

EMERGENCY PROCEDURES MANUAL



Lake County Education Service District
357 North L Street
Lakeview, OR 97630
541-947-3371; 800-997-2361

Date Revised: 6/2011



EMERGENCY NUMBERS

ESD Staff to be contacted in case of an emergency:

Alice Hunsaker: 541-350-4905

Debbie Goss: 541-219-1650

Sara Sarensen: 541-947-4311 or 541-417-1247

ESD Office: 541-947-3371

Fire Department: 541-947-2504 or 911

Hospital: 541-947-2114

Law Enforcement: 541-947-2504 or 911

PG&E Gas Leak: 800-743-5000

Ambulance Service: 541-947-2504 or 911

Public Works Dept: 541-947-2029

Poison Control: 800-222-1222 or 911

Other: _____

EMERGENCY NUMBERS

BOMB THREAT

DO NOT USE CELL PHONES!

Bomb Threat: Receipt of a verbal or written threat of a bomb or discovery of a suspicious de-

	Task	
1	<p>Record exactly what the caller says. Attempt to obtain exact wording.</p> <p>Ask the caller</p> <ol style="list-style-type: none"> 1. What time is the bomb set to detonate? 2. Where is it located? 3. Is it visible? Hidden? 4. What kind of bomb is it? 5. What does it look like? 6. Why was it placed in the ESD? 7. How did it get in the ESD? 	
2	<ol style="list-style-type: none"> 1. Where is it located? 2. Where is it visible? Hidden? 3. Is it visible? Hidden? 4. What kind of bomb is it? 5. What does it look like? 6. Why was it placed in the ESD? 7. How did it get in the ESD? 	
3	<p>Note the caller as to accent, age, sex, mental state, etc. and determine any background noise.</p>	
4	<p>Notify Superintendent immediately.</p>	

* If a suspicious device is observed by a staff member, contact administration immediately and advise other staff to leave the area. Do not attempt to move the device. **DO NOT USE CELL PHONES** as they may trigger an explosion.

Stay calm.

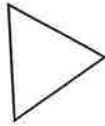
Alert staff.

Evacuate.

Call authorities.

DO NOT USE CELL PHONES!

**Administrative
Follow-up**



	Task	Person Responsible	Done?
1	Initiate alarm and evacuate.		
2	Notify appropriate agencies.		
3	Search evacuation site for possible second device.		

DO NOT USE CELL PHONES!

**Resource
Numbers**

911 or
541-947-2504

Fire

911 or
541-947-2504

Police

911 or
541-947-2504

Ambulance

BOMB THREAT

CIVIL DISTURBANCE

A Civil Disturbance near the campus has the potential to disrupt ESD activities, cause injury to staff and damage property.

Task	
1	Notify Superintendent immediately.
2	Determine the safest procedure to follow based on the threat posed to the building and the proximity of the disruption to the ESD.

Person Responding	Done?
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**EVACUATION
OR
SHELTER IN PLACE
OR
LOCKDOWN?**

If violent protests are close, it is safer to LOCKDOWN or SHELTER IN PLACE than to evacuate into harm's way.

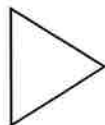
Stay calm.

Notify Superintendent.

Alert staff.

Call authorities.

Administrative Follow-up



	Task	Person Responsible	Done?
1	Ask demonstrators to disperse.		
2	Notify law enforcement, if appropriate.		
3	<u>Do not</u> attempt to negotiate any demands made by the demonstrators.		
4	Initiate lockdown, if appropriate.		

Listen for instructions from administration or law enforcement.

CIVIL DISTURBANCE

EARTHQUAKE

Earthquake: Take these actions immediately when shaking begins.

Task	Person Responding	Done?
IF INDOORS		
1		
2		
3		
4		
IF OUTDOORS		
1		
2		

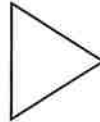
Stay calm.

Protect self.

Assess situation.

Evacuate if necessary.

