



# Abernethy Safety Procedures 2024-25

*(NOTE: These procedures are subject to change based on consultation with staff, the area senior director or other designated district admin, information from public health, and observations of site admin or safety team)*

The Abernethy Admin Team wants to share the following Safety Procedures to be reviewed with staff, parents, and students:

## 1. Overview and Process

The District has implemented the Portland Public Schools Emergency Operations Plan (PPS EOP). Each school is required to complete its school site plan annually. This plan should be reviewed and all staff should be trained on their site plan.

### General Safety Guidelines

- Please report all hazards/spills immediately to the facilities team and/or the administration.
- Please make sure that exterior doors are closed and locked as you enter the building in the morning or after breaks. Exterior doors should NEVER be propped open at any time.
- Please practice the evacuation procedures at least once with students during the first 10 days of school and periodically between drills.
- Please report any activity of concern or any unknown persons in the vicinity of student activity to an administrator.

### Monthly Safety Team

The Abernethy Safety Team will meet on a monthly basis to review any issues that may need consideration and any revisions to this plan that may be in order.

- September 25th, 2024
- October 23rd, 2024
- November 20th, 2024
- December 18th, 2024
- January 22nd, 2025
- February 26th, 2025
- March 19th, 2025



- April 23rd, 2025
- May 21st, 2025

Teachers will do a full walkthrough of their classrooms in August, when they return, prior to student arrival, and report any concerns to the administrative team.

### **COVID 19**

- Masks are now strongly encouraged in all settings until further notice.
- Only staff and students who have tested positive for COVID 19 are required to quarantine. No quarantine is required otherwise for anyone who does not show symptoms of illness.
- Be vigilant for any symptoms of illness by students or other staff members. Consult administration or a member of the office staff if you see anyone who appears to have symptoms of illness so that they can be evaluated.

### **Students with unique needs:**

- Please work with the admin to discuss any modifications or planning needed for students who may need unique support during an evacuation.
- Please follow any predetermined evacuation steps for such students and be sure to include any such steps in your guest teacher notebook.

## **1.4. Situation and Assumptions**

### **Fire Drill and Evacuation Procedures:**

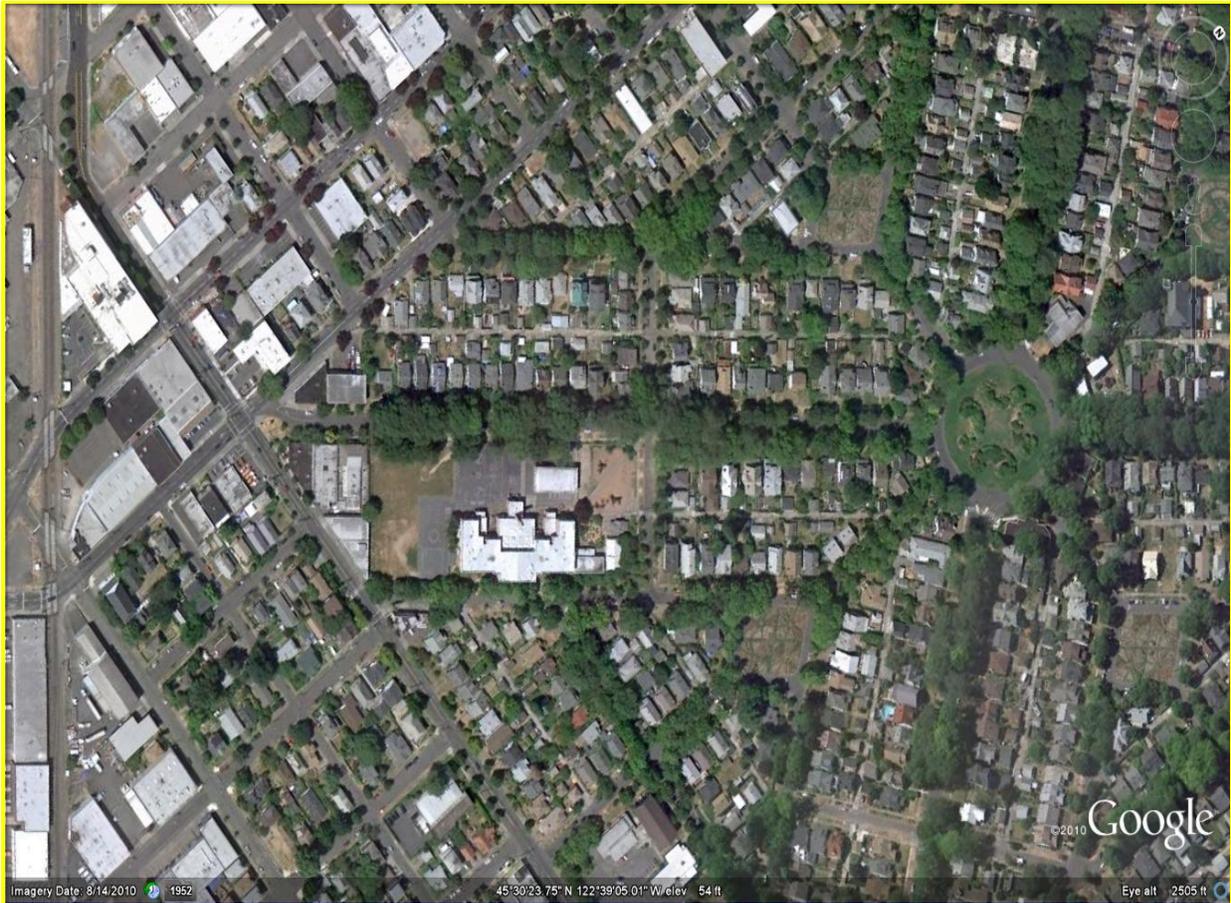
Fire drills will occur each month at randomly selected times. **Every fire drill is an exercise in school safety and management for the principal, teachers, and students.** The chief purpose of every drill is complete control of the class by the teacher who leads it from the building. Great stress shall be laid upon the execution of each drill in a brisk, quiet, and orderly manner. Talking and running should be prohibited.

