

# Riverdale District-Wide Safety Plan

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## Introduction

Riverdale School District has created the following safety plan in order to prevent, prepare for, and respond to foreseeable safety hazards for our school and community. The safety of our students and staff is a primary responsibility for the district to consider in providing a quality education for all students. The following plan outlines the likely hazards to the district, its schools, and its students, and the processes that will be used to prevent, prepare for, and respond to those hazards.

The primary hazards to the Riverdale School District and its community include the natural disasters of earthquake, flood, landslide, volcanic eruption, and weather related emergencies; the hazards of school threats of acts of violence, bomb threat, suicide (student or staff), and mental health related crises; and, other disasters including pandemic, environmental catastrophe, or other unforeseen disaster. While this plan cannot be developed to be comprehensive of all scenarios, it focuses on those deemed most likely, and puts in place a process to utilize in the event of any major crisis in the school community.

# Riverdale District-Wide Safety Plan

## District Safety Committee and Crisis Response Team

### District Safety Committee

Chris Russo, Superintendent	Carisa Trepka, HS Counselor
Board Member	Heather Johnston, GS Counselor
Board Member	Teacher, GS
Jen McDonald, GS Principal	Teacher, HS
Bart Hawkins, HS Principal	Shanna Schlitz, Technology Director
Antonio Sanchez, GS Facilities Manager	Elizabeth Gibson, Communications Coordinator
Dave Warren, HS Facilities Manager	
Derek Duman, Athletic Director	Tanya Steele, AA RG

*Role of the District Safety Committee* - To create plans for the prevention of and preparedness for threats to the school environment, to communicate those plans to stakeholders in an understandable fashion, to assist the crisis response team in any way possible during a crisis, and to conduct an after-action review of any crisis or threat that has been responded to.

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### Crisis Response Team

This team is the streamlined team that will be in charge of any crisis response. The role listed following their name is their role on the crisis response team.

<b><u>District Role</u></b>	<b><u>Current</u></b>	<b><u>Crisis Response Role</u></b>
Superintendent	Chris Russo	Person-in-charge, District
Communications Co.	Elizabeth Gibson	Crisis Communications Coordinator
RHS Principal	Bart Hawkins	Person-in-charge, High School
RHS Counselor	Carisa Trepka	Student Response Coordinator, HS
RHS Facilities Sup.	Dave Warren	Facilities Response, High School
RGS Principal	Jen McDonald	Person-in-charge, Grade School
RGS Counselor	Heather Johnston	Student Response Coordinator, GS
RGS Facilities Sup.	Antonio Sanchez	Facilities Response, GS

*Role of the Crisis Response Team* - The crisis response team is in charge during any crisis in the district. Their roles are clearly delineated, and each is charged with taking action to respond to threats to the district. The priorities of the team are first and foremost the safety and well-being of the students and staff of Riverdale, followed by the safety and well-being of the greater Riverdale community, and finally to mitigate costs to the infrastructure of the Riverdale School District (buildings, finances, reputation). In the event that a person is unable to discharge their duty due to absence or incapacity, another person will be appointed to that role in a crisis. If the person-in-charge, district, is not able to discharge their duty, that responsibility falls to the site person-in-charge at the site of the crisis, and then to the person-in-charge of the other school site. If none of those are available, the board chair or a board representative will designate a person-in-charge.

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### General District Crisis Response Plan

The following steps are the steps to properly respond to any crisis that the school encounters. They can be applied to any general crisis, and more specific plans exist for the threats that are deemed most likely in the attached appendices.

#### General Response Steps

1. **Assess the situation** and remove students, staff, and others from further potential harm.
2. **Dial 911** and contact emergency services.
3. **Account for all students and staff**, and compile lists of those still potentially in harm's way.
4. **Contact** appropriate school officials, including members of the crisis response team, if they are not present.
5. **Create a response plan**. Response plans for some scenarios are available as appendices to this document.
6. **Create a recovery plan**. This will take place following the immediate response to the crisis.
7. **Debrief and review** plans for future scenarios.

