INTRODUCTION

The Clackamas ESD Emergency Action Plan is designed to provide the district’s administration and staff with defined roles and responsibilities to respond effectively during an emergency. While the plan does not cover every conceivable situation, it is intended to reflect the basic response taken in the most common emergencies and includes:

- Steps to report an emergency;
- Specific actions to be taken for each type of emergency;
- Evacuation procedures; and
- Maps of the building indicating escape routes and location of emergency equipment.

Emergencies may be sudden and without warning. They may occur any time of the day or night, weekend or holiday, with little or no warning. This emergency plan is designed to address emergencies both during and after regular business hours.

Clackamas ESD Emergency Contacts:

Superintendent’s Office ...........................................ext. 4001
Human Resources .........................................................ext. 4015
Chief Finance Officer ..............................................ext. 4035
Receptionist .................................................................ext. 4000
Health & Safety Officer .................................................ext. 4007/cell 9-503-545-1043
Maintenance ..............................................................ext. 4009/cell 9-503-789-5134

In an emergency, the succession of events is not predictable; therefore, this plan will serve only as a guide and checklist, and may require the assistance of local community responders.

Clackamas County Community Responders:

For Any Emergency ........................................................9-911
County Sheriff/Police Department .........................9-503-722-6790
Poison Control ..........................................................9-503-650-3262
Fire Department .........................................................9-503-655-8911
Northwest Health and Safety .........................9-1-360-606-3509

The district’s objective in all instances is to respond to and control any incident where individuals are in danger or need help, or that significantly impacts or disrupts business operations.

In responding to emergencies, priority will always be placed on preventing or minimizing harm or injury to individuals, damage to property, and to restoring normal operations in the shortest possible time frame.
Use of Automatic External Defibrillator (AED)

An AED is a portable electronic device programmed to analyze heart rhythms that require defibrillation. AEDs are located on the hallway wall adjacent to the elevator on the First and Second floors. If you witness a person collapse, or discover a victim who you believe is at risk of Sudden Cardiac Arrest (SCA) conduct the following emergency action steps:

1. **ASSESS**
   
a. The victim – is the victim motionless or unresponsive?

2. ** ALERT – GET HELP**
   
a. Call (or direct someone else to call) 9-1-1 to notify emergency responders. Provide the following information:
   
   i. Nature of medical emergency,
   
   ii. Location of the emergency (address, building, floor, room number), and
   
   iii. Your name and the phone number you are calling from.
   
b. Get (or direct someone else to get) the AED.
   
   i. During regular work hours (Monday – Friday 7:30-4:30) call (or direct someone else to call) extension 4000 to notify Reception. Reception will contact Emergency Medical Responder(s) and other necessary personnel and return a call advising you of who the responder will be.
   
   1. Advise reception that 9-1-1 has been contacted or request reception contact them.
   
   2. Post someone in the parking lot to direct the 9-1-1 responder to the scene.

3. **ATTEND - Provide CPR Until the AED Arrives**
   
a. Open the victim’s airway by tilting head and lifting the chin.
   
b. Look, listen and feel for 5 seconds, but no more than 10 seconds to determine if the victim is breathing. If the victim is not breathing give the victim 2 breaths that make the chest visibly rise.
   
c. Begin applying chest compressions at a rate of 30 compressions followed by 2 breaths until the AED arrives. If feasible, continue CPR while the pads are being applied.

Procedure continued on reverse
4. **DEFIBRILLATE – Turn on the AED and follow the device’s prompts:**

   a. Within the AED case there is a rescue kit. The kit contains gloves, scissors, a razor, towel, CPR barrier and antiseptic wipe. Expose the victim’s chest;
      i. Tear or cut away clothing and undergarments.
      ii. If the victim’s chest has an excess of chest hair, shave the locations where the AED pads are to be placed. **DO NOT** place the AED pads over wet areas, the nipple, medication patches, or implanted devices.

   b. Remove the adhesive backing and secure the AED pads to the victim’s bare chest.
      i. Be sure to use the correct pads (adult/child) and that they are positioned as per the diagram on the pads. *If child pads are available, they should be used on children under the age of 8,* however; if pediatric pads are not available the adult pads can be used.

   c. The AED will analyze the victim’s heart rhythm and advise the user if a shock is needed.
      i. If a shock is advised, loudly instruct everyone present to “**STAY CLEAR.**” press the shock button, and immediately resume chest compressions.

   d. **Continue CPR at a rate of 30 compressions followed by 2 breaths until;**
      i. The victim shows purposeful movement,
      ii. A person with equal or more training takes over, or
      iii. Otherwise prompted by the AED, EMS Medic(s), or a Higher Medical Authority.

