

Albany Christian School

a ministry of Willamette Community Church



School-Wide Safety Plan 2019-2020



ACS School-Wide Safety Plan - DRAFT

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ACS School-Wide Safety Plan - DRAFT

Table of Contents

Comprehensive School Safety Teams	7
Planning Team	7
Emergency Response Team	7
Statement of Commitment	8
School Floor Plans	9
Basement Floor Plan	9
Main Floor Plan	10
Second Floor Plan	11
Helpful Emergency Numbers	12
Emergency - 911	12
Albany Fire Department	12
Linn County Department of Health Services	12
Oregon Emergency Response System	12
Oregon State Police	12
Police/Sheriff's Department	12
Samaritan Albany General Hospital	12
Drug Abuse, Treatment, or Rehabilitation	12
Alcohol and Drug Prevention	12
Poison Control	12
Evacuation	12
Teen Challenge Store	12
Mental Health, Child Abuse, Neglect, and Sexual Assault	12
DHS Child Abuse	12
Oregon State Hospital	12
Suicide Prevention	12
Suicide Hotline	12
Utilities	12
Albany Public Works Department	12
Northwest Natural Gas	12
Pacific Power	12
Emergency Supplies and Location	13
Emergency	13
First Aid	13
Prevention and Curriculum	13
Alcohol/Drug/Violence Programs	13
Conflict Resolution/Peer Mediation/Mentoring Programs	13
Community Assistance	13



ACS School-Wide Safety Plan - DRAFT

Discipline Policy _____	13
Drop Off/Pick Up Procedures _____	14
First Aid/CPR/AED & Blood Borne Pathogens Procedures and Equipment _____	14
Lockdown Procedures _____	14
Level 1 _____	14
Level 2 _____	14
Level 3 _____	15
Student Identification Plans/Procedures _____	16
Student Records _____	16
Visitor Access Control _____	16
Buildings and Ground Security _____	17
Alarm System _____	17
Exits _____	17
Fire Extinguishers/Fire Alarms _____	17
Hall Passes _____	17
Playground and Playing Area _____	17
Limitations of Building Design _____	17
Visual Access Inside _____	17
Communications _____	17
Faculty and Staff _____	17
Parents _____	18
Media _____	18
Supervision of Students _____	18
Training _____	18
Annual Refresher _____	18
Prioritized Procedures _____	19
Air Disasters _____	19
Bomb Threat _____	19
Bomb Threat Procedure _____	19
Catastrophic/Communicable Illness _____	20
Chemical/Hazardous Waste Spill _____	20
Evacuate _____	20
Shelter in Place _____	20
Dangerous Person/Intruder _____	20
Armed Individual (with or without hostages) _____	20
Dangerous person _____	21
Irate person _____	21



ACS School-Wide Safety Plan - DRAFT

Drug Prevention/Distribution of Medications	21
Drugs	21
Medications	22
Earthquake	22
Indoor Procedure	22
Outdoor Procedure	23
Explosion	23
Fighting	23
Procedure for stopping a fight	23
Fire	23
Fire Drill	23
Accounting Procedure	23
Evacuation Procedure	24
Re-entry Unsafe	24
Hostage/Kidnapping	24
Hostage	24
Kidnapping	25
Lost/Runaway Students	25
School Bus Field Trip Emergency	25
Serious Injury/Medical Condition	25
Off Campus Accidents	25
On Campus Accidents	25
Severe Weather Conditions	26
Sexual Assault/Neglect	26
Shooting/Weapons	26
Indoor Procedure	26
Outdoor Procedure	26
Spilled Bodily Fluids	27
Suicide/Death	27
Death	27
Suicide	27
Recommendations regarding a suicide	28
Utility Emergency	28
Gas Leak	28
Power Failure	28
Water Main Break	28
Vandalism	29
Appendix A – OVERHEAD VIEW OF WORSHIP CENTER EMERGENCY EGRESS LOCATIONS	30
Appendix B – OVERHEAD VIEW OF EMERGENCY EGRESS LOCATIONS	31
Appendix C – ARMING/DISARMING SECURITY SYSTEM	32
Appendix D – BOMB THREAT PROCEDURE FORM	33



ACS School-Wide Safety Plan - DRAFT

*Notations highlighted in gray are designated improvement items for the Safety Team to consider and/or fulfill



ACS School-Wide Safety Plan - DRAFT

Comprehensive School Safety Teams

Planning Team

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Principal
Albany Christian School

Kate Smith

Preschool Finance
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Misti Southard

Interim Preschool and Child Care Director
Albany Christian School

Joanne White

Computer/Art Teacher
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Emergency Response Team

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Principal
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Preschool and Child Care Director
Albany Christian School

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TBD

TBD

TBD

TBD

TBD

TBD



ACS School-Wide Safety Plan - DRAFT

Statement of Commitment

Albany Christian School recognizes the reality between the sovereignty of God and His capability of keeping His children safe and the reality of a sinful world that seeks to harm and destroy. We believe in both God's provision of security and safety and in providing the safest environment possible for our students in light of the existence of a possible hostile attack, sabotage, or other violent action, as well as disaster/crisis resulting from fire, natural causes, or acts of school violence. Due to the reality of such an event and the state of the world today, Albany Christian School faculty, staff, students, parents, and community leaders are committed to preparation and practice of procedures that ensure the best possible outcome in the event of an emergency.

We have prepared the School Safety Plan to provide a framework of procedures in which the school can perform emergency functions during specific school crisis situations. The School Safety Plan is further designed to assist the staff in following the procedures with the greatest possible speed and safety. Regardless of the prescribed procedures, training, and instruction, we acknowledge that the sound judgment of the administration and staff is an integral part of safety management.

In any emergency situation, all communications will be posted via FLASH ALERT. Parents will be notified via email, text, and/or phone messages. It is crucial that ALL parents have created a FLASH ALERT account so as to receive these emergency messages in a timely manner. To learn how to create a FLASHALERT account, see APPENDIX D.



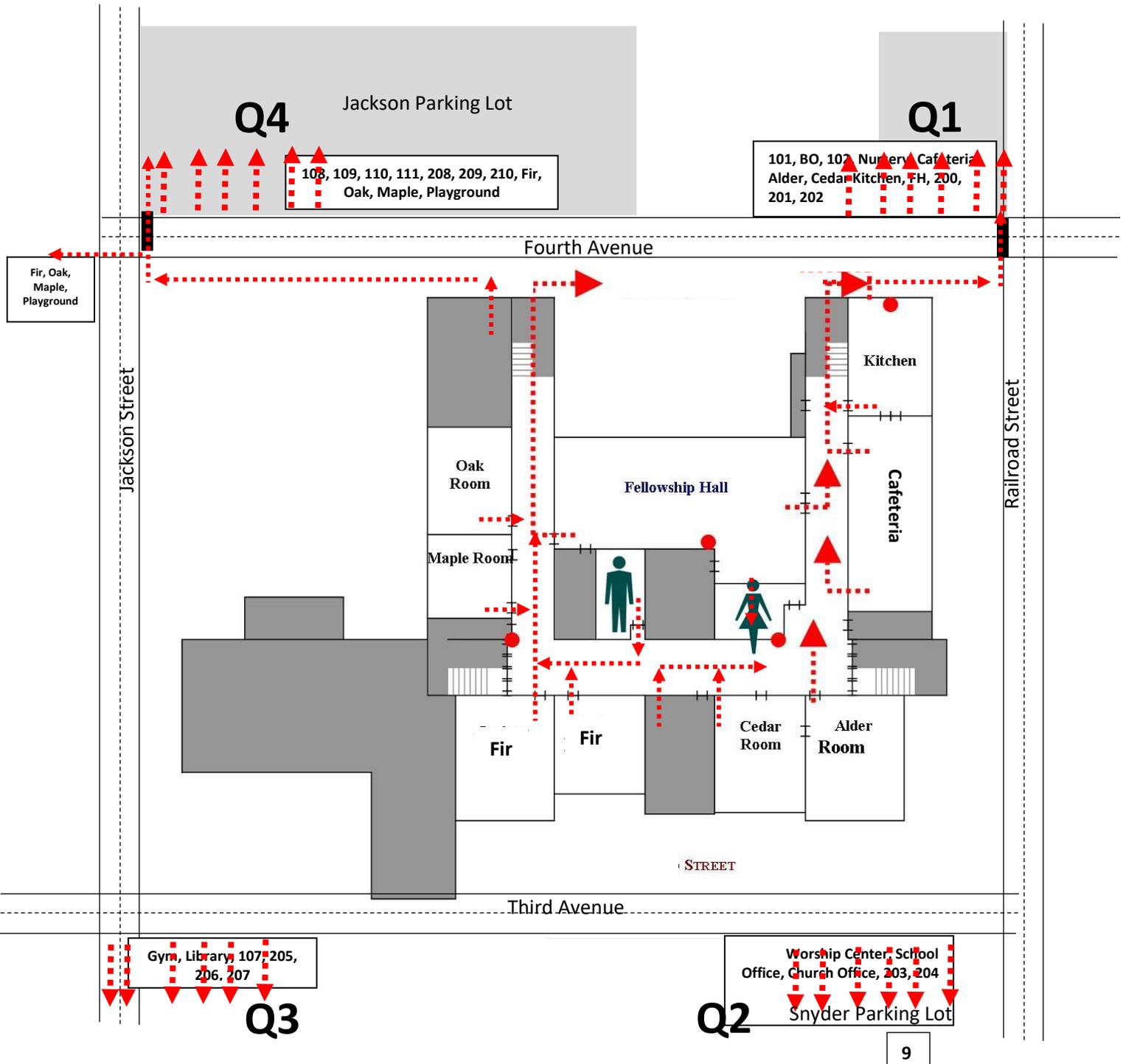
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School Floor Plans

