



# EMERGENCY PLAN

*This basic plan outlines Promontory School's approach to emergency management and operations. It has been developed to assist Promontory and protect its staff and students during an emergency. A copy of this condensed plan should always be kept by the door of every classroom.*

## STAY CALM

<b>Police/Fire:</b>	911
<b>School number:</b>	435-919-1900
<b>Sheriff:</b>	435-734-3818
<b>Poison Control:</b>	800-222-1222
<b>Red Cross:</b>	800-328-9272
<b>Jennifer Blaine -</b> Director/Media Spokesperson:	435-740-0852
<b>Shawna Ulm - Building Manager:</b>	801-721-0633
<b>Jen Dabb - Building Manager:</b>	435-730-1876
<b>Tammy Stutznegger- Admin Assistant:</b>	435-695-5243
<b>Amanda Walker - Food Services:</b>	435-730-0565
<b>Perry City Offices:</b>	435-723-6461
<b>Sucide Prevention line:</b>	988

**Main water shut-off:** utility room to right front of building.

**Secondary water shut-off:** in curb strip at center front of building.

**Main electric panels:** utility room to left front of building and behind kitchen.

**First aid supplies:** office and storage room by kitchen

**Fire extinguisher:** office and kitchen areas

**Gas shut-off:** right front of building (Authorized dealer only to restart gas)

**NOTE: Follow procedures in this booklet BEFORE dialing 911 unless otherwise instructed**

**CODE WORDS    Warning: Alert will be given by intercom, phone or by runner**

Condition: **Green**

1. Evacuate Immediately
2. Remain calm/Take roll book.
3. Shut off lights and close door.
4. Lead students safely outside to assembly area
5. Account for all students
6. Stay in area until other instruction is given.

Condition: **Red**

1. Stay in Room
2. Lock doors and windows
3. If in hall, report to nearest room
4. Remain calm.
5. Account for each student
6. Stay until other instructions are given

**CARDS used in all situations and are placed in windows or held out when in an evacuation.**

**Green:**        Everyone is okay and accounted for

**Red:**         In need of emergency medical help or a student is missing

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# Active Shooter / Armed Intruder

**Purpose:** These procedures are intended to guide staff in responding to a situation in which an active shooter or armed intruder has entered the school property. An active shooter or armed assault on campus involves one or more individual's intent on causing physical harm to students and staff. Intruders may possess a gun, a knife, a bomb or other harmful device. The following steps are to be taken in order to ensure student and staff safety.

## Director or Designee:

- The Director or Designee /Administration will direct staff to call 9-1-1, give the name and exact location of the school, the nature of the emergency, number and description of intruders (if known), type of weapon(s), area of the school where last seen, and actions taken by the school. Caller will remain on the line to provide updates.
- The Director or Designee **will** announce a building-wide LOCKDOWN alert. Direct staff and students outside the building to move immediately to the campus Assembly Area(s) and be prepared to EVACUATE off-campus if necessary.
- The Director or Designee **will** direct any support staff outside to stop pedestrians from entering school grounds and stop all vehicles from entering the campus until police arrive.
- The Director or Designee will secure the administration office as a command post and retrieve the Critical Incident Response Kit. If the incident is occurring at the administration office, the Director or Designee will designate an alternate command post.
- The Director or Designee will assign someone to meet and brief arriving law enforcement officers.
- The Director or Designee or designee will disarm the fire alarm.
- The Director or Designee will direct office staff to contact the classrooms via intercom or alternate means of communication to check status.
- The Director or Designee will request activation of media and parent notification protocols.
- Refer media to: Director or Designee.

## Teachers and staff:

- Upon first indication of an armed intruder, staff should immediately notify the School Administrator and go to LOCKDOWN.
- Clear students from the hallway and bathrooms outside the classroom immediately.
- Close and lock all doors and windows, pull down the shades and turn off the lights.
- Tell the students to get down on the floor up against an interior solid wall and remain quiet.
- Account for all students and report any additional non-class students sheltered in the room and any missing students.
- Place a RED or GREEN card on an outside window, on the inside door window or under the door to communicate with first responders.
  - A **GREEN** card means  
***“Everything is OK in the classroom.”***
  - A **RED** card means  
***“Emergency assistance is needed.”***
- Teachers, staff and students will remain in LOCKDOWN until given the “All Clear” by the Director or Designee or a law enforcement officer in uniform.
- If an intruder enters the classroom use a predetermined code to communicate when the office calls for a status check.
- If an intruder enters and begins shooting, tell the students to “GET OUT ANY WAY POSSIBLE”, indicating that they are to exit the building or run to another location that can be locked.

## Recovery

- After the intruder(s) have been subdued, the Director or Designee will announce an EVACUATION and OFF-CAMPUS RELOCATION to an alternate site for FAMILY REUNIFICATION.
- The Director or Designee will notify officials at the relocation site of the EVACUATION and to activate FAMILY REUNIFICATION protocols.
- The Director or Designee will request bus transportation or alternate transportation to the relocation site.
- The Director or Designee will request the district activate media and parent notification protocols and direct parents to go to the relocation site.
- Teachers will EVACUATE the building using the designated exit routes and alternate routes to the assigned Assembly Areas, take attendance and move to the relocation site.
- The Director or Designee will notify the area mental health agency to provide counseling and mental health services at the relocation site.
- The Director or Designee will debrief the school Emergency Management Team.
- The Director, in consultation with law enforcement officials, will determine when the school can resume normal activities and communicate the information to parents and the public. (Note: The school is a crime scene and will require a thorough search and processing.)

## Assault/Fights

**Purpose:** These procedures are intended to guide staff in responding to an assault/fight taking place at or on the school premises/function.