5. **Document the SCA Event:** Complete the AED Incident Report which is located in the back of the AED Procedure Manual (*the manual is on top of the AED box*). During work days/hours submit the report to the Health & Safety Officer. If before or after work days/hours, or on the weekend, refer to the **Directory** in this document for instructions.

**Automatic External Defibrillators** (AED) are located on the hallway wall adjacent to the elevator on the first and second floors (*see instructions for use in this document*). The following staff members have been trained as AED operators and are the Emergency Medical Responders.

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<td>Cindy Bernert-Coppola/4003</td>
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<tr>
<td>Barbara Richman/4057</td>
<td>Marilyn Rich/4047</td>
<td>Vicki Coe/4151</td>
</tr>
<tr>
<td>James Sang/4072</td>
<td>LaDonna Schreiber/4096</td>
<td>Shawnee Halligan/4004</td>
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<td>Ryan Scoggins/4007</td>
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BOMB THREAT

Bomb threats occur by indirect communications – telephone/mail.

**Upon receiving a telephone threat:**

1. Remain calm, be courteous, listen and do not interrupt the caller.
   a. If you are at the reception desk, press the malicious call button
   b. If your phone has caller identification, write down the number that is on the display screen.

2. When you can, ask the following questions:
   a. Where is the bomb?
   b. What time is it set to go off?
   c. Who are you?
   d. Why are you doing this?
   e. At the end of the call, **DO NOT HANG UP**, put the line on hold.

3. If you have received the threat on a phone other than the one at the reception desk, call extension 4000 to report the threat to the reception desk. Reception will contact the appropriate personnel.

**Upon receiving a written threat:**

1. **Do not** tamper with the letter.
   a. Characteristics to look for in a letter bomb: no return address, restrictive markings – confidential, personal, excessive postage, badly typed or written address, rigid or bulky, misspelled words, addressed to title only, mailed from a foreign country.

2. Call extension 4000 to report the suspicious letter to the reception desk. Reception will notify the appropriate personnel.
CHILD ABUSE REPORTING

ALL ESD EMPLOYEES ARE MANDATORY REPORTERS!

1. If you have reason to believe a child with whom you come in contact has suffered child abuse, you must immediately contact:

   Clackamas County Child Abuse Hotline -- 971-673-7112
   or
   Clackamas County Sheriff’s Office Dispatch – 503-655-8211

   and

   Your Supervisor

2. When you make a report, you will be asked to provide the following information:

   a. Names and addresses of the child and the parents of the child, or other persons responsible for the care of the child;
   b. The child’s birth date and age;
   c. The nature and extent of the abuse, including any evidence of previous abuse;
   d. Any explanation given by caretakers for the abuse;
   e. Any other information which the person making the report believes might be helpful in establishing the cause of the abuse and the identity of the perpetrator.

3. Your supervisor will ask you to make a written record of the child abuse report; you may use a CESD child abuse reporting form or a form provided by the district in which your program is located.

4. Do not investigate the possibility of abuse; do not notify the child’s parents/guardian and/or the person suspected of abuse that you have made a report. Investigation and notification are the sole responsibility of the child abuse investigator, not CESD personnel.

5. If you suspect the abuse is by an ESD employee, also contact the CESD Director of Human Resources, Connie Dickman, at 503-675-4015. The director will work with law enforcement investigators and, when appropriate, will investigate the suspected abuse.
CLEAN UP OF BODILY FLUID(S)

All body fluids (blood, vomit, urine, feces, and saliva) have the potential to infect people with diseases such as Hepatitis B, HIV or other serious illness.

During Business Hours (Monday – Friday 7:30 – 4:30):

1. Immediately notify the Reception desk at extension 4000 who will contact the appropriate responder. Provide the following information:
   a. The location,
   b. The type of the bodily fluid(s), and
   c. Your name and the telephone number you are calling from.
      i. You will receive a return call notifying you of who the responder will be.

