



| | |
|--|----------|
| School Emergency Response Plans (SERP) | 2 |
| Purpose | 2 |
| Scope | 2 |
| The objectives | 2 |
| Emergency Signals and Action (source: PPS) | 3 |
| Reuniting Students with Families | 4 |
| Family Emergency Plans | 5 |
| Preparedness Resources | 5 |
| Resources for Children, Students, and Teachers | 6 |
| Trauma Informed Communication | 7 |
| Large Scale Emergencies | 7 |
| Internal Communications at School | 8 |
| External Communications from School office | 8 |
| Earthquake Awereness and Preparedness | 9 |
| Appendices | 9 |
| School-Wide FIRE DRILL Proceedure | 10 |
| Earthquake Drill Proceedure | 11 |
| Lockdown Drill Proceedure | 12 |
| Family Emergency Plan | 14 |



School Emergency Response Plans (SERP)

(Edited 7-2022 JWN)

The School Emergency Response Plan addresses RPAs' responsibilities in emergencies associated with natural disasters, human-caused emergencies, and technological incidents. It provides a framework for coordination of response and recovery efforts within the district in coordination with the City of Portland, Multnomah County, and the State of Oregon. The Plan establishes an emergency organization to direct and control operations at the school site during a period of emergency by assigning responsibilities to specific personnel.



Purpose

The purpose of the School Emergency Response Plan is to protect the safety and welfare of RPA students, employees, visitors, and volunteers, and to ensure the preservation of public property.

Scope

The scope encompasses all RPA facilities. It addresses a broad range of major emergencies. Such events include crimes committed on campus, hazardous material emergencies, weather emergencies, and fire. Also included are procedures for emergencies that may or may not require the full or partial activation of the School Emergency Team (SET).

The objectives

- Protect the safety and welfare of students, employees, visitors, and volunteers.
- Provide for a safe and coordinated response to emergencies.
- Protect the school's facilities and properties.
- Enable the school to restore normal conditions in the shortest time possible.



Preparatory Academy

Emergency Signals and Action (source: PPS)

IN AN EMERGENCY WHEN YOU HEAR IT, DO IT!

PPS School Emergency Response Plan

PPS has a multi-hazard emergency response plan. The plan is based on six actions. Secure, Lockdown, Team Response, Evacuate, Duck-Cover-Hold On and Shelter-in Place.

SECURE

Secure the Perimeter

Secure is activated when there is an unsafe situation outside the school building. Designated personnel are assigned to secure the exterior doors to the building.

Students:

Return and remain inside the school building
Business as usual inside the classroom

Teachers:

Bring everyone indoors
Ensure exterior doors are locked
Increase situational awareness
Take attendance
Business as usual inside the classroom



Evacuate

Move students and staff from one location to another

Students:

Leave stuff behind
Form a single line
Move quickly and safely to the directed location

Teachers:

Grab roster, emergency forms and emergency supplies
Close classroom door
Lead students to the evacuation location
Take attendance, account for students



LOCKDOWN

Locks, Lights, Out of Sight

Lockdown is activated when there is a threat inside the school building. Creates a time barrier.

Students:

Immediately move away from the threat
Get to a safe area-classroom or away from the school
Stay out of sight
Maintain silence

Teachers:

Immediately bring students into the classroom or safe location if able.
Lock the classroom door and barricade.
Cover interior windows, lights out
Move away from sight
Maintain silence
Wait for First Responders to open the door
Take attendance, account for students
Think of your options and maintain situational awareness



Duck, Cover, Hold On Earthquake

Students:

Get under a desk/table/ hard surface
Stay away from windows and other objects that could fall
Wait for evacuation instructions

Teacher:

Get Under a desk, table or hard surface
Stay away from windows and other objects that may fall
Assess the damage, determine if it is safe to evacuate
Grab attendance roster and emergency supplies
Take roll, account for all students



Shelter in Place

Remain indoors: Air contaminate or threat requiring staff and community to remain in doors.

Students:

Follow the instructions of staff
Be ready to move

Teachers:

Cancel outside activities Move students to interior rooms Seal windows doors if necessary
Take attendance, account for students



Team Response

Activate School Emergency

Team(SET)

Team response is activated when there is a medical emergency or some non threatening incident that requires staff to control movement inside the school.