- Put staff and student safety as the first priority.
- Defuse and de-escalate the situation when possible.
- Notify Administration.
- Document all actions and witnesses and report this to the administration.

# Bomb Threat

**Purpose:** These procedures are intended to guide staff in responding to a situation in which a bomb threat has been called into the school. The included checklist will help in guiding reactions to the call.

## Call Taker:

- Upon receiving a message that a bomb has been placed in school:
- Use a bomb threat checklist, which can be found two pages further along in this booklet.
- Ask where the bomb is located, when the bomb will go off, what materials are in the bomb, who is calling, why the caller is doing this. (See Bomb Threat Checklist)
- Listen closely to the caller's voice and speech patterns and to noises in the background.
- Notify the Director or designee.

## Director or Designee:

- Director or Designee notifies law enforcement by calling 9-1-1.
- Assign staff to meet and brief emergency responder agencies outside.
- Notify staff with the following message:  
**“YOUR ATTENTION PLEASE. A BUILDING EMERGENCY IS IN EFFECT. ALL STAFF AND STUDENTS SHOULD REMAIN IN THEIR ROOMS UNTIL ADVISED OTHERWISE. SEARCH TEAM MEMBERS PLEASE REPORT TO (insert name here). ALL TWO-WAY RADIOS AND CELL PHONES SHOULD BE TURNED OFF.”**

## The Director or Designee and law enforcement agency will decide to:

- Evacuate Immediately
- Search the building and evacuate if warranted.
- Ensure staff who received the call completes the Bomb Threat Checklist and gives it to law enforcement officials.
- Assemble and brief the Search Team members at the interior command post. Assign search areas within the building, the emergency exit routes and the outside assembly areas.
- If a suspicious item is located, notify law enforcement officials, order an EVACUATION selecting routes and assembly areas away from the suspicious item.
- Direct students and staff, “DO NOT take personal belongings, coats or backpacks.” “Teachers and staff will leave their windows and doors open when exiting.”
- Students and staff must be evacuated to a safe distance outside of school building(s) MINIMUM 1000 Feet. is the general rule. Consult with Fire and Police officials.
- Arrange for a person who found a suspicious item to talk with law enforcement officials.
- No one may re-enter the building(s) until fire or police personnel declare them safe.
- The Director or Designee may move students to Perry Park if weather is good or Perry Stake Center if the building is damaged or weather is poor.
- The Director or Designee will notify staff and students of the termination of the emergency and when to resume normal operations.

## Teachers and staff:

- Teachers and staff will check their classrooms, offices and work area for suspicious items and report any findings to the Director or Designee or Search Team members.
- If a suspicious item is found-DO NOT TOUCH IT. Secure the area where the item is located, but do not guard it.
- Teachers will account for their students and be prepared to evacuate if ordered.
- Teachers and staff will evacuate using standard procedures and exit routes to the assembly area.

- Teachers will open classroom windows and leave classroom doors open when exiting.
- Teachers take roll after being evacuated. Hold up the GREEN status card to indicate everyone is accounted for. Use a RED status card to indicate a student or staff is missing or you need immediate assistance. Be prepared to report the names of any missing persons to school administration.
- Keep your class together at the assembly area until given further instructions. Be prepared for Off-Site Evacuation if ordered.
- If given the “All Clear” signal, return to the building and resume normal operations.

# BOMB THREAT CHECKLIST

*(To be completed by the call-taker)*

Call received at \_\_\_\_\_

The number the threat was called into \_\_\_\_\_

Exact wording of original threat:

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Is the caller's voice familiar? If so, who does it sound like? \_\_\_\_\_

Approximate age of caller \_\_\_\_\_

Is the caller's voice... (circle as applicable)

- Calm \_\_\_\_\_
- Nasal \_\_\_\_\_
- Angry \_\_\_\_\_
- Stutter \_\_\_\_\_
- Excited \_\_\_\_\_
- Lisp \_\_\_\_\_
- Slow \_\_\_\_\_
- Male \_\_\_\_\_
- Female \_\_\_\_\_
- Raspy \_\_\_\_\_
- Rapid \_\_\_\_\_
- Deep \_\_\_\_\_
- Soft \_\_\_\_\_
- Ragged \_\_\_\_\_
- Loud \_\_\_\_\_
- Clearing throat \_\_\_\_\_
- Laughter \_\_\_\_\_
- Deep breathing \_\_\_\_\_
- Crying \_\_\_\_\_
- Cracked voice \_\_\_\_\_
- Normal \_\_\_\_\_
- Disguised \_\_\_\_\_
- Slurred \_\_\_\_\_
- Distinct accent \_\_\_\_\_

Background sounds: (circle as applicable)

- Machinery \_\_\_\_\_
- Street Noises \_\_\_\_\_
- Voices \_\_\_\_\_
- Animals \_\_\_\_\_
- Clear \_\_\_\_\_
- House noises \_\_\_\_\_
- Static \_\_\_\_\_
- Music \_\_\_\_\_
- Long distance \_\_\_\_\_
- Local \_\_\_\_\_
- Motor \_\_\_\_\_
- Office Noises \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_



Threat Language: (circle as applicable)

- Well Spoken/ \_\_\_\_\_
- Incoherent \_\_\_\_\_
- Taped \_\_\_\_\_
- Foul \_\_\_\_\_
- Threat read \_\_\_\_\_
- Irrational \_\_\_\_\_
- Incoherent \_\_\_\_\_
- Taped \_\_\_\_\_
- Other: \_\_\_\_\_

Questions to ask if the opportunity arises.