Before/After Business Hours or if Reception was not able to reach a responder:

1. Locate a Bloodborne Pathogen Kit. This kit contains the appropriate protective equipment needed to clean-up a spill. Kits are located in the following areas:
   a. First Floor – Break Room,
   b. Second Floor – Mail Room, and
   c. Third Floor – Staff Room.

2. From the kit, put on the appropriate protective equipment.
   a. Gloves are mandatory.
   b. Use the protective mask with eye shield if there is any danger of getting the fluid in your eyes or mouth.
      i. If exposed, rinse the affected area immediately and wash with soap and water.
      ii. Follow up with your supervisor to complete an incident report as per district procedure.

3. Place any materials soaked in body fluids in the red bag marked Infectious Waste and contact Facilities at 4007 for disposal.

4. Dispose of other clean-up materials and protective equipment in a garbage bag.
   a. Remove gloves last.
   b. Dispose of gloves into a second garbage bag.

5. Refer to the Bloodborne Exposure Control Plan for additional information.
CHEMICAL OR HAZARDOUS WASTE SPILL

Do not attempt to contain or clean up a Chemical Spill unless trained to do so. It should always be handled by Facilities or a Haz-mat team.

**During Business Hours (Monday – Friday 7:30 – 4:30)**

1. When a chemical spill occurs secure the area by:
   a. Evacuating the room,
   b. Closing the door, and
   c. Alerting other personnel in the area of the spill.
2. Immediately notify the Reception desk at extension 4000 who will notify the appropriate responder. Please provide the following information:
   a. The location of the chemical spill,
   b. A description of the type of the chemical spill, and
   c. The telephone number you are calling from.
   i. You will receive a return call notifying you of who the responder will be.

**Before/After Business Hours:**

1. When a chemical spill occurs secure the area by:
   a. Evacuating the room, and
   b. Closing the door.
2. Immediately notify the Health and Safety officer at 503-545-1043. Please provide the following information:
   a. The location of the chemical spill, and
   b. A description of the type of the chemical spill.
   i. The Health and Safety Officer will either direct you on how to clean up the spill or respond in person.
COMMUNICABLE DISEASE/SERIOUS ILLNESS

PROMOTION OF HEALTH HABITS AND CLEANING PRACTICES: *The best way to protect yourself and others is by using healthy hygiene habits.*

**Washing hands:** Washing hands with soap and water for at least **20 seconds** is the preferred method for cleansing hands, particularly when hands are visibly dirty. The Tri-County Health Officer Program supports the use of alcohol-based hand sanitizer when hands are visibly clean.

**Cleaning and Disinfecting Surfaces:** Clackamas ESD has adopted Virustat TBQ as the standard disinfectant for hard non-porous surfaces that are used by multiple children and adults. Examples include desks, tables, counters and door handles and door knobs. For plastic and painted surfaces, spot test in an inconspicuous area before use. This product is premixed to ensure a constant dilution for complete disinfection. **Virustat TBQ is located in the copy room on each floor.**

**Cleaning Shared Equipment:** Wiping shared phones and computer keyboards with alcohol based wipes will assist in keeping equipment surfaces clean and prevent the spread of illness to others. **Alcohol wipes are located in the copy room on each floor.**

**Hand sanitization in School Sites and Home Visits:** In addition to regular hand washing, the following hand washing routines are recommended in the work place:

- At arrival to work
- Before and after lunch
- Before and after personal care
- At departure from work

Adults who assist children/students to blow or wipe their nose should wear gloves and wash their hands when done.

**Infection Control**

Staff or community participants suspected to be ill or who become ill while at the Clackamas ESD will be encouraged to leave as soon as possible but wait in a comfortable location no longer than hour. Employees and community members will be encouraged to transport themselves home, whenever possible, or request transportation assistance from someone on their emergency contact list.

CESD operations personnel and administrators will be prepared to set-up space for a person who is ill to wait, as necessary.
EARTHQUAKE

At the first signs of an earthquake (ground shaking, hanging objects swaying) DROP, DUCK & COVER

1. Take cover immediately under heavy desks or tables, or in an interior doorway, narrow hallway or against an interior weight bearing wall.
2. Keep away from windows, overhead light fixtures, filing cabinets, suspended objects and electrical power.
3. Stay calm and await instructions.
4. Be prepared for aftershocks.
5. When the earthquake is over, evacuate the building in a calm, orderly manner to the designated meeting area.

