

# **Any District School Emergency Plan**

## **Emergency Procedures and Guidelines for Principals, Teachers, Staff and Administrators**

**Highland Park Elementary  
1738 East 2700 South  
Salt Lake City, UT 84106  
Phone 801 481-4833  
FAX 801 481-4920**

**Edited September 4, 2018**



**Salt Lake City School District**

# General Emergency Procedures

*The emergency procedures outlined in this manual are intended to serve as general guidelines. Every situation is different and must be handled according to the immediate circumstances. School and district staff and personnel are required to read, understand, review, and practice these procedures on a regular basis. The order in which the procedures are listed throughout this manual is only a guide, and some procedures may not be applicable in certain situations.*

*The general emergency procedures listed below are applicable to any emergency situation.*

- Call 911, if necessary, and the principal.
- Principal/designee notifies **Superintendent** or superintendent's designee, **Network Director**, and **Executive Director of Communications and Community Relations**.
- Take charge of area(s) until the incident is contained, or until you are relieved by the principal, Salt Lake Police Department, or Fire Department.
- Notify parents as soon as possible about any emergency at school. This initial communication can be brief and should be followed up later with a more detailed message.
- Preserve evidence and keep detailed notes of incident.
- Refer any media inquiries to the Executive Director of Communications and Community Relations.
- When incident has ended or has been resolved, consult with Executive Director of Communications and Community Relations regarding follow-up communication to parents/families about the incident.

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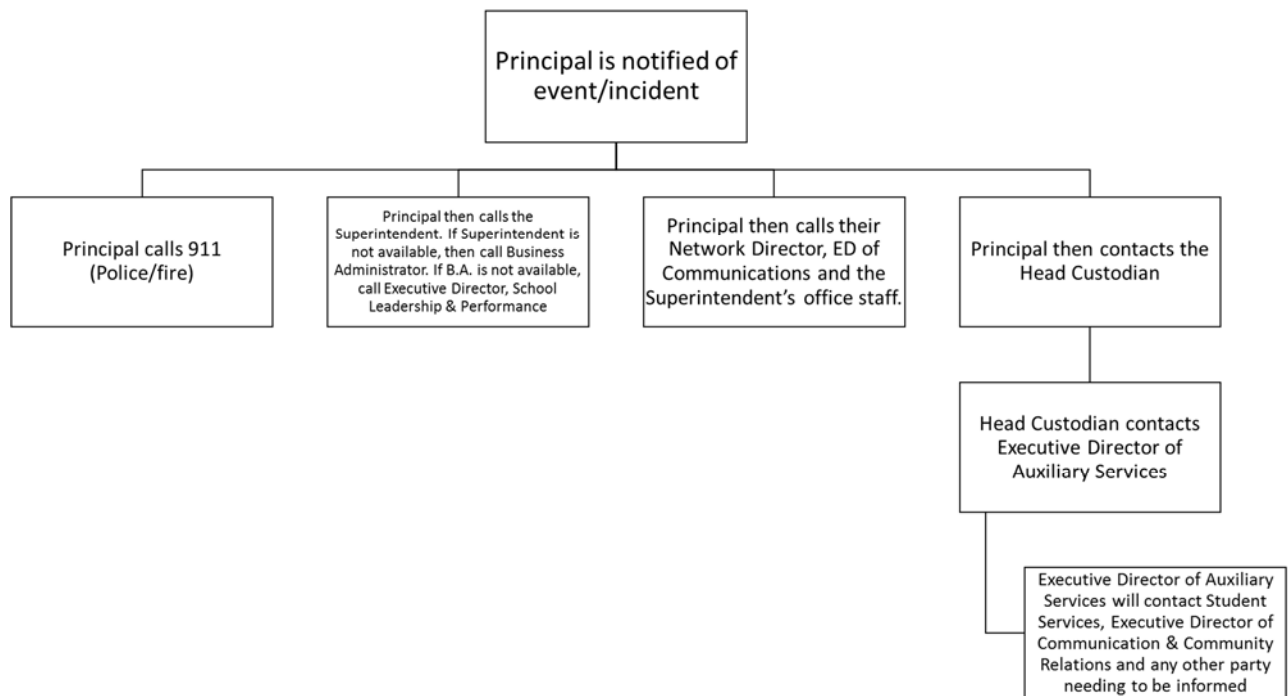
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## SECTION ONE: EMERGENCY CONTACTS

### Highland Park Elementary Calling Tree



## SECTION ONE: EMERGENCY CONTACTS

### Highland Park Elementary Emergency Directory

**Emergency Phone Location** ..... Main office on the counter  
**Emergency Phone Number / Extension \*** ..... 801-481-4833

