

**EMERGENCY PROCEDURES MANUAL  
ARCHDIOCESE OF PORTLAND  
2016**

# EMERGENCY PROCEDURE MANUAL

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# PHONE NUMBERS/EMERGENCY ITEMS

<u>EMERGENCY ITEM</u>	<u>LOCATION</u>
Bloodborne Pathogens Kit	_____
First Aid Kit	_____
Disaster Kit	_____
Field Trip First Aid Kit	_____
Emergency Care Information Cards	_____
Hazardous Materials Program Binder of MSDS Sheets	_____

## OTHER SUPPLIES/MANUALS

_____	_____
_____	_____
_____	_____

## PHONE NUMBERS

<b>ALL EMERGENCIES</b>	<b>911</b>
Department of Catholic Schools	503-233-8300 (OR) 234-5334
Archdiocesan Communications Office	503-233-8373
Evening/Weekend Emergency Number	503-632-0425
Cathy Shannon/Child Protection Officer	503-233-8302
Local Department of Human Services	_____
Local Police	_____
Local Fire Department	_____
Local School Office	_____

## First Aid Certified Staff

Name	Position	Issued	Expires

First Aid card expires every 3 years.

CPR expires every year.

For every 60 students, 1 staff member must be certified.

## Total Local Staff List

Name	Position	Room	Home Phone	School Phone
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## Basic Emergency Planning

Emergency response procedures should be reviewed and organized each year during teachers' in-service week. Training and drills with students should take place during the first 3 weeks of school.

- Have an emergency backpack in each classroom. The contents of this backpack are listed in appendix 1 in the back of this manual.
- Develop an information system of whom to contact in case of emergency for each student. Emergency cards are kept in the office.
- Designate who is in charge in the absence of the principal.
- Maintain a list of emergency contact numbers in each classroom and in the office.
- Develop emergency evacuation plans for the school.
- Evacuation directions should be posted in each classroom.
- Develop an emergency phone tree list of teaching and support staff.
- Have a Building Crisis Team in place – known to staff.
- Have a Building Safety Committee. Review procedures with staff. This committee should meet quarterly with written, recorded, and filed minutes of the meetings.

**DURING AN EMERGENCY PROCEDURE ALWAYS TAKE A CLASS LIST, THIS MANUAL, AND THE EMERGENCY BACKPACK WITH YOU.**

### Administration Contacts:

Br. William Dygert	Superintendent	503-233-8300
_____	Pastor	_____
_____	Principal	_____
_____	Vice Principal	_____

### Crisis Management Team:

In case of a major crisis involving students and staff of \_\_\_\_\_ School, our crisis team would be activated. The following are Team Members:

Name	Position	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## **First 30 Minutes of a Crisis**

During the first 30 minutes of a crisis, the Crisis Management Team should:

- Define the problem and understand the circumstances
- Consider the options. Act decisively to ensure the safety of the students and staff, as well as protection of property.
- Communicate with the staff
- Have the appropriate person handle the situation
- Update the students periodically in the classrooms
- Avoid large group gatherings

Send a letter to parents at the end of the day explaining what occurred and how the situation was handled. Have this letter written by the principal and approved by the Superintendent of Catholic Schools.

Notify the Risk Management Office at the Pastoral Center, when applicable.



## **ACCIDENT PROCEDURES**

An accident is defined as any injury to a student or staff member on school property, which endangers their well-being. Accidents involving students or staff must be reported to the principal as soon as possible.

The staff member trained in Bloodborne Pathogens should be notified and called to the scene, if needed.

When a student is injured, the staff member witnessing the accident must complete the Accident Report Form. (Forms are kept in the office.) If no staff member witnesses the accident, a statement from the student will be used to complete the form.

A staff member injured in an accident on school property must report the incident to the principal. The Archdiocesan Accident Report Form is to be filled out by the injured person within 24 hours. If the employee is unable to fill out the form, a staff member who witnessed the accident may complete the form.

To avoid accidents, report any potential dangerous situation to the office, so that maintenance can be notified. The school Building Committee should be alerted to the situation.

### **ACTION TO BE TAKEN:**

- Immediate care of the person by staff and those trained to handle the situation
- Follow procedures if bodily fluid exposure is possible. Trained staff person should be called.
- Adult should stay with the injured person
- Report the incident to the principal, who will call for emergency medical service if needed
- The principal will call the parents
- The teacher or adult in charge will complete the Accident Report. A copy of the form is to be filed with the school office.
- If the injury is serious or life-threatening, notify the Department of Catholic Schools

## **ASSAULT/FIGHTING/PHYSICAL HARASSMENT**

**ASSAULT:** Any physical harm to a staff member or to students that does not involve a dangerous or deadly weapon or firearm.