The Albany Christian School floor plan is posted inside every classroom. Classroom specific evacuation routes and fire extinguishers are clearly labeled on an escape map posted in each classroom. Below is a general copy of the school floor plan.

Basement Floor Plan

● = Fire Extinguisher

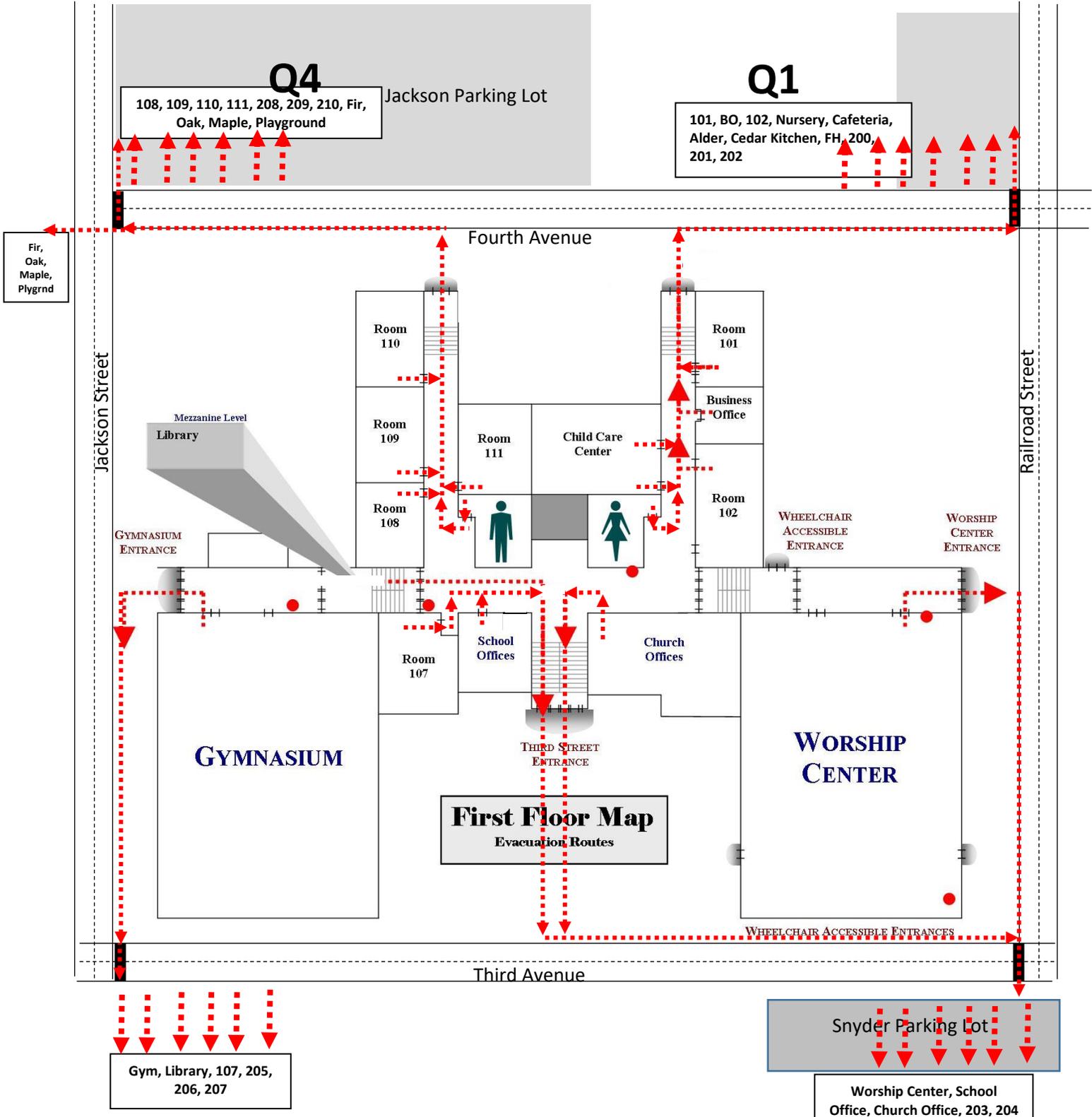




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Main Floor Plan

● = Fire Extinguisher



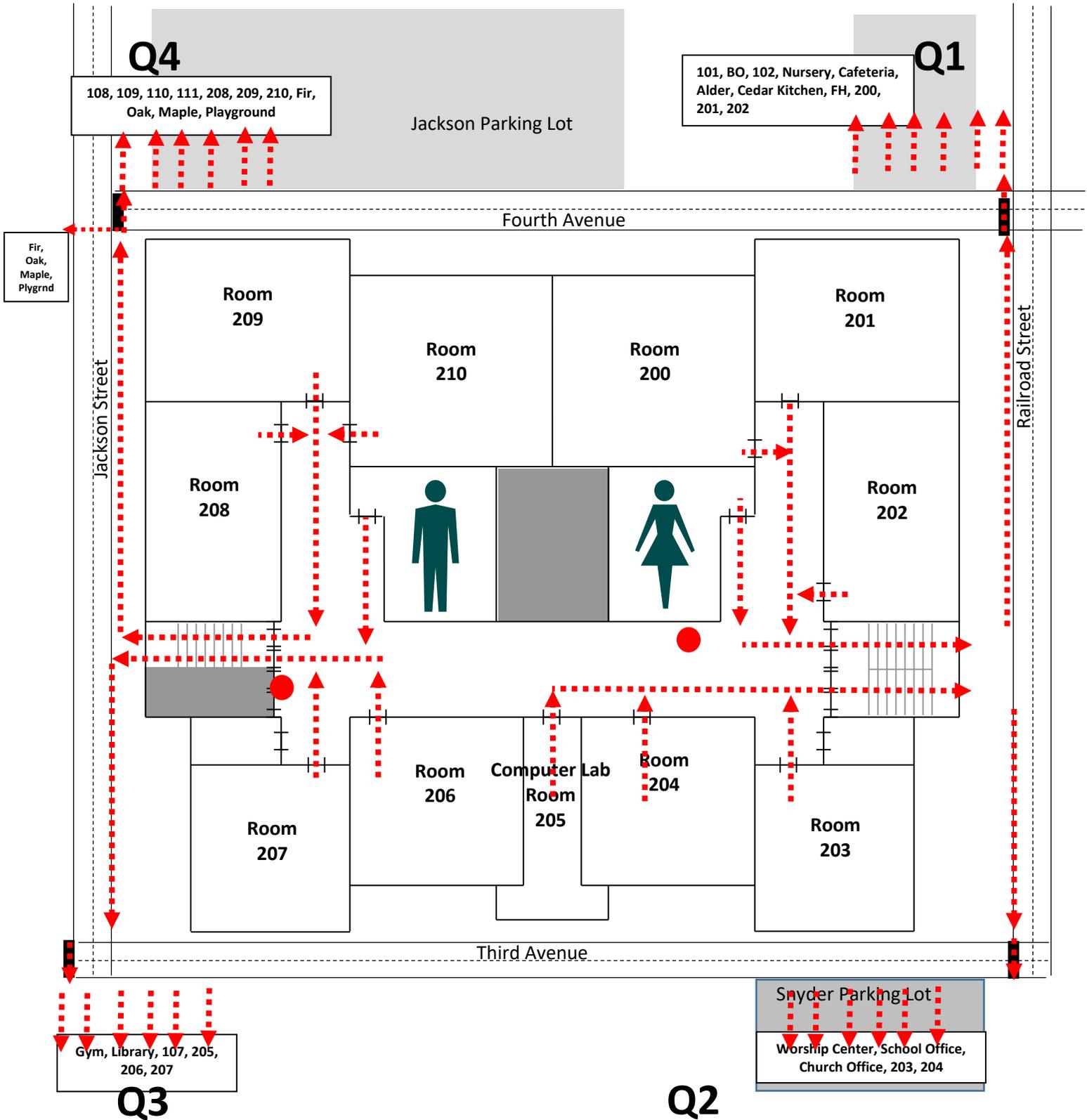
First Floor Map
Evacuation Routes



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Second Floor Plan

● = Fire Extinguisher





ACS School-Wide Safety Plan - DRAFT

Helpful Emergency Numbers

Emergency - 911

Albany Fire Department
541-917-7700
Linn County Department of Health Services
541-967-3888
Oregon Emergency Response System
503-378-6377
Oregon State Police
503-378-3720
Police/Sheriff's Department
541-917-7680
Samaritan Albany General Hospital
541-812-4000

Drug Abuse, Treatment, or Rehabilitation

Alcohol and Drug Prevention
541-967-3819
Poison Control
1-800-222-1222

Evacuation

Teen Challenge Store
541-971-7234

Mental Health, Child Abuse, Neglect, and Sexual Assault

DHS Child Abuse
541-757-5019
Oregon State Hospital
503-945-2870

Suicide Prevention

Suicide Hotline
1-800-784-2433

Utilities

Albany Public Works Department
541-917-7600
Northwest Natural Gas
503-588-5091
Pacific Power
1-877-508-5088



ACS School-Wide Safety Plan - DRAFT

Emergency Supplies and Location

Emergency supplies and first aid supplies are necessary when a disaster of any nature occurs. Supplies are stored in a cupboard in the Elementary School Office. The following lists contain items that may be useful during a crisis of varying types. **Emergency food and medical supplies are also stored at Teen Challenge.**

Emergency

Matches	Batteries	Flashlights	Wet Wipes	Grab and Go Case (w/Rosters)
Paper Towels	Granola Bars	Canned Food	Water	

First Aid

Ibuprofen (Adult Only)	Band Aids
Gauze	Disposable Airway kit
Tape	Scissors
Tweezers	Bandages
Instant Ice Packs	Ace Bandages
Slings	Disposable latex gloves
Anti-bacterial salve	Steri-strips or butterfly stitches
CPR (disposable mouthpieces)	

Prevention and Curriculum

Alcohol/Drug/Violence Programs

- A “zero tolerance” policy is in place.
- Rules are enforced consistently.

Conflict Resolution/Peer Mediation/Mentoring Programs

- The ACS Principal deals with conflict resolution should the need arise.
- The faculty and staff teach conflict resolution as needed.

Community Assistance

- Community Assistance is available and documented in the School Safety Plan. The local community/city/county police and fire departments offer immediate assistance when notified.
- Phone numbers are readily available in the event of an emergency. (See page 12)

Discipline Policy

- The Parent/Student handbook containing the Behavior Expectations is disseminated to each child/parent each year. A signed notice of agreement is kept on file.
- Students understand and respond to the discipline plan.
- Parents are aware of the discipline plan and their supporting role.
- The plan is consistently and fairly enforced for all students.



ACS School-Wide Safety Plan - DRAFT

Drop Off/Pick Up Procedures

- At the beginning of every school year, a Parent/Student handbook is provided detailing the procedures for the arrival and departure of all students.
- There are procedures for staff monitoring non-4-way stop intersections for student departure after school.

First Aid/CPR/AED & Blood Borne Pathogens Procedures and Equipment

- All personnel are required to hold a current First Aid and CPR/abdominal thrust/AED card. Training is available to all personnel every two years.
- The Elementary School Office also provides general first aid. Gloves are available in the Elementary School Office if needed and in each classroom's first aid kit. An AED is located on the northwest end of the hallway on the main floor.

Lockdown Procedures

ACS will reside at a Security Level 1 on a daily basis. The following security levels are explained below:

Level 1

Security Level 1 is how the building operates on a daily basis. This includes...

- All exterior doors locked 24/7.
- Security cameras in place at Jackson Street, 3rd Avenue and 4th Avenue entrances.
- Use of electronic key card or PIN to gain entrance required at all non-event times.
- Use of security camera and doorbell to ensure person identification before entrance granted.
- All staff wear identification badge at all times.