After the earthquake:

1. If major damage or disruption has occurred the administration will announce further procedures.
EVACUATION

All building evacuations will occur when the fire alarm sounds or staff are verbally notified.

**During an emergency evacuation employees will:**

1. Follow evacuation map located in each area. *See the reverse side for a list of evacuation monitors and the floor plan maps at the end of this manual for meeting areas and escape routes.*
2. Proceed to the designated meeting area and await further instruction from the evacuation monitor.
3. Once outside, stay clear of traffic lanes and at least 300 feet from the building.
4. Do not re-enter the building until advised by the evacuation monitor.
5. Do not leave the grounds without notifying the evacuation monitor.

**If clients are in the area:**

1. Staff should always assist visiting clients in proper procedures.
EVACUATION MONITORS

Primary

3rd Floor West
- Don Staehely
- Vicki Coe

3rd Floor East
- Connie Dickman
- Cindy Bernert-Coppola

2nd Floor Southwest
- Darro Breshears-Routon
- Maureen Rosamond

2nd Floor Southeast
- Rhonda Herring
- Diane Sanders

2nd Floor Evaluation
- LaDonna Schreiber
- LeeAnn Sharman

2nd Floor West
- Marilyn Rich
- Cindy Norton

1st Floor Printing
- Barbara Richman
- Patti Walker

1st Floor Customer Service
- Stewart Long
- Thain Howard

1st Floor Conference
- Ryan Scoggins
- Stewart Long

1st Floor NIS
- Brad Fecker
- James Sang

Backup
FIRE EMERGENCY

When any fire is discovered:

1. Activate the nearest fire alarm.
2. Call 9-1-1- to notify the Fire Department.
3. Call extension 4000 to notify Reception and advise of precise location of the fire.

Upon discovering a fire that is small and not spreading to other areas:

1. If you are trained to use a fire extinguisher, USE IT NOW.
2. If you are not trained, attempt to obtain assistance from other employees within the immediate area.

Upon discovering a fire that is beyond your ability to control with an extinguisher:

1. Close all doors, windows and other openings.
2. Evacuate the building according to evacuation plan.
   a. Never use elevators as an escape route during a fire.
INCLEMENT WEATHER

During Business Hours (Monday – Friday 7:30 – 4:30):

1. Emergency conditions that require closing of the CESD offices during normal business hours will be communicated to employees by department managers. In addition, notification will be provided from the Office of the Superintendent in the following forms:
   a. Initiate a broadcast voicemail message
   b. Post the information on the CESD Web site
   c. Send information via an “everyone” email, and
   d. Initiate the School Announcement Network

Before/After Business Hours

1. In the event of an emergency closure or delayed opening of Clackamas ESD outside of normal business hours, staff will be contracted via a CESD phone tree. In addition, announcements will be made via the School Announcement Network.
   a. Portland Metro area television and radio stations
   b. www.FlashAlert.net

2. In the event there are closures in Clackamas County School districts but CESD remains open, the following will be in effect:
   a. K-12 Special Education staff will follow closure notices issued by the host school district.
   b. K-12 related services staff and all Early Childhood staff will report to CESD.
   c. Staff members who are in areas where travel during inclement weather is problematic may use emergency leave or vacation time to cover the missed day.
LOCKDOWN PROCEDURE

**Building Lockdown Emergency Response:** This procedure is used when there is an immediate threat to the people in the building. Personnel in the building are to go to one of the secure locations indicated on the floor plan map. No one should leave the secure location until the situation has been resolved and proper notification been given.

- Lockdown notification given by appropriate personnel.
- All activities shall cease.
- Personnel will go to predetermined lockdown area.
- Close and lock door, pull blinds, turn off lights and stay away from windows.
- Do not open doors under any circumstances for anyone.
- If you arrive at a secure location that is under lockdown, go to another office that can be locked and follow the same instructions or find the most secure place given the situation.
- Anyone outside should go to another building for cover.
- When area is safe, doors that lock will be opened with key to let personnel know it is clear. For secured areas that are controlled by key cards, personnel will be notified by appropriate personnel or police.

