



Bend-La Pine Schools
520 NW Wall Street
Bend, OR 97701

QUICK REFERENCE GUIDE FOR EMERGENCIES

KEEP IN CLASSROOM, NEXT TO PHONE

TAKE GUIDE WITH YOU IF EVACUATED

**USE GREEN COVER TO SIGNAL
“ALL OKAY”**

**USE RED COVER TO SIGNAL
“NOT OKAY – NEED HELP”**

School Emergency Response Team

FUNCTION	STAFF ASSIGNED	BUILDING PHONE	CELL PHONE
Incident Command			
• Backup Command			
Operations			
• Backup Operations			
• Site Security (<i>Operations</i>)			
• Backup Site Security			
• Student Release (<i>Operations</i>)			
• Backup Student Release			
Communications			

Closure Codes

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

Possible Early Closure

- Inclement weather
- Electrical storm
- Power Failure
- Volcanic Activity
- Earthquake

No Closure Required

- Assault/Fighting
- Child Abuse
- Serious Illness/Injury
- Spilled Body Fluids

Important Phone Numbers

Bend Police Dispatch	(541) 693-6911
Deschutes County Sheriff	(541) 693-6911
Pacific Power & Light	877-508-5088
Cascade Natural Gas	888-522-1130
Poison Center	800-222-1222

Bend-La Pine Schools Phone Numbers

Maintenance	(541) 355-4700
Superintendent	(541) 355-1000
Technology Help Desk	(541) 355-1200

Closure Codes

Assault/Fighting/Bullying

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

Evacuation Code

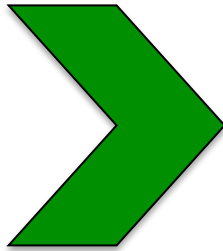


Not Applicable

Teacher or Supervising Adult

1.	Approach in a calm, controlled manner addressing the combatants by name if possible.
2.	Control the scene. Demand that the combatants (or aggressor in the case of bullying) stop. Obtain witnesses.
3.	Escort the combatants (or the aggressor in the case of bullying) to the office area keeping them isolated from each other and other students.
4.	Notify administration.

**Administrative
Follow-up**



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

Bend-La Pine Schools' district policy and applicable state law may also govern these procedures and protocols. Policies and regulations are available on the district's web page at:

<http://www.bend.k12.or.us/education> under the School Board tab

Resource Numbers/ Information	https://sites.google.com/a/hdesd.org/safeschools/home	
	Bullying Web Page	
	 School Office	 Non-Emergency Police

Assault/Fighting/Bully

Child Abuse

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

Evacuation Code



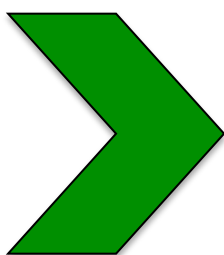
Not Applicable

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

Teacher or Supervising Adult

1.	Contact supervisor, building administrator or counselor.
2.	Inform Department of Human Services, 541-388-6161, or law enforcement (i.e. school resource officer) and make a written record of your contact via district form. Send original form to district office.
3.	Do not notify parents! Let the authorities deal with the report.

**Administrative
Follow-up**



Task	
1.	Confirm notification of required agencies.
2.	Be certain proper procedures are followed (i.e., confidentiality and student interview by outside agencies).
3.	Confirm form has been sent to district office.

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<http://www.bend.k12.or.us/education> under the School Board tab

**Resource
Numbers**

(541) 388-6161

DHS

911

Police

(541) 693-6911

Non-Emergency Police

School Office

Child Abuse

Inclement Weather

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

Evacuation Code



Possible Early Closure

Teacher or Supervising Adult

Severe Windstorms

1.	Turn off and unplug computers; turn off any natural gas in anticipation of possible power outage. (e.g., science labs, kitchens.)
2.	No open flame , candles, matches or lighters should be used for temporary lighting if outage occurs.
3.	Keep students in rooms opposite the windward side of the building. Use lower floors, interior halls and basements for students whenever possible.
4.	Await decision of possible early dismissal by administrator or designee.

