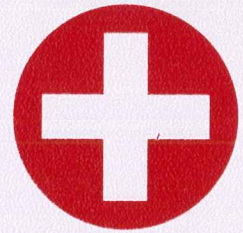

Emergency Preparedness Manual

NEED

HELP

Public School Numbers

Regional Service Center

Superintendent's Office 503-614-1401
Fiscal Department 503-614-1253
Human Resources 503-614-1445
Helpdesk Line 503-614-1400
Clatsop Service Center 503-325-2862
Columbia Service Center 503-366-4100
Tillamook Service Center 503-842-8423

Behavior Programs

Day Treatment Programs 503-684-1424 x1436
Levi Anderson 503-259-3125
PACE 503-359-8125 x4027
Cascade Pacific 503-641-1479

Early Childhood Special Education

Woodside Early Childhood Center 503-614-1720
Hillsboro Education Center 503-213-1700
Tualatin Early Childhood Center 503-614-1790

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Public School and Community Numbers
Basic Lifesaving Tips
Evacuation Procedures
Fire/Arson
Medical Emergency/Multi-Casualties
Utility Failure
Unidentified Person on School Site
Weapons on School Property
Bomb Threat Checklist
Evacuation Maps

Basic Lifesaving Tips

Disease Prevention

- Avoid direct contact with blood and other body fluids.
- Use protective equipment, such as disposable gloves and breathing barriers.
- Whenever possible, thoroughly wash your hands with soap and water immediately after giving care.

Control Bleeding

- Cover the wound with a clean dressing and press firmly against the wound (direct pressure).
- Elevate the injured area above the level of the heart if you do not suspect that the victim has a broken bone.
- Cover the dressing with a roller bandage.
- If the bleeding does not stop: (1) Apply additional dressings and bandages. (2) For leg or arm injuries, squeeze a pressure point at the artery against the bone.
- Provide care for shock.

Care for Injuries to Muscles, Bones and Joints

- Support the injured area.
- Control any external bleeding.
- Apply ice or a cold pack to control swelling and reduce pain.
- Avoid any movement or activity that causes pain.
- If you must move the victim because the scene is becoming unsafe, try to immobilize the injured area to keep it from moving.

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Basic Lifesaving Tips
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HELP

Symptoms of Shock

- Restlessness and irritability.
- Altered level of consciousness.
- Pale or ashen, cool, moist skin.
- Blue tinge to lips and nail beds.
- Rapid pulse.
- Rapid breathing.

Care for Shock

- Keep the victim from getting chilled or overheated.
- Elevate the legs about 12 inches (if broken bones are not suspected).
- Continue to monitor for airway, breathing and circulation (ABCs).
- Do not give food or drink to the victim.

Care for Burns

- Stop the burning by cooling the burn with large amounts of water.
- Cover the burn with dry, clean dressings or cloth.
- Treat for shock.

Be Aware of Biological/Radiological Exposure

- Listen to local radio and television reports for the most accurate information from responsible governmental and medical authorities about what's happening and what actions you will need to take.

Evacuation Procedures

Administrator's Responsibilities

- Signal an evacuation from the building by using the fire alarm.
- Involve other staff as necessary.
- Call **911**.
- Call Regional ESD Office at 503-614-1428.
- If students/staff need to leave the premises, request transportation to the designated site. Coordinate your effort with Regional Office and emergency responders.
- Take the Mobile Emergency Supply Kit.

Staff's Responsibilities

- Follow the evacuation routes posted in the room unless otherwise advised.
- Close your classroom doors when leaving the room.
- Do not touch the light switches.
- Take your record/attendance books, if possible.
- Assist with the building evacuation by checking bathrooms, etc.
- See that special needs students are physically assisted.
- Take roll call.
- Report missing student(s) ASAP to the Administrator/ Designee.
- Remain with classes and await further instructions from the Administrator-in-Charge.

Evacuation Procedures

Fire/Arson

Medical Emergency/Multi-Casualties

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Fire/Arson

Arson means the unauthorized starting of a fire on school property, or assisting another in starting a fire.