- Approach all visitors who do not have an identification badge and ask if you can provide help or direction.
- Check students for passes during class time. If an ACS student is without a pass, they can be directed back to class. If a non-ACS student is without a pass, they can be escorted to the office or off the premises.
- Staff will be assigned in the hallways or standing outside the classroom door during passing time. This allows staff to monitor hallway activities and behaviors.
- Staff is to report abnormal activities or unfamiliar people to the office.

Level 2

Security Level 2 is initiated when a situation presents a threat or risk to the occupants of the facility from **OUTSIDE** the building.

- The school bell will ring two times in succession and repeat the succession three times to indicate a Security Level 2 situation. -- -- --
- All outside activities will cease and all students, staff, faculty, and visitors will go inside the building to their next scheduled class.
- Designated personnel post signs declaring the school is in lockdown mode.
- Designated personnel will ensure hallways, restrooms, and other rooms that cannot be locked or secured are clear.
- Close and lock all classroom doors.
- Close and cover all classroom windows.
- Faculty and staff will ensure students and visitors are away from all windows.



ACS School-Wide Safety Plan - DRAFT

- Teachers will take attendance and call the Elementary School Office with any missing or extra students in their room. They will keep this list in case evacuation of the building is necessary.
- Bathroom trips should be restricted and coordinated in groups if necessary.
- Class will continue as normal, but students may not leave the classroom for *any* other reason. All movement within the building is restricted.
- Teachers, faculty, students, and visitors will remain in locked rooms until the administration or designated personnel notify them via phone or in person with further instructions.
- Do not attempt to contact the office – keep phone lines open for emergency use only.
- Check email/texts for messaging.
- Parents will be notified of the Security Level 2 situation via FlashAlert.

Clearing Bathrooms

Boys/Girls

Main Floor: Misti Southard/Holli Glaser
 Upstairs: Mrs. Looney/Mrs. Tharp
 Basement: Mr. Meyers/Mrs. Hall

Door Lock Check

Gym Lobby E-	4 th E-	4 th W-
Gym N-	3 rd -	WCA-
WC E-	H1-	H2-

Level 3

Security Level 3 is initiated when a situation presents an imminent and serious risk to the occupants of the building, and is likely on the grounds already, in the building, or in very close proximity to the building. The school bell will ring three times in succession and repeat the succession three times to indicate a Security Level 3 situation. --- --- ---

- Depending on the location of the threat, all outside activities will cease and all students, staff, faculty, and visitors will go inside the building to their next scheduled class **OR** will move towards the Teen Challenge building as directed by authorized personnel.
- **Designated personnel** post signs declaring the school is in lockdown mode.
- **Designated personnel** will ensure hallways, restrooms, and other rooms that cannot be locked or secured are clear.
- Close and lock all classroom doors.
- Immediately direct all students, staff, faculty, and visitors inside the building into the nearest classroom or secured space.
- Clear hallways and bring any stragglers into your classroom.
- Close and **cover** all classroom windows.
- Ensure students and visitors are away from lower level windows.
- If possible, crouch behind desks and bookshelves to be as invisible as possible.
- All lights, computers, projectors, and other devices that may indicate the room is occupied will be turned off.
- Cell phones must be put on silence mode!
- Faculty and staff will instruct everyone to **BE AS QUIET AS POSSIBLE**.
- Teachers will take attendance of students and prepare a list of missing or extra students in the room. Attendance does not need to be communicated to the Elementary School Office. Instead, the teacher will take this list with them once they are directed to leave the classroom.
- Teachers, faculty, students, and visitors will remain in locked rooms until the administration or designated personnel notify them via phone or in person with further instructions.
- If directed by authorized personnel, all students, staff, faculty, and visitors will move towards the Teen Challenge building for safety.
- Parents will be notified of the Security Level 3 situation via FlashAlert.



