtures, and suspended objects. After the quake is over, evacuate the building and move personnel to a safe outdoor area until the building has been inspected and declared safe by competent personnel.

IF OUTDOORS:

Move away from building. Avoid utility poles and overhead wires. Do not enter any building that may have sustained damage until competent personnel have examined the building and declared it safe.

INSPECT BUILDING:

Before re-entering the building one should inspect its:

- A. Structural soundness
- B. Electrical wiring
- C. Oil, gas and other fuel systems
- D. Water distribution
- E. Boiler and heating systems

TSUNAMI

ACTION PLAN

EVACUATION:

Nehalem Elementary School: Children will remain at school until notification is given by Emergency Management that busses can safely operate to take the students home.

Garibaldi Grade School: Children will remain at school until notification is given by Emergency Management that busses can safely operate to take the students home.

Neah-Kah-Nie Middle and High Schools: If the warning indicates a tsunami is imminent, staff will take students to the tsunami staging area west of the middle school. Students will remain there until notification is given by Emergency Management that busses can safely operate to take students home.

Neah-Kah-Nie Preschool and District Office: If the warning indicates a tsunami is imminent, staff will take students to the tsunami staging area up North Third Avenue.

Each building will develop its own specific tsunami emergency plan which should be attached to this Emergency Reference Guide.

CIVIL DISTURBANCE

ACTION PLAN

1. COUNSEL WITH DEMONSTRATORS.
2. NOTIFY LAW ENFORCEMENT AUTHORITIES – DIAL **9-1-1**
3. ALERT STAFF AND STUDENTS TO ASSIGNED DUTY STATIONS.
4. ASSEMBLE COMMUNICATION EQUIPMENT.

The problem of civil disturbances should be approached with the idea of prevention as well as control. In this potentially violent circumstance, the crisis may be avoided by early recognition of the problem and by the taking of concerted action toward its prevention. If, however, the disturbance develops into a condition which may be potentially dangerous to either persons or property, a plan of action must be activated.

COUNSEL WITH DEMONSTRATORS:

Advise demonstrators that their activity is unauthorized. They should be told by the principal, by virtue of his/her position, authority, and statutory provision, to desist and disperse immediately. (This self-identification and source of authority may be required in case of later prosecutions.)

Criminal statutes available to school administrators (and local police officers) for dealing with unlawful conduct in a school setting are ones dealing with trespass, ORS 164.205 and 164.255.

NOTIFY LAW ENFORCEMENT AUTHORITIES:

Law enforcement authorities should be notified immediately if it seems school authorities have lost or are losing control of the situation.

INSTRUCT STAFF:

To assume pre-assigned duties or stations. Follow an established procedure for using faculty during periods of high tension.

ASSEMBLE COMMUNICATION EQUIPMENT:

Communication equipment such as bull horn or two-way radios should be provided and made available on quick notice. A camera should also be available to photograph demonstrators for later identification.

CHEMICAL/GAS LEAK – HAZARDOUS MATERIALS

ACTION PLAN

1. Notify principal or designated official. The principal should designate someone to call the superintendent.
2. Notify ambulance and fire department – dial **9-1-1**
3. Begin evacuation if necessary using SRP Evacuation Plan.
4. Administer first aid until ambulance arrives – first aid direction will then be given by the ambulance crew.
5. Notify the nearest hospital or medical facility: Providence Seaside Hospital: 503-717-7000 and/or Tillamook Regional Medical: 503-842-4444
 - A. A list of students affected should be made immediately and given to the hospital upon arrival of the student. The list should include the child's name, date of birth, parent or guardian name, address, and phone number. Any other information about the child would be helpful.
6. Begin notification of parent or guardian of status of their youngster.
7. Do not re-enter building until building has been inspected by the fire department and determined to be safe.

When students and staff have been determined to be out of danger, notify the superintendent. Other organizations that should be notified are:

1. Emergency Management 503-842-3412 or call 9-1-1.
2. Tillamook County Health Department – 503-842-3900

All chemicals should be properly labeled and be out of reach of children. Knowledge of the company manufacturing the chemical would be helpful in identification of harmful effects.