**FIGHTING:** Any physical altercation between 2 people with the potential of physical violence.

**HARASSMENT:** Any threatening words or actions toward another person that are persistent and demeaning.

### **ACTION TO BE TAKEN:**

- Approach in a calm, controlled manner addressing the persons involved by name if possible
- Demand that the persons involved stop their actions
- Isolate the participants from each other and from others
- Notify the administration
- If significant injury occurred, notify the administrator to call 911
- Obtain written statements from the persons involved
- Apply appropriate disciplinary procedures
- Notify the parents of students involved
- Log all activities and decisions. Get the names of witnesses and obtain written statements from them.
- If serious injury, notify the Department of Catholic Schools as soon as possible

(Local school disciplinary procedures could be included here.)

## **BOMB THREAT**

A bomb threat is the receipt of a verbal or written threat of a bomb or discovery of a suspicious device.

### **ACTION TO BE TAKEN**

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

If a **written** bomb threat is found by a student or staff member immediately, take the note to the administration.

If a threat is **received by phone**: (follow the copy of the Oregon State Police checklist. See Appendix 2) This list should be permanently placed near each phone in the building.

In addition: Record exactly what the caller says – get exact wording if possible.

- Write down the phone number from caller ID if possible.
- Attempt to identify details about the caller accent, age, sex, mental status and any background noise.
- Ask the caller:
  - When is the bomb to explode?
  - Where is the bomb right now?
  - What does it look like?
  - What kind of bomb is it?
  - What will cause it to explode?
  - Did you place the bomb?
  - Why?
  - What is your address?
  - What is your name?
  - Keep the caller on line as long as possible

Write down the details of the call as soon as possible.

Call the Communications Office at the Pastoral Center before making any statement to the local media.

**SCHOOL SIGNAL:**\_\_\_\_\_

## **LOCK DOWN**

“Lock Down” is applied when an imminent or immediate threat to student or staff safety is apparent.

When a teacher or administrator comes into your room and says LOCK DOWN, go immediately to lock down procedures. Do not ask questions. Some schools may have a special signal for this procedure.

### **ACTION TO BE TAKEN:**

“When the “lock down” signal is given, immediately follow the procedures outlined for the students.

**(Insert any additional procedures for your school here!)**

- Check the hallway and restrooms to bring any students or staff into your room.
- Lock the classroom door and reduce visibility in the room. Turn lights low and stay out of sight and away from the windows. **DO NOT OPEN THE DOOR FOR ANY REASON.**
- Remain calm and keep instructions concise, clear, and consistent.
- Keep a list of the students in your class and a list of additional students or adults who have come into the classroom. Indicate all missing students from your class on the list. Send this list to the office in a safe means. In case of evacuation, take this list with you.
- Contact the office only if you have valid information regarding the incident.
- In case of evacuation – each room will be evacuated individually by a police officer or an administrator. Check your e-mail for updated instructions and information.
- Directions for evacuation to a safe place will be given to each teacher and class. Take your class list with you, as well as your emergency backpack. (See appendix 1 for contents.)
- **NO TEACHER MAY LEAVE THE PREMISES UNTIL RELEASED BY THE ADMINISTRATOR.**

**SCHOOL SIGNAL:\_\_\_\_\_**

## **MODIFIED LOCK DOWN**

This process is used when it is necessary to continue classes in a more restricted and secure manner to protect the educational environment.

### **ACTIONS TO BE TAKEN:**

- Closely supervise all students
- Accompany students to the restrooms and to other classes
- Students will not be given passes to leave the classroom unless directed to do so by the principal
- Students will not be allowed to be in the halls or outside
- Administration will monitor everyone who enters the building. All doors remained locked.
- If an emergency arises and a student needs to leave the classroom, the teacher will notify the main office so another adult may be sent to supervise the classroom
- Classroom doors are to remain locked and students and staff will leave the building by the door designated by the administrator
- Visitors and guests will be directed to the door to use for entrance to the building
- In all instances, follow the directions of local law enforcement

**SCHOOL SIGNAL:** \_\_\_\_\_

## **SAFETY ZONES**

A safety zone, also called **CLEAR ROOM**, procedure is issued by the teacher or supervising adult. The safety zone is a place – either inside the classroom or on the playground – for students to go to in time of a potential threat to the area in which they are at present ( i.e., a chemical spill, toxic fumes, serious injury, or a problem near the school fence.)

