



Emergency Response Protocols

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Emergency Area II Contacts

Contact	Title	Phone Number
Bruce Robbins	Trust Chairman	503-559-3333
Jackie Johnsen	Bookkeeper	503-798-1439
Dustin Hoehne / Heather Beaver	Adult Education Administrator / AEPL	503-991-5203
Frank Slinger	Trust Board Member	541-401-7336
Jeremiah Derkatch	Trust Board Member	503-779-9012
Marv Colby	Trust Board Member	503-509-6039

Assault/Fighting/Bullying

Violence or the threat of physical harm to staff, students, or others, not involving a dangerous or deadly weapon or firearm.

Scene tasks:

- Approach in a calm, controlled manner, addressing the combatants by name, if possible
- Control the scene; demand that combatants (or aggressor, in the case of bullying) stop; obtain witnesses.
- Notify [Adult Education Administrator](#).

Administrative Follow-Up:

- Obtain written statements from those involved.
- Pursue appropriate disciplinary steps.
- Notify law enforcement if you believe a crime has been committed.

Phone Numbers:

Area II Plumbers JATC	Police	Ambulance
503-991-5203	911	911

Bomb Threat

Receipt of oral or written threat of a bomb or discovery of a suspicious device.

Classroom or Building-Level Response:

- Evacuate building, if deemed appropriate

Staff Tasks:

- If a suspicious device is found, do NOT touch, or attempt to move the device; immediately remove individuals and others from the area and contact [Adult Education Administrator](#).
- If phone threat, take notes; record exactly what the caller says; use caller ID if possible.

Ask the caller:

- What time is the bomb set to detonate?
- Where is it?
- Is it concealed?
- What kind of bomb is it?
- What does it look like?
- Why was it directed at the school?
- How did it get there?

Take note of the caller's speech pattern, any accent, gender, approximate age, emotional state, and any background noises.

Notify [Adult Education Administrator](#) or main office, when it is safe to do so.

Phone numbers:

Bomb Squad	Police	Fire	Ambulance
911	911 Salem Police Dept. 503-588-6123	911	911

Child Abuse

If you are a mandatory reporter, you must report suspicions of child abuse or neglect to authorities. Call the abuse hotline at 855-503-SAFE (7233) to make a report. The hotline is open 24 hours a day, 365 days a year.

While everyone should report suspected abuse or neglect, some people in the community are required by law to make reports to authorities. These people are called mandatory reporters.

- Children often can't or won't speak up if their parents, caregivers or other people are abusing them. They rely on you and others in the community to recognize when something isn't right and to help protect them.
- People who provide services to adults with intellectual and developmental disabilities (I/DD) are mandatory reporters of abuse. This is the law in Oregon (ORS 430.735 - 430.765).
- Types of abuse include abandonment, neglect, involuntary seclusion, wrongful restraint, financial exploitation, and physical, sexual or verbal abuse.

Phone numbers:

DHS Marion County	Police	National Abuse Hotline
503 378 6800	911 Salem Police Dept. 503-588-6123	855-503-SAFE (7233)

Communicable Disease/Serious Illness

A wide range of communicable diseases and illnesses – from severe allergic reactions to seasonal influenza to hepatitis as well as head-lice infestations – can rapidly affect student populations and school operations.

If you have contracted a communicable disease or illness, inform the [Adult Education Administrator](#) as soon as possible. Depending on the severity of the illness action could be:

- Possible classroom/office closure.
- Follow up with medical official
- Contact with local or state health department
- Quarantine

Phone Numbers:

Health Department Marion County	Police	Ambulance/Fire
503-981-5851	911 Salem Police Dept 503-588-6123	911

Earthquake

With little or no warning, earthquakes may strike; appropriate emergency procedures must be initiated immediately.

Indoors:

- DUCK, COVER and HOLD.
- When tremors have ceased, wait a minute before getting up. Check for any immediate dangers around you and protect yourself
- Anticipate broken glass and debris on the ground, so move carefully and cautiously.
- Check for injured/trapped individuals.
- If it is safe, exit the building. Go outside to a clear area. Check to make sure nothing will fall on you, such as bricks from a building, power lines, and trees.