ACS School-Wide Safety Plan - DRAFT

Clearing Bathrooms

Boys/Girls

Main Floor: Misti Southard/Holli Glaser
 Upstairs: Mrs. Looney/Mrs. Tharp
 Basement: Mr. Meyers/Mrs. Hall

Door Lock Check

Gym Lobby E-	4 th E-	4 th W-
Gym N-	3 rd -	WCA-
WC E-	H1-	H2-

Personal Safety

- Training for emergency evacuations occurs frequently throughout the year.
- Faculty, staff, parents, and students are informed via FlashAlert of current problems in and around the school as they occur. Memorandums, announcements, and administration visits are ways that problems are communicated.

Student Identification Plans/Procedures

- The classroom teacher identifies all students as roll is taken before the day's activities begin.
- Absent students are recorded on a daily basis and are printed and posted to staff via Sycamore and posted in the school office.
- Students, faculty, and other chaperones on field trips all wear a specific identification badge.
- Identification procedures are part of the lockdown plan. Teachers take role during any lockdown and that attendance is communicated to the School Office.
- Picture identification is required to be on file for all students. Pictures are included in each child's permanent record and updated annually.
- Student records contain medical records such as immunizations, allergies, medications, and ongoing or chronic medical conditions.

Student Records

- Information on file is accurate, current, and continually updated.
- Student records are complete with life-threatening medical facts such as the following:
 - Allergies
 - Ongoing or chronic medical conditions
 - Medications
- There is a current photo of each student on file.
- If computerized records are unavailable, records are alphabetized by grade level so that information can be located quickly.
 - Sycamore Education login address is available from the Principal, Office Manager and/or the Administrative Assistant.

Visitor Access Control

- The building will be completely locked 24 hours a day with the use of magnetized security doors. Access is granted through the use of magnetized key cards. To enter the building at other times during the day, visitors request entrance through the office communication system. Office personnel will then identify visitors and open the doors.
- All school visitors are directed by signage to check into the School Office. Visitors sign in and out and are given a visitor's badge to wear. Badges are clearly identifiable. Visitors are not allowed to proceed to classes unless they have received prior approval from the School Office.
- Procedures for school visitation are covered in the Parent/Student Handbook and in the Employee Handbook.



ACS School-Wide Safety Plan - DRAFT

- The visitor procedure is consistently and efficiently implemented. Parents, students, faculty, and staff are notified immediately if change in procedure takes place.
- Faculty and staff are alert to identified and non-identified visitors. Faculty and staff follow a procedure for identifying strangers or unidentified visitors in the building or on school grounds.

Buildings and Ground Security

Alarm System

- A manual emergency alarm is installed on the south wall just inside the Elementary School Office and is labeled, **"EMERGENCY ALARM"**.
- A mechanized security alarm system is installed in the southwest hallway on the west wall just north of room 110.
- Arming/Disarming the security Alarm System: See APPENDIX C.

Exits

- All exit doors are free of obstructions at all times in case of an emergency.
- All exit signs are regularly maintained.

Fire Extinguishers/Fire Alarms

- Fire extinguishers are located as per local fire codes determine and maintained annually.

Hall Passes

- Student sign in/out procedures are followed in all classrooms.
- All keys are secured in a locked cabinet easily accessible to designated staff.

Playground and Playing Area

- A properly maintained fence surrounds all play areas.
- A staff or faculty member monitors students on the playground at all times.

Limitations of Building Design

- The school building is utilized for instruction and storage.
- Every classroom has an emergency egress plan for the building.

Visual Access Inside

- All hallways are monitored regularly by faculty and staff.
- Live and active video cameras are installed and functional pointed to hallways and egress doorways.
- Each classroom is labeled and numbered outside the door of entry.

Communications

Faculty and Staff

- A bell system is in place that alerts staff to identified emergencies. All faculty have a copy of the explanations for bell alerts and the procedures to be followed for each bell alert.



ACS School-Wide Safety Plan - DRAFT

- A battery powered bull horn is available for communication during emergencies in which the power has failed.
- Each classroom has a phone available for communication during emergencies.

Parents

- Parents have been made aware that in cases of emergency or school closures that information is available on the school website and various local radio stations.
- Office personnel will use email to send parents advanced notices when school is to dismiss earlier than normal.
- Parents will be notified of an emergency situation via FlashAlert.

Media

- Administration will handle all media communication unless they designate specific personnel for the task.
- If media comes to the school campus, direct them to remain outside of the building.
- Information provided to the media should be accurate, clear, brief, and factual.

Supervision of Students

- Responsibilities are assigned to school personnel regarding the supervision of students. Rules are written and distributed through the Staff Handbook and revised on a yearly basis.
- When it becomes necessary for a teacher to leave the room, an available staff member will supervise the classroom until the classroom teacher returns.
- No students are to be left unattended without an approved hall pass.
- When going to PE/Library/Computer Lab classes, K-8 teachers, supervise classes. Students going to the restroom or on errands to Elementary School Office must have an approved hall pass.
- All areas (hallways, play areas, classrooms, cafeterias, restroom, and gymnasium) are carefully monitored.
- There are specific rules governing field trips that include permission slips and students returning to school and/or their parents.
- Teachers carry emergency student information and class lists when leaving the classroom for emergencies.
- A substitute folder is provided for each classroom/teacher with all related information regarding students, including schedules, procedures, and emergency information.

Training

All faculty and staff will receive annual review of the School Safety Plan. All new employees will receive the Safety Plan as a part of New Employee Orientation upon hire. Additional training shall be provided:

- When there are any changes to the plan and/or building
- When an employee's responsibilities change
- Annually during beginning of the year workweek training

Annual Refresher

The annual refresher training will include the following:

- Proper housekeeping
- Reporting emergencies
- Bell system alarms



ACS School-Wide Safety Plan - DRAFT

- Field trip safety requirements
- Fire prevention practices
- Fire extinguisher locations, usage, and limitations
- Escape procedures and routes
- Individual responsibilities during emergencies
- Procedure to account for students and visitors
- Lockdown and active shooter safety
- Threats, hazards, and protective actions
- Emergency shut-down procedures
- School Safety Plan availability

Prioritized Procedures

Air Disasters

In the event of an air disaster in close proximity of the school, the following procedures will be followed:

- The school will continue in lockdown mode; Level 1
- Notification from the Office will be given to immediately close all windows and entrance doors.
- The administration will be notified.
- All students, staff and visitors on the playground will be brought in immediately.
- If necessary, an evacuation of all students and personnel will be conducted.

Bomb Threat

Each phone in the building has a Bomb Threat Assessment Sheet(BTAS) located close by. Should a bomb threat be made over the telephone, the individual who answered the call must keep the caller on the line as long as possible and write down as much information as they can using the BTAS. The exact time, description of the caller's voice, and any details about the actual bomb should be documented. Administration should be notified immediately of the call. The individual who answers the call will use the Bomb Threat Assessment Sheet - (See APPENDIX D)

Bomb Threat Procedure

Administration will assess the situation and notify staff of the next steps that are to be taken. Any of the following may occur:

- Office personnel will call 911 to report the incident.
- Designated personnel will sound the fire alarm in order to evacuate the building.
- The building will be evacuated according to the fire evacuation procedures.
- Office personnel will ensure to take the visitor sign-in and student sign-out sheet upon evacuation.
- All building occupants will be accounted for using the fire accounting procedures.
- Administration or designated personnel will meet the authorities and relay all information.
- Administration will remain with authorities and assist in searching the building if they are asked to do so.



ACS School-Wide Safety Plan - DRAFT

Catastrophic/Communicable Illness

- The administration has the authority to exclude any student or staff member with a communicable disease or parasite known to spread by any form of casual contact for a period of time as may be prescribed by the State of Oregon Public Health Division.
- In some cases, a statement of clearance from the Oregon Department of Public Health or a physician shall be required before the student or staff member may re-enter the school.
- All persons privileged with any medical information that pertains to students or staff members shall be required to treat all proceedings, discussions, and documents as confidential information.
- Irrespective of the disease presence, routine procedures shall be used and adequate sanitation facilities will be available for handling blood or body fluids within the school setting.