Students:

Immediately return to their classrooms

Teachers:

Return to classrooms
Take attendance, account for students
Increased situational awareness
Business as usual inside classroom



Communicate

Administrators:

Remain in communication with staff and students during an emergency.
Provide information and updates to parents as soon as its safe to do so

Staff:

Keep students informed and calm
Relay information to first responders if able
Communicate with administrators if possible

Emergency Drills

RPA works hard to ensure that all staff and students are trained to respond effectively and efficiently during an emergency at or near school. One of the many ways we accomplish this is through our mandatory drill requirements for schools. The following drills are conducted throughout each school year:

- Monthly Fire Drills
- Two Earthquake Drills
- Two Lockdown Drills
- One Secure The Perimeter Drill
- One Team Response Drill

These drills are essential in ensuring our school community is as prepared as possible for emergency situations. Whenever possible, schools will conduct drills in partnership with our first responders, police and fire.



References

[Oregon Revised Statute 336.071](#)

Reuniting Students with Families

There are a wide variety of emergency situations that may require RPA to activate the student/parent reunification plan. Student/Parent reunification may be needed if the school facility is evacuated or closed as a result of a hazardous materials accident, gas leak, major fire, earthquake, inclement weather, school violence, bomb threat or other circumstances that could jeopardize the safety of students and staff by remaining on a school campus.



Whenever possible, school staff will perform reunification at or near school. In the event reunification cannot occur at/or near school due to proximity of the unsafe situation, the school will communicate the reunification location to parents and guardians via the rapid broadcast system, Class Djo, school website, Facebook, one-call, and the news media. Please click on the link below for what information to expect and what you will need to provide as part of the reunification process.



Family Emergency Plans

Have you created a plan with your family? Please see Appendice-1 to see a sample plan for review it with your family.

Preparedness Resources

- **American Red Cross - How to Prepare**: this is a link to information on how to prepare from the American Red Cross.
- **Basic Earthquake Emergency Communication Notes (BEECNs)**: BEECNs are run by the Portland Bureau of Emergency Management (PBEM) and are places to go after a major earthquake to ask for emergency assistance if telephone service is down.
- **FEMA Region 10**: this is a link to FEMA's Region 10 website where you can find information specific to Oregon.
- **Gather Supplies (PublicAlerts)**: Offered through PublicAlerts, this resource provides guidance on supplies and even offers guidance on gathering emergency supplies on a budget.
- **How to Make an Emergency Plan (PublicAlerts)**: Offered through PublicAlerts, this resource provides information on how to make an emergency plan with your family and loved ones.
- **Keep Oregon Green**: this website offers information on wildfire prevention and mitigation.
- **Multnomah County Emergency Management**: this is a link to our County Office of Emergency Management.
- **Oregon Office of Emergency Management**: this is a link to our State Office of Emergency Management.
- **Parents 4 Preparedness**: this is a group of volunteer parents, educators, and community members working to expand earthquake preparedness and safety in schools.
- **Portland Bureau of Emergency Management**: this is a link to our City Office of Emergency Management.
- **Ready.gov**: this resource provides a wealth of information related to preparing for disasters and emergencies.
- **Safety Skills**: Offered through ready.gov, this resource offers advice for safety skills and what to know before a disaster occurs.



- **SchoolSafety.gov**: this is a resource provided by the Federal Government to provide schools and districts with recommendations for creating a more safe and supportive learning environment.

Resources for Children, Students, and Teachers

- **Earthquake School Hazard Hunt (FEMA)**: this link takes you to the FEMA resource library where (if you scroll halfway down the page) you can download the Earthquake School Hazard Hunt video game– a game designed for young children to learn about earthquake hazard mitigation.
- **FEMA Region 10 Youth Preparedness Council**: The Youth Preparedness Council provides opportunities for youth leaders to complete youth preparedness projects.
- **National Fire Protection Association (NFPA)**: the NFPA offers several resources including age appropriate content for children related to fire safety and evacuation.
- **Prepare with Pedro**: age appropriate resources from the American Red Cross.
- **Ready Kids**: Offered through Ready.gov, this resource is specific to kids and offers many activities, games, and exercises designed to help children learn and prepare for emergency situations.
- **Sense of Safety: Dangerous Intruder video**: this video is just over 3 min long and can help to communicate essential lockdown/secure emergency procedures in an age appropriate way.
- **Sparky's Preparedness Activities**: these resources come from the National Fire Protection Association and offer several activities and preparedness resources for children.
- **Staying Safe in an Earthquake**: this video is over 5 min and discusses earthquake safety in an age appropriate way.
- **Student Tools for Emergency Planning (STEP)**: this resource is provided by ready.gov and is intended for students in 4th grade and above. This resource teaches students about disasters and how to create emergency kits and family communication plans.
- **Teen CERT**: this resource offers information on Teen CERT programming. RPA partners with the Portland Bureau of Emergency Management to deliver this programming at two of our High Schools (Wells and McDaniel) opportunities for expansion to other schools.
- **Youth Emergency Preparedness Curriculum - Ready Kids**: this resource provides emergency preparedness curriculum for grades 1-12.