When is the bomb set to explode? \_\_\_\_\_

Where is the bomb right now? \_\_\_\_\_

What does the bomb look like? \_\_\_\_\_

What kind of bomb is it? \_\_\_\_\_

What will cause it to explode? \_\_\_\_\_

Did YOU place the bomb? \_\_\_\_\_

Why? \_\_\_\_\_

What is your address? \_\_\_\_\_

What is your name? \_\_\_\_\_

Additional comments

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Call ended at: \_\_\_\_\_

Signed \_\_\_\_\_

# Drop, Cover and Hold

**Purpose:** Drop, Cover and Hold is used when an incident occurs with little or no warning. This action is taken to protect students and staff from flying or falling debris resulting from explosions, structural failures, severe weather or earthquakes.

- Inside, teachers will instruct students to duck under their desks and cover their heads with their arms and hands.
- All students and staff who have moved to shelter or safe areas in the building in response to severe weather, should kneel against the wall and cover their head with their arms and hands.
- Outside, teachers will instruct students to drop to the ground, place their heads between their knees and cover their head and eyes with their arms and hands.
- Instruct everyone to move away from windows.
- Teachers should account for their students and report any student missing to the administration and place the appropriate card color in their windows.
- The Director or Designee may order an evacuation if the situation warrants, and it is safe to do so.

# Earthquake

**Purpose:** These procedures are intended to guide staff in responding to a situation in which an earthquake has occurred. Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to building and injuries. The following steps are suggested in order to maintain the safety of the students and staff.

## Director or Designee:

- The Director or designee will call 9-1-1(if necessary).
- After the shaking stops, the Director or Designee will initiate an EVACUATE BUILDING alert. Staff and students will evacuate using designated routes or alternate routes to the outside Assembly Area(s).
- The Director or Designee will contact Perry City and activate the media and parent notification protocol.
- The Director or Designee will establish a school command post and medical triage site on campus.
- The Director or Designee will direct staff to shut off utilities as needed and notify the appropriate utility company of damages (e.g., gas, power, water or sewer).
- The Director or Designee will consult with emergency management and public safety officials to determine if the buildings are safe for reoccupancy.
- The Director or Designee will decide whether to announce dismissal of students from the school or EVACUATE student's off-campus to an alternate relocation site for Parent Reunification.
- If an off-campus EVACUATION is ordered, activate the parent notification procedures and notify Perry City to request assistance at the relocation site.

## Teachers and staff:

- Upon the first indication of an earthquake, teachers should direct students to DROP, COVER and HOLD, seek shelter under desks and move away from windows and overhead hazards.
- If outdoors, teachers should direct students to move away from buildings, gas and electrical lines.
- If EVACUATION is ordered, teachers will bring their student roster and emergency Go Kit, take attendance at the Assembly Area, use green, yellow, and red cards and then report any missing or injured students.
- Designated staff will check for injuries and provide appropriate first aid.
- Be prepared to relocate to a remote site if an off-campus evacuation is ordered

# Evacuation

**Purpose:** Whenever it is determined that it is safer outside than inside the building (I.E., fire, explosion, hazardous material spill inside, structural failure, etc.)

## **Director or Designee:**

- Designate someone to Call 9-1-1, identify the name of the school, describe the emergency, state the school is evacuating, and identify the location of the school command post.
- The Director or designee will make the following announcement:

**“YOUR ATTENTION, PLEASE. WE NEED TO INSTITUTE AN EVACUATION OF THE BUILDING. TEACHERS ARE TO TAKE THEIR STUDENTS TO THEIR DESIGNATED ASSEMBLY AREA. TEACHERS TAKE YOUR CLASS ROSTER AND TAKE A HEADCOUNT AT THE ASSEMBLY AREA.”**

- Notify Perry City Police of the school evacuation.
- Designate someone to oversee the removal of staff and students to the alternate off-campus relocation site.

## **Office staff:**

- Take visitor log and student sign out sheet to the assembly area.
- Gather headcount information from teachers and inform the Director or designee of any missing student(s) or staff.

## **Teachers:**

- Teachers will instruct students to evacuate the building, using designated routes.

## **Support Staff:**

- Return all your students to their classroom designated assembly areas or a buddy teacher, avoiding area(s) of hazard.
- Return to the Unassigned Staff Area. You may be needed in another capacity as the incident unfolds

# Family Reunification

**Purpose:** The Family Reunification Protocol is used to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children whenever the school facility or grounds is rendered unsafe, and a remote site is needed.

## **Director or Designee:**

- The Director or Designee will determine the appropriate pre-designated relocation site and safe evacuation route. The predesignated off campus sites are Perry Park and Perry Stake Center. Other sites will be added as the situation may require. The Director or Designee will notify the contact person at the relocation site to prepare for the arrival of students.
- Designate a Reunification Site Commander.
- Request Perry City to send personnel to staff the Family Reunification Center.

## **Reunification Site Commander:**

- Establish a command post.
- Organize public safety and mental health/crisis response staff who will be reporting to the site. Use them to calm waiting parents/guardians and explain that an orderly process is required for the safety of the students.
- Check identification of all non-uniformed personnel who arrive to assist.
- Secure a holding area for arriving students and staff away from waiting family members.
- Set up an adult report area for parents/guardians to sign-in and to check identification.
- Set up a student release area where students will be escorted to meet their parents/guardian and sign out.
- Set up a mental health area and direct staff to escort the parent/guardian of any injured, missing or deceased student to the area for staff to provide notification in private away from other parents.
- Set up a media staging area and notify the school media liaison of the location.
- Keep evacuees on buses or in a holding area separate from parents until they can be signed out to waiting parents/guardians.
- Only release students to authorized persons after checking proof of identity and signing a student release form.
- Instruct parents/guardians to leave the site to make room for others once they have signed out their student.