Severe Snow Storm/Ice Storm

1.	Turn off and unplug computers; turn off any natural gas in anticipation of possible power outage.
2.	No open flame , candles, matches or lighters should be used for temporary lighting if outage occurs.
3.	Keep students indoors.
4.	Await decision of possible early dismissal by administrator or designee.

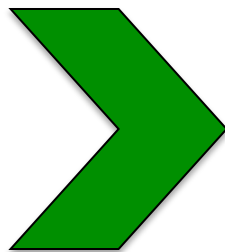
Electrical Storms

1.	Remain indoors as storm develops. If outdoors, seek indoor shelter.
2.	Avoid contact with electrical switches, drinking fountains, water pipes, any electrical equipment and any object that may conduct electricity.
3.	Turn off and unplug computers; turn off any natural gas in anticipation of possible power outage.
4.	Follow administrative directives as provided.

Cold Weather Guidelines

When the outside temperature falls to 20°F or below (not including wind chill), the administration will use caution when allowing outdoor school activities.

Administrative Follow-up



Task

1.	Survey building to confirm that proper procedures are being followed.
2.	Monitor weather via the radio or internet.
3.	Maintain communications with superintendent as to possible early closure.
4.	If appropriate, notify parents of early closure.

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**Resource
Numbers**

School Office

(541) 355-4700

Maintenance

(541) 355-1000

(541) 355-1001

Education Center

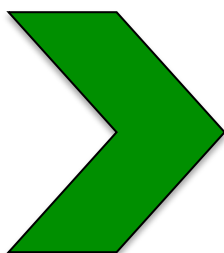
Inclement Weather

Medical Emergency Procedures

Teacher or Supervising Adult

1.	Evaluate the situation. Are there things that might put you or victim at risk of harm?
2.	Avoid moving the victim.
3.	If a serious injury or condition, call Emergency Services (dial 911) or tell someone to do so.
4.	If not a life-threatening situation, notify school office.
5.	If you are certified, administer First Aid and/or CPR as deemed necessary, or send for a trained staff member to do so.
6.	Stay with the victim until help arrives. Try to be a calming presence for the victim.



Administrative Follow-up



Task	
1.	Notify appropriate staff of the injury or situation (secretary, assistant, nurse).
2.	Report to the room/area of injury or send another to assist.
3.	Administer first aid if necessary or find a trained staff member to do so.
4.	Determine whether to handle at building level or to request emergency assistance (911).
5.	Transport victim to sick room/nurse's office if safe to do so. Call school nurse.
6.	Wait for arrival of emergency medical personnel if school has contacted 911 for a response.
7.	Notify parent/guardian of situation.
8.	Follow-up on condition of victim.
9.	File accident report with district office.

Building Medical Resources

1. First Aid Kits	
2. AED	
3. First Aid/CPR Trained Staff	

Resource Numbers	 School Office	911 Police, Fire, Ambulance	 School Nurses – Cell Phones
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Medical Emergency Procedures

Power Failure

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

Evacuation Code

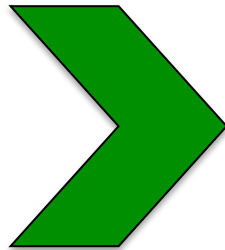


Possible Early Closure

Teacher or Supervising Adult

1.	Students are to remain in classroom until power is restored or until released by an administrator.
2.	No open flame , matches, candles or cigarette lighters should be used.
3.	Notify school office of outage.

**Administrative
Follow-up**



Task	
1.	Survey building to confirm proper procedures are being followed.
2.	Notify superintendent and refer all media inquiries to communication's office.
3.	If appropriate, notify parents of early closure.