Trauma Informed Communication

- **15 Ways to Help Your Child Through Crisis:** Parent resource from KidsPeace
- **Helping Children Cope:** Offered by ready.gov, this resource provides advice for helping children cope through disasters and emergencies.
- **Talking with children about terrorist attacks and school and community shootings in the news:** from the National Center for School Crisis and Bereavement
- **Talking with children about violence: tips for parents and teachers:** from the National Association of School Psychologists
- **The National Child Traumatic Stress Network:** this website offers guidance for trauma informed care for children following a disaster or traumatic event and offers many resources including a Psychological First Aid training.

Please see more information and tips in the **RPA Parents Guide to Emergency Preparedness.**

Large Scale Emergencies



In the event there is a region-wide communication failure due to a large disaster and the school is unable to communicate with families. RPA's expectation is that families will have a plan (appendices-A) in place to pick up their students from school. The District recommends that you get to know neighbors near your students' school so that, in the event of a disaster, your student can be picked up in a timely manner. *Please make sure all persons authorized to pick up students are included on the emergency contact list at school.*



Internal Communications at School

- VOIP phones in every classroom: these phones are equipped with intercom and have the ability to broadcast messages throughout the school.
- Two-way Radio Communications between RPA Staff: this provides a reliable method of communication between the main office, outside areas on campus and areas where other communication might otherwise be limited.
- Main Office Phones: RPA has a land line phone in the main office. This phone is used only in situations where the VOIP phone system is not working and provides schools with a communication line outside of the building.
- Computers: These are used primarily to send emails for updating staff at the school site and district office and the community of the affected school.

Cellular Phones



External Communications from School office

The RPA Office will work to get accurate and immediate information out to families and communities in the event of an emergency where immediate action by parents and families may be required. RPA will use the following ways to communicate:

- One Call: This system will immediately notify families voice message of an emergency. It is essential you maintain and ensure your child's emergency contact information is up to date.
- School Website: The RPA website to communicate information to families, staff, and the community before, during, and after an emergency.
- Social Media (Facebook/Twitter): The school will use social media to communicate essential information during an emergency.
- News Media: The school will work with the news media to provide our school communittee with essential information during an emergency.

RPA requests that parents do NOT respond to a school site until they are notified of the reunification location.



Earthquake Awareness and Preparedness

Oregon schools are required to conduct at least two school-wide earthquake drills during the school year. The earthquake drills occur in October in observance of the Oregon Great Shake Out and in April in accordance with earthquake preparedness month.

Additionally, all RPA teachers are required to conduct at least two class-room earthquake drills during the school year.



In preparation for emergency drills, RPA has:

- Two-way radios to communicate with staff during an emergency in the event normal means of communication are not available.
- All classrooms are equipped with emergency buckets that store basic emergency supplies. (including first aid supplies)

(See appendices for earthquake drill procedure.)

Appendices

School Wide Fire Drill procedure

Earthquake Drill Procedure

Lock-down Drill Procedure

Family Emergency Plan



School-Wide FIRE DRILL Procedure



SIGNAL: Fire Alarm Bell

PROCEDURE DURING CLASS TIME

1. Students quietly line up at the classroom door. When instructed by supervising adult students exit the classroom and WALK in a single line.
2. Students evacuate the building by designated routes to the assembly area (see map).
3. **NO TALKING IS PERMITTED**
4. **Teachers:**
 - a. Take your roll book/class roster with you.
 - b. Check that all students are out of the classroom.
 - c. Check that all exits are clear.
 - d. Close classroom door. DO NOT LOCK. (Later entry may be required.)
5. In the assembly area, the teacher takes the roll and accounts for each child.
6. Students in classrooms other than their own are to remain with that class until given permission to rejoin their class.
7. Students remain in orderly and silent lines until an all-clear signal is given.
8. After returning to the classroom, the teacher takes roll and accounts for each child.