- During a fire drill all persons should leave the building through the nearest exit, moving quietly and quickly without running.
- If a student is in the restroom, hallway, office etc., when the alarm sounds, the student is to leave by the nearest exit and join their class outside.



- If students are in PE, Art or Library, the specialist teacher will walk the students to meet you in the emergency class line up spot in their designated area.
- If a student is in a pull out service or other small group, the student should exit with the supervising teacher and be reunited with their classroom teacher in the emergency class line up spot in their designated area.
- Neither students nor teachers are allowed to gather objects or jackets prior to exiting the building during the fire drill.
- Close your classroom doors as you exit but **do NOT lock them**. Leave classroom windows, lights and closet doors as they are.
- When your class has exited to its designated area, take roll. Hold up the **green card** if all students are present. Hold up the **red card** if students are missing. Report their names to an administrator, district staff, or first responders.
- Please continue to supervise students during the drill. Help calm students down and provide supportive talk to help them understand what is happening. Let an administrator know if a student or staff member is having significant difficulty managing their emotions.
- The principal or a designee will indicate when and if the drill has been completed and students may return to normal activity.
- Fire exit drills will be called at various periods of the day and upon different days of the week, to practice in as many situations as possible, and in order that drills cannot be anticipated. An email will go out to staff with specific feedback towards improvement by the end of the day on days when we have a fire drill.
- A map indicating the primary and alternate exit routes will be posted in each room. Teachers will review these with their students during the first week of school.

[Abernethy Evacuation Areas](#)



**Primary evacuation site - School Field**  
**Secondary evacuation site at local church**

**Earthquake Drills and Evacuation Procedures:**

Our goal is to quietly exit to an area that is most likely to be clear. Evacuate to the clearest area of the ball field on the north end of the building. Remember **control** and **safety** are the goals. If a fallen tree or other hazard blocks our “gathering area,” the adult in control will make a sensible decision to move to a more clear setting.

Teachers should demonstrate drop and cover procedures for students as shown below.

- Drop, cover and hold on (This includes adult staff).
- Turn away from windows
- Wait until shaking stops
- Listen for instructions



Signal for Earthquake Evacuation will be announced through the VOIP phone system if operable. After a seismic event of even small intensity, please evacuate the building.

### **During the earthquake**

Most importantly – STAY CALM! STAY QUIET! EVACUATE!