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Resource Numbers



School Office

(541) 355-4700

Maintenance

**(541) 355-1000
(541) 355-1001**

Education Center

Power Failure

Serious Illness/Injury

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

Evacuation Code

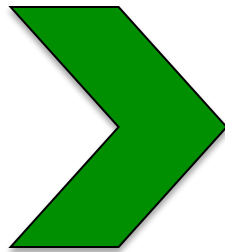


Not Applicable

Teacher or Supervising Adult

1.	Contact first aid provider immediately, if possible.
2.	Call 911 and notify school office, but do not leave victim unattended.
3.	Maintain airway and administer CPR if necessary.
4.	Immobilize if it is a head or neck injury.
5.	Do not move the victim unless an immediate emergency situation dictates evacuation.
6.	Control bleeding and shock.
7.	Check for medical tags.

**Administrative
Follow-up**



Task	
1.	Assess safety status of accident scene.
2.	Notify parents.
3.	Notify superintendent and refer all media inquiries to communication's office, if appropriate.
4.	Inform staff and students, if appropriate.
5.	Verify accident form has been completed.

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**Resource
Numbers**

911

Police, Fire, Ambulance

School Office

**(541) 355-1000
(541) 355-1001**

**School Nurses
Cell Phones**

Education Center

Serious Illness/Injury

Spilled Body Fluids

Spilled Body Fluids:

All body fluids (blood, vomit, urine, feces, saliva) have the potential to infect people with diseases such as Hepatitis B, HIV or other serious illnesses.

Your school custodian is familiar with safe cleanup and disposal procedures. If possible, ask him or her for assistance.

Evacuation Code

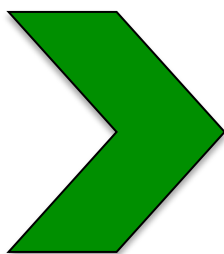


Not applicable

Teacher or Supervising Adult

1.	Wear disposable gloves at all times when dealing with another person's body fluids.
2.	Avoid getting another person's body fluids in your eyes, mouth, open sores or wounds.
3.	If exposed, rinse the affected area immediately, wash with soap and water and report the exposure to the building principal immediately.
4.	Contact your building custodian for assistance and in cleanup.
5.	If an individual is exposed, send him or her to the office for follow-up and/or care.
6.	See the Bloodborne Pathogen regulations (Administrative Regulation EBBAB-AR) for more information about related exposure and cleanup issues.

Administrative Follow-up



Task

- | | |
|----|---|
| 1. | Principal, supervisor or department manager notifies Risk Management. |
|----|---|

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<http://www.bend.k12.or.us/education> under the School Board tab

Resource Numbers

School Office

**School Maintenance Office
and Cell Phones**

Spilled Body Fluids

Volcanic Activity

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

Evacuation Code

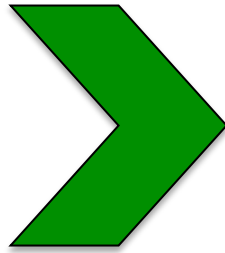


Possible Early Closure

Teacher or Supervising Adult

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

**Administrative
Follow-up**



Task	
1.	Survey building to confirm proper procedures are being followed if survey can be done safely.
2.	Maintain communications with superintendent for updates and possibly early closure.

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Resource Numbers	911		(541) 355-1000 (541) 355-1001
	Police, Fire, Ambulance	School Office	Education Center

Volcanic Activity

School Emergency Response Team

FUNCTION	STAFF ASSIGNED	BUILDING PHONE	CELL PHONE
Incident Command			
• Backup Command			
Operations			
• Backup Operations			
• Site Security (<i>Operations</i>)			
• Backup Site Security			
• Student Release (<i>Operations</i>)			
• Backup Student Release			
Communications			

Evacuation Codes

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

Possible Lockdown	Classroom/Campus Evacuation	
<ul style="list-style-type: none"> • Weapon • Shooting • Unauthorized Visitor • Disturbances/Demonstrations 	<ul style="list-style-type: none"> • Suicide • Fire • Bomb Threat 	<ul style="list-style-type: none"> • Earthquake • Explosion • Hazardous Material

LOCKDOWN procedures:

1. Move all students to your room/safe location.
2. Secure classroom by locking doors, closing windows/shades and turning off lights.
3. Communicate with appropriate staff/office.
4. Account for students.
5. Remain quiet/no one allowed to leave the room.
6. Remain in lockdown until released by someone in authority.