#### Emergency Contacts:

Title	Emergency position	Name	Work Phone	Cell Phone
Principal	Incident Manager	Debora Cluff	801-481-4833	801-712-5756
School Resource Officer	Emergency Services Liaison	George Uyema	801-801-484-4343	801-330-0203
Executive Director of Communication & Community Relations	Communications Liaison	Yándary Chatwin	801-578-8271	801-682-0816
Assistant principal or secretary	Operations officer	Brenda Sherwood	801-481-4833	801-618-8483
Head Custodian	Safety Officer	Beau Bishop	801-481-4833	801-597-3357
Attendance Secretary	Documentation/accountability	Pamela Roberts	801-481-4833	801-842-9301
Assistant Principals, Secretaries, Counselors, other Office Personnel, Teachers	Branch Directors	Mary Jane Moore Janice Clayton Valarie Blamires	801-481-4833	801-201-0352 801-721-2679 801-675-6604
teachers assigned by area	Group leaders			
Superintendent		Lexi Cunningham	801-578-8349	801-694-1376
Business Administrator		Janet Roberts	801-578-8334	801-560-3074
Executive Director of Human Resource Services		Mozelle Orton	801-578-8420	801-458-3795
Executive Director of Auxiliary Services		Paul Schulte	801-974-8372	801-750-4289
Assistant Director Facility Services		Ricardo Zubiarte	801-886-8929	801-910-4627

- **Principal:** (Incident Manager) point of contact for emergency responders. Approves the activation of the incident management system. Communicates with District personnel. Principal Incident Manager works hand-in-hand with Police/Fire/etc.
- **School Resource Officer:** (Services Liaison) Works closely with Incident Manager. Stays in contact with emergency responders. Participates as first responder.
- **Executive Director of Communication & Community Relations:** (Communications Liaison) reports directly to the Incident Manager. Determines what information is suitable for release to the press. Determines a specific location as a gathering point for the media.
- **Assistant Principal or Principal Secretary:** (Operations Officer) reports directly to the Incident Manager. Supervises Branch Directors, Group Leaders, and Teachers. Responsible for communicating with Branch Directors and relaying pertinent information to Incident Manager.
- **Head Custodian:** (Safety Officer) reports directly to the Incident Manager. Provides advise on the safety of emergency operations
- **Attendance Secretary:** (Documentation/Accountability) must have immediate access to records containing the daily school attendance. Reports to Incident Manager.
- **Assistant Principals, Secretaries, Counselors, other Office Personnel, Teachers under the direction of Operations Officer:** (Branch Directors) Responsible for implementation of the action plan in their assigned branch. Responsible for communications to and from the Group Leaders. Provide update reports to the Operations Officer.
- **Teachers assigned by area responsible for student accountability from a pre-determined group of classrooms:** (Group Leaders) Responsible for sweeping (searching) predetermined "common" areas for students not in class such as hallways, restrooms, library, etc. as well as the classrooms they are assigned to.
- **Teachers:** The teachers are directly responsible for the safety and accountability of their students. The welfare of the students will be dependent on the teachers' knowledge of the incident action plans. Keep students in assigned evacuation area. Teachers report to and receive information from the Group Leaders.

## SECTION ONE: EMERGENCY CONTACTS

### Highland Park Elementary Crisis Team

Position	Name	Work Phone	Home Phone	Cell Phone
Incident Manager	Debora Cluff	801-481-4833	Home #	801-712-5756
Resource Officer	George Uyema	801-484-4343		385-414-1169
Head Custodian	Beau Bishop	801-481-4833	Home #	801-597-3357
School Nurse	Judy Yaworsky	801-578-8684	Home #	801-558-9133
Counselor	Mary Jane Moore	801-481-4833	Home #	801-201-0352
SCC Chairperson	Jessica Balderas	Work #		801-580-6935
SIC Chairperson	Heidi Boogert	801-481-4833	Home #	801-359-2073
Food Services Manager	Barbara Pecoraro-McDonnell	801-481-4833	801-363-1497	718-450-6097
PTA President	Sarah Williams	Work #	Home #	801-455-9781
Network Directors	Becky Pittam	801-578-8221	801-487-5160	801-792-0960

### Persons Certified in First Aid / CPR / CERT

Name	Room No. or Location	Phone or Ext	First Aid	CPR	CERT
Brenda Sherwood	Office	801-481-4833 ext 103	Y	Y	N
Pamela Roberts	Office	801-481-4833 ext 100	Y	Y	N
Debora Cluff	Office/Room 108	801-481-4833 ext 108	Y	Y	Y
Janice Clayton	Library/Room 200	801-481-4833 ext 200	Y	Y	N
Kelli Quillen	Resource/Room 167	801-481-4833 ext 167	Y	Y	N