PROCEDURE USED BEFORE SCHOOL DURING LUNCH AND RECESS

1. Students WALK to the assigned place on the yard where they meet their teacher before school.
2. Students wait in orderly and silent lines for their teacher, or another supervising adult, to conduct them to their proper assembly area.

PROCEDURE WHEN NOT IN YOUR OWN CLASSROOM

1. Teachers should be familiar with the assembly area and evacuation route designated for that classroom or area.
2. The roll book/class roster should accompany the class and be used by the teacher, or supervising adult, to account for all students.

ALL SCHOOL PERSONNEL ARE TO PARTICIPATE DURING A FIRE DRILL

Parents, guests and community people on the grounds during a drill must participate



Earthquake Drill Procedure

Drop, Cover, and Hold On Drill and Building Evacuation

BEFORE the Drill (at staff meeting)

1. Present instructional video at staff meeting: <https://www.youtube.com/watch?v=6Rjyt7XAZrA>
2. Distribute "Drop! Cover! And Hold! Poster for each classroom.
3. Instruct teachers in how to lead their classes in the drill, including:
 - The date & time of your drill
 - How to correctly perform Drop, Cover, and Hold On, wherever the teacher and/or students are.
 - This includes dropping to the floor (to prevent falling), making yourself as small a target as possible, and protecting your head, neck and chest by taking cover under a sturdy desk or table or near an interior wall, covering your head, hands and arms.
 - Adapt these procedures for anyone who cannot take this position, and for anyone in any unique locations, including outdoors.
 - Your expectations for class participation (ie. Drop, Cover, and Hold On; evacuate building when instructed; gather at a central location for a head count; post-drill discussions).

DURING the Drill

1. Via the public announcement (PA) system, alarms, or verbal direction (in the event of a real earthquake your signal will be the beginning of shaking itself):
 - Announce that the earthquake drill has begun and to Drop, Cover, and Hold On.
 - Suggest that while dropping under a sturdy desk or table, students and teachers look around at what would be falling on them in a real earthquake. These items should be secured or moved after the drill.
2. After at least one minute, announce that the shaking is over.
3. Based upon your school fire drill plan, have teachers, students and staff follow school evacuation procedures according to the school fire drill plan.
4. If an aftershock occurs while you are exiting, Drop, Cover, and Hold On until the shaking stops.
 - When the shaking has stopped (or when the all clear signal is given) IMMEDIATELY and before you exit your room take ten seconds to look around, make a mental note of damage and dangers, check to see if any students are injured. If immediate help can be given to open the airway, stop serious bleeding, or put out a small fire do so. Ask responsible students to assist lightly injured. Non-ambulatory injured should be reassured and wait for treatment where they are, unless it is more dangerous to remain.
5. Take your classroom Roll book. Make sure the roll book stays with the person actually escorting the class to the Emergency Assembly Area (EAA).
6. Use the BUDDY SYSTEM. Classes should exit in pairs with one teacher in front and one in the back. Take a few seconds to check briefly with the teacher in the classroom to the left, to the right, and across the hall to see if they are in need.



Lockdown Drill Procedure

Lock Down: This term is used in a situation requiring quickly securing school students, staff, and visitors in the rooms away from immediate danger. Lock Down is called when there is a threat or hazard inside or outside the school building. The threat may result from an active shooter on premises, an intruder, or other disturbance.

Administrative:

- RPA will have Lock Down drill quarterly.
- RPA must keep a log of the date and time these drills have been conducted in the school office.

****Armed Intruder** in the building, on campus, or any similar threatening situation:

- Staff members with direct sight of the intruder or threat should **call 9-1-1**. DO NOT HANG UP.
- Use **walkie-talkie to Radio administration** and initiate lockdown procedure.
- Provide 9-1-1 with as much detail as possible about what is happening, including suspect description, direction of travel, or other information. The caller should continue to stay on the line with police dispatch. Do not hang up as it may be impossible to reestablish contact with police dispatch.

BASIC LOCK DOWN PROCEDURES

Teachers: Please practice this procedure with their students monthly in preparation for quarterly school-wide lockdown drills.

1. Monthly classroom drills are initiated by teachings by announcing “Lockdown” to class. Quarterly school-wide drills If you hear, “LOCK DOWN” over the intercom:

Classroom teachers are to:

- Quickly glance outside the room to direct any students or staff members in the hall into your room immediately, write down names of these students (if any) on emergency clipboard,
- Lock your class room door check outside door (“outdoor” doors should ALWAYS be locked),
- Lower or close all blinds (windows and door),
- Place students in assigned “blind spot” against the wall, so that an intruder cannot see them,
- Ensure that emergency clip board and walkie-talkies easily accessible at all times. And
- Everyone is to stay where they are. Keep students quiet.

- **Physical education** classes being held in the gym should move into a locker room, lock all doors, and find a safe area.
- Any students in the **cafeteria** should move to the nearest classrooms.
- If students and teachers are **outside the school building**, they should stop, drop, and remain still. (You will be directed where to relocate depending on the situation.)
- If teachers and students are in the **bathrooms**, they should move to a stall, lock it and stand on the toilet.
- Anyone in the **hallway** should move to the closest classroom immediately.



- Cafeteria workers and other support staff should stay in the area they are in, secure the doors, and turn out the lights.

2. Stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate. **Never open doors during a Lock Down, even in the event of a fire alarm.**

3. An administrator or law enforcement will personally inform you when the Lock Down has been lifted.

4. If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or administrator to a safe location. Once evacuated from the building, teachers should take roll to account for all students present in class. Administrators will be in communication with radios or cell phones.

5. School Custodian must lock all school access doors.

ADMIN DUTY DURING LOCK DOWN DRILL:

1. After 1min has elapsed check all areas of the school for compliance.
2. Once universal compliance is verified, use PA to call for an evacuation of the building.
3. Strictly remediate any deviation from the procedure (above). Record drill date and comments in log-book housed in main office.



3. CHOOSE A MEETING PLACE

Where will you meet your family outside your home? Choose a place that is close to home and away from things that may have fallen.

4. HAVE A BACKUP PLAN

If your primary meeting place is unsafe, where is your secondary meeting place?

5. CHOOSE AN OUT OF STATE CONTACT

Choose someone you and your family can call to give brief reports. This person should ideally be outside the West Coast.

| OUT OF STATE CONTACT | PHONE | ADDRESS |
|----------------------|-------|---------|
| | | |
| | | |

6. WORK TOGETHER

Do you have a partner/spouse who will pick up the kids from school? Does one of you work across a bridge from your child's school? Do you have multiple kids at different schools? Who will pick up each child?

| PARTNER | CHILD | WHAT IS THE PLAN? |
|---------|-------|-------------------|
| | | |
| | | |
| | | |

7. TALK TO YOUR CHILDREN

Now that you have a plan, share it with your kids. Do they know who can pick them up? Do they know it may take some time? Walk to your primary and secondary meeting sites. You may want to involve your children in the discussion and in the planning.



| CHILD | HAVE YOU TALKED WITH THEM? | WHAT DO YOU WANT THEM TO KNOW? |
|-------|----------------------------|--------------------------------|
| | | |
| | | |
| | | |

8. IMPORTANT INFORMATION

Make copies of important phone numbers (including your out of state contacts) and carry them with you. Remember that phone lines may not be working and texting might be a better option. Is there other information you need to carry with you?

| CONTACT | PHONE NUMBER | CONTACT | PHONE NUMBER |
|---------|--------------|---------|--------------|
| | | | |
| | | | |
| | | | |

9. EMERGENCY CONTACT CARD FOR CHILDREN

Make an emergency contact card for your children. This should have all the numbers listed above as well as your numbers and important addresses. It can be difficult to remember things in stressful situations. Does your child know they have this card? Where is it?

10. PRACTICE! PRACTICE! PRACTICE!

You now have a plan. Practice it. Walk to your family's meeting sites regularly, talk about where you will be and how you will find each other. Talk to your emergency contacts and your out of state contact about your plan. Allow your kids to participate in or even run family drills.

Pick dates to practice, review, and edit your plan. Put them in your calendar. Set reminders.