**Administrative
Follow-up**



	Task	Person Responsible	Done?
1	Assess possible injuries and damage to building.		
2	Follow procedures for staff accounting.		
3	Do not re-enter the building until it is determined to be safe.		

Listen for instructions from administration or law enforcement.

**If the safety of the staff is threatened at any time,
DO NOT WAIT for permission—EVACUATE IMMEDIATELY!**

EARTHQUAKE

EXPLOSION

Explosion: In the case of an explosion, evacuation is not always the safest plan.

Task	Person Responding	Done?
1 Assess immediate injuries.		
2 Determine extent of the damage before deciding to evacuate.		
3 Notify Superintendent.		

EVACUATION OR SHELTER IN PLACE?

Note: Explosions can happen from ruptured gas mains, acts of terrorism, fallen aircraft and other causes. There may be toxic fumes and hazardous materials involved. Until you know the cause of the explosion and can determine the safest procedures to follow, it is best to remain inside and wait further instructions from the administration or first responders unless there is an immediate danger of fire or collapse.

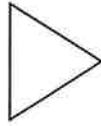
Stay calm.

Protect self.

Assess situation.

Evacuate if necessary.

**Administrative
Follow-up**



	Task	Person Responsible	Done?
1	Secure treatment for any injured persons and call 911.		
2	Monitor evacuation.		
3	Meet with fire and police officials upon arrival.		

**EVACUATION
OR
SHELTER IN PLACE?**

**If the safety of the staff is threatened at any time,
DO NOT WAIT for permission—EVACUATE IMMEDIATELY!**

EXPLOSION

FIRE

Fire: Because the size of a fire doubles every minute, time is of the essence!

Person Responding	Done?	Task	1	2	3	4	5
		Call 911!		Notify Superintendent and staff immediately.	Attempt to extinguish ONLY if small.	Evacuate building immediately and go to designated evacuation area.	Do not re-enter the building until it has been determined to be safe.

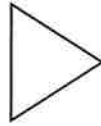
Stay calm.

Call 911.

Notify Superintendent.

Alert staff.

**Administrative
Follow-up**



Task	Person Responsible	Done?
1 Attempt to determine both the location and cause of the fire.		
2 Determine if there are injuries.		
3 Meet with fire officials upon arrival.		

**If the safety of the staff is threatened at any time,
DO NOT WAIT for permission—EVACUATE IMMEDIATELY!**

FIRE

GAS / HEATING OIL LEAK

Gas / Heating Oil Leak: If fumes are present or if you experience headaches only while at work, do not hesitate to notify the Superintendent.

Done?	Person Responding	Task
		1 Determine if leak seems likely and Call 911!
		2 Notify Superintendent and staff immediately.
		3 Evacuate building immediately and determine safe area in which to wait.
		4 Do not re-enter the building until it has been determined to be safe.

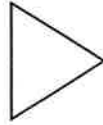
Stay calm.

Notify Superintendent.

Call 911.

Alert staff.

**Administrative
Follow-up**



Task	Person Responsible	Done?
1 Determine if there are injuries.		
2 Monitor evacuation.		
3 Meet with officials upon arrival.		

**If the safety of the staff is threatened at any time,
DO NOT WAIT for permission—EVACUATE IMMEDIATELY!**

GAS / HEATING OIL LEAK

HAZARDOUS MATERIALS AND / OR SPILLS

Hazardous materials and / or Spills: Hazardous materials include poison, fertilizers, biological contaminants, explosives and other corrosive materials which have the potential of becoming a hazard in the immediate vicinity of the ESD.

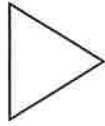
Task	Person Responding	Done?
1 Notify Superintendent and provide medical assistance, as appropriate.		
2 Notify staff immediately.		
3 Call 911 if it doesn't appear that has happened.		
4 Determine if the incident is on ESD property or directly adjacent to it.		
5 Evacuation may be necessary, but if the ESD is not in immediate danger, it may be better to shelter in place.		
6 Do not re-enter the building until it has been determined to be safe.		

EVACUATION OR

SHELTER IN PLACE?

