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Next Review 10/2024

**General Operating Policy: Newberg School-Based Health Center  
Emergency Procedures**

**Purpose**

To define a uniform procedure for protecting patients, staff and visitors from the effects of a potentially toxic external atmosphere.

**Policy**

It is the responsibility of every professional to maintain a state of professional readiness for emergency response and to participate fully in emergency drills and exercises. All health care professionals, including physicians and nurses as well as support staff are encouraged to engage in the planning, training, and exercising for emergencies and modeling good management practices. Staff will participate in continuing education on emergency preparedness, with particular attention to the application of the local emergency operations plan (EOP) and local hospital needs. Staff will participate in both real events and planned exercises as directed during and outside their normal work hours.

The EOP has been developed with consideration of six core areas of hospital emergency management. All future plans, updates and response efforts will follow the same process. The core areas are:

1. Communications
2. Resources and Assets
3. Safety and Security
4. Staff Responsibilities
5. Utility Management
6. Patient Clinical and Support Activities

All staff will familiarize themselves with departmental plans and procedures for preparing for, mitigating, responding to and recovering from emergent events. Emergency operations planning

will be conducted at the level of the Newberg School-District and SBHC plans will be updated accordingly.

## **Procedures**

### General Emergency Preparedness

1. Activation: Newberg Public Schools will use a radio system to communicate with the School-Based Health Center regarding any potential threat or emergency circumstance. 9-1-1 will be called by the School-Based Health Center if it is the site of origin or if not already initiated by the school.
2. On site emergencies: School district buildings outside of the School-Based Health Center will follow the current process of activating 9-1-1 for emergency medical response. SBHC staff will not be expected to immediately respond to medical emergencies outside off the SBHC building.
3. Evacuation: If evacuation of the building is indicated, patients, staff, and visitors will be directed to the tennis courts and an attendance inventory will be taken upon arrival.
4. Staff will follow all emergency policies related to lockdown, lockout, shelter, and evacuation indicated in the Newberg School District Classroom Crisis Guide, as posted at the front desk of the SBHC.
5. SBHC staff will attend school safety meetings and participate in school emergency preparedness drills.

## **Stakeholders**

Providence Oregon Medical Group – Access Strategies

Providence Behavioral Health Services

Newberg Public Schools

Oregon Health Authority, Oregon School Based Health Centers

Yamhill County Public Health

## **List Cross-References**

PH&S Oregon Region, General Operating Policy: Fire-Life Safety Management Plan (PolicyStat ID: 11498693)

PH&S Oregon Region, General Operating Policy: Emergency Operations Plan Overarching Policy (PolicyStat ID: 10132319)

PH&S Oregon Region, General Operating Policy: Defend in Place (PolicyStat ID: 9846007)  
Newberg School District Emergency Policies and Procedures