





All Hazards Communication Protocol FIELD STAFF	
A devastating event is occurring at your school (earthquake, fire, shooting etc.)	
Notify SHS Department	
Call (503) 257-1732 ask to speak with an available supervisor	Provide the 5 W's (Who, What, Where, When and Why)
	
TURN CARD OVER	
RN	

All Hazards Communication Protocol FIELD STAFF (Continued)	
	
Communication Resources	
If unable to use phone, consider the following resources:	1. Text 2. Email 3. Via district communication liaison
RN	

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All Hazards Communication Protocol SHS ADMIN LEADERSHIP	
SHS leadership receives information that there is an event going on. This may be from a call from staff or other information source	
	
The supervisor receiving the information informs the other leadership team members	Activate ICS and develop an Incident Action Plan (IAP) Notify MESD administrator on duty, PIO and Risk Manager
TURN CARD OVER	
RN	

All Hazards Communication Protocol ADMIN SUPPORT STAFF	
Nurses have been directed to call 1732 when there is a devastating event	
Call Received	
Locate the primary or another supervisor for that staff	If supervisor not immediately available ask the 5 W's (Who, What, Where, When and Why)
TURN CARD OVER	
Support	

IAP Primary Objective Staff Safety	
Contact affected nurses, determine support and resources needed	Contact affected District
Notify affected staff family (if staff has not already done so)	Notify other SHS staff (Email if an option)
Provide ongoing situational awareness to non-affected staff in the field on scheduled basis (Every 30 mins suggested)	Determine if Nurse to Nurse staff needs to be deployed.
RN	

Gather Family Contact Information	
Print out family contact information by partnership and give to appropriate supervisor	
Situational Awareness	
Monitor event via media, flash alert etc. and provide updates to IC team	IC Team will draft an email to all staff to provide an update on a scheduled basis. Admin staff will distribute the information as directed
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