Administrator's Responsibilities

- Evacuate the building by using the fire alarm.
- Call **911**; give the specific location, if known.
- Call Regional Office at 503-614-1428.
- Assist in evacuating the building.
- Establish a command post for the fire responders, if necessary.
- Assist the fire department with locating the utilities.
- Ensure the building is evacuated.
- If students/staff need to evacuate campus, request transportation to the designated site. Also take the Mobile Emergency Supply Kit.
- Signal an "All Clear" when appropriate.
- Notify the custodial staff to recharge/replace the fire extinguishers where appropriate.

Staff's Responsibilities

- Activate the fire alarm.
- Notify the Administrator-in-Charge ASAP.
- Follow the evacuation procedures:
  - Take your record/attendance books, if possible, and close your classroom door.
  - Reassemble your students at the designated area.
  - Take roll call.
  - Report missing student(s) ASAP to the Administrator-in-Charge.
  - Await further instructions from the Administrator-in-Charge.
  - Re-occupy the building when an "All Clear" is announced.

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Fire/Arson

Medical Emergency/Multi-Casualties

Utility Failure

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Note

- If arson is suspected, inform the responding police/fire personnel.
- Assist the police/fire personnel.
- Help locate any possible suspect and/or witness(es).
- If the fire was extinguished, still report the fire to fire department for investigation.

Medical Emergency/Multi-Casualties

Administrator's Responsibilities

- Call **911**.
- Call Regional Office at 503-614-1428.
- Report to the scene. Secure and isolate the area.
- Have staff trained in first aid/CPR respond to the area to assist.
- Assign an individual to meet and escort the emergency medical responders to the scene.
- Notify the parent/guardian.
- Provide the police/EMS emergency information.
- Accompany the student/staff to the hospital if the parent/guardian cannot be there.

Allergic Reaction

- Notify office/Administrator-in-Charge immediately.
- Call **911**.
- Administer counteractive agent (Epi Pen) if necessary.
- Contact parent/guardian.

Staff's Responsibilities

- Evaluate the accident scene. Isolate and secure the area.
- Direct any unaffected persons to a safer and secured area.
- Call **911**.
- Notify the Administrator-in-Charge ASAP. Advise them of the number of injured and of the situation. Give the location.
- If the scene is safe, proceed to the victim and assess the severity of the injury.
- Stabilize the victim. Administer first aid.
- Assist the emergency medical responders.
- If the scene is not safe, i.e. electrocution, downed wires, etc., wait for EMS.

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Medical Emergency/Multi-Casualties
Utility Failure
Unidentified Person on School Site
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Utility Failure

Administrator's Responsibilities

- Contact the Facility Staff about the electrical outage.
- Contact the Facility Department to address the problem (503-614-1432).
- Call Regional Office at 503-614-1428.
- Ensure that the utility company has been contacted.

Staff's Responsibilities

- Remain in your classroom. Continue to teach and keep students calm.
- Advise students who need to use the bathrooms that the toilet cannot be flushed.
- If school is dismissed early, refer to individual student emergency forms to confirm student destinations.
- Make phone calls as necessary for alternate plans and document the change on the student emergency form.

Facility Staff Responsibilities

- Determine the full extent of the power outage for the Building Administrator.
- Keep the Building Administrator advised of the situation.

Unidentified Person on School Site

Administrator's Responsibilities

- Identify the problem and the location.
- Approach the subject and determine the nature of their business within the building.
- Ask for their identification.
- Request them to accompany you to the office. If the suspect is looking for a specific student, check their file for court orders, e.g. personal protection orders, custody orders.
- If there is no acceptable reason to be in the building, ask the intruder to leave the building site.
- If they refuse to leave:
  - Call **911**.
  - Call Regional Office to report the incident. Provide the suspect's description.
  - Await a police response.
  - If appropriate, declare "**Code Red Lock Down**."

Staff's Responsibilities

- Approach the subject and determine the nature of their business.
- Request that the subject report to the office.
- If possible, accompany the person to the office.
- If suspicious, notify the Administrator-in-Charge ASAP.

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Unidentified Person on School Site

Weapons on School Property

Bomb Threat Checklist

Evacuation Maps

Weapons on School Property

Follow these procedures within the building whenever you know or suspect a student may have a weapon in a locker, car, or anywhere else on school property.