Safety Zone may also be used when a teacher or supervising adult must remain in a dangerous area, but after sending students to a safe area.

To determine safe zones, meet with custodian, emergency personnel or local law enforcement.

### **ACTIONS TO BE TAKEN:**

- Be sure that the students know the location of the safe area for their class. (Post in classroom.)
- Students are directed by supervisor, teacher, or administrator to go immediately and calmly to the agreed upon designated area
- Principal is notified immediately of the incident and directed to call 911 or come to the site of the incident
- Help the students to stay calm by reassuring them that their safety is your prime concern

**SCHOOL SIGNAL:**\_\_\_\_\_

## **EARTHQUAKE**

Earthquakes strike without warning so you must be prepared to take appropriate action quickly. Since structural damage may incapacitate the communication system, be prepared to take the necessary safety procedures without direction from the principal.

### **ACTIONS TO BE TAKEN:**

- **When students are in the building:**
  - Take cover immediately – under heavy furniture
  - Direct students to clasp their hands behind their neck, arms against their ears, eyes closed and backs to the windows or any glass
  - If heavy furniture is not available, stand in an interior doorway, a narrow hall or lean against a weight bearing wall
  - Remain calm – reassure students with a calm, quiet voice in giving directions
  - When the quake is over:
    - Evacuate the building as soon as possible, as directed by authorities
    - Take Student Earthquake Kits (Appendix 3)
    - Go to a safe area outdoors
    - Take roll and report any missing students to the administrator
    - Wait for further directions from authorities
    - Do not reenter the building until it has been inspected and declared safe by authorized personnel
- **When students are outdoors:**
  - Move away from the building if there are any signs of an earthquake
  - Go to a clear open space on the playground or parking lot
  - Avoid areas near utility poles, trees and overhead wires which could be dangerous
  - Remain calm – assuring students in a calm quiet voice
  - Account for all students
  - Remain outside until you receive an all clear sign from authorities
- **PRINCIPAL**
  - Call 911, if necessary
  - Contact the Pastor and Department of Catholic Schools
  - Give directions to staff as needed

EARTHQUAKE DRILLS SHOULD BE HELD PERIODICALLY.

Each child and staff person should have an EARTHQUAKE KIT in easily accessible storage at the school. The list of materials to include is in Appendix 3

SCHOOL SIGNAL: \_\_\_\_\_



## **GENERAL BUILDING EVACUATION**

Post in each classroom the safety route and procedure for students and staff to evacuate the building in cases of potential danger, when the location of the threat of harm is known.

### **ACTIONS TO BE TAKEN:**

- Leave the building immediately in an orderly manner following the direction of authorities.
- Assign student leaders
- Teacher should leave the room last
- Close the door to the area as soon as all students are safely out of the building
- Account for all students. Remain with the students in your assigned area until further directions are given.
- Assign students to assist with students who have disabilities
- Check adjoining areas (restrooms, etc.) to be sure everyone evacuates the building
- Do not respond to any news media, direct them to the administrator

### **Assisting Persons with Disabilities During Emergency Evacuation (Persons who are Non-Ambulatory)**

Always consult the person about the following:

- Preferred ways of being removed from wheelchair. Wheelchairs should not be used in stairways, if at all possible.
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, spasticity, braces, etc.
- Whether a seat cushion or pad should be brought along with the person if he or she is removed from the chair
- Being carried forward or backward on a flight of stairs
- After-care – if removed from the wheelchair (i.e., whether he or she prefers a stretcher, chair with pad, or medical assistance)

### **Person with Visual Disabilities**

- Tell the person the nature of the emergency. Offer to guide him or her to safety.
- As you walk, say where you are, and advise the individual of any obstacles
- When safety is reached, help to orient the person and ask if additional assistance is needed. Do not leave them alone.

### **Persons with Hearing Disabilities**

(Persons who may not hear audible alarms and are in buildings that do not have visual alarm devices.)

Either:

- Write a note explaining the nature of the emergency. Include “Go to \_\_\_\_\_ exit now”
- Turn light switch on and off to gain attention, then indicate through gestures or writing what is happening and what to do

**TAKE CLASS LIST, THIS MANUAL AND YOUR EMERGENCY KIT WITH YOU.**

**Evacuation drills should be held at least quarterly.**

**SCHOOL SIGNAL: \_\_\_\_\_**

## **FIRE**

Students and staff should know the route to exit the building in case of fire.