### Threat Assessment - STAT Team

Riverdale will use a tiered approach to the student threat assessment process. Any time a student threat is communicated or concern arises about a potential threat, the Riverdale School District will respond with the process described below, and will involve outside authorities as necessary. The steps in this process include:

1. At each site, any time there is concern of any threat, they will follow the steps in the Riverdale Threat Assessment Handbook.
  - a. Any time there is concern of a threat, the teams below will meet to determine if it is necessary to complete a threat assessment process.
    - i. If there is any evidence that there may be a threat, the team should immediately move to step 2 of the process.
2. For every potential threat, teams will complete parts I-V and determine if a threat actually exists.
  - a. If a threat exists, teams will continue through parts VI-IX to determine what level the threat exists at. (Threat levels will be eventually aligned with those identified by MESD.
3. If the completed threat assessment at Riverdale indicates a Level 3, 4, or 5 threat level, the MESD threat assessment will be immediately notified and asked to intervene. At this time, if law enforcement has not yet been notified and involved, they should be contacted as well.
  - a. The contact for MESD threat assessment is:
    - i. Joni Tolon - [jtolon@mesd.k12.or.us](mailto:jtolon@mesd.k12.or.us).
  - b. For emergency law enforcement involvement, dial 911. For non-emergency coordination, contact:
    - i. Dave McGarry - 503 988 7300 - [david.mcgarry@mcsso.us](mailto:david.mcgarry@mcsso.us)
  - c. A Level 2 threat may be referred to law enforcement or MESD if there is uncertainty about the level of threat or if there is concern that the threat level may increase.
4. Upon completion of the threat assessment, the team needs to develop a threat management plan.
  - a. Management plans can adopt strategies found in the RSD Threat Assessment Handbook that are appropriate at each level.
  - b. Strategies may be mixed and matched at any level that will be helpful to the individual threat situation.
  - c. Link to the RSD Threat Assessment Handbook:

[RSD Threat Assessment Manual](#)

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### School Threat Assessment Teams

#### *RGS*

Jen McDonald	Principal
Heather Johnston	Counselor
Megan Lenard	Behavioral Specialist/Restorative Coach
Jory Mental Health Staff	
Classroom teacher as necessary or appropriate.	

#### *RHS*

Bart Hawkins	Principal
Carissa Trepka	Counselor
Abby Rotwein	Restorative Coach
JORY Mental Health Staff	
Classroom teachers as necessary or appropriate.	

*For an established threat, the following people are added to the STAT:*

Chris Russo	Superintendent
Elizabeth Gibson	Communications
Law enforcement or emergency response as necessary.	
Other staff as necessary to establish appropriate response.	

### **Crisis Communications Plan**

During a crisis, the crisis communication coordinator will coordinate all communication from the district. This includes communications sent to parents, media, and social media. It is important that all communication flows through that individual in order to avoid confusing or contradictory information releases that can complicate response to the crisis. If the designated communications coordinator is not available, one will be appointed by the person-in-charge, district.

#### General Expectations for Communication in a Crisis

1. No information is released to the community or media without approval from the person-in-charge or the crisis communication coordinator.
2. Information will be relayed to parents and media outlets in a way that allows for the greatest safety and confidentiality for the district's students and staff.
3. Information regarding the safety and security of students will be the initial focus of all district communications following a crisis.
4. Review process with team after crisis. Plan and communicate any follow-up information related to the event. Make adjustments, improvements and notes for if there is a next time.