POISON CONTROL CENTER 1-800-222-1222

BOMB THREAT

ACTION PLAN

1. Delay caller to obtain any possible clues. Ask where bomb is located and when it is set to explode.
2. Immediately notify law enforcement.
3. Inform the principal or his/her representative – no others. This person will notify the superintendent.
4. Principal makes decision concerning need to evacuate and need to call 9-1-1 for police and/or fire departments. Remember that a bomb threat is an unlawful act.
5. Call 1-800-557-0911, option #1, (CenturyLink) if number needs to be traced.
6. Areas of responsibility if building is not evacuated:

STUDENTS – PRINCIPAL AND STAFF
BUILDING – UNDER THE JURISDICTION OF THE FIRE AND POLICE DEPARTMENT

Should a school receive threats that a bomb has been concealed on the premises; the following procedures will be followed.

DELAY CALLER:

When a bomb threat is received, the recipient of the call should attempt to delay the caller and try to determine from the conversation as many facts as possible. Such clues as age, sex, mental state, voice characteristics, and other pertinent information might be obtained. As soon as possible following the conversation, a word by word record should be made. Ask the caller where the bomb is hidden and when it is set to explode.

INFORM SCHOOL ADMINISTRATOR:

Office personnel or staff member answering a bomb threat call will inform the administrator about the call immediately. No one else other than the administrator should be informed of the call. If the administrator is not available, his/her designated official (such as head teacher) should be informed.

The school administrator shall immediately assess the urgency of the situation and then determine whether or not the building should be evacuated. If the decision is made to evacuate the building, the fire and police departments should be notified immediately.

EVACUATING THE SCHOOL BUILDING:

Follow Standard Response Protocol Evacuation Plan. Announcement of evacuation should follow a fire drill.

AREAS OF RESPONSIBILITY:

If the building is evacuated the school administrator will remain responsible for all staff members and students. The building will be under the jurisdiction of the fire and police department until they have completed their inspection. The principal in charge of the building will make the decision for students and other personnel to re-enter the building based upon consultation with other district officials and the officer in charge of the search team.

IF POLICE OR FIRE DEPARTMENTS RECEIVE BOMB THREAT:

In the event the fire or police departments receive the call first they will immediately notify the principal who will initiate his/her bomb threat procedures. The principal will notify the fire and police departments of results of his/her investigation. The principal will notify the superintendent immediately.

BOMB THREAT CONTINUED

BOMB THREAT BY TELEPHONE CHECKLIST

Time call received _____ Time call terminated _____

Exact words of caller _____

QUESTIONS TO ASK

(Be calm, delay caller, ask to have message repeated.)

Time the bomb is set to explode _____ Location of bomb _____

Floor _____ Area _____ is it in the open _____

Disguised _____ Concealed _____

What kind of bomb _____

Description of bomb _____

Why was it placed _____

How did it get into the school _____

DESCRIPTION OF VOICE

Male _____ Female _____ Calm _____ Frightened _____ Young _____ Middle Aged _____

Old _____ Accent _____ Slang _____ Educated _____ Background Noise _____

Type of noise _____

Additional information _____

Signature of person receiving call _____ Date _____

NUCLEAR THREAT OR DISASTER

WARNING: An alert will be broadcast by North American Warning System and Emergency Broadcast. Schools will be alerted by Emergency Services agencies.

ACTION PLAN I: Sufficient Warning – Busses will transport pupils to their homes. Pupils residing nearby will walk home. Use afternoon schedule unless otherwise stated.

ACTION PLAN II: Insufficient Warning – Pupils will be taken to the fallout shelter or the most sheltered portion of the school building. For radiation protection it is important that the greatest possible distance and building mass be placed between pupils and the radiation source. All persons must remain in such shelter until authorities announce that it is safe to venture out. A portable radio should be used to hear emergency broadcasts.

Staff members and older pupils should collect water in containers and food supplies for storage in the shelter area. Covered waterproof containers will also be required for use as emergency toilets and for disposal of waste food products. Disinfectants should be sprinkled over waste.

Continuous efforts should be extended to increase shelter protection by surrounding pupils with radiation absorbing materials such as: boxes of books, dirt, wood, steel, or pieces of masonry.

Execute emergency plan in the event of a threat of disaster from a nuclear plant.

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