### **Actions to be taken**

- Directions for exiting the building in case of fire should be posted in each classroom. These directions should be reviewed with students regularly.
- Fire drills should be held monthly
- Also practice evacuating the building when various doors in the building are blocked
- Rules for efficient evacuation of the building should be reviewed with the students
- Students should be assigned to assist students with disabilities

### **IN CASE OF FIRE**

- Evacuate the building immediately
- Take class list and emergency backpack
- Staff members leave the room last
- Escort students to assigned area
- Take roll immediately and report any missing students to authorities
  
- WHEN AN “ALL CLEAR” IS GIVEN BY OFFICE PERSONNEL OR EMERGENCY PERSONNEL ESCORT THE STUDENTS BACK INTO THE BUILDING AND TAKE ROLL A SECOND TIME

SCHOOL SIGNAL: \_\_\_\_\_

## **POWER FAILURE**

In case of a power failure in the school building (that is more than an inconvenience) appropriate safety precautions must be taken.

### **ACTION TO BE TAKEN:**

- Notify the office of the outage
- Students should remain seated in the classroom until the power is restored
- No open flames, matches, candles or lighters should be used

The principal should:

- Survey the building to ensure that proper procedures are being followed
- Alert the parents and transportation personnel of possible early dismissal
- Notify the pastor

SCHOOL SIGNAL\_\_\_\_\_

## **SERIOUS INJURY OR MEDICAL NEED**

Serious injury is serious harm to a student or staff member that is either accidental or inflicted by another person.

Medical need is a situation where medical attention is needed by a staff member or student due to physical illness or condition (allergy, etc.)

### **ACTION TO BE TAKEN:**

- Notify the office immediately. (Request Bloodborne Pathogen trained staff if needed.)
- Do not move a seriously injured person unless it is a life threatening situation for that person to stay where they are
- Issue appropriate emergency procedure to ensure that students are not exposed to unnecessary trauma. (Clear room could be possible call.)
- Remain calm and reassure students that all possible actions are being taken to care for the injured or ill person
- Ask for someone to cover your class if necessary
- Rejoin the students as soon as possible if “clear room” procedure was used
- Account for all students and remain with them

### **PRINCIPAL:**

- Call 911
- Send first aid certified staff to the scene of the problem
- Contact appropriate supervisors
- Call a family member of the injured or ill student or staff member
- Call Department of Catholic Schools
- Deal with the media or refer to Archdiocese Communication Office

### **Steps for Managing a Seizure:**

- A seizure cannot be stopped, so let it run its course. Ease the person to the floor and loosen constricting clothing such as ties.
- Remove any hard or sharp objects that may injure the person
- Do not force anything between the teeth. Turn the head to the side for release of saliva. Place something under the head for cushion.

## **WEAPONS**

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

### **ACTION TO BE TAKEN:**

- Notify principal
- Move into LOCK DOWN mode as determined by the situation
- Evacuate staff and students who are in immediate danger

The Principal should:

- Call 911
- Initiate all other needed safety procedures
- Inform students, staff and parents of the nature of the danger as appropriate.  
(Parent letter at end of day)
- Notify Department of Catholic Schools
- Notify the Crisis Management Team if necessary

**SCHOOL SIGNAL:** \_\_\_\_\_

**OPERATIONAL CRISES**  
(Hazardous Material Release, Toxic Substance, Gas Leak)  
**IMPLEMENT HAZCOM PROGRAM PER OR-OSHA REQUIREMENTS**  
**AND MAINTAIN ACCORDING TO GUIDELINES**

**ACTION TO BE TAKEN**

- **Chemical Spill or Hazardous Material Release**
- **If life threatening, call 911**
  
- **Otherwise:**
  - Give location and chemical information – MSDS Sheet (Appendix 4)
  - Have someone stay on-line to give additional information about exposure while help is sent
  - Turn off ventilation system to help control spreading of noxious odors or take other appropriate steps for containment
  - Determine need for immediate evacuation
  
- **If Advised by Fire Department to remain on site:**
  - Evacuate all students away from the affected area or outside the building according to directions
  - If advised by fire department, have students and personnel breathe through wet paper towels
  - Close up and secure affected area. Shut down the electricity, gas, water, etc., as needed.
  - Post warning signs at entrance to the affected area
  - Do not let staff and students back into the building or affected area for any reason until declared “clear” by the fire department
  