## SECTION ONE: EMERGENCY CONTACTS

### General Phone Numbers

All Emergencies (Fire, Police, Hazmat, Ambulance) .....	911
American Red Cross (local) .....	801 323-7000
Child Abuse Hotline (local & statewide 24/7 hours).....	855 323-3237
Dominion Energy (natural gas).....	800 767-1689
Fire Department, Non-Emergency.....	801 799-4231
Primary Children's Medical Center Emergency .....	801 662-1000
Peak Alarm (to contact District Security TEAM) .....	801 466-7097
Police (see Salt Lake City Police)	
Poison Control (see Utah Poison Control Center)	
Rocky Mountain Power (power outages).....	877-508-5088
SafeUT/National Suicide hotline.....	1-800-273-8255 or Text TALK to 741-741
Salt Lake City Department of Public Utilities (water/sewer).....	801 483-6700
Salt Lake City Emergency Management Services Department.....	801 799 3601
Salt Lake City Police (non-emergency) .....	801 799-3000
Salt Lake City School District:	
Auxiliary Services.....	801 974-8367
Business Administration.....	801 578-8332
C&TE .....	801 481-4946
Facility Services .....	801 886-8929
Food Services .....	801 974-8380
Health Services (school nurses) .....	801 278-0379
Executive Director of Communications and Community Relations .....	801 578-8352
Network Directors .....	801 578-8284
Student Services.....	801 578-8206
Superintendent's Office.....	801 578-8349
Support Services.....	801 974-8380
Translation and Interpreting Services .....	801 578-8378
Transportation.....	801 974-8345
Salt Lake County Division of Youth Services .....	385 468-4500
Salt Lake Valley Health Department .....	801 468-2750
After hours emergency.....	801 468-2710
National Response Center (hazardous spill reporting) .....	800 424-8802
Utah Division of Emergency Management .....	801 538-3400
Utah Poison Control Center:	
Salt Lake City .....	801 581-2151
Toll-free.....	800 456-7707
Valley Mental Health (Suicide Prevention) .....	801 261-1442

## **SECTION ONE: EMERGENCY CONTACTS**

### **Administration and Staff Responsibilities**

#### **Principal or Designee:**

- Verify information.
- Call 911, if necessary.
- Seal off high-risk area(s).
- Notify Superintendent or designee, Network Director, and Executive Director of Communications and Community Relations. Notify students and staff. Note, depending on the emergency, students may be notified by Teachers.
- Keep detailed notes of the event.
- If possible, convene Crisis Team and implement crisis response procedures.
- Evacuate and/or lockdown, if necessary.
- Refer media to the Executive Director of Communications and Community Relations.
- Notify community agencies, if necessary.
- Implement post-crisis procedures.

#### **Teachers or Staff:**

- Verify information.
- Notify Principal
- Lock classroom doors unless evacuation orders are issued.
- Warn students if advised.
- Account for all students.
- Keep class list with you.
- Stay with students during an evacuation.
- Refer media to the Executive Director of Communications and Community Relations.
- Keep detailed notes of the event.



## SECTION ONE: EMERGENCY CONTACTS

### Media / Public Information

***All staff must refer all media inquiries to official spokesperson.***

- District assumes responsibility for issuing public statements during an emergency.
- Executive Director of Communications and Community Relations serves as official spokesperson unless another individual is designated. In the event that the Executive Director of Communications and Community Relations is out of the office or unavailable, the Public Information Officer will step in.

**During an emergency, adhere to the following procedures:**

- Principal/designee relays all factual information to the Superintendent or designee on a timely basis.
- Superintendent or designee notifies other schools and may direct the Executive Director of Communications and Community Relations to prepare media release(s) as needed.
- The Executive Director of Communications and Community Relations establishes a media information center away from the school.
- Provide regular updates to media via the Executive Director of Communications and Community Relations.
- Provide only known facts.
- Do not guess, exaggerate, offer personal opinions, or promote rumors or sensationalism.
- Remember it is not necessary to answer all questions from press.
- Maintain a log of all telephone inquiries and conversations. Where possible, use a scripted response to inquiries, e.g., press release.

**Executive Director of Communications and Community Relations:**

- Emphasize the safety of students and staff.
- Briefly describe school's plan for responding to emergencies.
- Make certain all information released is factual.
- Respect the privacy of affected persons and their families.
- Do not release names or other PII to the media.
- If needed, assist principal in drafting communications to families.
- Determine whether social media use is appropriate. Execute social media plan, if necessary, in conjunction with Public Information Officer (PIO).
- Work with PIO to update District website and social media, if necessary.
- Respond to press as necessary.
- Keep superintendent's office staff in the loop during emergencies.

## SECTION ONE: EMERGENCY CONTACTS

### Emergency Alert System (EAS)

- All schools have NOAA Emergency Alert System radios that automatically broadcast alerts for severe weather, earthquake warning, hazardous materials warning, civil emergency warning and Amber alerts.
- Your radio must be properly configured to receive these alerts - if you have questions about your radio, call Technical Services at 801-886-8935 for assistance.
- Tune to your local radio or television station for information regarding a potential or impending emergency.
- All Utah radio stations participate in the Emergency Alert System (EAS).
- **KSL 1160 AM** serves a primary EAS station in Utah.

## **SECTION TWO: EMERGENCY PROCEDURES**

### **Active shooter**

#### **RUN**

- If there is an escape path, attempt to evacuate.
- Evacuate whether others agree to or not.
- Leave your belongings behind.
- Help others escape if possible. Prevent others from entering the area.
- Call 911 when you are safe.

#### **HIDE**

- If an evacuation is not possible, find a place to hide.
- Lock and/or blockade the door.
- Silence your cell phone and instruct students to silence their phones too.
- Hide behind large objects and remain very quiet.

#### **FIGHT (adult staff only)**

- As a last resort, and only if your life is in danger and cannot escape:
- Attempt to incapacitate the shooter. Act with physical aggression.
- Improvise weapons. Commit to your actions.