## **Teachers**

- Provide a list of evacuees to the reunification site staff upon arrival.
- Ensure special needs students and staff are assisted. Request help if needed.
- Follow the instructions of the Family Reunification Center staff when you arrive. You may be asked to assist in staffing the site.

# Fire

**Purpose:** These procedures are intended to guide staff in responding to a fire at the school.

## **In the event a fire or smoke from a fire has been detected:**

- Any staff discovering fire or smoke will signal the fire alarm and report the fire to the School Administrator.
- Off-site Evacuation location: Perry Park/adjacent church - Address: 2415 South 900 West Perry Utah 84302

## **Director and Designee:**

- Director or designee calls 911 to confirm the alarm is active, identify the school's name and location, provide the exact location of the fire or smoke, state the building is being evacuated and identify the location of the school command post.
- School office staff will take the visitor log, student sign-out sheet and the Critical Incident Response Kit and evacuate to the designated school command post.
- Office staff will obtain student roll from teachers and inform the Director or designee of any missing students.
- After consulting with the Director, fire department and law enforcement officials, the Director or Designee may direct an off-site evacuation to Perry Park if the building is damaged or Perry Stake Center if weather is inclement and the building is damaged.
- Director or Designee notifies students and staff of termination of emergency, returns to the building and resumes normal operations.
- After consulting with the Director, fire department and law enforcement officials, the Director or Designee may direct an off-site evacuation to Perry Park if the building is damaged or Perry Stake Center if weather is inclement and the building is damaged.
- Director or Designee notifies students and staff of termination of emergency, returns to the building and resumes normal operations.

## **Teachers and staff**

- Take the class roster located in the emergency "Go Kit" and lead students out of the building to the designated assembly area(s). Use alternate escape routes if the regular route is blocked or there is a safety hazard.
- Close the classroom door and turn out the lights upon exiting confirming all students and personnel are out of the classroom.
- Take attendance at the assembly area after being evacuated. Hold up the GREEN status card to indicate all students are accounted for. Use the RED status card to indicate a student or staff is missing or you need immediate assistance.
- Be prepared to move students if an OFF-CAMPUS EVACUATION is ordered.
- Keep your class together and wait for further instruction.

# Hazardous Material Release

**Purpose:** These procedures are intended to guide staff in responding to a Hazardous Material Release. A hazardous material (haz-mat) release is defined as an incident involving the discharge or spill of a biological or chemical substance including release of radioactive materials. Internal haz-mat incidents may occur from activities in a school laboratory, vocational technical area, or maintenance shop. External haz-mat exposure often results from an accident involving a train or truck carrying hazardous materials or an explosion or spill at an industrial site.

## Substance Released Inside a Room or Building

- The Director or Designee will initiate an EVACUATION alert. Direct staff to use designated routes or other alternate safe routes to assigned Assembly Area(s) upwind or cross wind from the affected room or building.
- The Director or Designee directs staff to call 9-1-1, provide the name and location of the school, state the emergency and describe actions to safeguard students and staff and identify the location of the school command post.
- The Director or Designee or staff will notify the City offices and request activation of media and parent notification protocol.
- The Director or Designee will direct staff to secure the area around the chemical spill and ensure the air handling ventilation system is shut down.
- The Director or Designee will establish a school command post outside the school and brief officials when they arrive.
- Refer media to: Director or Designee

**Teachers should take attendance at their outside Assembly Area and report any missing or injured students to administration.**

- After evacuation, persons who have come into direct contact with haz-mat substances should be taken to a decontamination area.
- The Director or Designee will determine if an off-campus evacuation to a relocation site is necessary. If so, alert staff to move students to the designated site.
- Request law enforcement officials to assist with evacuation and assign officers to the relocation site.

## Substance Release Outdoors:

- The Director or Designee will immediately announce a SHELTER-IN- PLACE alert and a REVERSE EVACUATION into the building for all students and staff outside the building.
- The Director or Designee or designee will call 9-1-1 identify the name/exact location of the school, describe the emergency, state what actions are being taken to safeguard students/staff and remain on the line until told otherwise.
- The Director or Designee will direct staff to turn off air handling/ventilation systems, close all windows and doors and turn off fans and air conditioners.
- The Director or Designee will notify Perry City and request activation of media and parent notification protocol.
- Refer media to: Director or Designee
- Teachers and staff outside will immediately move into the building using the nearest entrance and proceed to the designated safe areas. If movement into the building would expose persons to hazardous chemical plume, teachers should move to designated outdoor assembly areas upwind or crosswind from the spill.

- The Director or Designee will turn on a radio or television to monitor information concerning the incident.
- The school will remain in SHELTER-IN-PLACE until the appropriate agency provides clearance.
- When emergency responders determine it is safe to do so, the Director or Designee will give the “All Clear” signal to staff and students and announce whether school will resume normal activities, dismiss early or complete a non-emergency evacuation and movement to an off-campus relocation site for parent reunification.



# Intruder/Hostage

**Purpose:** These procedures are intended to guide staff in responding to an intruder/hostage situation at the school premises. The following procedures should be followed depending on the situation/status of the intruder/hostage situation.

## **Intruder- When an unauthorized person enters school property:**

- Notify Director or Designee (Director 1st, office manager 2nd, and instructional coach 3rd).
- Ask another staff person to accompany you before approaching the guest/intruder.
- Politely greet the guest/intruder and identify yourself.
- Ask the guest/intruder the purpose of his/her visit.
- Inform guest/intruder that all visitors must register at the main office.
- If the intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

## **If intruder refuses to leave:**

- Warn intruder of consequences for staying on school property.
- Notify security or police and Administration if the intruder still refuses to leave. Give the police a full description of the intruder. (Keep intruder unaware of call for help if possible)
- Walk away from the intruder if he/she indicates a potential for violence. Be aware of the intruder's actions currently (where he/she is in school, whether he/she is carrying a weapon or package, etc.).
- Maintain visual contact with intruder(s) from a safe distance.
- Director or Designee notifies Perry Police and may issue Lockdown procedures (see Lockdown Procedures section).