EVACUATION procedures:

All students and staff moved to a safe distance from campus to a prearranged "safe area".
Classroom staff – take grade book and check class roster. Report any missing students to administration immediately.
Office staff – account for all students. Notify district office.

Important Phone Numbers		Bend-La Pine Schools Phone Numbers	
Bend Police Dispatch	(541) 693-6911	Maintenance	(541) 355-4700
Deschutes County Sheriff	(541) 693-6911	Superintendent	(541) 355-1000
Pacific Power & Light	877-508-5088	Technology Help Desk	(541) 355-1200
Cascade Natural Gas	888-522-1130		
Poison Center	800-222-1222		

Evacuation Codes

Bomb Threat

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

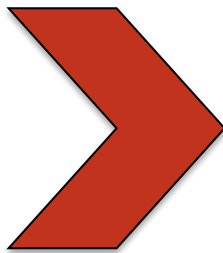
Evacuation Code ➡ **CLASSROOM/CAMPUS EVACUATION**

Teacher or Supervising Adult

1.	Record exactly what the caller says. Attempt to obtain exact wording. Check caller ID when applicable. Note time of call.								
2.	Ask the caller <table border="0"> <tr> <td>1. What time is the bomb set to detonate?</td> <td>5. What does it look like?</td> </tr> <tr> <td>2. Where is it located?</td> <td>6. Why was it placed in the school?</td> </tr> <tr> <td>3. Is it visible? Hidden?</td> <td>7. How did it get in the school?</td> </tr> <tr> <td>4. What kind of bomb is it?</td> <td></td> </tr> </table>	1. What time is the bomb set to detonate?	5. What does it look like?	2. Where is it located?	6. Why was it placed in the school?	3. Is it visible? Hidden?	7. How did it get in the school?	4. What kind of bomb is it?	
1. What time is the bomb set to detonate?	5. What does it look like?								
2. Where is it located?	6. Why was it placed in the school?								
3. Is it visible? Hidden?	7. How did it get in the school?								
4. What kind of bomb is it?									
3.	Note the caller as to accent, age, sex, mental state, etc. and determine any background noise.								
4.	Look at your telephone history to find the number.								
5.	Notify administration.								

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

Administrative Follow-up



Task	
1.	Initiate alarm & evacuate to designated area.
2.	Call 911 and district office.
3.	Notify superintendent and refer all media inquiries to communication's office.
4.	Follow search procedures advised by police.

Bend-La Pine Schools' district policy and applicable state law may also govern these procedures and protocols. Policies and regulations are available on the district's web page at:

<http://www.bend.k12.or.us/education> under the School Board tab

Resource Numbers

911

Police

(541) 355-1000

(541) 355-1001

Education Center

Bomb Threat

Disturbances/Demonstrations

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

Evacuation Code

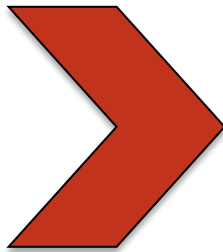


Possible Lockdown

Teacher or Supervising Adult

1.	Notify administration.
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**Administrative
Follow-up**



Task	
1.	Notify law enforcement, if appropriate.
2.	Notify superintendent and refer all media inquiries to communication's office.
3.	Provide school staff with appropriate direction to ensure safety of all (i.e., lockdown, evacuation).
4.	Prepare parent letter and/or news release, if appropriate.