At the signal, or with the tremor itself;

- The teacher will call “Drop”.
- Staff and students will immediately drop and cover under desks or tables, along an inside wall or other protected place.
- Turn away from windows.
- Move with your "shelters." Desks and tables may travel during strong ground shaking. Cover your head with one hand and grab ahold of the sheltering item as needed.
- Remain in a sheltered position until instructed to move. Duration of ground shaking may vary from a second to several minutes.
- Listen for instructions. The quake will produce loud noises. In order to know what to do, students will need to listen quietly.

### **If you are outside during an earthquake**

- Get away from the building, equipment, trees and overhead wires
- Crouch low to the ground.
- When the tremor is finished, report to your assembly place.

### **If you are in the restroom or hallway**

- Drop and cover against closest wall
- Crouch on floor away from fixtures, lights and movable objects.
- Students should wait until an adult comes to check the area where they are, then do as they tell you.

### **As soon as possible the teacher will:**

- Move students away from fallen debris
- When tremors stop, evaluate injuries and damage
- Check with your teaching partner next door, reporting injuries and damage. ● Continue with the evacuation process to your assigned assembly area. Signal will be one long continuous bell if the system works; otherwise evacuate as soon as possible. ● If your partner reported as injured, or did not respond, pick up the partner’s class as you evacuate with yours.
- Take your Emergency Bucket (yours and if needed your partner’s)
- Take coats only if you can access them in a timely manner.
- Evacuate to assembly area and take roll
- Wait for further instructions



## The School Emergency Team (SET)

**Responsibilities:** If the building has not been evacuated, report to the office for assignments. If the building has been evacuated, meet the Principal or designee at the evacuation site for assignment.

**SET - Team Members:** Head Custodian, Counselor, Principal, Instructional Coaches, Learning Center, School Psychologist, QMHP, SSI, School Nurse or Health Assistant.

## The Roles of the Members of the School Emergency Team

### Command Team

#### **Incident Commander (IC)**

- The Incident Commander is responsible for emergency operations to ensure the safety of students, staff, and others who are on campus. He or she will remain in the Command Post and manage the crisis.
- The Incident Commander for police or fire will take control of the emergency once he or she has arrived at the site. The school's IC (school site) will remain in charge of school procedures (accountability of students, etc.), but will work with first responders and provide any necessary assistance. Once the police/fire Incident Commander is on site, all decisions regarding evacuations, relocations, and declaring an "All Clear" will be made with the express approval and coordination of first responders.

#### **School Secretary, Scribe, and other Office Staff**

- The school secretary, scribe, and other office staff will assist the IC in managing the crisis, making necessary notifications and recording all events.
- It is important for each member of the SET to have a way of identifying themselves as members of the team. In an emergency, responding police or other emergency personnel will need to be able to ascertain who is authorized to be roaming the building.

### Operations Team

#### **Operations Section Chief**

- The Operations Section Chief manages and directs emergency response activities on campus (the IC may also perform this job).

#### **Site Coordinator**

- The Site Coordinator manages the emergency at the crime scene/incident.



### **First Aid Coordinator**

- The First Aid Coordinator provides emergency first aid until medical assistance arrives. In the event of multiple injuries the First Aid Coordinator will manage the First Aid Team. Members of the First Aid Team may be any adults who have received First Aid/CPR training.

### **Police/Fire/Medical Coordinator**

- The Police/Fire/Medical Coordinator assists emergency personnel and directs them to the scene.

### **Search & Rescue Team Coordinator**

- The Search & Rescue Team Coordinator manages the search and accountability efforts. Members of the Search Team may be any adults who do not have supervisory responsibilities at the time the emergency is declared. If additional adults are needed, consider combining classrooms to release additional staff members to assist in the search activities.

### **Site Security Coordinator**

- The Site Security Coordinator secures the school campus and all buildings.

### **Parent Information Coordinator**

- The Parent Information Coordinator communicates with the parents on site and is responsible for all parent/student information and contact lists.

### **Student Supervision Team**

- The Student Supervision Team remains with and supervises the students.

As other team members are no longer needed for other assignments, they will join the Student Supervision Team. Supervision Team members will be released for breaks and will be released from service at the school site when deemed appropriate by the IC. All personnel not assigned to a team will be assigned to the Student Supervision team.

### **Student Release Team Coordinator**

- The Student Release Team Coordinator releases students to authorized adults.