If you are trapped:

- Protect your mouth, nose, and eyes from airborne debris. You can use a cloth, clothing, or a dust mask to cover your mouth and nose.
- Signal for help. Use a whistle or knock loudly on a solid piece of the building three times every few minutes. Rescue personnel will listen for such sounds.

Outdoors:

- Move away from buildings to open space; avoid trees, poles, overhead wires, etc
- Wait for tremors to cease; take note of missing people; check for injured/trapped individuals.
- Evaluate scene and conduct roll call to ascertain if everyone is accounted for.
- Move to assigned safe-assembly area; await direction to move or re-enter building from Emergency-Response team or [Adult Education Administrator](#).

Phone Numbers:

Police	Fire	Area II
911 Salem Police Dept. 503-588-6123	911	503-991-5203

Electrical Storm

Electrical storms, though not typical in most parts of Oregon, are serious threats to safety when they do occur.

Classroom or Building-Level Response:

- Possible early closure
- Remain indoors as the storm develops. If outdoors, seek shelter indoors.
- Avoid contact with electrical switches, drinking fountains, water pipes, electrical equipment and any object that may conduct electricity.
- Turn off natural gas in anticipation of power failure.
- Refer to district Emergency-Management plan.

Phone Numbers:

Power Company/PGE	Fire	Area II
800-544-1795	911	503-991-5203

Explosion

The release of mechanical, chemical, or nuclear energy in a sudden and violent manner.

Classroom or Building-Level Response:

- Contact Emergency Responders as needed.
- Possible classroom evacuation
- Assess immediate injuries.
- Evacuate to assigned safe-assembly area.
- Leave classroom door unlocked and open.
- Notify [Adult Education Administrator](#).

Phone Numbers:

Police/Fire	Bomb Squad /Ambulance	Area II
911 Salem Police Dept. 503-588-6123	911	503-991-5203

Extortion/Coercion

Obtaining money or property by violence or threat of violence or forcing someone to do something against his or her will by force or threat of force.

- Escort witnesses and victim to office.
- Notify Administration.
- Obtain written statements from victims and witnesses.
- Initiate investigation of incident.
- Pursue appropriate disciplinary action.
- Notify law enforcement, if appropriate.

Phone Numbers:

Police/Fire	Ambulance	Area II
911 Salem Police Dept. 503-588-6123	911	503-991-5203

Fire

Fire may result from faulty wiring, mishandling of combustible materials, improper chemical storage, arson, or other causes.

- Call 9-1-1 immediately
- Evacuate to a safe outdoor location
- Take roll
- Contact [Adult Education Administrator](#).
- Wait for decision before re-entry

Administrative Follow-Up:

- Determine whether injuries occurred.
- Initiate inspection of building.
- Attempt to determine location/cause of fire.
- Meet with fire officials upon their arrival.
- Report all fires, regardless of size, prior to custodial cleanup.

Phone Numbers:

Police/Fire	Ambulance	Area II
911 Salem Police Dept. 503-588-6123	911	503-991-5203

Hazardous Materials Spill

Hazardous materials that pose a threat, including poisons, fertilizers, biological contaminants, explosives and other corrosive materials.

- Notify administration and provide medical assistance, as appropriate.
- Evacuate classroom or building

Administrative Follow-Up:

- Seek treatment for any student or staff exposed through inhalation, skin exposure, swallowing or eye exposure.
- Determine location, source quantity, concentration of exposure. evacuate students and staff, as necessary.

Phone Numbers:

Police	Fire	Hazardous Waste Management
911 Salem Police Dept. 503-588-6123	911	503-588-5169

Inclement Weather

Weather occurrences, such as severe wind, snowstorms and flooding, necessitate emergency procedures.

Staff Tasks:

- Turn off natural gas in case of power outage.
- DO NOT use open flame for temporary lighting if an outage occurs.
- Keep students indoors.
- If a windstorm keep students away from windows and windward side of building.
- Await decision by [Adult Education Administrator](#) to dismiss early.

Administrative Follow-Up:

- Survey building to confirm that proper procedures are being followed.
- Monitor radio broadcasts of weather reports.
- Maintain communications about school closure, other directives.