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<http://www.bend.k12.or.us/education> under the School Board tab

**Resource
Numbers**

School Office

911

Police

**(541) 355-1000
(541) 355-1001**

**Education
Center**

Disturbances/Demonstration

Earthquake

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

Evacuation Code



CLASSROOM EVACUATION

Teacher or Supervising Adult

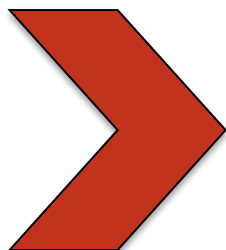
If Indoors

- | | |
|----|--|
| 1. | Instruct students in proper earthquake procedures, duck, cover and hold (i.e., drop to a crouched position, head down, hands clasped behind head, with back toward windows, under tables and away from bookshelves and cabinets). |
| 2. | Wait until tremors cease. Be prepared for possible aftershocks. |
| 3. | Evaluate situation and implement evacuation procedures if necessary. If required, evacuate to pre-assigned assembly area at least 100 feet from the building. Take grade book and check class roster immediately, reporting any missing students to the administration. |
| 4. | Supervise students until they can safely return or other administrative direction is given. |

If Outdoors

- | | |
|----|---|
| 1. | Move away from any buildings to open space avoiding trees, poles and any overhead wires. |
| 2. | Wait for tremors to cease. |
| 3. | Evaluate situation and either await re-entry signal or evacuate to pre-assigned assembly area. |
| 4. | Supervise students until they can safely return or other administrative direction is given. |

Administrative Follow-up



Task

- | | |
|----|--|
| 1. | Call 911 and district office as soon as possible. |
| 2. | Evacuate building as soon as earthquake stops. |
| 3. | Do not allow re-entry to building until authorized by fire/safety officials. |

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<http://www.bend.k12.or.us/education> under the School Board tab

**Resource
Numbers**

School Office

911

Police

**(541) 355-1000
(541) 355-1001**

**Education
Center**

Earthquake

Explosion

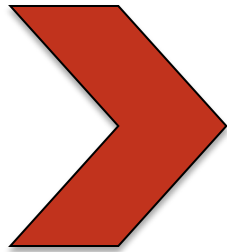
Explosion: A violent and destructive shattering or blowing apart of something.

Evacuation Code ➔ **CLASSROOM EVACUATION**

Teacher or Supervising Adult

1.	Assess immediate injuries. Use serious illness/injury section of this booklet if appropriate.
2.	Evaluate the situation. Try to determine if there is imminent danger. Listen for fire alarm or building directive. Try to contact school office.
3.	If appropriate, using best judgment, follow evacuation procedures and/or activate alarm system. Leave classroom door unlocked and open.
4.	Take grade book and check class roster. Immediately report any missing students to the administration when first arriving in the evacuation area.

Administrative Follow-up



Task	
1.	Issue appropriate emergency procedure/response.
2.	Secure treatment for any injured persons.
3.	Call 911.
4.	Monitor evacuation or relocation.
5.	Meet with fire and police officials upon arrival.
6.	Do not allow re-entry to building until authorized by fire/safety officials.
7.	Notify superintendent and refer all media inquiries to communication's office.

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Resource Numbers

911

**Police, Fire,
Ambulance**

School Office

**(541) 355-1000
(541) 355-1001**

**Education
Center**

Explosion

Fire

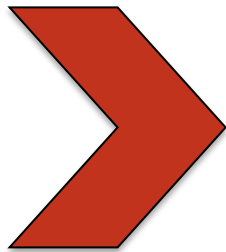
Fire: Schools are subject to accidental and/or intentional fires.

Evacuation Code ➡ **CLASSROOM EVACUATION**

Teacher or Supervising Adult

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

Administrative Follow-up



Reminder: ANY fire on school grounds must be reported to the fire department and/or police.

Task

1.	Issue appropriate emergency procedure/response.
2.	Call 911 and district office.
3.	Initiate building sweep if safe to do so.
4.	Determine if there are injuries
5.	Attempt to determine both location and cause of fire.
6.	Meet with fire officials upon arrival.
7.	Do not allow re-entry to building until authorized by fire/safety officials.
8.	Refer all media inquiries to superintendent's office.