It is important to create a secure area for student release. If the school grounds do not afford physical barriers, use staff members until police can secure the area. Also consider using yellow caution tape and/or orange cones.



## 2.2. Emergency Team Master List

Position	Office Tel	Radio	Room #
<b>COMMAND TEAM</b>			
<b>Incident Commander</b> - The Incident Commander is responsible for emergency operations to ensure the safety of students, staff, and others who are on campus. He or she will remain in the Command Post and manage the crisis.			
<b>Melissa Dunn - Administrator</b>	971 - 425-5486		Cell phone
<b>Scribe</b> - The school secretary, scribe, and other office staff will assist the IC in managing the crisis, making necessary notifications and recording all events.			
<b>#1 - Elise Darling - Administrative Assistant 1</b>	503-916-6190		Office
<b>#2 - Christine Olsen - Administrative Assistant 2</b>	503-916-6190		Office
<b>Secretary</b> - The school secretary, scribe, and other office staff will assist the IC in managing the crisis, making necessary notifications and recording all events.			
<b>#1 - Elise Darling - Administrative Assistant</b>	503-916-6190		Office
<b>#2 - Christine Olsen - Administrative Assistant 2</b>	503-916-6190		Office
<b>OPERATIONS TEAM</b>			
<b>Operations Section Chief</b> - The Operations Section Chief manages and directs emergency response activities on campus ( <b>the IC may also perform this job</b> ).			
<b>Melissa Dunn - Administrator</b>	971 - 425-5486		Cell phone
<b>Site Coordinator</b> - The Site Coordinator manages the emergency at the crime scene/incident.			
<b>Julie Miller - Instructional Coach</b> <b>Lori Ryan - SPED Teacher</b>	503-916-6190		Learning Center and Room 18

**First Aid Coordinator** - The First Aid Coordinator provides emergency first aid until medical assistance arrives.



*(In the event of multiple injuries the First Aid Coordinator will manage the First Aid Team. Members of the First Aid Team may be any adults who have received First Aid/CPR training)*

<b>Megan Shupp - School Health Assistant</b>	503-916-6190		Health Room
<b>Bethany Antikajian - Educational Assistant</b>			
<b>Police/Fire/Medical Coordinator</b> - The Police/Fire/Medical Coordinator assists emergency personnel and directs them to the scene.			
<b>#1 - Jenny Morgan - School Counselor</b>	503-916-6190		Room 15
<b>#2 - Morgan Feltmeier - Speech Path</b>	503-916-6190		Room 16A
<b>Search &amp; Rescue Team Coordinator</b> - The Search & Rescue Team Coordinator manages the search and accountability efforts.  Members of the Search Team may be any adults who do not have supervisory responsibilities at the time the emergency is declared. If additional adults are needed, consider combining classrooms to release additional staff members to assist in the search activities.			
<b>Jennifer Hartle - PE Teacher</b>	503-916-6190		Gym
<b>Site Security Coordinator</b> - The Site Security Coordinator secures the school campus and all buildings.			
<b>Scott Brewer - Head Custodian/ Roderic Stephens - Night Custodian</b>	503-916-6190		
<b>Parent Information Coordinator</b>			
<b>#1 - Christine Olsen - School Secretary</b>	503-916-6190		Office
<b>#2 - Bethany Antikajian - Educational Assistant</b>	503-916-6190		Office
<b>Student Supervision Team Coordinator</b>			
<b>Bethany Antikajian - Educational Assistant</b>	503-916-6190		Health Room
<b>Devon Devicq - Music Teacher</b>	503-916-6190		Auditorium
<b>Student Release Team Coordinator</b>			
<b>Julie Miller - Instructional Coach</b>	503-916-6190		Room 18

