



EMERGENCY PREPAREDNESS PLAN

SEVERE WEATHER/ENVIRONMENTAL EMERGENCY

- 1) Bring all students and staff into the building. Move everyone to a safe area away from glass or loose objects.
- 2) Take roll and account for all students and staff.
- 3) Close windows, blinds, and doors – make sure all skylights and openings are covered.
- 4) Inventory all food, blankets, lights, first aid equipment and water that is available.
- 5) Shut off gas if appropriate with the situation.
- 6) Monitor the Emergency Alert Stations, Weather Stations, and National Weather Service. Follow guidelines and commands from Authority of Jurisdiction.
- 7) Remain in safe areas until warning expires or until command has issued an all-clear signal.

ACTION-Duck and cover; or Shelter in Place, whichever is appropriate.

SEVERE WEATHER /ENVIRONMENTAL EMERGENCY

POWER OUTAGE

Administration:

- 1) Contact Rocky Mountain Power to determine extent of power outage
1 (877) 508-5088
- 2) Communication with School Director as to length and extent of problem.
- 3) Obtain Directive from School Director whether to dismiss or finish school day.
- 4) If evacuation is necessary, follow EVACUATION PLAN.

Teachers:

- 1) Conduct school as usual until directed otherwise by administration.

Students:

- 1) Follow teacher's instruction and continue school work
- 2) Action is: **Remain calm and follow instructions.**

POWER OUTAGE

NATURAL GAS LEAK

- 1) Convey warning to school personnel through intercom, messenger, or through other communication sources.
- 2) Instruct custodial staff to shut off natural gas to the building. School director will shut off gas if custodian is not available.
- 3) Evacuate the building as per predetermined plan.
- 4) Assemble students and staff as far away from building as safely possible.
- 5) Notify gas company, fire department, local police and other appropriate agencies.
- 6) Teachers will account for all students under their supervision.

Action: Remain calm and follow directions.

NATURAL GAS LEAK

CHEMICAL SPILLS

- 1) Convey warning to school personnel through intercom, messenger or other communication sources.
- 2) Contact law enforcement and/or fire department (911). Determine action to be taken.
- 3) Announce emergency response to be taken as one of the following:
 - a. In-house shelter – shut windows and doors; turn off outside vent fans.
 - b. Temporary evacuation – avoid contaminated area while evacuating school; do not reenter until spill is cleaned up by trained personnel.
 - c. School evacuation and closure – evacuate school and arrange for students to be sent home by predetermined emergency procedures.
- 4) Teachers will be directed to account for all students under their supervision.
- 5) If evacuation is necessary, use the primary or secondary gathering area depending on which location is up wind of the spill area. Prevailing winds are a consideration.

ACTION: LISTEN FOR INSTRUCTIONS

CHEMICAL SPILL

NUCLEAR PROBLEMS

- 1) Convey warning to school personnel through intercom, messenger, or other communication sources.
- 2) Coordinated emergency response with law enforcement (911) and other local authorities.
- 3) Teachers will be notified to close doors and windows.
- 4) Students will be asked to take cover as in an earthquake and to refrain from looking outside.
- 5) Teachers will account for and control all students until they are otherwise instructed.
- 6) Administration will obtain current information by way of radio.
- 7) If evacuation is required, procedures will follow predetermined routines.

ACTION: REMAIN CALM – LISTEN FOR INSTRUCTIONS.

NUCLEAR PROBLEMS

EARTHQUAKE

- 1) When an earthquake strikes, assume the preferred defensive position:
DROP! COVER! HOLD! Drop to the floor, seek cover under a desk or table, hold on to piece of furniture.
- 2) If there is not a desk or table to seek cover under, the appropriate defensive position may be up against a wall or in a doorway, squatting and covering one's head.
- 3) If possible, stay away from windows.
- 4) Remain in this position until you are reasonably certain the quaking has stopped or until further instructions have been given from the school administration.
- 5) Evacuate the school building when it has been deemed safe and appropriate as predetermined evacuation procedures.
- 6) Once outside, stay clear of buildings, trees, poles and power lines.
- 7) Assemble in predetermined areas and account for all students.
- 8) Remain in assembly areas until situation is assessed and further directions are given.
- 9) Coordinate further response with authorities, including the School Director.

EARTHQUAKE

HOSTAGE SITUATION/INTRUDING IN BUILDING/SHOOTING

- 1) Call “911”. Take immediate cover. Avoid confrontation with the intruder before the police arrive.
- 2) School Director will announce “LOCKDOWN-THIS IS NOT A DRILL. LOCKDOWN. SEEK SHELTER IN PLACE”

Teachers should not allow students to leave the classroom and should direct them to be seated on the floor next to an interior wall away from the windows & doors. Students should only be allowed to leave the classroom when the all-clear announcement has been given or when directed to move to another location by the police.