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Resource Numbers

911

**Police, Fire,
Ambulance**

School Office

**(541) 355-1000
(541) 355-1001**

**Education
Center**

Fire

Hazardous Materials Spill

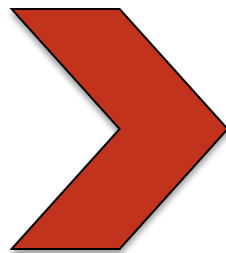
Hazardous Materials Spill: Hazardous materials include poisons, fertilizers, biological contaminants, explosives and other corrosive materials which have the potential of becoming a hazard in the immediate vicinity of the school.

Evacuation Code ➡ **CLASSROOM/CAMPUS EVACUATION**

Teacher or Supervising Adult

1.	If the incident has occurred in your room or area, issue a room clear immediately.
2.	Notify administration and provide medical assistance, as appropriate.
3.	Follow administrative directive.

Administrative Follow-up



Task	
1.	Seek treatment for any student or staff exposed either through: 1) inhalation; 2) skin exposure; 3) swallowing; or 4) eye exposure. (Refer to medical assessment procedures)
2.	Determine location, quantity and concentration of exposure; evacuate students as necessary.
3.	If evacuated, instruct staff to take grade book; check class roster immediately reporting missing students to administration.
4.	Call 911.
5.	Notify superintendent and refer all media inquiries to communication's office.

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<http://www.bend.k12.or.us/education> under the School Board tab

Resource Numbers

1-800-222-1222

Poison Control

911

Police, Fire, Ambulance

School Office

(541) 355-1000

(541) 355-1001

School Nurses-Cell Phones

Education Center

Hazardous Materials Spill

Shooting

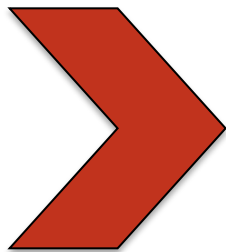
Shooting: The discharge of any firearm in or in the direction of a school building or district property.

Evacuation Code ➔ **Possible Lockdown or Evacuation**

Teacher or Supervising Adult

1.	Call 911 and care for the injured as safely as possible.
2.	Notify administration and account for students in your care.
3.	Follow administration instructions.
4.	At all times attend to personal safety.

Administrative Follow-up



Task	
1.	Call 911.
2.	Assess situation as to: <ul style="list-style-type: none"> a. shooter's location b. injuries c. potential for additional shooting
3.	Initiate lockdown or evacuation, if appropriate.
4.	Secure medical attention for injured.
5.	Ensure staff, students are safely evacuated and/or isolated from shooter. Account for students.
6.	Notify superintendent and refer all media inquiries to communication's office.
7.	Meet with law enforcement upon arrival.
8.	Designate spokesperson to deal with news media at scene.
9.	Meet with superintendent/communication's office to prepare news/information release.
10.	If appropriate: <ul style="list-style-type: none"> a. Prepare parent letter. b. Hold information meeting for staff. c. Initiate grief counseling plan.

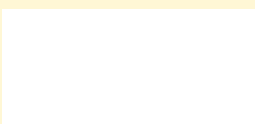
Bend-La Pine Schools' district policy and applicable state law may also govern these procedures and protocols. Policies and regulations are available on the district's web page at:

<http://www.bend.k12.or.us/education> under the School Board tab

Resource Numbers

911

Police, Ambulance



School Office

(541) 355-1000
(541) 355-1001

Education
Center

Shooting

Suicide

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

Evacuation Code

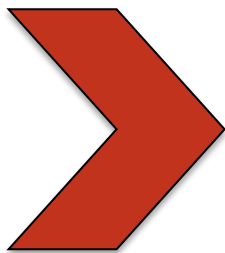


Possible Evacuation of Classroom or School Area Possible Lockdown

Teacher or Supervising Adult

1.	Intervene as appropriate to any threat or attempted suicide.
2.	Assess situation. Prevent students from witnessing traumatic event, if possible.
3.	Notify administration.
4.	Remain calm and reassure students.