## **Hostage Situation:**

- If the hostage taker is unaware of your presence, do not intervene.
- Notify the Director or main office.
- Director or designee will announce LOCKDOWN action. (Activation of Alarm-panic button)
- The Director or Designee or designee will ensure staff outside are notified of the LOCKDOWN and to move students away from the building to the outside assembly areas.
- The Director or Designee or designee will call 9-1-1 immediately (insert the actual sequence to call 9-1-1 from your phone system). Give the dispatcher details of the situation; description and number of intruders, exact location in the building and that the school is in LOCKDOWN. Ask for assistance from the hostage negotiation team.
- The Director or Designee will give control of the scene to the police and hostage negotiation team.
- The Director or Designee will ensure detailed notes of events are taken.
- Teachers and staff will implement LOCKDOWN procedures upon hearing the alert. If outside, move to campus assembly areas and wait for further instructions.
- Everyone should remain in lockdown until given the "All Clear" or if directed in person by a uniformed law enforcement officer.

## **If taken hostage:**

- Follow instructions of the hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to the hostage taker.
- Ask permission to speak and do not argue or make suggestions.

# Lockdown

**Purpose:** Used when there is a threat of violence or serious incident that could jeopardize the safety of students/staff (i.e., intruder, shooting, hostage incident, gang fights, civil disturbance, etc.)

## Director or Designee:

- The Director or designee will make the following announcement:

**“YOUR ATTENTION, PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION AND NEED TO LOCKDOWN THE SCHOOL IMMEDIATELY. TEACHERS LOCK YOUR DOORS AND KEEP STUDENTS INSIDE UNTIL FURTHER NOTICE: STUDENTS OR STAFF ARE TO RETURN TO THE NEAREST CLASSROOM OR OFFICE. IGNORE ALL ALARMS AND BELLS UNLESS ADVISED OTHERWISE.”**

- Designate someone to Call 9-1-1, identify the name and address of the school, describe the emergency, state the school is locking down, provide intruder description and weapon(s) if known, and identify the location of the school command post. Direct staff to stay on the phone to provide updates and additional information.
- Notify staff and classes outside to immediately move to the off-campus assembly area(s), account for the students and be prepared to evacuate off-campus to a relocation site.

## Office Staff:

- Stay by the phones to wait for additional procedures from the Director or Designee.
- Remotely check status of classrooms via PA., telephone, computer or other methods
- Assist the Director or designee to establish the school command post.
- Direct any contractors, delivery drivers, or vendor repairmen located inside the building into a safe area and lock the door.

## Teachers:

- Clear the hallway and bathrooms by your room moving everyone into the classroom.
- Lock your doors, turn off your lights, and shut your blinds and windows.
- Move students and staff away from the doors and windows.
- Have all persons sit down against an interior wall.
- Place a GREEN or RED status card on/under your door and window. (Green signifies everything is ok, red means emergency assistance is need)
- If a life-threatening situation exists, exit immediately to a place of safety.
- Ignore all bells and alarms unless otherwise instructed.
- Take attendance and be prepared to notify the Director or Designee of missing students or additional students, staff or guests sheltered in your classroom.
- Allow no one outside of the classroom until the Director or Designee gives the “All Clear” signal.
- If outside, teachers will move students to the designated off-campus assembly area and wait for further instructions.

### **\*Consider using a duress code to authenticate any all-clear signal\***

(This is a specific word or phrase that is used prior to giving the all-clear signal that indicates to all staff that the person signaling the all-clear is not being forced to do so by an intruder)

# Media

**Purpose:** These procedures are intended to guide staff in responding to any Media personnel. That can be a new reporter, newspaper investigator, camera operator, TV new crew, etc....

**All staff must refer media to the school site spokesperson.**

- The School, Law Enforcement and City Officers assume responsibility for issuing public statements during an emergency.
- The Director serves as district spokesperson unless he/she designates a spokesperson. If a spokesperson is unavailable, an alternate assumes responsibilities.
- Contact the Director and/or Board Chair.

Refer media to:

- Spokesperson: Director
- Alternate spokesperson: School Board Chair

During an emergency, adhere to the following procedures:

- Director or designee relays all information to the City.
- Director may ask the school Public Information designee to prepare a written statement to the media.
- Establish a media information center away from school.
- Update media regularly. Do not say "No comment".
- Do not argue with the media.
- Maintain log of all telephone inquiries. Use scripted responses to respond to inquiries.

## Media statement

Media Spokesperson is School Director or Board Chair

- Create a general statement before an incident occurs. Adapt statement during crisis.
- Emphasize safety of students and staff first.
- Briefly describe the school's plan for responding to emergencies.
- Issue a brief statement consisting only of the facts.
- Respect the privacy of victim(s) and family of victim(s). Do not release names to the media.

Refrain from exaggerating or sensationalizing crises

# Medical Emergency

**Purpose:** These procedures are intended to guide staff in responding to a Medical Emergency situation.

## School Staff Response:

- Quickly assess the situation. Make sure the situation is safe for you to approach. Examples of danger include but are not limited to:
  - Live electric wires
  - Gas leak
  - Building damage
  - Animal threat
- Immediately notify the front office staff.
- Assess the seriousness of the injury or illness.
- Under life and death circumstances, call or have someone call 9-1-1 immediately. Be prepared to provide the school's name and address, exact location (room number); describe illness or type of injury; and age of the victim(s).
- Immediately inform the Building Director or main office.
- Protect yourself against contact with body fluids (blood borne pathogens).
- Administer appropriate first aid according to your level of training until help arrives.
- Comfort and reassure the victim. **DO NOT MOVE** the sick or injured unless the scene is unsafe and **NEVER LEAVE THEM ALONE.**
- Complete an Incident Report. If appropriate, a supervising staff member will complete the report.

