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## Emergency Weather/Community Disaster Guidelines/Procedures for Employees 2008-09

October, 2008

To: All District Staff

From: Steve Youngblood, Assistant Superintendent

September was National Preparedness Month and a good time to pause and remind ourselves of inclement weather and community disaster planning.

As you are aware, there may be several reasons why schools may be closed during the year: snow, ice, windstorms, flooding, and interruptions to facility utilities are some examples.

The purpose of this communication is to recap the District's expectations of employees in these situations. Please read these reminders carefully and contact your immediate supervisor should you have questions or concerns regarding your personal role and responsibilities.

### **District Closure, School Cancellation, Delayed Start, Early Release**

#### ***How are these decisions made?***

The safety of Corvallis School District students and staff is the primary consideration for any decision regarding closures, cancellations, and delayed starts. Additionally, the suitability of our facilities for occupation is thoughtfully considered as well as the condition of local infrastructure.

In any situation where safety may be compromised, District Office leadership work with appropriate District Departments and/or regional agencies to make informed decisions regarding risk factors.

#### ***How are these decisions communicated?***

Information regarding District closures, school cancellations, delayed starts or early releases is broadcasted as early as possible to allow District staff and patrons to make appropriate alterations in their routines.

The District utilizes FlashAlert.Net as one means of communication. This website gives you access to emergency messages, such as breaking news or snow closure information as well as news releases from participating organizations in several area states. Registration on this site is free and there is an option to receive information as an e-mail and/or a cell phone text message. To visit the website, direct your browser to: [www.flashalert.net](http://www.flashalert.net).

Information about closures, cancellations, delayed starts or early releases will also be available via local media. TV stations include KOIN (Ch. 6), KGW (Ch. 8), KEZI (Ch. 9), KPTV (Ch. 12), KVAL (Ch. 13), and KMTR (Ch. 16). AM radio stations include 920/KSHO, 990/KRKT, 1240/KEJO, 1340/KLOO, and 1580/KGAL. FM radio stations include 95.1/KSND, 99.9/KRKT, 104.7/KDUK, and 106.3/KLOO. This

information will also be made available in Spanish on 660 AM/KXOR, 880 AM/KWIP, and 95.1 FM/KSND.

Additionally, the District relies heavily upon phone trees at the individual building locations. Please ensure that your most current contact information is communicated to your administrator/supervisor.

***What are the expectations of staff in each scenario?***

If the **District is closed for the day** (this is *very rare!*):

- Students and staff will stay home as there are extreme concerns for the safety of the community at large.
- In some situations, dependent upon the nature of the emergency/disaster, some employees may be asked to report to work (maintenance/custodial, for example). In these situations, employees will receive specific instructions from their supervisors.
- All District meetings, extra-curricular activities, and outside use of District facilities will be cancelled.

If **school is cancelled for the day** (this is *more common!*):

- Students will stay home.
- Staff directly supporting students (individuals with contracts fewer than 210 days) will not be required to report to work.
- Staff with contracts 210 days and longer are asked to report to work at their regularly scheduled times and/or as soon as they are safely able to do so.
- In general, District meetings, extra-curricular activities, and outside use of District facilities will be cancelled.

If a **delayed start** has been called:

- All Classified & Non-Represented staff are requested to report as close to their assigned shift time as possible, given road conditions.
- Attendance of Teachers shall not be required when student attendance is not required due to inclement weather. (Generally, if a two hour delay is called, teachers should report two hours later than normally scheduled.)
- Some District meetings, extra-curricular activities, and outside use of District facilities may be cancelled. Individual schools shall communicate these cancellations to appropriate parties.

If an **early release** has been called due to emergency conditions:

- Staff directly supporting students (individuals with contracts fewer than 210 days) shall leave as soon as all students have been released to parents/guardians, or when excused by their building administrator.
- Depending on the nature of the emergency, staff with contracts 210 days and longer may be asked to remain at work for the duration of their regularly scheduled shift times. Supervisors shall communicate information specific to the individual emergency situation as to their expectations of employees.
- Depending on the nature of the emergency, it is likely that District meetings, extra-curricular activities, and outside use of District facilities will be cancelled. Individual schools shall communicate these cancellations to appropriate parties.

## Guidelines and Resources to Improve Your Preparedness

The following tips for individual and family emergency preparedness were shared by Peggy Peirson, Emergency Services Coordinator with Benton County Emergency Management, Search & Rescue:

Assess your community hazard risks and your vulnerability to them. Flood, earthquake, power outages, hazardous materials, etc.

Take actions to mitigate your vulnerability wherever possible: install smoke detectors; clear burnable material a minimum of thirty (30) feet in all directions from around your house; secure home furnishings to studs with 3" lag bolts. Consult local professionals for information and advice.

Have a family plan. Does everyone know what to do in an emergency? Do family members know where to meet if you evacuate your home? Do you have a family contact at least 200 miles away that everyone can check in with? Is there a place to meet in the community if your neighborhood is not accessible?

Assemble an emergency/disaster kit with provisions for all family members and pets. There was a time, not too long ago, when 72-hour preparedness was the goal for all individuals and households. Large-scale US and worldwide disasters have clearly taught us that three days of supplies is not enough. Provisions for ten (10) days to two (2) weeks are more realistic. Provisions should include the special needs of family members and any pets.

Keep your emergency kit stocked, portable, accessible and current – replace outdated or used supplies. Some suggestions (more available at [www.co.benton.or.us/sheriff/ems](http://www.co.benton.or.us/sheriff/ems)):

- Food
- Water
- Cook stove and fuel
- First aid kit, medications
- Extra eye glasses
- Hygiene products
- Blankets
- Battery powered radio
- Light sticks, flashlights & batteries
- Extra batteries
- Matches
- Heavy gloves
- Warm clothes
- Sturdy shoes
- Rain wear
- Duct tape
- Trash bags
- Tools
- List of insurance policy numbers
- Map of area
- Cash, including coins
- Fire extinguisher

For more details on emergency preparedness see "Disaster Preparedness for You and Your Household" on the web at:

<http://www.co.benton.or.us/sheriff/ems/documents/disasterhandbook-booklet.pdf> or email [peggy.peirson@co.benton.or.us](mailto:peggy.peirson@co.benton.or.us) to have a copy mailed to you. This information is available in both English and Spanish languages. Additional resources include:

- Federal Emergency Management Agency (FEMA); [www.fema.gov](http://www.fema.gov)
- Department of Homeland Security; [www.ready.gov](http://www.ready.gov)
- American Red Cross; [www.redcross.org](http://www.redcross.org)