Administrative Follow-up



Task	
1.	Call 911, if appropriate
2.	Call <i>Deschutes County Mental Health Crisis Line</i> , if appropriate.
3.	Initiate lockdown or evacuation, if appropriate.
4.	Call school nurse, school counselor, or trained staff.
5.	Notify parents, staff.
6.	Notify superintendent and refer all media inquiries to communication's office.
7.	If appropriate: a) Initiate grief counseling plan. b) Prepare parent letter.

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Recommended resources:

For emergencies:

- 911
- Local emergency rooms
- Deschutes County Crisis Line (541) 322-7500

To speak with a counselor or schedule an appointment:

- Deschutes County Behavioral Health (541) 322-7500
- St. Charles Behavioral Health Services (541) 706-2768

Other resources:

- National Suicide Prevention Lifeline, 800-273-TALK, www.suicidepreventionlifeline.org
- www.deschutes.org/suicideprevention
- Youth focused – www.reachout.com
- Tri-County crisis response team (541) 325-9911

Warning signs for suicide:

- Hopelessness
- Rage, anger, seeking revenge
- Acting reckless or engaging in risky activities, seemingly without thinking
- Feeling trapped—like there's 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

Resource Numbers	911 Police, Ambulance School Nurses-Cell Phones	541-322-7500 Deschutes Co. Mental Health Crisis Line	 School Office (541) 355-1000 (541) 355-1001 Education Center
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Suicide

Unauthorized Visitor

Unauthorized Visitor:

Any unauthorized visitor or unknown person on district property.

Evacuation Code

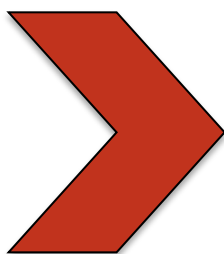


Possible Lockdown

Teacher or Supervising Adult

1.	Ask unauthorized visitor to identify himself/herself.
2.	Direct them to the office.
3.	Make immediate follow-up call to notify office, if appropriate.
4.	Assess situation for danger. Direct students to a safe area if appropriate.

**Administrative
Follow-up**



Task	
1.	Attempt to obtain identity and purpose of unauthorized visitor.
2.	Call 911, if appropriate.
3.	Initiate lockdown process, if appropriate.
4.	Notify superintendent and refer all media inquiries to communication's office.
5.	Prepare parent letter, if appropriate.

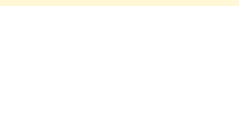
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**Resource
Numbers**

911

Police



School Office

**(541) 355-1000
(541) 355-1001**

**Education
Center**

Unauthorized Visitor

Weapons

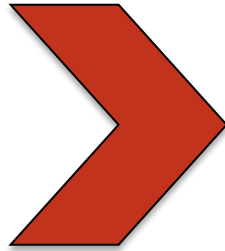
Weapons: A dangerous weapon, deadly weapon or firearm is any item fashioned with the intent to sell, use, harm, threaten or harass students, staff, parents or visitors.

Evacuation Code ➡ **Possible Lockdown or Evacuation**

Teacher or Supervising Adult

1.	Assess situation for danger.
2.	Call 911, if appropriate.
3.	Direct students to safety.
4.	Notify school office.

**Administrative
Follow-up**



Task	
1.	Confirm 911 has been called, if appropriate.
2.	Initiate lockdown or evacuation, if appropriate.
3.	If not an emergency situation, and 911 was not called, notify police to make report.
4.	Notify superintendent and refer all media inquiries to communication's office.
5.	If appropriate: <ul style="list-style-type: none"> a. Inform students, staff, district office and other district buildings. b. Prepare parent letter and news media statement.

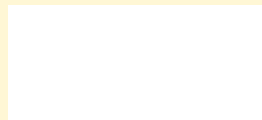
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**Resource
Numbers**

911

Police



School Office

**(541) 355-1000
(541) 355-1001**

**Education
Center**

Weapons