- **If advised by fire department to evacuate the building:**
  - Sound the fire alarm
  - Follow building evacuation plan – including parent notification plan
  
- **Notify the Department of Catholic Schools**
  
- **If students need to be sent home, follow the usual procedures for notifying parents.**

- **If spill results in medical incidents – refer to Material Safety Data Sheet (MSDS) for procedures to follow.**
  - Principal calls 911
  - Respond with appropriate first aid treatment
  - If students or staff are hospitalized, keep a list of hospitalized persons and the locations where students and staff were evacuated to
  - Notify parents or family member
  - Send unaffected staff member with the injured students/staff with a copy of MSDS if available
  
- Notify the Communications Office of the Archdiocese to prepare a media statement.
  
- Any staff member who received medical care (outside of first aid) or was hospitalized should fill out a worker's comp form 801.
  
- If spill caused a significant incident that resulted in hospitalization or evacuation of students, a de-briefing with the crisis team should be held before regular schedules begin.



## **VISITORS**

The teachers should follow procedures developed locally for an unauthorized visitor in areas outside the school building. (See General Emergency Plan)

### **UNANNOUNCED VISITOR**

The person should be treated as a guest unless there is reason to suspect otherwise.

The School person:

- Directs the visitor to report to the office for a visitor's pass
- Is polite and assertive throughout the interaction. A calm and confident demeanor is the best insurance against escalation of an incident.
- Observes carefully, noting dress, physical appearance, voice, and mannerisms
- Does not allow students to accompany the visitor to the school office
- Contacts the office that a visitor has been asked to report to the school office

### **RESISTANT VISITOR**

The school person:

- Is to remain calm and assertive
- Stands slightly to the right or left of the person with palms open
- Does not attempt to use physical force
- Observes carefully, noting dress, physical appearance, voice and mannerisms
- Notifies the principal immediately of the incident by the process developed at each school. The principal will make the decision to call the police, notify the Department of Catholic Schools or other schools in the area.
- Documents the incident

### **AGGRESSIVE INTRUDER: - CALL 911**

- If the behavior of the visitor becomes threatening and/or aggressive or if the visitor takes evasive action, the school person should take the following steps:
  - Directly communicate to the office that an intruder is present, or signal another adult to do so
  - Principal should activate the school's Crisis Emergency Plan through the predetermined code
  - Principal should do roll call over the PA in each classroom to assure that all students are in their respective rooms

## **SUICIDE THREAT OR ATTEMPT**

In the event of a suicide threat or attempt:

**THE TEACHER OR SUPERVISING ADULT** should:

- Notify the office immediately (provide the name if possible)
- Issue “Clear Room” to remove students from the scene
- Remain calm and reassure the students that everything possible is being done to return the situation to normal
- When the principal, police and/or medical personnel have arrived, rejoin your students in the designated area

**ADMINISTRATIVE AND SUPPORT STAFF:**

- Issue the appropriate emergency procedure
- Call 911, your parish officer, and the parish office
- Contact parents
- Contact Department of Catholic Schools and parish offices
- Arrange for post trauma assistance
- Ensure that an adult can supervise students in the designated Clear Room area
- Refer all media inquiries to the Archdiocese

## **MISSING OR KIDNAPPED CHILDREN**

### **TEACHER OR SUPERVISING ADULT:**

- Report kidnapping or attempted kidnapping to the office immediately.
- Note the person's appearance and any other information about him/her (voice, clothing, vehicle type, license plate number) that might be helpful to police.
- Remain calm.

### **ADMINISTRATIVE OR SUPPORT STAFF:**

- Issue appropriate emergency procedure
- Call 911, your parish officer and the parish office. The parish office will contact the archdiocese and any other support needed.
- If the kidnapper is still on the school property and s/he is not violent or armed, attempt to communicate and keep the person in the area
- Refer all media inquiries to the Communications Office at the Archdiocese

## **CUSTODY ISSUES**

Procedures and guidelines to use with divorced or estranged parents.

- For the school's purposes, the custodial parent is the parent who resides with the child. **THE SCHOOL SHOULD HAVE A COPY OF THE COURT DOCUMENT ASSIGNING CUSTODY.**
- Only the custodial parent has the right to visit the child at school, or remove the child from the school property unless permission is given by the custodial parent.
- If the non-custodial parent asks to remove the child from the school, explain that the school is responsible for the child's welfare during school hours, then call the custodial parent in front of the non-custodial parent to make the request.
- If the custodial parent agrees that the child can leave with the non-custodial parent, comply with the request.
- If necessary, contact the principal, the Archdiocese or law enforcement for assistance.