## **SECTION TWO: EMERGENCY PROCEDURES**

### **Assault / Fights**

- De-escalate and defuse situation, if possible.
- Notify Principal; Principal assembles Crisis Team if needed.
- Ensure the safety of students and staff.
- Call 911 if necessary.
- Notify First Aid/CPR-certified persons in the school building of medical emergencies (See Crisis Team).
- Seal off area where assault took place.
- Principal notifies School Resource Officer/Police if a weapon was used, if the victim has physical injury, or involved sexual contact.
- Principal notifies the parents of students involved in the assault and the Superintendent or designee, as well as their Network Director and ED of Communications and Community Relations if necessary.
- Document all actions. Isolate and ask victim(s) and witness(es) for their account of the incident
- Assess counseling needs of victims and/or witnesses. Implement post-crisis procedures.

## SECTION TWO: EMERGENCY PROCEDURES

### Bomb Threat

#### On Receiving a Call That a Bomb is in School or Facility:

If you receive a message, skip to #4.

1. Use **Bomb Threat Checklist** (See next page).
2. Ask where bomb is located, when bomb will go off, what materials are in the bomb, who is calling and why is caller doing this?
3. Listen closely to caller's voice, speech patterns, and for background noises.
4. Notify Principal, School Resource Officer/Police dispatch or 911. After speaking to School Resource Officer, principal needs to decide to evacuate (continue below) or shelter in place (refer to page 26).
5. Principal notifies Superintendent or designee.
6. Principal orders evacuation of all persons inside school building(s).
7. Faculty should visually inspect classroom for any suspicious item as they are evacuating (DO NOT touch or approach anything suspicious), report anything notable to principal, School Resource Officer / Police.
8. Principal notifies Superintendent or designee.
9. Police accompanied by custodial staff make cursory search of interior and exterior of facility.
10. Principal and Superintendent or designee must report incident to Fire Marshal and police.

## SECTION TWO: EMERGENCY PROCEDURES

### Bomb Threat Checklist

**Keep a copy of this checklist by every phone**

<b>School / Facility</b>			<b>Your location in the building</b>		
<b>Your Name</b>			<b>Date</b>		<b>Time</b>
<b>Caller Identity</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Adult	<input type="checkbox"/> Juvenile	
<b>Origin of Call</b>	<input type="checkbox"/> Local	<input type="checkbox"/> Long Distance	<input type="checkbox"/> Cell Phone	<input type="checkbox"/> Phone Booth	<input type="checkbox"/> Other
<b>Voice Characterization</b>	<input type="checkbox"/> Loud	<input type="checkbox"/> High Pitched	<input type="checkbox"/> Raspy	<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Pleasant
<b>Speech</b>	<input type="checkbox"/> Fast	<input type="checkbox"/> Slow	<input type="checkbox"/> Distinct	<input type="checkbox"/> Stutter	<input type="checkbox"/> Slurred
	<input type="checkbox"/> Distorted	<input type="checkbox"/> Nasal	<input type="checkbox"/> Lisp	<input type="checkbox"/> Other	
<b>Language</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Foul	<input type="checkbox"/> Other
<b>Accent</b>	<input type="checkbox"/> Local	<input type="checkbox"/> Not Local	<input type="checkbox"/> Southern	<input type="checkbox"/> Eastern	<input type="checkbox"/> Can't Discern
	<input type="checkbox"/> Foreign	<input type="checkbox"/> Geographic region			
<b>Manner</b>	<input type="checkbox"/> Calm	<input type="checkbox"/> Rational	<input type="checkbox"/> Coherent	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Righteous
	<input type="checkbox"/> Angry	<input type="checkbox"/> Irrational	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Emotional	<input type="checkbox"/> Laughing
<b>Background Noise</b>	<input type="checkbox"/> Quiet	<input type="checkbox"/> Voices	<input type="checkbox"/> Factory Machines	<input type="checkbox"/> Planes	<input type="checkbox"/> Trains
	<input type="checkbox"/> Traffic	<input type="checkbox"/> Students	<input type="checkbox"/> Music	<input type="checkbox"/> Bedlam	<input type="checkbox"/> Animals
	<input type="checkbox"/> Office Machines	<input type="checkbox"/> Mixed Noises	<input type="checkbox"/> Other		
Did the caller seem familiar with the building, i.e., the description of the bomb location: <input type="checkbox"/> Yes <input type="checkbox"/> No					
If your phone has Caller ID, note the number on the display				Phone Number	
Other observations:					
<b>Give this document and any other information to the Principal, designee, Administrator and Police</b>					

## **SECTION TWO: EMERGENCY PROCEDURES**

### **Delayed Start or Early Closure**

The start of school may be delayed due to a temporary loss of heating, water or electrical power or severe weather such as a heavy early morning snowstorm that impedes buses and automobiles. School may also be cancelled prior to the scheduled start or closed before the end of the normal day for the same reasons (see **Emergency Release of Students** or **Severe Storm** procedures as appropriate).

- The Superintendent or designee will determine whether the school day will be: 1) cancelled, 2) the start time delayed or 3) early closure initiated based on input from Auxiliary Services, Transportation and Facility Services.
- Principals and Administrators should remind teachers and staff to monitor the district website and social media platforms (Facebook and Twitter) for possible school closure or delayed start announcements whenever inclement weather is expected.