Notify Superintendent. Call 911. Alert staff. Evacuate or shelter in place.

**Administrative
Follow-up**



Task	Person Responsible	Done?
1 Seek treatment for any staff exposed either through: 1) inhalation; 2) skin exposure; 3) swallowing; or 4) eye exposure.		
2 Determine location, quantity and concentration of exposure.		
3 Determine if evacuation is advisable. Monitor evacuation.		

**EVACUATION
OR
SHELTER IN PLACE?**

If the incident is in the surrounding neighborhood and the ESD is not in immediate danger, it may be better to SHELTER IN PLACE.

**If the safety of the staff is threatened at any time,
DO NOT WAIT for permission—EVACUATE IMMEDIATELY!**

HAZ MAT AND / OR SPILLS

INCLEMENT / SEVERE WEATHER

Inclement / severe weather can be accompanied by high winds, heavy rains, downed trees, downed electrical lines and flooding which may pose risks to staff.

Task	Person Responding	Done?
1 Turn off and unplug computers		
2 No open flame , candles, matches or lighters should be used for temporary lighting if outage occurs.		
3 Keep staff indoors in rooms opposite the windward side of the building. Use interior halls whenever possible.		
4 Await decision of possible early closure by Superintendent.		

FLOODING

1 If warranted, evacuate staff to designated evacuation site out of danger.		
2 Take staff accounting before leaving building.		
3 Remember to take emergency kit.		
4 Upon arrival at the safe site, follow accounting procedures.		
5 Remain until it has been determined safe to return to the ESD.		

EVACUATION OR

SHELTER IN PLACE?

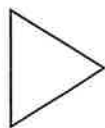
Stay calm.

Notify Superintendent.

Alert staff.

Move to safe area.

Administrative Follow-up



	Task	Person Responsible	Done?
1	Survey building to confirm that proper procedures are being followed.		
2	Monitor weather via the radio / internet.		
3	Maintain communications with Superintendent as to possible early closure.		
4	Notify media of early closure.		

EVACUATION OR SHELTER IN PLACE?

If conditions outside pose serious risks, it is better to remain inside the ESD.

**If the safety of the staff is threatened at any time,
DO NOT WAIT for permission—EVACUATE IMMEDIATELY!**

INCLEMENT / SEVERE WEATHER

POWER FAILURE

Power Failure is often more of an inconvenience, but can pose serious safety considerations.

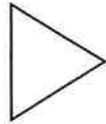
Person Responding	Done?	Task
		1 Staff is to remain in building until power is restored or until released by the Superintendent.
		2 No open flame, matches, candles or cigarette lighters should be used.
		3 Notify Superintendent and await instructions.

Stay calm.

Notify Superintendent.

Wait for instructions.

Administrative Follow-up



Task	Person Responsible	Done?
1 Survey building to confirm that proper procedures are being followed.		
2 Notify staff of closure if necessary.		

POWER FAILURE

SHOOTING

Shooting / Intruder: The discharge of any firearm in or in the direction of the ESD.

Person Responding	Done?	Task
		1 Call 911 and care for the injured as safely as possible.
		2 Assist staff in evacuation from immediate danger to safe area.
		3 Lock doors, windows, and close blinds if safe to do so.
		4 Drop and cover immediately if shots are fired outside the building.
		5 Stay low and away from windows. Do not walk around.
		6 Maintain silence and remain calm.
		7 If there is police action near the ESD, wait for instructions from Administration before taking action.

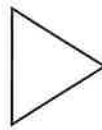
Stay calm.

Call 911.

Alert Superintendent & staff.

Move to safe area.

**Administrative
Follow-up**



Task	Person Responsible	Done?
1 Assess situation as to: A) shooter's location B) Injuries C) Potential for additional shooting		
2 Initiate lockdown, if appropriate.		
3 Secure medical attention for injured.		
4 Ensure staff is safely evacuated and isolated from shooter.		
5 Notify Superintendent.		
6 Meet with law enforcement upon arrival if possible.		
7 Designate spokesperson to deal with news media at scene.		
8 Meet with Superintendent to prepare news / information release		
9 Hold information meeting for staff.		
10 Initiate crisis counseling plan.		