## **DEATH OF STUDENT OR STAFF MEMBER**

Notify the Principal immediately.

Utilize appropriate emergency procedures to ensure that students are not unnecessarily exposed to trauma.

Remain with students, staying calm to reassure them that they are safe.

Principal:

- Call 911
- Notify the parish office and pastor, and a school police officer, if appropriate
- Send first-aid certified staff to the location immediately
- Notify family members or parents
- Ensure that all students are supervised
- Refer all media to the Communications Office of the Archdiocese

## APPENDIX 1

### EMERGENCY BACKPACKS FOR EACH CLASSROOM

Flashlights  
Candles x 2  
Candy or snacks/suckers  
1 roll toilet paper  
Batteries for flashlight and radio  
Small first aid kit  
Flares x 2  
Hydrogen peroxide  
Ziploc bags x 2  
Rope  
Books/games/deck of cards – grade level appropriate  
Exam gloves (1 set)  
Small handheld radio  
Whistle  
Matches  
Space blanket (1)  
Small pocket knife  
School directory

**APPENDIX 2**  
**OREGON STATE POLICE BOMB THREAT CHECKLIST**  
**(Place this list under your telephone)**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

Number at which call is received: \_\_\_\_\_

Time: \_\_\_\_\_ Date: \_\_\_\_\_ Length of call: \_\_\_\_\_

Gender of caller \_\_\_\_\_ Age: \_\_\_\_\_ Race: \_\_\_\_\_

**Questions to ask:**

When is the bomb going to explode?

Where is it right now?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why?

What is your address?

What is your name?

Exact wording of the threat:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Appendix 2**  
**Oregon State Police Bomb Threat Checklist**

**Caller's Voice:**

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Nasal           |
| <input type="checkbox"/> Angry    | <input type="checkbox"/> Stutter         |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Lisp            |
| <input type="checkbox"/> Slow     | <input type="checkbox"/> Raspy           |
| <input type="checkbox"/> Rapid    | <input type="checkbox"/> Deep            |
| <input type="checkbox"/> Soft     | <input type="checkbox"/> Ragged          |
| <input type="checkbox"/> Loud     | <input type="checkbox"/> Clearing throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Deep breathing  |
| <input type="checkbox"/> Crying   | <input type="checkbox"/> Crackling voice |
| <input type="checkbox"/> Normal   | <input type="checkbox"/> Disguised       |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent          |
| <input type="checkbox"/> Slurred  | <input type="checkbox"/> Familiar        |

If voice is familiar, who did it sound like? \_\_\_\_\_

\_\_\_\_\_

**Background Sounds:**

- |   |  |
|---|--|
| <input type="checkbox"/> Street noises    | <input type="checkbox"/> Factory machinery |
| <input type="checkbox"/> Crockery         | <input type="checkbox"/> Animal noises     |
| <input type="checkbox"/> Voices           | <input type="checkbox"/> Clear             |
| <input type="checkbox"/> PA System        | <input type="checkbox"/> Static            |
| <input type="checkbox"/> Music            | <input type="checkbox"/> Local             |
| <input type="checkbox"/> House noises     | <input type="checkbox"/> Long distance     |
| <input type="checkbox"/> Motor            | <input type="checkbox"/> Booth             |
| <input type="checkbox"/> Office machinery | Other _____                                |

**Threat Language:**

- |   |   |
|---|---|
| <input type="checkbox"/> Well-spoken (educated) | <input type="checkbox"/> Incoherent                   |
| <input type="checkbox"/> Foul                   | <input type="checkbox"/> Taped                        |
| <input type="checkbox"/> Irrational             | <input type="checkbox"/> Message read by threat maker |

**Remarks:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Report call immediately to:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_



**APPENDIX 3**  
**STUDENT EMERGENCY KITS**

- 2 individually wrapped helping of dried meat (jerky)
- 2 individual servings of prepackaged juice drinks or water
- 2 granola bars or similar snacks
- 2 suckers
- 5 individually wrapped hand wipes
- 1 small package tissue (pocket pack)
- 1 packaged space blanket
- Student's emergency information
- Small family photo (for identification, if necessary)