#### **School Cancellation or Delayed Start:**

- By 5:30 AM or earlier, the Superintendent will notify the Executive Director of Communications and Community Relations and Network Directors of the intended action.
- The Executive Director of Communications and Community Relations will notify the media if necessary and will work with the Public Information Officer to make sure information is posted the information on social media and the District website.
- By 6:00 AM, Network Directors will notify Principals.
- Principals will notify school staff through the school calling tree.

#### **Early Closure:**

- The Superintendent will notify the Executive Director of Communications and Community Relations and Network Directors of the intended action.
- The Executive Director of Communications and Community Relations will notify the media and post the information on the District website.
- Follow Emergency Release of Students procedure.

## **SECTION TWO: EMERGENCY PROCEDURES**

### **Earthquake**

#### **During an Earthquake:**

- Use the Drop, Cover, Hold On procedure. If indoors, take cover under a desk, table or bench and hold on (as object you are under is likely to move if you do not hold on), stand in a supported doorway, or along an inside wall or corner.
- Stay calm and stay put. If you are indoors, stay there. If outdoors, stay there.
- Avoid windows, bookcases, hanging fixtures, or outside walls until the shaking stops.
- If no protection is available, drop to the floor and cover your head with your hands.
- Remember that the electricity may go out and/or the fire alarms and sprinklers may activate.

#### **Immediately After an Earthquake:**

- Attempt to call 911, if necessary. Call or text School Resource Officer if 911 is unavailable.
- Keep students safe and calm. Carefully evaluate the situation.
- Do not use the light switches, matches, candles, or other open flame.
- Do not attempt to turn off the natural gas service, electrical service or the water main(s). District facilities are fitted with seismic gas valves which automatically turn off the natural gas in the event of an earthquake.
- Do not touch electrical power lines or broken electrical equipment.
- The Custodian will check natural gas, water and electrical lines and report any damage to the appropriate utility and/or Facility Services
- Make sure everyone is all right. Take class list and account for all students.
- Use caution when moving students and staff to safe area(s).
- Administer first aid if necessary. Don't move the seriously injured unless they are still in danger.
- Be prepared for aftershocks.
- If required to evacuate and relocate, please go to the "Evacuation/Relocation Procedures" tab.



## **SECTION TWO: EMERGENCY PROCEDURES**

### **Fire**

- Pull the fire alarm.
- Principal calls 911, notifies Superintendent or designee and contacts the District Security Team through Peak Alarm at 801-466-7097.
- Evacuate students and staff to the Primary Assembly Location. If the Primary Assembly Location is unsafe, evacuate to Secondary Assembly Location
- Follow the normal fire drill routine. If normal route(s) are too dangerous, follow an alternate route. Close classroom doors.
- Teachers should take a class list and account for all students.
- Roll must be taken as soon as possible after an evacuation.
- Principal/Head Custodian must notify SLCSO Fire Marshal and police.
- No one should re-enter the building(s) until declared safe by Fire Department personnel.
- Principal will notify students and staff of termination of emergency and resumption of normal operations.
- Principal/Head Custodian must meet the Fire Department in the front of the school.
- Principal notifies Superintendent or designee.

## **SECTION TWO: EMERGENCY PROCEDURES**

### **Hazardous Materials / Chemical Spill**

#### **Incident in School or Facility:**

- Call 911.
- Notify Principal; Principal notifies Superintendent or designee, Network Director, and Executive Director of Communications and Community Relations.
- Seal off area of leak/spill.
- Take charge or evacuate area until Fire Department or Hazmat personnel contain incident.
- Fire Officer in charge will recommend evacuation actions.
- If directed, turn off building ventilation and exhaust systems.
- Follow plans and procedures for sheltering or evacuation.
- Notify parents as soon as possible if students are relocated. This can occur via email, text, robocall, etc. using School Messenger. If communication is not possible due to lack of access, work with the Executive Director of Communications to distribute a message ASAP
- Resume normal operations after consulting with Fire or Hazmat officials.

#### **Incident near School or Facility:**

- Monitor KSL television or radio or NOAA radio Emergency Alert System for emergency information.
- Fire, Police or Hazmat personnel will notify Superintendent or designee.
- Superintendent or designee will notify Principal.
- Fire Official in charge of scene will recommend sheltering or taking actions to relocate.
- Follow plans and procedures for sheltering or evacuation.
- Notify parents as soon as possible if students are relocated.
- Resume normal operations after consulting with Fire or Hazmat Officials.

## **SECTION TWO: EMERGENCY PROCEDURES**

### **Hostage**

#### **Hostage Situation:**

- Call 911 immediately. Provide details of situation to include detailed description of suspect and if any weapons are involved.
- If hostage taker is unaware of your presence, do not intervene.
- Place school on lockdown or evacuate.
- Seal off area near hostage scene.
- Notify Principal and School Resource Officer; Principal notifies Superintendent or designee.
- Give control of scene to Police and hostage negotiation team.
- Keep detailed notes of events and actions.

#### **If Taken Hostage:**

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

## **SECTION TWO: EMERGENCY PROCEDURES**

### **Intruder**

**Intruder** - An unauthorized person who enters school or facility property.

- Politely greet intruder and identify yourself.
- Ask intruder the purpose of his/her visit.
- If purpose is not legitimate, ask intruder to leave.
- Inform intruder that all visitors must register at the main office.
- Notify Principal or designee.
- If feasible, ask another staff member to accompany you before approaching intruder, if feasible.
- Accompany intruder to exit.