Phone Numbers:

Police/Fire	Power Company/PGE	Area II
911 Salem Police Dept. 503-588-6123	800-544-1795	503-991-5203

Injury

Injuries range from bandage-requiring to life-threatening, and responses may be complicated by victims' existing medical conditions, natural and human-caused disasters, weather, and other factors. Rapid, trained response is critical. Be familiar with location of First Aid kits.

Staff Tasks:

- Call 9-1-1 or a qualified on-site first-aid responder, as appropriate.
- Do NOT leave the victim unattended.
- Maintain airway, administer CPR, if necessary; do not move victim unless situation requires moving to safety.
- Immobilize head or neck if there may be injury to head, neck spinal cord.
- Control bleeding and shock.
- Check for medical tags.
- Notify [Adult Education Administrator](#).

Phone Numbers:

Police	Fire	Ambulance
911 Salem Police Dept. 503-588-6123	911	911

Power Failure/Loss of Water

A power outage or loss of water may be merely an inconvenience, but it can pose serious threats to safety if not addressed appropriately.

Staff Tasks:

- Do not allow open flame of any kind if the power is out.

Phone Numbers:

Police	Fire	Ambulance
911 Salem Police Dept. 503-588-6123	911	911

Shooting

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

Staff Tasks:

- Call 9-1-1
- Assist students and staff in evacuation from immediate danger to safe areas
- Care for the injured as safely as possible.
- Notify [Adult Education Administrator](#).
- Personal safety is always a priority.

Phone Numbers:

Police	Fire	Ambulance
911 Salem Police Dept. 503-588-6123	911	911

Suicide Attempt

Threat by student, staff, or visitor to take his or her own life.

Staff Tasks:

- Intervene as appropriate; do not leave the individual alone.
- Prevent others from witnessing traumatic events, if possible.
- Notify [Adult Education Administrator](#).
- Remain calm; reassure students.

Phone Numbers:

Police	Area II	Suicide Hot Line
911 Salem Police Dept. 503-588-6123	503-991-5203	988 Psychiatric Crisis Center 503-585-4949

Trespassing/Unauthorized Visitor

Trespassing is entering or unlawfully remaining in a school building or a restricted portion of the grounds. Any unknown visitor or visitor without authorization may be considered a trespasser.

Staff Tasks:

- Notify the office of unauthorized visitor; give description.

Phone Numbers:

Police	Salem Police Dept.	Area II
911	503-588-6123	503-991-5203

Vandalism/Property Loss

Incidents of this nature can be disruptive to the educational environment. Staff members should use the following suggestions to minimize their impact.

Staff Tasks:

- Notify [Adult Education Administrator](#).
- Detain suspects and/or witnesses, if possible.
- Preserve all evidence for investigation.

Phone Numbers:

Police	Salem Police Dept.	Area II
911	503-588-6123	503-991-5203

Volcanic Activity

Because Oregon is on the Pacific Rim and subject to volcanic activity, district emergency-management plans should include appropriate response to volcanic activity.

Staff Tasks:

- Stay indoors, keeping all windows and doors closed.
- If outdoors, seek shelter indoors.
- Cover your mouth with a damp cloth if you need to go outside.
- Contact [Adult Education Administrator](#).

Phone Numbers:

Police	Salem Police Dept.	Fire / Ambulance
911	503-588-6123	911

Weapons

The definition of a dangerous or deadly weapon or firearm includes knives, guns, metal knuckles, straight razors, and any other item intended to be used to harm, threaten, or harass people. It includes poisons and noxious, irritating, or poisonous gases.

Staff Tasks:

- Evacuate staff and students in immediate danger.
- Call 9-1-1.
- Notify [Adult Education Administrator](#)

Phone Numbers:

Police	Salem Police Dept.	Area II
911	503-588-6123	503-991-5203

RESOURCE INFORMATION

Emergency Phone Numbers

Area II	503-991-5203
Fire	911
Police	911
Ambulance	911
Animal control	503-655-8628
Bomb squad	911
Hazardous Waste	503-588-5169
Health Department	503-588-5342
Poison control	800-222-1222
Power company	800-544-1795
Suicide Hot Line	988
Psychiatric Crisis Center	503-585-4949
Marion Co. Emergency Management	503-588-5108