**Reasons for a “Lockdown” to be initiated:**

- Violent or potentially violent incident involving an individual armed with a weapon.
- A person/intruder exhibiting suspicious behavior suspected to be a threat to the safety of staff or self.
LOCKOUT PROCEDURE

Building Lockout Emergency Response: This procedure is used when there is a dangerous situation outside and the building needs to be secured from outside intruders. Work may continue inside the building depending on the severity of the situation. The appropriate personnel will determine the action plan.

- Lockout notification given by appropriate personnel.
- If severe risk and all outside doors are secure, no one is allowed to enter the building; otherwise, only known authorized personnel are allowed to come in the building.
- When severe, all individuals will go to assigned area, pull blinds and turn off lights.
- Do not go near outside windows.
- Lockout continues until notified by appropriate personnel or police.
MEDICAL EMERGENCY

In the event of a Medical Emergency, First Aid should only be provided by an individual trained in First Aid/CPR.

During Business Hours (Monday – Friday 7:30 – 4:30)

1. Call 9-1-1 to notify emergency responders. Provide the following information:
   a. Nature of medical emergency,
   b. Location of the emergency (address, building, floor, room number), and
   c. Your name and the phone number you are calling from.
2. Call extension 4000 to notify Reception. Reception will contact Emergency Medical Responder(s) and other necessary personnel.
   a. Advise reception that 9-1-1 has been contacted and request someone be posted in the entrance of the front parking lot to direct them to the scene.
3. Remain with the victim until emergency responders arrive.
   a. Do Not move the victim unless absolutely necessary.
4. Follow the instructions of the emergency responder.

Before/After Business Hours

1. Call 9-1-1 to notify emergency responders. Provide the following information:
   a. Nature of medical emergency,
   b. Location of the emergency (address, building, floor, room number), and
   c. Your name and the phone number you are calling from.
2. If another person is available, post them in the parking lot to direct the 9-1-1 responder(s) to the scene.
3. Remain with the victim until emergency responders arrive.
   a. Do Not move the victim unless absolutely necessary.
4. Follow the instructions of the emergency responder.
SECURITY CRIME/INTRUDER

Do not attempt to interfere with, or subdue any perpetrator(s).

**During Business Hours (Monday – Friday 7:30 – 4:30)**

1. Call Reception at extension 4000 to report any suspicious activities/persons/vehicles. Reception will contact the appropriate personnel.

**Before/After Business Hours**

1. Call 9-1-1 to report suspicion. Provide the following information:
   a. Description of activities/persons/vehicles.
   b. Location (address, building, floor, room number), and
   c. Your name and the phone number you are calling from.
UTILITY FAILURE

A utility failure such as an electric power outage or boiler failure may cause an emergency situation. During such situations, remain calm and follow the listed procedure will help minimize disruption in the workplace.

During Business Hours (Monday – Friday 7:30 – 4:30):

1. When the failure is isolated to a specific workstation or area, immediately notify maintenance at 503-545-1043 or 503-789-5134. Do not leave a message. If you cannot reach a person, call the Receptionist. In all cases, provide the following information:
   a. The location,
   b. The type of failure, and
   c. Your name and the telephone number you are calling from.

2. When the failure is facility wide, individuals should, if possible, remain at their assigned areas. Management will communicate status and direction as per district protocol.

Before/After Business Hours

1. In all situations, the following people will be on call to respond. Please call in the order listed below. If you are unable to reach the first person, leave a message and call the next person in line until you have either reached a responder or left a message on all three phones.
   a. Ryan Scoggins – 503-545-1043
   b. Dennis Ferguson – 503-789-5134
   c. Don Staehely – 503-380-3772
VANDALISM/PROPERTY DAMAGE/THEFT

In the event you witness an act of vandalism, or have reasonable suspicion of property damage or theft, report the incident as directed below:

**During Business Hours (Monday – Friday 7:30 – 4:30)**

1. If you witness an act of vandalism, property damage or theft, immediately notify the Reception desk at extension 4000 who will contact the appropriate responder. Remain calm and provide the following information:
   a. The exact time and location of the act
   b. A description of the person (age, height, weight, gender, nationality, or other identifying characteristics)
   c. Your name and the telephone number you are calling from.

2. If you have reason to believe there has been an act of vandalism, property damage or theft, immediately notify your supervisor and the Health and Safety officer at 503-675-4007 (office) or 503-545-1043 (cell).