#### **If Intruder Refuses To Leave:**

- Contact Principal, School Resource Officer/Police dispatch. 911 if necessary.
- Warn of consequences for staying on school property (subject to arrest). Inform intruder that Police have been called.
- Walk away from intruder if he/she indicates potential for violence. Be aware of actions, location, weapons or packages, etc. Monitor location of intruder on school security cameras.
- Principal issues lock-down procedures.
- Principal notifies Superintendent or designee.

## SECTION TWO: EMERGENCY PROCEDURES

### Lockout and Lockdown

When implementing either a Lockout or Lockdown, notify Superintendent or designee, Network Director, and Executive Director of Communications and Community Relations. Keep these individuals up to date, as you can, throughout the duration of the incident.

#### **LOCKOUT:**

A lockout is issued when there is a potential threat to student safety off campus, such as nearby police activity or an emergency situation in the vicinity of the school. During a lockout, all exterior doors are locked and monitored. Interior doors are not affected. School carries on as usual.

#### **Lockout**

- Principal will issue lockout notification by announcing a warning over the PA system.
- Announcement will be a basic alert (see **Warning and Notification, page 6**). Do not use code words.
- Lock all exterior doors and windows. Interior doors are unaffected.
- No one is allowed to enter or exit the building until an all-clear signal is given by the Principal or First Responders (Police / Fire).

#### **LOCKDOWN:**

This procedure is used when there is a threat to student safety inside the building. During a lockdown, all exterior and interior doors are locked. No one (including parents) is allowed in or out of the building. A lockdown helps to isolate a threat to one part of the building, removes as many students and staff as possible students from the threat, and allows teachers to more easily gather an accurate count of students in each room.

#### **Lockdown**

- Contact 911. Advise School Resource Officer of situation.
- Principal will issue lock-down notification by announcing a warning over the PA system.
- Announcement will be a basic alert (see **Warning and Notification**). Do not use code words.
- Direct all students, staff and visitors into classrooms.
- Lock all exterior and interior doors and windows (including classroom doors).
- Move all persons away from windows or doors.
- Silence ALL electronic communication devices and maintain silence.
- No one is allowed to enter or exit the building until an all-clear signal is given by the principal or first responders (police/fire).

## SECTION TWO: EMERGENCY PROCEDURES

### Radio Communications

#### Pre-Drill / Pre-Emergency

- Ensure the school has approved UHF radio(s) available.
- Read the radio instructions and know how to operate it.
- Ensure the radio battery is properly charged as all times. Do not leave the radio in the battery charger for extended periods of time.
- Call Technical Services at 801-886-8935 for questions or assistance with radios or battery management.

#### During a District-wide Radio Drill or District-wide Emergency

- Set your radio to Channel 3 for emergency communications.
- Do not change to another channel, otherwise, you might miss important information.
- **Stand by** for the drill or emergency communications to begin and **LISTEN** for a statement similar to *“Attention please – This is the Radio Network Administrator (RNA) for the Salt Lake City School District Emergency Radio Network. The net is now operational for emergency communications only. Please hold all radio traffic until instructed and continue to monitor this channel.”*
- Do not press the microphone (push-to-talk) button unless you intend to talk.
- When you hear the RNA call for your school or department to check in, respond with your name and the school or department name.
- The RNA will continue this process until all schools and departments have checked in. If a school or department does not respond immediately, the RNA will skip over them and attempt contact again in a few moments. The RNA works from a sequential list and is tracking who has responded. If you do not respond and are skipped over, wait for the RNA to contact you - do not break into the radio traffic.
- If you are certain that the RNA has inadvertently missed your school or department during the check in process, you may interrupt the network by waiting for a pause in the radio traffic and then quickly transmitting “Break”. The RNA will acknowledge the break and then ask for you to transmit your information.

## **SECTION TWO: EMERGENCY PROCEDURES**

### **Serious Injury / Death**

#### **If incident occurs at school or facility:**

- Call 911.
- Notify First Aid/CPR-certified persons in school building(s) of medical emergencies (see Crisis Team).
- Isolate affected student(s) and staff member(s), if possible.
- Secure area as potential crime scene. Do not allow anyone to disturb possible evidence.
- Notify Principal and School Resource Officer;
- Principal notifies Superintendent or designee.
- Activate school Crisis Team. Designate staff person to accompany ill or injured person(s) to the hospital.
- Call Network Director.
- Principal notifies parent(s) or guardian(s) of affected student(s), or emergency contact(s) of affected staff member(s).
- Refer witness(es) to school psychologist/counselor(s). Contact parents of the witnesses.
- Determine the method to notify students, staff members and parents. Student Services and the Executive Director of Communications and Community Relations can assist with that.
- Refer any media inquiries to the Executive Director of Communications and Community Relations.

#### **If incident occurs outside of school or facility:**

- Call Student Services. Student Services can assist with notification templates.
- If possible, notify staff members before normal operating hours.
- Determine the best method of notifying students and parents.
- Announce availability of counseling services for those who need assistance.
- Refer all media inquiries to the Executive Director of Communications and Community Relations.