## Preparation and Preparedness

### Drills

Each school will maintain all drills as required by the state of Oregon. The requirements are:

*Effective July 1, 2015 Oregon law (ORS 336.071), requires “all schools instruct and drill students on emergency procedures so that students can respond to an emergency without confusion or panic...” This includes drills and instruction on fire, earthquake (and where appropriate tsunami), and safety threats (lockdown, lockout), shelter-in-place, and evacuation.*

*The statute requires schools spend 30 minutes each school month to instruct students on emergency procedures:*

- *Fire drills shall be conducted each month. The first fire drill must be completed within 10 days of the start of classes.*
- *At least two drills on earthquakes shall be conducted each year.*
- *At least two drills on safety threats shall be conducted each year.*
- *For schools in a [coastal] tsunami hazard zone, at least three drills on earthquakes and tsunamis shall be conducted each year.*



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### **Plan Review**

The plan developed here will be subject to periodic review, as well as an after-incident review for any crisis the district faces. This plan should be reviewed at least 1 time per year by the safety committee and be presented to the board with any updates following that review.

## Appendix A - Hazards

### Earthquake

The danger of an earthquake is quite real in Portland, and should be a primary concern for Riverdale School District. The effects of any Tsunami are likely to be secondary for our district, since both schools are relatively well removed from any bodies of water. Our preparedness and response plans for an earthquake are as follows:

#### **Response:**

1. In the event of an earthquake happening while students are at school, the following steps should be followed:
  - a. All students and staff should stop, cover, and hold on until the shaking stops and potential falling objects have stopped moving.
  - b. Consider evacuation:
    - i. After shaking stops, assess your room for any dangers (broken glass, fallen items, fire, chemical spills, etc.). Deal with anything urgent if possible, quickly.
    - ii. NEVER evacuate automatically; there may be more danger outside than there is inside. Check for a safe passage/clear exit route from your room to the assembly area (look out the door/window; don't leave children unsupervised).
    - iii. If an aftershock occurs while you are exiting, Drop, Cover, and Hold On until the shaking stops.
    - iv. Do not use any elevators.
    - v. Once to the assembly area, quickly advise search and rescue teams to return for those who did not exit with the class.
  - c. Facilities staff and administration will coordinate with search and rescue to make their efforts as effective and quick as possible.
    - i. First priority for all staff will be getting students and staff to safety, and assisting any efforts to achieve this priority.

#### **Information on Earthquake response:**

[https://online.tarleton.edu/ACEF/EarthquakePreparednessforEducationalFacilities/EarthquakePreparedness\\_print.html](https://online.tarleton.edu/ACEF/EarthquakePreparednessforEducationalFacilities/EarthquakePreparedness_print.html)

#### **Prevention / Preparedness:**

Schools have prepared by maintaining appropriate emergency maps / training / and drills. Buildings are appropriately maintained

### ***Emergency Resources at the Schools***

- Grade School:
  - Classroom buckets with supplies that will serve as a latrine in the case of an emergency.
  - Emergency backpacks for any emergency with first aid needs and water bottles.
- High School:
  - The high school has significant supplies stored in an outside container for any emergency, specifically an earthquake.
  - They include:
    - Command tents.
    - Water for 300 people for 2-3 days.
    - Latrine tents.
    - First aid supplies.

## Appendix B - Media Outlet Contact Information

### School closure or delay:

- The district instantly publishes the information through [Flash Alert](#). The site is available 24 hours a day. Flash Alert distributes emergency information to news and media outlets.
- The closure or delay will also be noted on the homepage of each website (www.riverdaleschool.com, www.RiverdaleHS.com and www.RiverdaleGS.com).
- An email is sent to all parents.
- An automated emergency phone call is sent to notify parents and staff, typically between 5:30-6 a.m. Phone numbers on record will be used, and parents will receive calls to all of their phones. NOTE: If a decision is made after 10 p.m., you will not receive a call until the next morning. Please check the other vehicles listed above.
- You will not receive any notification if schools are opening on time. If no information is reported, it means that schools are opening on time.
- What does a two-hour delay mean? A two hour delay would mean:
  - High School start time – 11 a.m.
  - Grade School start time – 10:30 a.m.

### Severe weather conditions that occur during the school day:

In the event of severe weather conditions that begin during the school day, parents will be notified through local media as well as through our emergency phone system. If schools close early, students will be notified of the early dismissal time. Students who ride the buses will wait for their arrival and will be transported home as usual. Students, who walk, drive or bike to school, may leave at the time of dismissal. Please talk with your children and have a safety and a supervision plan in place in the event this course of action is required. It is critical that school phone lines remain clear for emergency situations.