*In the case of theft, before reporting, verify the property has in fact been stolen and not merely borrowed without approval.*

**Before/After Business Hours**

1. If you witness an act of vandalism, property damage or theft before or after business hours, immediately call 9-1-1 to report the act. Be prepared to provide the following information:
   a. Description of the incident
   b. Description of the person (age, height, weight, gender, nationality, or other identifying characteristics)
   c. Location (address, building, floor, room number), and
   d. Your name and the phone number you are calling from
   e. Call the Health and Safety Office 503-545-1043

All vandalism, property damage or theft incidents require the completion of the CESD Incident Report that is available on the CESD website under Fiscal/Forms and on the shared drive, S:\Forms\Fiscal Forms\Incident Report. Complete the form and submit it to the Health and Safety Officer.
WEAPONS

The possession of any weapon, as defined by Board Policy GBJ on the CESD property or in a district owned vehicle is strictly forbidden. In the event you witness or have reasonable suspicion of a person on the property with a weapon, DO NOT attempt to approach the person or confiscate the weapon. Proceed as follows:

During Business Hours (Monday – Friday 7:30 – 4:30):

1. Immediately notify the Reception desk at extension 4000 who will contact the appropriate responder. Remain calm and provide the following information:
   a. The exact location (or where they were last seen)
   b. A description of the person (age, height, weight, gender, nationality, or other identifying characteristics)
   c. The type of weapon
   d. Your name and the telephone number you are calling from

Before/After Business Hours or if Reception was not able to reach a responder:

1. Call 9-1-1 to report suspicion. Provide the following information:
   a. A description of suspect (age, height, weight, gender, nationality, or other identifying characteristics)
   b. A description of the weapon
   c. Location (address, building, floor, room number) and
   d. Your name and the phone number you are calling from

2. Call the Health and Safety Officer. Provide the above information.
   a. Ryan Scoggins 503-545-1043
## RESOURCE INFORMATION

### During Regular Work Days/Hours:
Emergencies occurring Monday – Friday between the hours of 7:30 and 4:30 is to be reported to one of the following (depending on type of emergency and written procedure):

1. CESD Reception 4000 and/or
2. Emergency 9-1-1.

**Automatic External Defibrillators** (AED) are located on the hallway wall adjacent to the elevator on the first and second floors *(see instructions for use in this document)*. The following staff members have been trained as AED Operators and are the Emergency Medical Responders.

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**First Aid and Body Fluid Clean-up Kits**, are located in the following areas:

- Next to the AEDs on the hallway wall adjacent to the elevator on the first and second floors
- **First Floor** –
  - Next to the AED
  - Employee Break Room
- **Second Floor**
  - Next to the AED
  - Mail Room
- **Third Floor** –
  - Employee Break Room

### During Non Work Days/Hours:
Emergencies during non work days/hours must be reported to the Health and Safety Officer. If the emergency involved the use of the AED machine and you are unable to reach the Health and Safety Officer, report the event to Northwest Health and Safety.

- Health & Safety Officer - Ryan Scoggins 503-545-1043
- Northwest Health and Safety - 1-360-606-3509

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### Resource Information

- **Introduction**
- **Automatic External Defibrillator**
- **Bomb Threat**
- **Child Abuse**
- **Clean Up of Bodily Fluid(s)**
- **Chemical/Hazardous Waste Spill**
- **Communicable Disease/Serious Illness**
- **Earthquake**
- **Evacuation Plan**
- **Fire Emergency**
- **Inclement Weather**
- **Lockdown Procedure**
- **Lockout Procedure**
- **Medical Emergency**
- **Security - Crime/Intruder**
- **Utility Failure**
- **Vandalism/Property Loss**
- **Weapons**

- **Floor Plan – 1st Floor**
- **Floor Plan – 2nd Floor**
- **Floor Plan – 3rd Floor**
Second Floor North

Fire Alarm

First Aid Kit

AED

Secure Room/Lock

Exit Routes

Rm 241

Rm 239

Rm 238

Rm 237

Rm 236

Rm 235

Rm 234

Rm 233

Rm 232

Rm 231

Rm 230

Rm 229

Rm 228

Rm 227

Rm 226

Rm 225

Rm 224

Rm 223

Rm 222

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Rm 220

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