#### **Post-crisis intervention:**

- Meet with counselor(s) and Student Services staff to determine level of intervention needed for students and staff.
- Designate rooms as private counseling areas.
- Escort affected student's siblings, close friends, and other highly stressed individuals to counselors.
- Assess stress level of staff; recommend counseling to those overly stressed.
- Follow up with students and staff receiving counseling.
- Designate staff person(s) to attend funeral(s), if any.
- Allow for changes in normal routines or test schedules to address injury or death.

## **SECTION TWO: EMERGENCY PROCEDURES**

### **Severe Storm**

Severe wind, rain, snow, hail, thunderstorms and flash floods are not uncommon in Utah. Tornadoes, while not common, do occur as well. Procedures for dealing with either of these threats are similar.

- Be alert for weather warnings. Monitor Emergency Alert Stations or NOAA Weather Stations (National Weather Service, Weather Channel, local news media, etc).
- Review “duck and cover” procedures if tornadoes threaten.
- Close windows and blinds; avoid windows and outside walls.
- Take class attendance list; account for all students.
- Be ready to move quickly if flooding threatens.
- Remain in safe areas until warning(s) expire or emergency personnel have issued all-clear advisories.



## SECTION TWO: EMERGENCY PROCEDURES

### Sheltering-in-place Procedures

Sheltering provides refuge for students, staff, and/or the public within the school building(s) during an emergency. Shelters should be located in areas that maximize the safety of inhabitants. Safe areas may change depending on the type of emergency.

- Identify safe area(s) in each school building. Safe areas may include the auditorium, cafeteria, halls or classrooms. Safe areas will be designated after evaluation.
- Principal warns students and staff to assemble in designated safe area. Bring all persons inside school building(s).
- Principal notifies Superintendent or designee, Network Director, and Executive Director of Communications and Community Relations.
- Teachers take class list. Teachers should account for all students after arriving in a safe area.
- Close all exterior doors and windows in classroom or work area.
- If advised, turn off any exhaust or ventilation system.
- Cover food not in containers, or put it in a refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- All persons must remain in safe areas until notified by the Principal or emergency responders. See Emergency Directory for the location of emergency supplies.

**NOTE:** After an Earthquake, shelter-in-place and reunification procedures will be coordinated between school staff and neighborhood residents. The SAFE Neighborhoods program follows checklists in the Just-In-Time Earthquake kit located in the designated location at each school. Students are to remain segregated from unscreened adults during this process.

## SECTION TWO: EMERGENCY PROCEDURES

### Student Unrest

- Notify Police/School Resource Officer if necessary.
- First ensure the safety of students and staff members.
- Contain area of unrest - seal off as appropriate.
- Move students involved in disturbance to an isolated area.
- Notify Principal; Principal notifies Superintendent or designee.
- Advise staff; Principal may issue lock-down (see **Lock-Down Procedures**).
- Meet with student representatives to address issues, as appropriate.
- Document incidents with a camera, tape recorder or take detailed notes.

#### Teachers:

- Keep students calm.
- Lock classroom doors.
- Do not allow students outside of classroom until you receive an all clear signal from the Principal.
- Make a list of any students absent from the classroom.
- Document all incidents.

## **SECTION TWO: EMERGENCY PROCEDURES**

### **Suicide Attempt at School**

- Call 911, if necessary.
- Notify Principal, School Resource Officer, school psychologist, counselor, and Student Services.
- Try to calm suicidal person.
- Try to isolate suicidal person from other students and staff.
- Stay with suicidal person until professional help arrives. Do not leave a suicidal person alone.
- Principal notifies Superintendent or designee.
- Principal may schedule meeting with parents and school psychologist /counselor to determine course of action.
- Activate school Crisis Team to implement post-crisis intervention.

## SECTION TWO: EMERGENCY PROCEDURES

### Utility Break / Disruption

#### Electricity

- Call 911 only if live electrical line is down.
- Call Executive Director of Auxiliary Services and/or Assistant Director of Facility Services.
- Verify the electrical power is out throughout the entire building and the surrounding neighborhood. Note, emergency lighting will always activate during an outage and should not be confused as a phase loss condition.
- A partial outage, where the lights and equipment are on in some areas of the building may indicate a phase loss. Immediately report this condition to Facility Services and Rocky Mountain Power to avoid serious damage to the electrical or mechanical systems.
- Verify the emergency generator is running.
- Wait 15 minutes and then call Rocky Mountain Power at
- (877) 508-5088 to report the outage. Periodically call this same number to check on the status of the outage.
- Principal notifies Superintendent or designee.

#### Natural Gas

- If natural gas odors are detected, report the condition to the Principal.
- Call Executive Director of Auxiliary Services and/or Assistant Director of Facility Services.
- Evacuate the building immediately.
- Call Dominion Energy at (800) 767-1689.
- Call 911.
- Do not attempt to shut off the gas.
- District facilities are fitted with seismic gas valves which automatically turn off the natural gas in the event of an earthquake.
- Principal notifies Superintendent or designee.

#### Water

- If the water main break is in the street, call SLC Department of Public Utilities at 801-483-6700.
- Call Executive Director of Auxiliary Services and/or Assistant Director of Facility Services.
- If a water main or line breaks inside the building or on the grounds, turn off the water at the main shut off and try to contain the water or direct it away from or out of the building.
- Principal notifies Superintendent or designee.