SHOOTING

Suicide: The threat or attempt to take one's life.

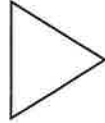
SUICIDE

Task	Person Responding	Done?
1 Intervene as appropriate prior to attempted suicide.		
2 Call 911.		
3 Prevent staff, if possible, from witnessing a traumatic event.		
4 Notify Superintendent.		

Call 911.

Notify Superintendent.

**Administrative
Follow-up**



Task	Person Responsible	Done?
1 Notify Superintendent.		
2 Contact appropriate family member.		
3 Refer news media to Superintendent.		
4 Initiate crisis counseling plan.		

SUICIDE

UNAUTHORIZED VISITOR

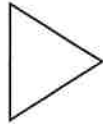
Unauthorized Visitor: The presence of an intruder or obviously troubled individual on the ESD property or in the building.

Done?	Person Responding	Task
		1 Call 911.
		2 Notify staff of suspected unauthorized visitor and give description.
		3 Notify Superintendent.
		4 Follow administrative directive.

Call 911.

Notify Superintendent.

**Administrative
Follow-up**



Task	Person Responsible	Done?
1 Attempt to obtain identity and purpose of unauthorized visitor.		
2 Initiate lockdown process if appropriate.		
3 Provide police with necessary information.		
4 Meet with superintendent to prepare news/information release to staff, community and news media, if appropriate.		

UNAUTHORIZED VISITOR

VOLCANIC ACTIVITY

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

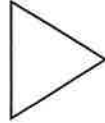
Task	Person Responding	Done?
1 Stay indoors, keep all windows and doors closed.		
2 If outdoors, seek shelter indoors.		
3 Cover mouth with a damp cloth if it becomes necessary to venture out.		
4 Emergency closure decisions will be made by an administrator.		

Stay calm.

Stay indoors.

Notify Superintendent.

Administrative Follow-up



Task	Person Responsible	Done?
1 Survey building to confirm proper procedures are being followed if survey can be done safely.		
2 Maintain communications with Superintendent for updates and possible early closure.		

VOLCANIC ACTIVITY

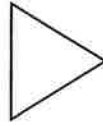
WEAPONS

Weapons: A dangerous weapon, deadly weapon or firearm as defined by state and federal law includes, but is not limited to, firearms, knives, metal knuckles, straight razors, noxious, irritating or poisonous gases, poisons, other items fashioned with the intent to sell, use, harm, threaten or harass staff.

Task	Person Responding	Done?
1 Evacuate staff in immediate danger.		
2 Call 911.		
3 Notify Superintendent.		

Call 911. Alert Superintendent & staff. Evacuate to safe area.

**Administrative
Follow-up**



Task	Person Responsible	Done?
1 Confirm 911 has been called.		
2 Initiate lockdown, if appropriate.		
3 Share information with law enforcement upon arrival.		
4 Prepare news media statement with Superintendent.		

WEAPONS

Qualified first aid providers for the building:

RESOURCE INFORMATION

In the first 30 minutes of a crisis:

- **Have the appropriate person handle the situation.**
- **Understand the circumstances, define the problem.**
- **Consider the options. Act decisively to ensure safety of students and staff, and protection of property.**
- **Communicate with staff.**
- **Keep news media informed.**
 - provide them with a fact sheet on the ESD
 - solicit their help in disseminating important information to the community
- **Update staff periodically.**
- **Post important information related to the incident on the ESD's website and update frequently (if applicable).**

ESD Staff to be contacted in case of an emergency:

Alice Hunsaker: 541-350-4905

Debbie Goss: 541-219-1650

Sara Sarensen: 541-947-4311 or 541-417-1247

ESD Office: 541-947-3371

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Ambulance Service: 541-947-2504 or 911

Public Works Dept: 541-947-2029

Poison Control: 800-222-1222 or 911

Other: _____

Emergency Number: 911

Resource Information