## Administration:

- Direct staff to call 9-1-1, if necessary, and provide appropriate information to responders.
- Send school staff with first responder/first aid/ training to the scene.
- Assign a staff member to meet emergency medical service responders and lead them to the injured/sick person.
- Assign a staff member to remain with the victim if they are transported to the hospital.
- Notify the parent or guardian of the situation, include type of injury or illness, medical care given and location where the victim has been transported.
- Ensure student/staff medical information from administrative records is sent to the hospital.
- Advise faculty and staff of the situation (when appropriate).
- Develop and maintain written documentation of the incident. Follow-up with the parents or guardian.

# Mental Health/Crisis Procedures

**Purpose:** These procedures are intended to guide staff in responding to more frequently occurring crises such as deaths, injuries, emergencies or other traumatic events impacting the school community. As a result of such incidents, students and staff may exhibit a variety of psychological reactions. As soon as the safety of those involved have been insured, attention must turn to meeting the emotional and psychological needs of students and staff. Knowing what to do if such a crisis occurs will minimize the chaos, rumors and the impact of the event on other students and staff.

## **Director or Designee:**

- Notify the Director of the incident or emergency.
- Ensure the designated media or public information officer (PIO) is notified and briefed on the circumstances and actions taken.
- Request the PIO to prepare formal announcement and media release.
- Request additional support from other schools or community-based mental health professionals. Convene an emergency staff meeting. Invite outside professionals to join the meeting to help staff members process their own reactions to the situation.
- Determine if additional community resources are needed—or are needed to “stand by”—to effectively manage the crisis and notify them if appropriate.
- Assign staff to monitor the grounds for students leaving the building without permission. Redirect them to support services. If unable to intercept, make parent notification and inform them of the situation.
- Make an initial announcement over the PA system to the entire school. Include minimum details and note that additional information will be forthcoming. Prepare statements for telephone inquiries.
- Immediately following resolution of the crisis, convene for a debriefing to discuss successes and problems and allow staff an opportunity to discuss feelings and reactions.

## **Teachers and staff:**

- Seek crisis intervention services or counseling if you are having trouble coping with the event.
- Provide stress management during class time. Allow students to talk about what they felt or experienced in response to or during the event.
- Be prepared for some outbursts and disruptive behaviors. Refer students experiencing stress to counseling.
- Allow for changes in normal routines or test schedules.
- Anticipate a recurrence of emotions and trauma on the anniversary date of the incident.

# Off-Campus Evacuation

**Purpose:** This protocol is used when circumstances require the off-site evacuation and relocation of students and staff to a remote site where students will be accounted for and released to their parents or guardians. During emergencies, parents, relatives, and friends often rush to the school incident site to check on the safety of students and staff. The resulting blockage of streets and large numbers of people can severely hamper response actions by emergency agencies. The most effective way to prevent this chaos is to redirect those concerned individuals to a site that is remote from the school and to evacuate students and staff to that site.

## Director or Designee:

- Determine the appropriate pre-designated relocation site and evacuation route. Decide if it is safe for the students/staff to walk to the relocation or if transportation is required.
- Request law enforcement to provide security at the evacuation staging area, along the evacuation route and for traffic control/security at the relocation site during Family Reunification.
- The Director or designee will order an OFF-CAMPUS EVACUATION and FAMILY REUNIFICATION at a pre-designated relocation site with the following announcement:
- Off-site Evacuation location: Perry Park/adjacent church - Address: 2415 South 900 West Perry Utah 84302
  
- “YOUR ATTENTION PLEASE. FOR SAFETY REASONS, WE ARE EVACUATING OFF SITE TO 2415 South 900 West Perry Utah 84302. WE WILL BE IMPLEMENTING THE FAMILY REUNIFICATION FROM THAT LOCATION.”
  
- Direct staff to move students to the evacuation staging area for relocation.
- Notify the district office and Director of the evacuation and relocation. Request assistance in preparing the site for arrival. Provide an update on the situation, identify the primary relocation site, the evacuation route and if needed, request alternate means of transportation.
- Provide the school media/public information representative with detailed instructions via fax or prepared information release to read to the public in order to direct concerned relatives to the Family Reunification Site.
- Designate someone as the Reunification Site Commander.

## Teachers and staff

- Take your class roster, phone lists and emergency Go Kit as you exit to the designated assembly area.
- After evacuating, take roll and account for all students. Report any missing students to school administration. Hold up the RED status card to indicate you have missing or injured students. Use the GREEN status card if everything is ok.
- Maintain control of your class. After receiving the alert for OFF CAMPUS EVACUATION, guide students to the designated evacuation staging area for movement to the relocation site.
- Ensure special needs students and staff are assisted. Request help if needed.
- Teachers will prepare a list of all evacuees, which will be delivered to the reunification site commander upon arrival.
- Follow the instructions of the Family Reunification site staff when you arrive. You may be asked to assist in staffing the site

# Reverse Evacuation

**Purpose:** When conditions are safer inside the building than outside such as: severe weather, community emergency, gang activity, hazardous material release outside, etc.

**Director and Designee:**

- Order a REVERSE EVACUATION for students and staff outside to move inside the building.