## **SECTION TWO: EMERGENCY PROCEDURES**

### **Weapons**

- Immediately notify Principal, School Resource Officer/911.
- Call Lockdown.
- Identify by name the individual suspected of bringing weapon; type of weapon; where the weapon is located; if the suspect has threatened anyone; and any other details that may prevent the suspect from hurting someone or themselves.
- If Teacher suspects that the weapon is in the classroom, a neighboring Teacher should be confidentially notified.

#### **Principal:**

- Call Police if a weapon is suspected to be in school.
- Principal notifies Superintendent or designee.
- Accompany the suspect to a private office to wait for the Police.
- Conduct search with Police or School Resource Officer.
- Inform suspect why you are conducting the search.
- Keep detailed notes of all events and why the search was conducted.
- If the suspect is a student, notify the student's parent(s) or guardian(s). Explain why the search was conducted and the results of the search.
- If the suspect threatens you with a weapon, do not attempt to disarm him/her. Back away with your arms up. Try to remain calm.

## SECTION THREE: RELOCATION AND REUNIFICATION

### Emergency Release of Students

Release of students in grades K-8, other than the regularly scheduled hours, is prohibited unless a parent or another authorized responsible person has been notified and has assumed responsibility for the child. Students in grades 9-12 may be released without such notification if the Principal or designee determines that the child is reasonably responsible and notification is not practical.

- Principal will contact the Superintendent or designee for authorization to cancel school or close school early.
- When a decision is made, Principal will notify Network Director and the District Executive Director of Communications and Community Relations.
- Principal will determine and communicate the pick-up point or alternate pick up point for bus drivers and parents. Principal will relay this information as soon as possible to the Transportation Manager.
- Principal will notify Network Directors Services to arrange for bus transportation and Food Service support as needed.
- If cancellation or closure is approved, principal will initiate School Messenger plan to contact as many parents and authorized guardians as possible using email, robocall, text alert, etc., and the school calling tree. Principal will work with Executive Director of Communications to determine whether social media and/or the school or district website should also be used to communicate

### On/Near-Site Evacuation Assembly Points

Primary location.....South Field  
Secondary location.....North parking lot

### Off-Site Emergency Relocation Center

Name.....Highland Stake Center  
Address.....2738 South Filmore Street  
Contact Person.....Ryan Koelliker  
Contact Phone Number.....801-580-9252  
Self-contained classrooms.....Lisa Gifford's house  
Address.....2664 South 1900 East  
Contact Phone Number.....801-486-4044

### Location of Emergency Supplies

First Aid.....Sick room off office  
72-Hour Kits.....Sick room off office  
CERT supplies.....Sick room off office

## **SECTION THREE: RELOCATION AND REUNIFICATION**

### **Evacuation To On-Site or Near-site Locations:**

- Call 911 if necessary.
- Principal orders evacuation if students and staff should be moved outside of school building(s) to Primary or Secondary Evacuation Assembly Points.
- Principal will direct students and staff to follow fire drill procedures and route. If normal route is too dangerous, follow an alternate route.
- Principal and Head Custodian to shut off all electrical equipment, gas, water faucets, air conditioning, heating and ventilation, if possible.

### **Teachers:**

- Direct students to follow normal fire drill procedures unless Principal alters route or normal route is too dangerous.
- Take class list when evacuating. Take roll as soon as possible after arriving at the evacuation site.
- Close classroom doors and turn out lights.
- After successfully evacuating, teachers will account for all students using class list. Inform Principal ASAP if any students are missing.

### **Relocation To An Off-site Location:**

- Principal determines relocation procedures after consulting with Superintendent or designee.
- Principal notifies Network Director and Executive Director of Communications and Community Relations.
- Principal orders evacuation if students and staff are to be moved to Emergency Relocation Center.
- Principal notifies Emergency Relocation Center.
- Designated Crisis Team member coordinates transportation if students are evacuated to Emergency Relocation Center. District Transportation Supervisor is contacted by the Crisis Team member and informed that relocation is taking place.
- If students are moved to the Emergency Relocation Center, stay with your class. Take roll again when you arrive at the Emergency Relocation Center.

## SECTION THREE: RELOCATION AND REUNIFICATION

### Reunification:

- **All Levels:** Students will be released to their parents or designee, as prearranged on Emergency Contact Card, with government issued photo identification. ID must be presented at a Reunification Station outside the building, facilitated by the Family Reunification team.
- **Intermediate & High School Levels:** Same as above except for those students whose parents have signed an Emergency Release Permission Form giving permission for the student to be released, after being excused, following an emergency.



## SECTION FOUR: FORMS AND REPORTS

# AFTER ACTION REPORT

Please fill out after each event/incident and send to Facility Services

School: \_\_\_\_\_  
Person Completing  
Report: \_\_\_\_\_  
Event / Incident \_\_\_\_\_ Event / Incident  
Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Time at which accountability for students, staff, and visitors was  
completed: \_\_\_\_\_

### Mark One

☐ Incident ☐ Drill

### Incident Type

<input type="checkbox"/> Active Shooter	<input type="checkbox"/> Severe Weather & Natural Disasters
<input type="checkbox"/> