

Advisor Agenda – All Grades

Monday, September 14th

1. Read Announcements
2. **Handouts – All Grades**
Pass out H1N1 Letter from Superintendent Dawn Tarzian (placed in your mailbox on Friday)
3. **Handouts - 12th Grade ONLY**
Pass out Senior All Night Party Packets (placed in your mailbox on Friday)
4. **Special Announcement - 9th Grade ONLY**
If you did not receive your Student ID Card at Registration because of the problem with the photography equipment...Lifetouch will be back TODAY from 12:30 – 1:30 in the Main Hall to retake photos and issue ID Cards.
5. **Special Announcement – 9th Grade ONLY**
Instead of reporting to Advisor on Thursday, go straight to the Auditorium after 4th period. When you arrive in the Auditorium, you will find rows with assigned seating for each Advisor group. Please sit in those assigned rows. *Advisors – Please arrive as quickly as possible after 4th period on Thursday to the Auditorium for attendance and supervision of your group.*
6. **Reminder –10th, 11th, 12th Grade**
Bring your student handbook to Advisor on Thursday.
7. Read and discuss Emergency Procedures outlined below. These procedures are also available for students to read on pages 34 and 35 of their handbooks.

Lockdown

A lockdown is implemented to protect staff and students from a danger on campus, such as an intruder (either armed or out of control), or during a threat of harm. It is used when it may be more dangerous to leave the building than it is to stay inside a secured room.

You will be notified of a lockdown by a continuous alarm that sounds throughout the building.

- In case of a lockdown, teachers will immediately lock their door taking care to check the hallway first for any students not in a classroom who need shelter.
- Once doors are locked, all blinds will be pulled and door windows covered.
- Students and staff must remain quiet and not allow anyone in the room once the door is locked. Sweepers will be checking hallways at this time and will unlock the closest classroom door to let in any stray students.
- If you are in the cafeteria and the lockdown alarm sounds, proceed to the closest B building classroom
- If you are in the library and the lockdown alarm sounds, proceed to the bookshelf area and take cover.
- Teachers will be in communication with the front office through their classroom telephone. Teachers will be directed to pick up their handset via the speaker/intercom on their phone.

An “all clear” tone will sound to notify you when the lockdown is complete.

Fire

Local fire regulations and district policy require us to have monthly fire drills. Most fire drills will be pre-scheduled, but never assume a fire alarm is merely a drill.

Any sounding of the fire alarm means an immediate and total evacuation of the building. When the alarm sounds follow the procedure below.

- Proceed to the nearest exit immediately
- Move to your designated zone outside the building. This zone is indicated on the Emergency Exit Plan map for the room you are in and is normally posted next to the exit door.
- Go away from the school at a distance equal to one and one-half times the height of the nearest building.
- Once in your designated zone, your supervising adult will take attendance to verify your safe evacuation.
- If you are unassigned and the fire alarm sounds, proceed to the nearest adult and provide your name.
- If the fire alarm sounds during lunch or other time when classes are not in session, proceed quickly to the nearest exit and assemble a safe distance from the building.

Do not return to the building until you have been clearly informed that it is safe to do so.

Earthquake

Under Oregon law schools are required to conduct two earthquake drills each year.

If an earthquake occurs and you are indoors:

- Stay inside
- Get under a desk or table.
- Stay clear of windows, bookcases, mirrors, light fixtures, and any suspended object that may fall over during the earthquake.
- “Duck, cover, and hold on” by kneeling under a desk, table, etc., and cover the back of your neck with one hand while holding on to the table with the other.

Once the earthquake is over:

- Vacate the building by the nearest safe exit and assemble in an open area at least 100 feet from the building or any other hazardous structure (i.e., power lines, trees, etc.).
- Once in your designated zone, your supervising adult will take attendance to verify your safe evacuation.

If an earthquake occurs and you are outside get into the open away from buildings, trees, walls, or power lines. Once the earthquake is over, proceed to an assembly area a safe distance from hazardous structures.

Bomb Threat

If a bomb threat is received and the building must be evacuated, students and teachers will follow the same evacuation procedure as a fire drill. In some cases students and staff will be directed to a specific evacuation assembly zone.