**Teachers:**

- Immediately move back to classrooms or safe areas (if it is safe to do so) using the closest entry.
- If movement into the building would present a danger to persons outside, teachers and staff outside will direct students to the designated assembly areas or off- campus assembly site.
- Teachers will take attendance and account for all students. Report any missing students to administration.
- No students or staff are allowed outside the building.
- Close and lock all exterior doors and windows. Monitor the main entries until the “All Clear” is given.

# Severe Weather

**Purpose:** These procedures are intended to guide staff in responding to a Severe Weather Watch or Warning has been issued in the area near the school.

## **Severe Weather Watch has been issued:**

- Monitor NOAA Weather Stations (National Weather Service, Weather Channel, or television).
- Bring all persons inside building(s).
- Be prepared to move students from mobile classrooms into the building.
- Close windows and blinds.
- Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks, in hallways and interior rooms away from windows.
- Avoid gymnasiums and cafeterias with wide free-span roofs and large areas of glass windows.
- Review “DROP COVER and HOLD” procedures with students.
- Assign support staff to monitor all entrances and weather conditions.

## **Severe Weather Warning has been issued in an area near school or severe weather has been spotted near school.**

- The Director or Designee will announce a SHELTER-IN-PLACE alert signal.
- The Director or Designee will direct students and staff inside the building to immediately move to interior safe areas, closing classroom doors after exiting.
- Ensure that students are in “DROP, COVER and HOLD” positions until the danger passes.
- The Director or Designee will direct students and staff outside to REVERSE EVACUATE into the building.
- If outside, students and staff should move to the nearest interior safe area. If time does not permit, have students get down in the nearest ravine or open ditch or low spot away from trees or power poles.
- Evacuate students and staff from any mobile classrooms into the building.
- Remain in a safe area until warning expires or until emergency personnel have issued an all-clear signal.



# Shelter-in-Place

**Purpose:** Provides a refuge for students, staff and the public inside the school building during an emergency such as severe weather or hazardous material release outdoors. Shelters are in areas of the building that maximize the safety of occupants. Shelter-in-place is used when evacuation would place people at risk. Shelters should be in safe locations, examples include classrooms, closets, offices, safe distance away from windows and doors. These locations can be changed depending on the emergency.

## **Director or Designee:**

- The Director or designee will make the following announcement:

“YOUR ATTENTION, PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION AND NEED TO IMPLEMENT SHELTER-IN-PLACE PROCEDURES. STUDENTS AND STAFF ARE DIRECTED TO MOVE TO THE DESIGNATE SHELTER LOCATIONS AND SAFE AREAS. ALL STAFF AND STUDENTS OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM.”

- Order a REVERSE EVACUATION for students and staff outside to move inside the building.
- Direct staff to close all windows and doors.
- If warranted, order the shut-off of heating, ventilation and air conditioning system to stop the inflow of outside air into the building.
- Cover windows, air vents, doors, etc.... with plastic sheathing when appropriate.
- Notify Perry City that the school is SHELTERING-IN-PLACE.
- Monitor the NOAA weather radio.
- Be prepared to announce change in status (“DROP, COVER AND HOLD” or “All Clear”)

## **Office:**

- Shut off utilities (if necessary).
- Turn off ventilation systems (Heating, ventilation and air conditioning) as appropriate.
- Post Shelter in Place cards at the primary entrances to the building(s).

## **Teachers:**

- Move students into designated safe areas such as inside rooms with no windows, bathrooms, utility closets, and hallways without large windows or doors.
- Close classroom doors and windows when leaving.
- Turn off ventilation systems (Heating, ventilation and air conditioning) as appropriate.
- Cover windows, air vents, doors, etc.... with plastic sheathing when appropriate.
- Have everyone kneel and be ready to cover their heads to protect from debris.
- If outside, teachers will direct students into the nearest school building interior safe area or other appropriate shelter.
  - For severe weather, if there is no time to get into a building or shelter, attempt to squat or lie low in the nearest (ravine or open ditch) or low spot away from trees and power poles.
  - If movement into the building would expose persons to hazardous chemical plume, teachers should move to designated outdoor assembly areas upwind or crosswind from the spill.
  - All persons must remain in shelter until notified by the Director or Designee or emergency responders.

# Structural Failure

**Purpose:** These procedures are intended to guide staff in responding to a situation in which there is a structural failure on the property. Structural failure of a building may result from an earthquake, ground settling, heavy snow and ice accumulation on roofs, or broken water or sewer lines. The structural failure may be catastrophic with a collapse severely injuring occupants. Some structural failures may cause large cracks in walls or foundations, flooding, and loss of utilities which present a hazard to the safety of students and staff. The following procedures have been developed to mitigate that hazard.

## **Structural failure with collapse or partial collapse:**

- Upon the first indication of a structural failure the Director or Designee may implement DROP, COVER and HOLD, an EVACUATION and an OFF-SITE EVACUATION.
- If the roof, ceiling, or wall collapses, students and staff should immediately DROP, COVER and HOLD, seek shelter under desks and tables, and move away from windows or glass.
- Teachers and staff will immediately attend to the injured and evacuate the building moving to their assigned assembly area(s).
- The Director or Designee will initiate an EVACUATION of the building.
- The Director or Designee or designee will call 9-1-1(if necessary), identify the name and exact location of the school, state the emergency, describe response actions taken, and remain on the line to provide updates.
- The Director or Designee will direct staff to turn off utilities and seal off the high-risk area, if necessary
- The Director or Designee will notify CPR/first aid certified persons in school building of medical emergencies, if necessary. (Names of CPR/first aid certified persons are listed in Critical Incident Response Team Members section.). The team will check for injuries and provide appropriate first aid.
- No one will be allowed to reenter the building until declared safe by emergency management and public safety officials.