**ADDITIONAL INFORMATION**



<b>Staff Trained in Medication</b>			
<b>Staff Name</b>	<b>Classroom #</b>	<b>Expiration Date</b>	
Debi Adamski	1A	10/09/24	
Eric Hartman	16	08/21/24	
Candi Bielman	4	09/12/24	
<b>Staff Trained in First Aid/CPR</b>			
<b>Staff Name</b>	<b>Classroom #</b>	<b>Expiration Date</b>	<b>First Aid or CPR</b>
Debi Adamski	1A	10/5/25	First Aid
Caryn Anderson	12	10/5/25	First Aid
Susan Brown	2A	10/5/25	First Aid
Sean Day	6	10/5/25	First Aid
Katharine Eichman	14	10/5/25	First Aid
Candi Bielman	4	4/6/25	First Aid
Bethany Antikajian	office	8/9/25	First Aid
Rose Hurner	8	10/5/25	First Aid
Erica Arthurs	13	10/5/25	First Aid
Elizabeth Lannigan	3	10/5/25	First Aid
Carla Logan	1	12/1/24	First Aid
Eric Hartmann	16	10/7/25	First Aid
<b>Staff Trained in Physical Restraint</b>			
Laurie Vella	1		
Julie Miller	Room 18		



Access and Functional Needs Population			
Kevin Jones	2		

### 3.2. Evacuation Site Map Example

**Primary evacuation site, Abernethy School (South-End of Field)**





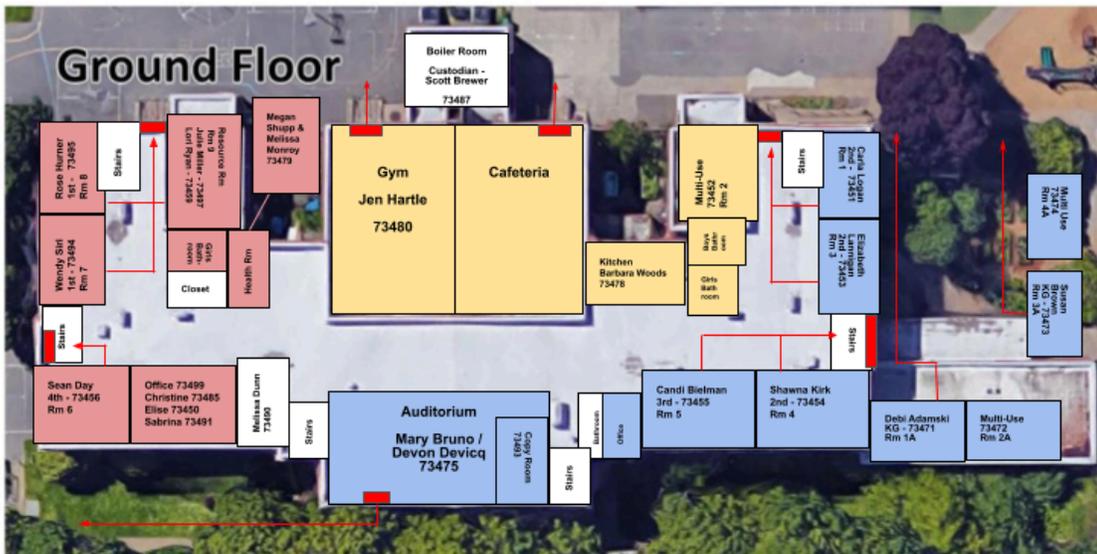
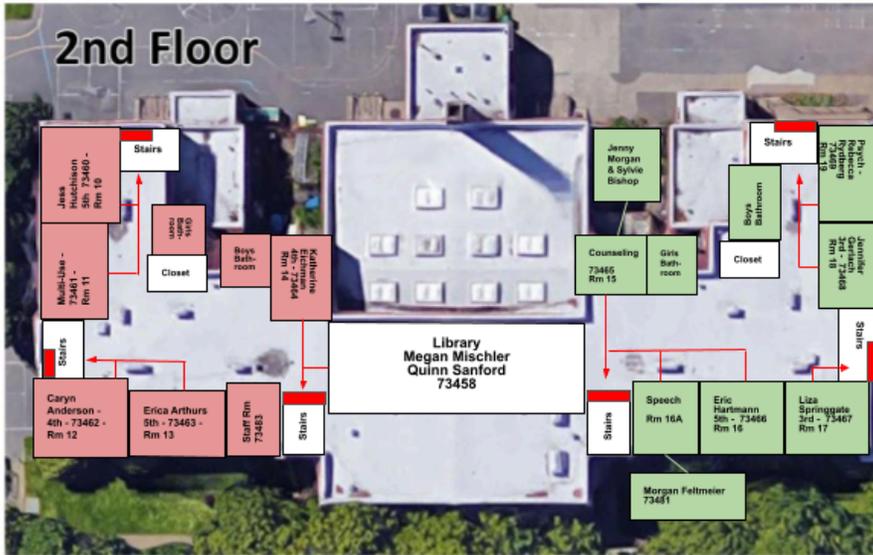
**Secondary evacuation site  
at local church, Philip Neri Church (2408 SE 16th Ave.)**