In the event of any of these inclement weather situations, please refrain from calling the school, unless it is an emergency. It is imperative to keep our phone lines open during these times.

### News sources:

In addition to FlashAlert, the district and school websites, phone calls and emails, you can also find closure information broadcast by the following news sources:

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Radio stations that carry school closure information include: KEX, KXL, KUIK, KMUZ, KWBY, KXYZ, KFXX, KOPB, KGON, KXL, KDBX, KISN, KUPL, KWJJ, KKJZ, KKCW, KXYO, KKRZ, KKCW, KXYO, KKRZ, KFXX, KKCW.

Television stations that carry closure information include: KOIN, KATU, KGW.

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### Appendix C - Staff Training (First Aid / CPR)

According to Oregon law, Riverdale school district is required to have at least 1 person CPR and First Aid certified per 60 students enrolled at each school. In order to meet that requirement, the following job descriptions will be required to maintain a CPR/First Aid certification as part of the terms of their employment:

Positions requiring CPR/First Aid certification:

Administrative Assistant (GS and HS)

Facilities Supervisor (GS and HS)

Custodian (GS and HS)

Activities Director

PE Teacher

School Nurse

Head and Assistant Coaches (all sports)

Instructional Aides (GS and HS)

Special Education Teachers (GS and HS)

**Appendix D - State Law**

**Emergency Plans and Safety Programs**

The school district shall maintain a comprehensive safety program for all employees and students which shall:

- (1) Include plans for responding to emergency situations.
- (2) Specify general safety and accident prevention procedures with specific instruction for each type of classroom and laboratory.
- (3) Provide instruction in basic emergency procedures for each laboratory, shop and studio, including identification of common physical, chemical, and electrical hazards.
- (4) Require necessary safety devices and instructions for their use.
- (5) Require that an accident prevention in service program for all employees be conducted periodically and documented.
- (6) Provide assurance that each student has received appropriate safety instruction.
- (7) Provide for regularly scheduled and documented safety inspections which will assure that facilities and programs are maintained and operated in a manner which protects the safety of all students and employees.
- (8) Require reports of accidents involving school district property, or involving employees, students or visiting public, as well as prompt investigation of all accidents, application of appropriate corrective measures, and monthly and annual analyses of accident data and trends.
- (9) In schools operated by the district that are occupied by students, the district must ensure that all students are instructed and have drills on emergency procedures in compliance with ORS 336.071. The emergency procedures shall include drills and instruction on:
  - (a) Fires;
  - (b) Earthquakes, which shall include tsunami drills and instruction in schools in a tsunami hazard zone; and

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(c) Safety threats including procedures related to lockdown, lockout, shelter in place and evacuation and other appropriate actions to take when there is a threat to safety.

Statutory/Other Authority: ORS 326.051

Statutes/Other Implemented: ORS 336.071

History:

Renumbered from 581-022-1420 by ODE 16-2017, f. & cert. ef. 7-5-17

ODE 28-2015, f. & cert. ef. 12-22-15

EB 18-1996, f. & cert. ef. 11-1-96



**Appendix E**

**Non - Emergency Contacts (For emergencies, dial 911)**

***Law Enforcement***

Multnomah County Sheriff's Office (Grade School)

***Dave McGarry - 503 988 7300 - [david.mcgarry@mcsso.us](mailto:david.mcgarry@mcsso.us)***

Portland Police Department (High School)

**Fire and First Responders**

Lake Oswego Fire Department

Lieutenant Brian Wheeler

Portland Fire and Rescue

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### Appendix G - Severe Weather Closures

Full plan available at:

<https://docs.google.com/document/d/1ggKsvHtIPImoWsGORHKrYjcmnFQZIF3Y0fsZugw4bcU/edit?usp=sharing>