## **Structural failure without collapse**

- For structural failure without collapse, the Director or Designee will ensure the affected area is vacated immediately and determine if an EVACUATION is warranted. Staff will be directed to seal off the affected area and turn off utilities to that area, if necessary.
- The Director or Designee will notify the Director and determine whether to dismiss school early, order an evacuation, or off-site evacuation for parent reunification.
- The Director or designee will confer with emergency management and public safety officials regarding the structural integrity of the building.
- The Director or Designee will notify the insurance carrier to document and assess the damage.
- The affected areas will not be reopened until the structural integrity of the building is deemed safe.

# Intervention for Suicidal Ideation, Self-Harm, and/or Harm to Others

**Purpose:** These procedures are intended to guide staff in responding to students' risk level for suicidal ideation.

If a school employee believes a student is exhibiting suicidal ideation/behaviors, physical self-harm, or harming others, the school employee will immediately make an oral report to the school director or their designee, such as the school counselor and/or school social worker. The director and/or their designee may intervene and ask a student questions regarding the student's suicidal thoughts, physically self-harming behavior, or thoughts of harming others for the purposes of referring the student to appropriate prevention services and informing the student's parent or legal guardian. Queries should be conducted under the philosophy of "minimal intrusion" to the student, that is, only to the extent necessary to gather enough information to accomplish appropriate referral and parental notification.

## Assessing suicidal ideation risk levels:

Student's risk level will be assessed using the teacher/school edition of the Columbia-Suicide Severity Rating Scale (C-SSRS). Staff response will be determined based on the student's answers to Questions 1-6 on the scale. Staff always ask Questions 1, 2 & 6, but will only continue to Questions 3-5 if the student answers "Yes" to previous questions.

Questions:

1. Have you wished you were dead or wished you could go to sleep and not wake up?
2. Have you had any thoughts about killing yourself?
3. Have you been thinking about how you might do this?
4. Have you had these thoughts and had some intention of acting on them?
5. Have you started to work out or worked out the details of how to kill yourself? Did you intend to carry out this plan?
6. Have you done anything, started to do anything, or prepared to do anything to end your life?

Staff response to the answer is "Yes" to the following questions:

- Yellow (Q1, Q2): Parent/Guardian contact, provided mental/behavioral health resources, discussion of healthy coping tools and supports.
- Orange (Q3 or Q6): Parent/Guardian contact (including means counsel and other precautions), provide mental/behavioral health resources, discussion of healthy coping tools and supports.
- Consider evaluation by crisis response team (see below)
- Red (Q4, Q5, Q6b): Parent/Guardian contact (including means counseling and other precautions), provide mental/behavioral health resources, discussion of health coping tools and supports.
- Attempt to obtain permission for evaluation by crisis response team (see below)
- Contact emergency department if there is an imminent situation.

## Crisis response for an at-risk student:

- Staff who believe a student is at-risk for suicidal behavior, physical self-harm, or harming other will contact school director, or their designee, and/or school counselor or social worker.
- The director, or their designee, and/or school counselor or social worker will meet with the student to determine their risk level (suicidal ideation will be determined by using the C-SSRS screening tool).

- If the student is determined to be “High Risk” (i.e., ?????), then staff will attempt to obtain permission for evaluation by crisis response team. This will be done via phone call with parent/guardian.
- Parent/Guardian DECLINES crisis response evaluation:
  - *Provide recommendations (including mean counseling and other precautions) and provide mental/behavioral health resources.*
  - *Discussion with student on healthy coping tools and supports, including mental/behavioral health resources.*
  - *Document refusal of crisis response to the director and parent/guardian.*
  - *Any credible signs of wanting to harm self or others will follow with a referral to DCFS if precautions are not being taken by parent/guardian(s) or a safe environment does not seem available to the student.*
  - *If “High Risk”*
  - *Develop a school safety plan with the director, or their designee, school counselor, or social worker.*
- Parent/Guardian APPROVES crisis response evaluation:
  - *Crisis response team meets at school with parents to assess risk and develop a safety plan.*
  - *Director is contacted accordingly, and a school safety plan created if necessary.*

# Utility Loss or Failure

**Purpose:** These procedures are intended to guide staff in responding to a situation in which there is a loss of utilities on the property. Utility failure includes the loss or interruption of electric power, natural gas, water or sewage services to the school. The most common utility failure results from power outages throughout the year. In certain situations, students may need to be relocated until the power is restored. The following steps are to be taken in order to ensure student and staff safety.

- Upon notice of loss of utilities, the Director or Designee will initiate appropriate immediate response actions, which may include SHELTER-IN- PLACE or EVACUATION. The Director or Designee may direct staff to shut off utilities, as deemed necessary.
  - The Director or Designee will contact the local utility company (see emergency contact section) and determine the anticipated duration of the outage.
  - The Director or Designee will confer with the Director and determine whether school should be closed, and classes suspended. If so, activate parent and media notification protocols.
  - In the event of a gas leak, the Director or Designee will direct staff to call 9-1-1, give name and exact location of the school, state the emergency, identify affected area(s) of the building, announce the school is EVACUATING and provide the location of the school command post outside.
  - For gas leaks, the Director or Designee will order an EVACUATION and open doors and available windows. Direct staff to shut off all utilities.
  - If evacuating, teachers and staff should follow evacuation procedures avoiding areas of hazard, assemble at designated assembly areas, take attendance and report any missing students to administration. Teachers should be prepared to evacuate students off campus to a relocation site for parent reunification, if directed.
  - Refer media to: School Director or Board Chair
- 
- Do not allow anyone to reenter the building until the facility has been deemed safe.
  - The Director or Designee will complete a detailed incident report at the earliest opportunity.