Chemical/Hazardous Waste Spill

Administration will assess the situation and notify staff of the next steps that are to be taken. Two options may arise:

Evacuate

An incident has occurred in your room, area, or the building and occupants need to evacuate the premises. Level 2 lockdown.

- The Administration will be notified immediately.
- Administration will assess the situation and notify staff of the next steps that are to be taken.
- If necessary, the building will be evacuated using the fire evacuation procedure and all building occupants will be accounted for using the fire accounting procedure.

Shelter in Place

An incident has occurred OUTSIDE of the building and occupants need to be sealed off from the contaminant. Level 2 Lockdown.

- Designated personnel will alert the building there is a lockdown using the bell system.
- Teachers will be instructed to turn off all air conditioners, heaters, or fans.
- The administration will turn off the boiler system using the master kill switch.
- Any students and personnel on the playground will be brought inside the building.
- All entrance doors and windows will be closed immediately.

Dangerous Person/Intruder

Signs are posted at the school entrance requesting that all visitors stop at the Elementary School Office to sign in and receive a visitor's pass. Teachers are asked to monitor hallways as they are moving from area to area and escort anyone without a pass to the Elementary School Office. Teachers and staff are to notify the Elementary School Office immediately of any suspicious persons or behavior.

Armed Individual (with or without hostages)

- The school will go into Level 3 Lockdown.
- Office personnel will call 911.
- If there is an accessible escape path, teachers will evacuate with students. When evacuating, faculty and staff will instruct students to raise both hands in the air while evacuating.
 - Office personnel will take the absentee list and visitor/student sign-out sheet upon evacuation.



ACS School-Wide Safety Plan - DRAFT

- If evacuation is not possible, teachers will hide out with students.
 - Lock classroom doors, shut blinds or curtains, and turn off lights.
 - Faculty, staff, and students should remain in the classroom, move away from the door so they are not visible to the intruder, and remain quiet.
 - Faculty, staff, and students will remain in this lockdown mode until the administration instructs them otherwise.
 - The administration will attempt to communicate with the individual in a calm manner to determine demands.
 - Administration will communicate demands to the police.
 - Administration will turn the situation over to authorities at the appropriate time.

Dangerous person

- If the dangerous person is in the Elementary School Office or hallway, the administration will attempt to address the person and ask them to move outside the building.
- If the dangerous person refuses to move outside, local police will be called by the office personnel to assist the administration. 911
- Once the police are called, the building will go into a Level 3 lockdown.
- Should the dangerous person enter the building and cause a scene in the classroom or other room, the faculty or staff will alert the administration by phone or by sending a student with a request for assistance.

Irate person

- If the irate person is in the Elementary School Office or hallway, the administration will attempt to calm the person or ask them to move outside the building.
- If the irate person refuses to calm down, local police will be called by the Elementary School Office personnel to assist administration. 911
- Once the police are called, the building will go into Level 2 lockdown.
- Should the irate person enter the building and cause a scene in the classroom, the teacher will alert the administration by phone or by sending a student with a request for assistance.

Drug Prevention/Distribution of Medications

Drugs

Albany Christian School prohibits all persons (students, staff, visitors) from using tobacco products on school property. Student use, possession, and/or sale of tobacco products will result in an out of school suspension or alternative school placement. The sale, purchase, use of prescribed/non-prescribed drugs, illegal drugs, or alcohol falls under Albany Christian School's Zero Tolerance Policy:

- All use of any illegal substance— including narcotics, alcohol, or tobacco—whether on- or off-campus and while school is in session or out of session.
- Even for instances that occur during the summer months, students are considered still enrolled until they are formally withdrawn.
- On-campus possession or use of any illegal substance, including narcotics, alcohol or tobacco. "Possession" includes not only being on a person, but also being in the person's locker, vehicle, etc.
- Selling or providing any illegal substance, including narcotics, alcohol, or tobacco. This also includes providing the site of a party or other gathering where alcohol and/or drugs are consumed illegally.



ACS School-Wide Safety Plan - DRAFT

Medications

If circumstances require that a K-8 student must take medications during the school day, *ALL medications, both non-prescription and prescription, must be brought to the Elementary School Office and administered by school personnel in compliance with the following regulations:

- Sharing of any type of medication, whether prescription or over-the-counter, between students is not allowed.
- Written instructions, signed by the parent/guardian and physician will be required and shall include the child's name, name of medication, purpose of medication, time to administer, and dosage.
- Prescription medications MUST be authorized by a physician and have physician's orders for teachers or office personnel to follow.
- Over the counter medications must have parent authorization and the medication must be provided by the parent.
- Medications must be in their original container and appropriately labeled.
- Medication will be stored in the Elementary School Office under lock and key for the particular student in a clearly marked cabinet and only accessible to authorized personnel.
- The office personnel will keep a record of medicines that are administered with date, time, and name of medicine. These records will be located with the medications, in the file cabinet in which the medications are stored.
- The parent/guardian of the child assumes responsibility for informing the administration of any changes in the child's health or change in medication.
- Any changes in prescription medication will require a new doctor's order.
- Students should never transport medication to school. It is the responsibility of the parent.
- Students will never be sent home from school with medications. An adult must come to the school to retrieve medications. All medications left at the school during the summer months will be destroyed. No medications will be held until the next school year.
- In the event of an emergency, the administrator will call 911 and will not administer any additional medication.

**This does not pertain to cough drops, chap stick, moisturizers etc.*

Earthquake

Indoor Procedure

- All building occupants will move away from windows, shelves, and heavy objects or furniture that may fall.
- Occupants will take cover under a table or desk, or in a strong doorway. If in a hallway, stairway, or other area where no cover is available, they will kneel alongside an interior wall, bend head close to knees, cover sides of head with elbows, and clasp hands firmly behind the neck.
- After the earthquake is over, the building will be evacuated according to the fire evacuation procedure if possible.
- Office personnel will ensure to take the visitor sign-in and student sign-out sheet upon evacuation.
- All building occupants will be accounted for using the fire accounting procedures.
- No one will be allowed to re-enter the building until the **all clear signal** is given by the administration.



ACS School-Wide Safety Plan - DRAFT

Outdoor Procedure

- All students, staff, faculty, and visitors outside the school building during an earthquake will move to an open space, away from buildings and overhead power lines.
- They will lie down or crouch low to the ground, continuing to look around for dangers, which may require relocating to a safer location.
- All students, staff, faculty, and visitors, will be accounted for using the fire accounting procedures.
- No one will be allowed to re-enter the building until the all clear signal is given by the administration.

Explosion

If sudden damage to the school's structure occurs, the following steps should be followed:

- Administration will be notified.
- If conditions pose a threat to students or personnel, occupants will be evacuated from the affected portion of the building.
- Office personnel will take the absentee list and visitor/student sign-out sheet upon evacuation.
- Office personnel will contact necessary assistance: police, fire department, paramedics, etc. - 911
- The administration will make a decision about closing the school.

Fighting

Procedure for stopping a fight

- If the fight begins inside the classroom and the faculty or staff needs assistance, another student will be directed to notify the Elementary School Office.
- Speak loudly and let the participants know that the behavior should stop immediately.
- Other faculty or staff should assist if they hear or see an incident occurring.
- If students began to gather at the scene, faculty or staff should specifically call the names of students they see and demand that they step away.
- Faculty or staff should yell for help if the fight persists and especially if weapons are involved.
- Students should be removed from the area and taken as quickly as possible to the Elementary School Office.
- Students should be given an opportunity to cool down in a calm setting.
- Parents will be notified by phone and an incident report will be filed in the office and a copy sent home notifying the parents.

Fire

Fire Drill

- At least one fire drill will be held at Albany Christian School each month that school is in session.
- The fire drill shall require complete evacuation of the building.
- A fire evacuation route is posted in all rooms.
- All exit doors will remain unlocked from the inside and clear of obstructions at all times.

Accounting Procedure

- Teachers will take class roll to ensure all students are accounted for and alert administration if any student is missing
- Teachers will notify administration by holding up a green card if all students are accounted for or a red card if a student is missing.



ACS School-Wide Safety Plan - DRAFT

- Office personnel will ensure to take the visitor sign-in and student sign-out sheet upon evacuation.
- Office personnel will use the visitor sign-in and student sign-out sheet to account for all other occupants in the building.
- No one will be allowed to re-enter the building until the all clear signal is given by the administration.

Evacuation Procedure

- The Albany Fire Department will be called immediately (541.917.7700) by office personnel.
- **Designated personnel** will sound the fire alarm to notify occupants in the buildings that an evacuation is needed.
- Office personnel will ensure to take the visitor sign-in and student sign-out sheet upon evacuation.
- Teachers *with* students will Retrieve their Emergency Folders and instruct students to quickly and quietly leave the building in an orderly manner and shut the door.
- Staff *with* students will instruct students to quickly and quietly leave the building in an orderly manner.
- Teachers *without* students will retrieve their Emergency Folders, evacuate, and meet their class at the designated safety zone.
- **Designated personnel** will check all areas of the building (including hallways and restrooms) to ensure every student has been evacuated.
- All occupants will evacuate the building by their designated escape routes (See APPENDIX B) to their designated safety zones.

Re-entry Unsafe

- In the event that the building cannot be reentered, faculty, staff, visitors, and students will move from their safety zones to the Teen Challenge Store located at 310 Second Avenue SE.
- The Administration will contact the Teen Challenge administrator by phone at 541.971.7234 if a decision is made to evacuate to the Teen Challenge Store.
- If it is after Teen Challenge Store hours, **designated personnel** will bring the **key** from Willamette Community Church's lockbox during evacuation.
- Faculty will use their Emergency Folders with student contact information to call parents/guardians to pick up their student.

Hostage/Kidnapping

Hostage

- The school will be placed in lockdown mode.
- Office personnel will notify law enforcement immediately.
- All personnel should remain calm.
- Administration will attempt to communicate calmly with the individuals for demands until law enforcement arrives.
- Any instructions given by the person holding the hostage will be followed to ensure the safety of the victim.
- All personnel should be cooperative.
- The captor should be informed of medical needs of the hostage if there are any.
- The situation should not be resolved using any type of force.
- All personnel involved should be observant and try to remember everything that is done or heard.
- Turn the situation and any details that have been documented over to authorities.



ACS School-Wide Safety Plan - DRAFT

Kidnapping

- Administration should be notified immediately.
- Office personnel will notify Police and parents/guardians.
- Witnesses will provide any information that can be remembered, including a description of the abductor, the car, license number, etc.

Lost/Runaway Students

If it is suspected that a child is lost or has runaway from school, the following procedures will be followed:

- The teacher will notify the administration immediately of the situation.
- Administration will determine if the student came to school for any part of the day by checking attendance records and the student sign-out sheet.
- Designated personnel will search all areas of the building for the student, while administration and office personnel are checking records.
- Office personnel will attempt to notify parents or guardians if the child is not found on campus.
- Appropriate law enforcement will be notified of the situation.
- A follow-up conference will be conducted the following day with parents.
- Appropriate disciplinary action will be taken according to due process, if necessary.

School Bus Field Trip Emergency

If an emergency should occur on the school bus during a field trip the following procedure will be followed:

- All students, teachers, and chaperones will remain on the bus, unless the bus itself is dangerous.
- If necessary, the teacher will instruct students to evacuate the bus and call 911.
- Teachers will account for all students, evaluate first-aid needs, and make a list of first-aid needs.
- All students, teachers, and chaperones will remain together.
- Teachers will contact the Elementary School Office by cell phone and await further instructions.

Serious Injury/Medical Condition

Off Campus Accidents

- Students are only allowed to attend off campus trips if the office has on file the signed permission slip included in the registration packet.
- Teachers must provide the Elementary School Office with a list of students and adults on each transport vehicle before departure. Students and adults must ride their particular transport vehicle to and from the event. Students may not switch transport vehicles or ride home with non-parents unless there are extenuating circumstances and the administration has been notified.
- In the event of a crisis while away from campus, a teacher will notify the school and the administration immediately.
- If needed, the administration will leave campus and go to the scene.

On Campus Accidents

- If a medical condition or accident causes serious injury to a student, faculty, or staff member in the school building, students will be removed from the scene and the administrator will be notified as soon as possible.



ACS School-Wide Safety Plan - DRAFT

- The administrator will see students or staff who are injured on campus and determine the extent of the injury to make a decision on whether paramedics are called.
- If necessary, office personnel will call paramedics immediately.
- Each student and staff member has an emergency information sheet with emergency contacts listed.
- If the injury is not life threatening to the student, the parent will be called by the administrator or office personnel to discuss the injury and to decide if the parent needs to check the child out of school.
- If the injury is sustained by a staff member, the administration will provide On The Job Injury forms for the doctor to fill out.

Severe Weather Conditions

If weather conditions are so severe that students must be dismissed early, the following procedure will be followed:

- Parents will be informed via FlashAlert and/or phone call that students need to be picked-up.
- The school may also choose to issue a media release.
- If necessary, students will be moved to the safest part of the building.
- Students will remain with faculty or staff until parents have picked them up.
- Faculty and staff will account for all students, keeping a record of when they left school.

Sexual Assault/Neglect

It is mandatory for faculty and staff to report any form of child abuse, including, but not limited to sexual assault or neglect, to the administration. Any school personnel reporting suspected assault or neglect of a child, in good faith, is provided with civil and criminal immunity.

- Any suspected or known student neglect, physical abuse, or sexual abuse must be reported to the Department of Human Services (541.967.2060) and then submit a report to the school administration
- Reports to DHS will require the following:
 1. Student's name, birth date, address, phone number, parent/guardian's name
 2. Name of anyone suspected of abusing the child
 3. Nature and extent of the abuse

Shooting/Weapons

Should gunshots be directed toward the school's campus from a moving vehicle or an individual outside the building:

Indoor Procedure

- The school will be placed in lockdown mode.
- Office personnel will notify law enforcement immediately.
- Take cover under table, desks, etc.
- Stay away from windows.
- Move from under light fixtures or other suspended objects.

Outdoor Procedure

- Lie flat on the ground and do not move.



ACS School-Wide Safety Plan - DRAFT

- Remain still until you are positive the perpetrator is gone or you are directed to move. After the incident, teachers and students must write down all details that can be remembered including:
 - Make of vehicle
 - Color of vehicle
 - Direction in which the vehicle traveled
 - Number of persons seen in the vehicle
 - Specific characteristics of people seen in the vehicle such as race, sex, and approximate age
 - License number of the vehicle.

Spilled Bodily Fluids

In the event of spilled bodily fluids, the following procedure will be followed:

- All students will be removed from the contaminated area.
- If a student is exposed, they will be sent to the Elementary School Office to ensure the affected area is rinsed and cleaned thoroughly.
- Faculty or staff available in the area will clean up the spill being careful to avoid contact with the fluid by wearing disposable latex gloves.
- Fluids will be cleaned up according to the health and safety practices outlined in the annual Blood Borne Pathogen Training.
- Contaminated fluids and clean up material will be placed in a plastic bag, sealed, and then put in plastic garbage receptacle.

Suicide/Death

Death

- If a death occurs in the school building, faculty and staff will remove any students from the scene and notify the administration as soon as possible.
- Should this tragic event occur, the administration and staff must meet immediately to review the situation. Response to the psychological needs of faculty, staff, and students as soon as possible is the best prevention for the development of post-traumatic stress.
- Support should be extended to the family of the deceased.
- Family members must be asked permission to share information with the students and staff. Allow the family to provide the information they want shared with others.
- Ask family members if they object to students and staff attending the funeral services.
- Relay information to the students in factual way, being careful to avoid breaching the student's or family's privacy.
- Students should be told of the death in a small group setting, not in an assembly. Allow students to ask questions or state their feelings.
- Let students know that there are individuals willing to talk with them one on one if needed.
- Allow attendance for the funeral if it is during the school day.
- Monitor students following the incident and be alert for depression.

Suicide

- If suicide or suicide attempt occurs in the school building, faculty and staff will remove any students from the scene and notify the administration as soon as possible.
- If necessary, office personnel will call the appropriate emergency response.
- Administration will contact the family of the student involved.
- All personnel will be alert to any student who appears to be severely troubled or depressed.



ACS School-Wide Safety Plan - DRAFT

- Any personnel that is aware that a student has threatened or hinted at suicide must get that information to the administration at once.
- The administration will contact parents/guardians to help the student through this difficult time.

Recommendations regarding a suicide

- Do not dedicate a memorial to the deceased without checking with the parents and considering the emotional welfare of all students.
- Do give students facts and emphasize prevention.
- School administration and personnel should contact the family and offer the school's support.

Utility Emergency

In case of a utility emergency (electrical power failure, gas leakage, or water main break), the following procedure will be put into action.

Gas Leak

- A gas leak must be considered a top-priority emergency situation.
- The administration must be notified immediately if a gas leak is suspected.
- Office personnel will contact Northwest Natural Gas. (503.588.5091)
- The building will be evacuated using the fire evacuation procedure.
- Office personnel will take the absentee list and visitor/student sign-out sheet upon evacuation.
- All building occupants will be accounted for using the fire accounting procedure.
- No one will be allowed to re-enter the building until the all clear signal is given by the administration.

Power Failure

- Power failure in a classroom or one area of the building will be reported immediately to the administration.
- Administration will assess the situation and notify staff of the next steps that are to be taken.
- If necessary, office personnel will contact Pacific Power regarding the outage. (877.508.5088)
- All equipment that might be damaged by a power surge when the electricity is restored must be turned off or unplugged.
- Until directed otherwise, faculty, staff, and students will remain in the location they were in when the power failed
- Teachers will take class roll to ensure all students are accounted for and alert administration if any student is missing.
- Office personnel will ensure to take the visitor sign-in and student sign-out sheet upon evacuation.
- Available personnel will locate any student, visitor, or staff member not accounted for.
- No one will be allowed to re-enter the building until the all clear signal is given by the administration.

Water Main Break

- The administration will be notified immediately.
- Teachers will move students in the area to a safe place.
- Office personnel will notify Albany Public Works (541.917.7600).
- Administration will assess the situation and notify staff of the next steps that are to be taken.



ACS School-Wide Safety Plan - DRAFT

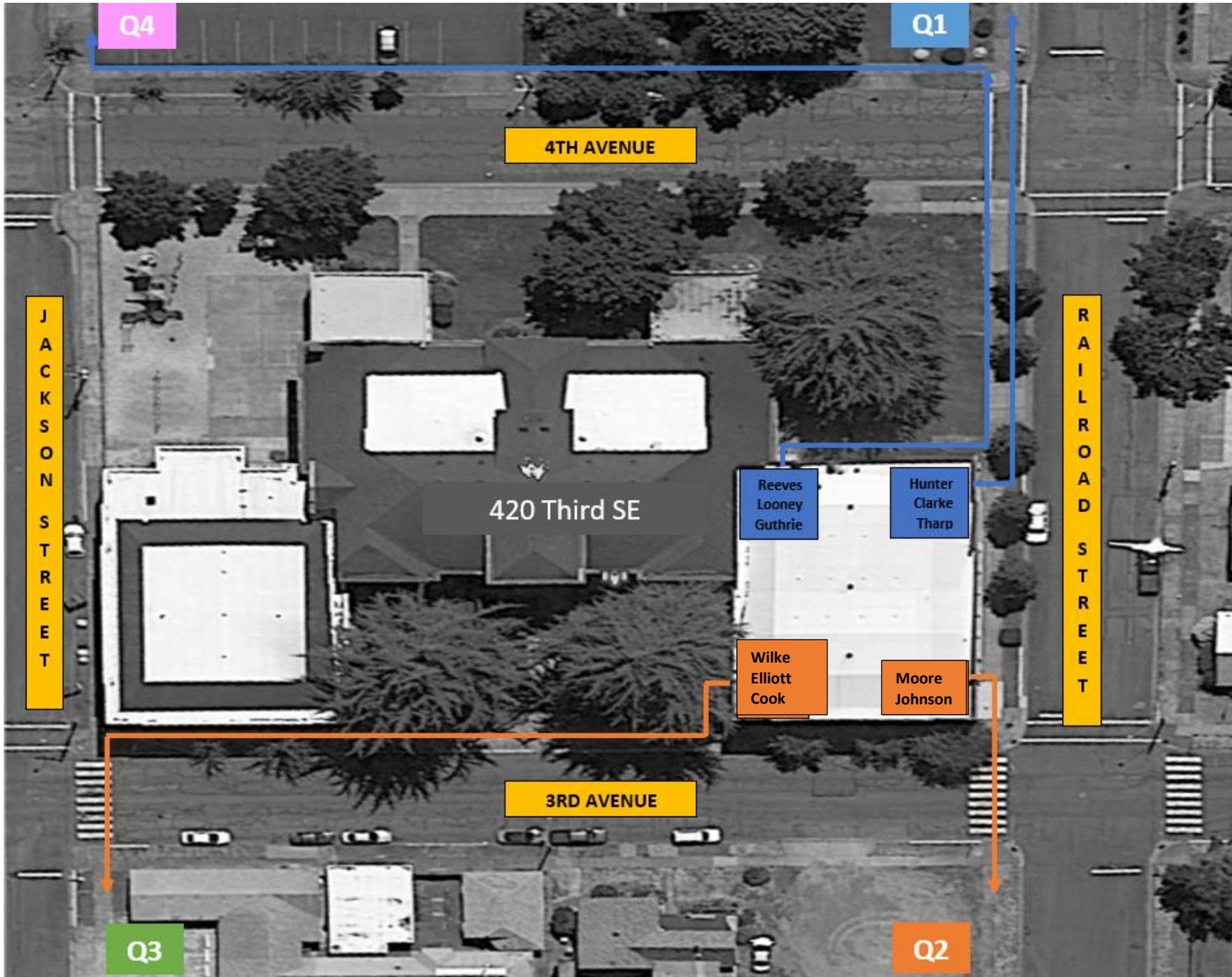
- No one will be allowed to re-enter the building until the all clear signal is given by the administration.

Vandalism

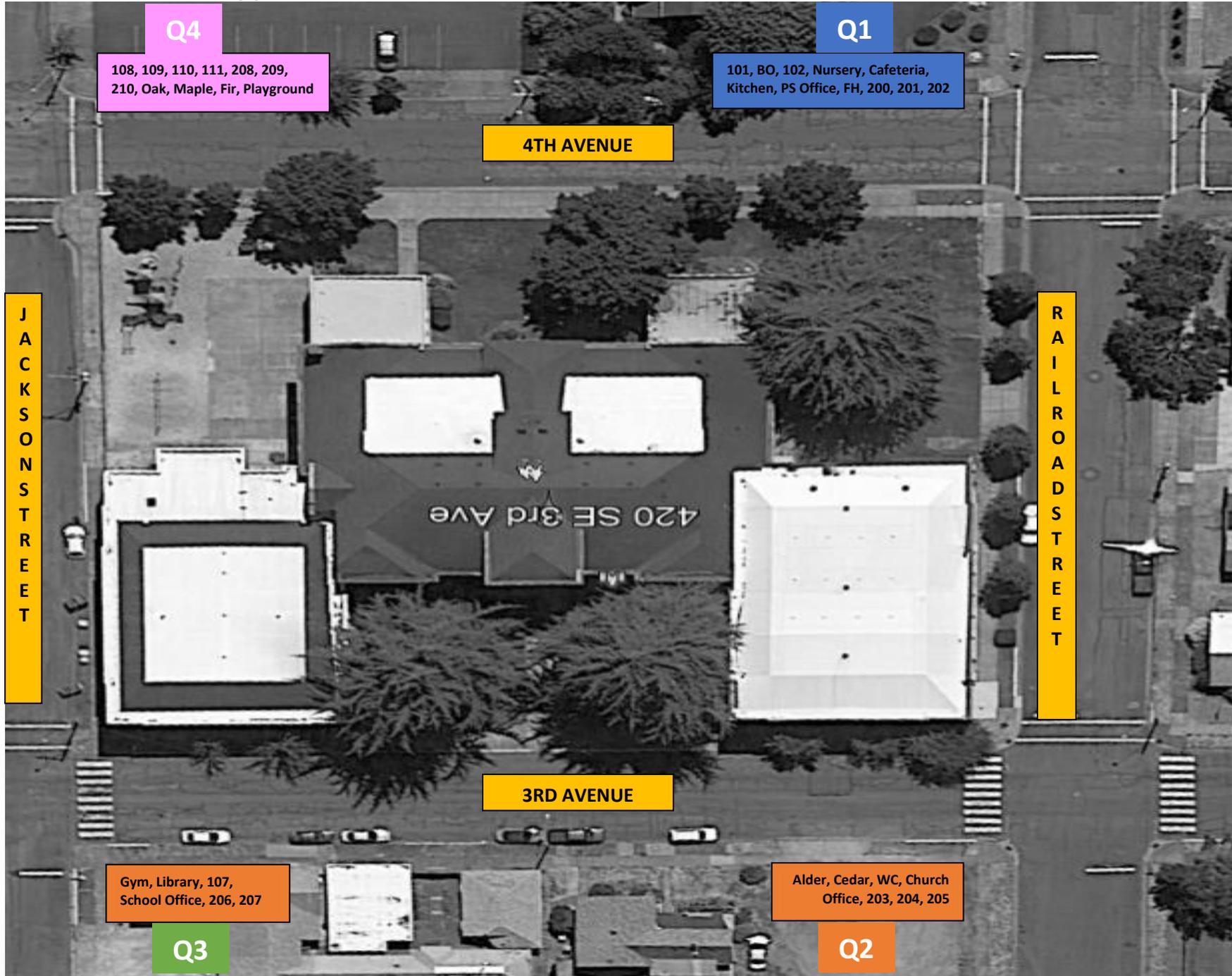
If a break-in or vandalism is discovered in the building, the following steps should be taken:

- Do not touch anything.
- Administration will be notified immediately. If the discovery is made outside of regular school hours (weekends), administration must be called immediately.
- Administration will direct faculty as to where classes should be moved until an investigation and clean up are completed.
- Personnel must provide administration and police with a detailed list of inventory.
- Complete police and insurance forms if necessary.

Appendix A – OVERHEAD VIEW OF WORSHIP CENTER EMERGENCY EGRESS LOCATIONS



Appendix B – OVERHEAD VIEW OF EMERGENCY EGRESS LOCATIONS





ACS School-Wide Safety Plan - DRAFT

Appendix C – ARMING/DISARMING SECURITY SYSTEM

Exiting and Arming the Alarm Procedure

1. Check 6 perimeter entry ways for closure and lockage
 - a. Push and tug on each door in the entry way in the following order:
 - i. 2 doors on Railroad (1 entry way)
 - ii. 4 doors on 3rd street (1 entry way)
 - iii. 4 doors on Jackson (1 entry way)
 - iv. 5 doors on 4th Street (3 entry ways)
2. Erase your name from the white board.
3. Enter your personal 4 digit code plus the “away” button (4 digit code + #2)
4. The alarm display will change from “DISARMED” to “ARMED”.
5. Turn off all light switches below alarm Pad and exit the building within 30 seconds.

Entering and Disarming the Alarm Procedure

1. Enter building from 4th street entry way near the playground.

The alarm will begin beeping to indicate that you have 30 seconds to disarm the alarm before activation.

Proceed up the stairs. You will see a red alarm pad and a white alarm pad and a whiteboard on the right side of the wall just past Room 110. You will use the WHITE alarm pad to arm and disarm the alarm. See illustration to the right.

2. Enter your personal 4 digit code plus the “off” button
 - a. (4 digit code + #1) on the WHITE alarm pad.
3. Alarm will stop beeping and the alarm pad display will read “DISARMED”.
4. Turn on building lights using the switches below the alarm pad.
5. If you intend to remain in the building after 5:30pm, you must write your name on the whiteboard to indicate to others that you are still in the building and that the alarm should not be set.
6. If the alarm is accidentally activated before you enter your code, continue with the procedure above and use your personal 4 digit code + the “off” button (#1). This will shut off the alarm.
7. You will then need to call the number listed at the bottom of the alarm pad (541-928-4544) and let them know that the alarm was accidental. They will ask you for your personal 4 digit code.



Appendix D – BOMB THREAT PROCEDURE FORM

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

*** Refer to your local bomb threat emergency response plan for evacuation criteria**

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov



Homeland Security

2014

BOMB THREAT CHECKLIST

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

- Where is the bomb located?
(building, floor, room, etc.) _____
- When will it go off? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will make it explode? _____
- Did you place the bomb? Yes No _____
- Why? _____
- What is your name? _____

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise) _____
- Estimated age: _____
- Is voice familiar? If so, who does it sound like? _____
- Other points: _____

Caller's Voice	Background Sounds	Threat Language
<input type="checkbox"/> Female	<input type="checkbox"/> Animal noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Male	<input type="checkbox"/> House noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Accent	<input type="checkbox"/> Kitchen noises	<input type="checkbox"/> Taped message
<input type="checkbox"/> Angry	<input type="checkbox"/> Street noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Calm	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Coughing	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> Music	
<input type="checkbox"/> Crying	<input type="checkbox"/> Motor	
<input type="checkbox"/> Deep	<input type="checkbox"/> Clear	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Static	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Excited	<input type="checkbox"/> Local	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> Lisp		
<input type="checkbox"/> Loud	Other Information:	
<input type="checkbox"/> Nasal	_____	
<input type="checkbox"/> Normal	_____	
<input type="checkbox"/> Ragged	_____	
<input type="checkbox"/> Rapid	_____	
<input type="checkbox"/> Raspy	_____	
<input type="checkbox"/> Slow	_____	
<input type="checkbox"/> Slurred	_____	
<input type="checkbox"/> Soft	_____	
<input type="checkbox"/> Stutter	_____	



ACS School-Wide Safety Plan - DRAFT

Appendix E – FLASH ALERT REGISTRATION INSTRUCTIONS

FlashAlert Account Registration Instructions

Albany Christian School (ACS) uses FlashAlert, an Internet-based system for delivering important schedule changes (such as snow closures), and other messages *directly to the public* through FlashAlert Messenger. If you would like follow ACS emergency information posts, you will need to self-register using your primary email address. You may wish to add two additional home or office email addresses and receive emergency information to all three addresses moments after we post it, at no cost to you. FlashAlert also uses an “app” process by which the same emailed information is pushed immediately to your smart phone through an application that, you the user, download to your phone. Choose which best fits your lifestyle or both to better ensure you “get the memo.”

EMAIL/TEXT: You must use an internet browser other than Internet Explorer. Internet Explorer is not compatible with this web-service. To get started, follow these easy steps.

1. Go to <http://flashalert.net/regions.html> and click on our region on the map, Eugene/Spring/Rose/Alb/Corv.
2. Next click on our organization category, *Private & Charter Schools* and
3. Then click on our name, *Albany Christian School*.

You will start the subscription process by filling in your email address. Make sure the “Emergency Alerts” box is checked and then hit “Subscribe.”

Abbreviated Instructions

You may enter one or two more email addresses. After entering them, you will launch a validation message to each email address you just entered. Obtain the two-letter code in the message and post it back into your account to validate that address (or click on the provided link in the email message). This is done to make sure that your messages will reach you.

Step-by-Step Instructions

4. (Continued from above.) Confirm your email address and create a password.
5. Click on “Create an Account.”
6. On the current validation page, click on “click here to send validation message.” FlashAlert will send a validation email to your email address.
7. Next login to your email account and open the validation message that FlashAlert just sent.
8. Click on the link provided to validate your new account. OR you may go back to the FlashAlert validation page and enter the code from the validation email message.
9. Back on FlashAlert page, click “Update.”
10. Repeat this process for each email address you enter.

FLASHALERT MESSENGER: A better option than email/text messaging is a new, free iOS/Android app, FlashAlert Messenger, that lets you receive emergency messages through Push Notification. FlashAlert is moving away from text messages, which need to be accepted into your carrier’s text message channel and screened for spam. During crunches, cell companies have taken an hour or longer to deliver messages. Push Notification, on the other hand, travels a non-stop path from FlashAlert to the app on your phone. And the app will allow you to see all of the recent news posted in your region.

The app process is simple. iOS (Apple phones) and Android (Samsung, Nexus, Motorola etc.) users download and open the free *FlashAlert Messenger* app. Enter the email address and password you just created for your FlashAlert account above and the app will link to it. The app may ask permission to send you Push Notifications. Allow it to do so. That’s it. You can make changes to your free account (i.e. adding schools or orgs you want to hear from or changing an email address) at www.FlashAlertMessenger.net/login.html

All addresses registered on FlashAlert will remain confidential. Once a year, you will receive an email from FlashAlert at your registered email address asking if you wish to continue your free subscription.

Any questions, please call the school office at 541.928.1110.



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