Administrator's Responsibilities

- Declare "**Code Red Lock Down**" if the situation appears threatening to the safety of the building.
- Call **911**.
- Call Regional Office at 503-614-1428.
- Determine if a reasonable suspicion exists to search for a weapon.

Staff's Responsibilities

- Notify the Administrator-in-Charge ASAP.
- Do not attempt to approach or confiscate.
- If a weapon is found, isolate the area and do not touch the weapon. Police will secure it for evidence.
- Await further instructions from the Administrator-in-Charge.

Bomb Threat Checklist

The following is a checklist to be utilized by an operator or person receiving a call which threatens the safety or security of the Public School System.

Checklist: (Complete all possible items immediately following the call.)

1. **Time Call Received:** _____
2. **Time Call Terminated:** _____
3. **Caller's Name and Address (if known):** _____

   _____

   _____
4. **Sex:** ❑ Male ❑ Female
5. **Age:** ❑ Adult ❑ Child
6. **Bomb Facts (Questions to Ask):**
   a. When will it explode? _____
   b. Where is the bomb right now? _____
   c. What kind of bomb is it? _____
   d. What does it look like? _____
   e. Why did you place the bomb? _____
7. **Voice Characteristics:**

Tone	**Speech**		
Loud	Fast	Lisp	Slurred
Soft	Slow	Disguised	Nasal
High Pitch	Distorted	Foreign	Stutter
Low Pitch	Cursing	Raspy	

Language
Excellent
Good
Fair

8. **Background Noise:**

Music	Traffic
Voices	Machines
Cellular Phone	Quiet
Children	Typing

Other: _____

9. **Person Receiving Call:** _____
   Work Station: _____
   Date: _____

Death on School Site

(i.e. natural causes, accidental, suicide or homicide)

Survey scene to determine safe approach.

Administrator's Responsibilities

- Identify the problem and the location. Secure and isolate the area.
- Call **911.**
- Call Regional Office at 503-614-1428.
- Assist the police in locating and identifying possible suspect(s)/victim(s).
- Assess whether the suspect(s) can be safely isolated/ detained.
- Secure emergency information on the suspect(s)/ victim(s), if possible.
- Provide the police/EMS with emergency information.

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Death on School Site
Radiological Attack/Release
Nuclear Attack/Release
Biological Attack/Release/Outbreak
Chemical Attack/Accident
Explosion
Armed Subject or Hostage
Missing/Abducted Student
Severe Weather
Earthquakes
Tsunamis
Volcanoes

Staff's Responsibilities

- Identify the problem and the location. Secure and isolate the area.
- Call **911**.
- Notify the Administrator-in-Charge ASAP.
- If possible, calmly remove the students from the area.
- Discourage discussion.
- Wait for the police/EMS responders to arrive.
- Identify students in need of immediate support.

Radiological Attack/Release

Indicators of Radiological Exposure

- Symptoms usually do not appear for 2-6 hours, even with high doses.
- Some symptoms may include:
  - Nausea, vomiting, diarrhea, dizziness, fatigue, headache

Staff's Responsibilities

- Close windows and doors.
- Ensure that students do not chew gum, eat, drink or place objects in their mouth.
- Have students cover nose and mouth with handkerchief or other material.
- Take attendance.
- Wait for further direction from school administration.

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Radiological Attack/Release
Nuclear Attack/Release
Biological Attack/Release/Outbreak
Chemical Attack/Accident
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Armed Subject or Hostage
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Principal's Office Responsibilities

- Call **911** immediately and notify administration.
- Public address announcement to staff.
- Control building ingress/egress.
- Turn off HVAC (heating, ventilation, air conditioning) system.
- Ensure windows and doors are closed.
- Maintain a closed campus until evacuation or decontamination procedures are implemented by incident commander.
- If within 10 mile radius of incident, shelter in place until evacuation procedures are initiated.
- Conduct attendance audit of visitors, staff and students.

If Possible and Practical

- Keep exposure time to a minimum.
- Establish a location for evacuation and decontamination at the direction/approval of the incident commander.
- Contact your local Emergency Manager for recommendations.
- For those buildings within the Ten Mile Emergency Planning Zone of a nuclear power plant, please refer to required response plans or protocols.

Nuclear Attack/Release

The explosion of a nuclear bomb, the use of nuclear weapons, usable fissile material, and the seizure or sabotage of nuclear facilities.

- Detonation of a thermal nuclear bomb
- Bombing of nuclear facility or transportation vehicle (freeway)
- Use of a dirty bomb
- Use an explosive device to disseminate radioactive material
- Dissemination of radioactive materials with a spray device

Note: The amount of radiation from a "dirty bomb" is unlikely to give you radiation sickness or cancer (dependent on time, rate, distance).

Staff and Principal's Office Responsibilities

- Call **911** and notify administration.
- Await further instructions.
- Conduct attendance audit of visitors, staff and students.
- Refer to "Radiological Release/Incident" template.

Nuclear Attack/Release
Biological Attack/Release/Outbreak
Chemical Attack/Accident
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Biological Attack/Release/Outbreak

Indicators of Biological Incident

Symptoms may not present themselves for 1-20 days, depending on the biological agent, and may include:

- Fever, headache, chills, sweating, weakness and fatigue
- Joint and muscle pain
- Respiratory distress, difficulty talking or eating
- Nausea

Staff's Responsibilities

- Notify principal's office.

Principal's Office Responsibilities

- Call **911** and notify administration.
- Ensure local health department is contacted.
- Conduct attendance audit of visitors, staff and students.

Note: Establishment of information sharing system with public health officials to report excessive/unusual student absenteeism should be considered.

Consider: Establishing a location for evacuation, decontamination, or quarantine at the direction/approval of the incident commander.

Chemical Attack/Accident

Note: Most chemical agents do not produce a visible cloud.

Indicators of Chemical Hazard

- Blisters or rashes
- Unexplained coughing, fatigue, tearing in eyes, dizziness
- Unusual liquid droplets or oily film
- Unexplained animal sickness or death
- Unexplained odors

Staff's Responsibilities

- If a chemical attack or release is suspected, notify the principal's office immediately.
- Advise of injuries/anyone in immediate danger.
- If evident, notify principal's office of adverse physical symptoms present.
- Stay calm and keep students calm.
- Remain in room with door and windows closed. Await further instructions.
- Take attendance and keep class roster in your possession.
- If outside with students, seek shelter immediately.
- Have students cover nose and mouth with handkerchief or other material.

Principal's Office Responsibilities

- If chemical attack or release is suspected, turn off HVAC (heating, ventilation, air conditioning) systems.
- Call **911** and notify administration.
- Control building ingress/egress.
- Use PA announcement directing staff and students to remain in classrooms or move to a pre-designated safe/assembly area.

  Only at the direction of the incident commander.
- Conduct attendance audit of visitors, staff and students.
- Public announcement through local emergency manager or broadcast media.

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Chemical Attack/Accident
Explosion
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Explosion

Approximately 70% of terrorist events involve the use of explosives. Explosives can be used to disperse other hazardous materials. Types of explosions are:

• Mechanical • Chemical • Nuclear/Radiological

Staff's Responsibilities

Written, email, verbal or call-in explosion threat, OR upon discovery of potential explosive device:

- Stay calm.
- Inform principal's office via messenger or building telephone.
- Do not operate radios or electronic equipment.
- Evacuate to designated assembly area, leaving doors open as you exit.
- Recommend 1,000 feet distance minimum.
- Do not remove any items from the building as you exit.
- Take attendance.
- Report any missing students to principal's office immediately.
- Do not re-enter building.

Administrator's Responsibilities

Written, email, verbal or call-in explosion threat, OR upon discovery of potential explosive device:

- Upon notification, call **911** and notify administration.
- Use messenger to signal evacuation of staff and students to designated assembly area.

  Radio signals and/or electronic devices can activate explosive devices. Do Not Use:
  - Radios
  - Cell Phones
  - Electronic bells/public address system
- Report any unaccounted students to first responder on scene.
  - Fire
  - Police
  - Emergency Medical Services
- Conduct attendance audit of visitors, staff and students.

Armed Subject or Hostage

Follow these procedures within building whenever a person:

- has a weapon.
- says they have a weapon.
- is holding another person against their will.

Building Moves to "Code Red Lock Down" Procedure Immediately.

Overall Procedures

1. Call **911**.
2. Notify the Administrator-in-Charge. Relay accurate information.
   - Where in the building is the event occurring?
   - How many are involved (perpetrators and hostages)?
   - What demands, if any have been made?
   - Is anyone injured?
3. Render the appropriate assistance.

Administrator's Responsibilities

- Immediately declare "Code Red."
- Call **911**.
- Call Regional Office at 503-614-1428.
- Escort any students in hallways to a safe location.
- Isolate the lock down area.
- Await the arrival of the emergency responders.
- Provide assistance as needed.
- Coordinate with the police/EMS personnel.

Staff's Responsibilities

- If a weapon has been seen, follow the above procedures.
- Open window treatments and close and lock your classroom door.
- Make a list of all students not in the classroom, who should be, when the lock down was declared.
- Record the names of students who the enter room after the lock down.

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Armed Subject or Hostage
Missing/Abducted Student
Severe Weather
Earthquakes
Tsunamis
Volcanoes

- If directed to leave your classroom, take your class record book with you, if possible.
- Do not attempt to contact the office unless you have pertinent information or require immediate medical attention.
- Await further instructions from the Administrator-in-Charge.

If Weapon Is Found

Isolate the area. Do not touch the weapon. Police will secure the weapon for evidence.

If Subject Is Visible

Stay calm and do not approach. Do not attempt to confiscate the weapon; communicate and cooperate with the subject.

Stay calm! If a suspect threatens you with a weapon, follow the suspect's directions.

Do not try to be a hero.

Missing/Abducted Student

Overall Procedures

- If an abduction is observed or suspected, call **911** (if on a cell phone, call the local police).
- Obtain a detailed description of the abductor (physical appearance, type/color of clothing, and make/model/color/license number of any vehicle seen).
- If a student is missing/abducted, immediately notify the Administrator-in-Charge
- If possible, obtain a detailed description of clothing/time/location when child was last seen, and photograph of the child if possible.

Administrator's Responsibilities

Missing Student

- Conduct an immediate search of the school/school grounds.
- Call **911**.
- Contact the custodial parent/guardian of the missing student.
- Call Regional Office at 503-614-1428.

Abduction

- Call **911**, provide suspect/vehicle information.
- Call Regional Office at 503-614-1428.
- If an abduction is witnessed by other students, detain the students for interviews with the Administrator/law enforcement.

Staff's Responsibilities

Missing Student

- Notify the Administrator-in-Charge.
- Assist the Administrator with questioning friends/classmates.
- Maintain control of the remaining students.

Abduction

- If an abduction occurs during class, attempt to persuade the abductor not to commit the act, if possible.
- If an abduction is witnessed by other students, detain the students for interviews with the Administrator/law enforcement.
- Do not place yourself or students in harm's way.

Severe Weather

Tornado Watch: Conditions are right for a tornado.

Tornado Warning: A funnel cloud has been sighted. Take cover.

Note: At the first sign of lightning, all students should be inside the building.

Administrator's Responsibilities

- Office staff to monitor the Early Warning Weather Radio.
- Upon activation, office staff shall notify the Administrator-in-Charge and Regional Office at 503-614-1428.
- Administrator should monitor developing weather conditions.
- If conditions warrant protective measures to be taken, order students/staff to proceed to the shelter area.
- If there is a medical emergency call **911**.
- Administrator announces when students/staff are to return to their rooms.
- If damage has occurred to the building, the Administrator is to evacuate the affected areas/campus.
- Discourage the release of students until the severe weather passes.

Staff's Responsibilities

- Upon the order to shelter the students, proceed to the shelter area.
- If possible, take your record/attendance book.
- Account for all students. Report missing students to the office.
- If there is a medical emergency call **911**.
- Notify the Administrator-in-Charge ASAP.
- Keep students quiet and calm.

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Severe Weather | Earthquakes | Tsunamis | Volcanoes

Earthquakes

Prepare

- Pick "safe spots" in each room. A safe spot could under a sturdy table or desk or against an interior wall away from windows, bookcases or tall furniture that could fall on you.
- Practice **DROP, COVER AND HOLD ON** in each safe spot.

Respond

- If inside, stay there. Move only a few steps to a nearby safe spot (10 ft or less).
- If outdoors, stay there. Find a clear spot away from buildings, trees, street lights and power lines. Drop to the ground until the shaking stops. If you are in a vehicle, pull over to a clear location, stop and stay there with your seatbelt fastened until the shaking has stopped. Once the shaking stops proceed with caution.
- When the shaking has stopped, check for injuries and provide first aid.
- Look for and extinguish small fires. Eliminate fire hazards.
- Turn on a portable radio and listen for instructions from public safety agencies.
- Use phones **ONLY** for emergencies.
- Don't turn on any electricity after a major earthquake.

Tsunamis

Be Aware: A tsunami is a series of ocean waves usually caused by earthquakes or underwater landslides. Tsunami waves may travel up to 600 miles per hour in open water. As they enter shallow water near land, they get higher and can cause great loss of life and property damage. Experts believe a tsunami could hit the Northwest coast with as little as five minutes warning. In low-lying areas without a tsunami warning system, an earthquake may be the only sign a tsunami is approaching.

Understanding Tsunami Warnings on Radio and TV

- **Tsunami Advisory**: An earthquake has occurred in the Pacific Basin, which might generate a tsunami. Hourly bulletins will be issued to advise you of the situation.
- **Tsunami Watch**: A tsunami was or may have been generated, but is at least 2 hours travel time to the area in watch status. Local officials should prepare for possible evacuation if their area is upgraded to a warning.
- **Tsunami Warning**: A tsunami was or may have been generated, which could cause damage; therefore, people in the warned area are strongly advised to evacuate.

Prepare

- Become familiar with the tsunami warning signs. A strong earthquake may generate a tsunami. A noticeable rapid rise or fall in coastal waters is a sign that a tsunami is approaching, in addition to a loud rumbling sound such as rocks being overturned as the water returns.
- Plan an evacuation route from your home, school, workplace or any other place you'll be where tsunamis present a risk.
- If you are visiting an area at risk from tsunamis, become familiar with tsunami evacuation information and how you would be warned.
- Tsunami evacuation maps should be posted.

Respond

- If you feel an earthquake while you are on the coast, DROP, COVER AND HOLD ON If inside, and avoid falling objects if outside (see Earthquakes).
- When the shaking has stopped, move quickly inland and to higher ground. Go on foot if possible. Don't delay.
- If a tsunami watch is issued, listen to a NOAA weather radio, Coast Guard emergency frequency station or other reliable sources for updated emergency information and be ready to evacuate.
- Remain inland and on higher ground until an official "all clear" announcement is made by local officials. Typically there are multiple, large waves and tsunamis may last for hours.

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Volcanoes

Be Aware: Explosive volcanoes blast hot solid and molten rock fragments and gases into the air. As a result, ashflows can occur and ash can fall hundreds of miles downwind.

Prepare

- Learn about your community warning systems and emergency plans.
- Be prepared for the hazards that can accompany volcanoes, such as mudflows, flash floods, landslides, rockfalls, earthquakes, ashfall and acid rain.
- If you live in a known volcanic hazard area, plan a route out and have a backup route.

Respond

- Although it may seem safe to stay indoors and wait out an eruption, if you are in a hazardous zone, doing so could be very dangerous. Follow authorities' instructions and put your disaster plan into action.
- **Ashfall**: Volcanic ash is not poisonous, but it can irritate your respiratory system. Take precautions to protect your lungs if volcanic ash is present by wearing single-use (disposable) paper dust masks. If you have a respiratory ailment, avoid contact with any amount of ash. Stay indoors until local health officials advise it is safe to go outside.
- Close all windows, doors, and dampers.
- Avoid driving in heavy ashfall. Driving will stir up more ash that can clog engines and stall vehicles.
- Avoid areas downwind and river valleys downstream of the volcano.

ALL CLEAR