# Abernethy Elementary School Fire Drill Evacuation Map

2022-2023





## 4. Command Post/Emergency Area

### 4.1 Location and Contact Information

Insert the location and contact information for each of the following areas (Definitions below):

Command Post or Emergency Control Area	Location
<p><b>Primary Command Post</b> - The Primary Command Post is always the main office. The Secondary Command Post will only be used if the Primary Command Post is taken out (hostage situation, explosion, etc.).</p> <p>An Emergency Response Kit should be kept in both Command Posts, as well as emergency contact information for both students and staff.</p>	Main Office
<p><b>Secondary Command Post</b> - The Secondary Command Post must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Access to the Secondary Command Post without passing the Primary Command Post</li> <li>• Ability to house 8-10 adults</li> <li>• Communication system (telephone, fax line, etc.), ideally with access to the P.A. system</li> </ul>	Room 2A in Kindergarten Portables
<p><b>Primary Evacuation Site</b> - A Primary Evacuation Site is to be located on school property – ball fields and playgrounds are excellent possibilities. Choose an area that is farthest away from the building and can house the school’s population. Avoid a site that passes through or is in a parking lot (emergency vehicles will need access to these areas). The evacuation route for each classroom must be posted in the classroom.</p>	Outside Field on the South end of the school
<p><b>Secondary Evacuation Site</b> - A Secondary Evacuation Site must be identified in the event the evacuation must take students and staff further away from the building than the Primary Evacuation Site, or in the event of inclement weather during an evacuation. Consider another school, public building or church. Arrangements must be made with the administrators of that building as part of the planning process. A safe passage route must be mapped out and included in this plan. Include a copy of the site map for the Secondary Evacuation Site in this plan.</p>	St. Philip Neri Catholic Church 2408 SE 16th Ave. Portland, OR



<b>Off-Site Command Post</b> - Indicate the area where the Command Post will be set up during an emergency that requires an evacuation. Notate the Command Post in both the Primary and Secondary Evacuation Sites.	St. Philip Neri Catholic Church 2408 SE 16th Ave. Portland, OR
<b>Media Staging Area</b> (outside school) - Outside of School Building: Identify an area where parents and media can congregate during an emergency. Portable classrooms and other buildings that are not connected to the affected area are excellent possibilities.	Kindergarten Portables - Room 4A
Parent Staging Area (outside school) - Outside of School Building: Identify an area where parents and media can congregate during an emergency. Portable classrooms and other buildings that are not connected to the affected area are excellent possibilities.	Kindergarten Portables - Rooms 1A, 2A, 3A,
Bell Schedule	8:37 - morning bell rings - Students line up 8:45 - late bell 3:00 - afternoon dismissal bell
Bus Schedule	8:35 - morning drop off 3:00 - afternoon pick up - 3:07 - leave Abernethy
Emergency Landline Number	503-916-6492
Childcare Programs	Art For Life
Childcare Contact	Zack - 971-998-3352 Melanie - 971-263-8787
Other Programs	None

## 5. Emergency Utility Disconnect Information

**SITE:** Abernethy Elementary School

**HEAD CUSTODIAN:** Scott Brewer

### ELECTRICITY

Location of main breaker panel into facility:

South wall of Boiler room - opposite stairs



Locations of secondary/specific breaker panels:	Auditorium
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**NATURAL GAS**

Location of main gas shut-off valve into facility:	Custodial office, turn left, 12 feet, west wall
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Locations of secondary/specific shut-off valves:	Outside the cafe/ boiler room door, you will need an orange T handle from the basement, bottom of the stairs to the left.
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**WATER (NEVER close water valves during a fire)**

Location of main water shut-off valve into facility:	South west corner of boiler room. Blue handle tag #1
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Locations of secondary/specific shut-off valves:	At street
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**STEAM**

Location of main steam pipe shut-off valve into facility:	Ventilation room southeast corner of boiler room
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**HVAC SYSTEM**

Location of ventilation fans switches (if not at breaker panels):	West wall of boiler room
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