- 3) Teachers take an accurate count of students.
- 4) Refer media contacts to the principal
- 5) Note the location, number of persons involved and a description of the suspect(s).
- 6) Remain calm and keep all conduct in line with best interest of students and staff.
- 7) **Action: FOLLOW STEP 2 OF THIS SECTION**

HOSTAGE SITUATION/INTRUDER/SHOOTING

EVACUATION ROUTES

A building evacuation map with all marked exits will be provided for each room. Depending on the location of each staff member's classroom will depend on which route they will take in order to exit the building. There will be a pre-designated location with an alternate location for all students/staff to assemble for roll call.

Things to Remember!

1. Get the classroom emergency folder and roll
2. Respond to student injuries appropriately.
3. Evacuate the building by the predetermined route or by the safest route possible.
4. Check attendance as soon as the class has safely evacuated the building to the predetermined assembly area.
5. Keep the class together at all times.
6. Report attendance to the School Director.
7. School Director will instruct teachers to begin walking toward alternate school location or back into school building.
8. All classes stay together with your teacher.
9. Walk to location.
10. Take attendance when class arrives at location (alternate location or classroom).
11. Report any attendance changes to the School Director.
12. Release students to responsible adults according to school procedures.

EVACUATION ROUTES

MEDICAL EMERGENCIES

- 1) Appropriate first aid for minor injuries, including small wounds, sprains, foreign bodies in the eye, minor burns, and fractures, requires proficiency with bandages and splints, and in applying dressings.
- 2) For major injuries, assess the situation and give immediate and appropriate treatment.
- 3) Take care to preserve life.
- 4) Take steps to prevent the condition from worsening.
- 5) Give care, not treatment, to the maximum level of your training only.
- 6) Provide reassurances to the injured person.
- 7) Maximize comfort for the injured person.
- 8) Make contact with front office. Call 911 if injury warrants immediate life-threatening treatment.
- 9) Administration will notify the parents/guardians of injuries that may require additional care.
- 10) Administration - Help arrange for the injured person to be seen by physician or taken to hospital, if necessary.

NOTE: All staff should have regular training in first aid procedures for medical emergencies, including appropriate treatment for bleeding & fractures, as well as practice in transporting injured persons appropriately.

Emergency First-Aid Checklist and Accident Injury Report forms can be found at the back of this packet. After using a form, be sure to get a replacement at the front office.

MEDICAL EMERGENCIES

FIRE

- 1) Activate the fire alarm.
- 2) Quickly and safely evacuate the building as per predetermined evacuation routes to outside designated meeting areas at least 1000 ft. from building.
- 3) Individual students or groups of students who are not in their classrooms should evacuate by moving immediately to the nearest safe exit.
- 4) First student to exit classroom should hold the door open until all students have departed from the classroom.
- 5) If possible, students should randomly grab coats as they exit the classroom.
- 6) Teacher should close door and exit last, being sure to grab emergency information folder, including attendance book and/or class list.
- 7) Doors should remain unlocked.
- 8) Account for all students, remaining calm while maintaining order.
- 9) Concurrent to evacuation, fire and police departments should be notified “**911**”
- 10) Coordinate next response with authorities.

ACTION: FOLLOW EVACUATION ROUTES AS REHEARSED.

FIRE

BOMB THREAT

Phone-in bomb threat – Be calm and courteous. Listen: Do not interrupt the caller. Carefully attempt to keep caller on the telephone as long as possible and discretely alert someone else by a prearranged signal to call “911” and have the call traced.

- Dial “911” – tell the dispatch “This is (name of caller) from ENDEAVOR HALL. We are receiving a bomb threat on another line. The number of that line is (801) 972-1153. Please trace the call.”

If the caller is agreeable to further conversation, politely ask the following:

- When will the bomb go off? How much time is remaining?
- Where is the bomb located? What part of the building?
- What type of bomb is it?
- Why are you doing this?
- Who are you? Where are you now?

If the building is occupied, inform caller that detonation of a bomb will cause injury or death.

Attempt to identify – document the telephone conversation.

The School Director shall determine whether to evacuate the building(s) threatened.

The School Director should determine whether to call the fire and/or police department, if warranted.

Notify the Board Chair

Resume school when it is determined safe by the proper authorities.

Do not publicize the threat any more than necessary.

BOMB THREAT

PUBLIC SAFETY AGENCIES	PHONE No.
General Emergency	911
Police/Sheriff/Fire	911
Poison Control	(800) 362-0101
Emergency Medical Services	911
Utah Valley Health Department	(801) 598-6003
West Valley City Police Chief	(801) 963-3300
OTHER AGENCIES	PHONE No.
Questar Gas	(800) 767-1689
Juvenile Justice-Probation Officers	(801) 284-0200
Youth Center	(385) 468-4500
Granger Hunter Improvement District	(801) 968-3551
Rocky Mountain Power	(877) 508-5088
Division of Child & Family Services	(855) 323-3237
Child Abuse & Foster Care After Hours & Holidays	911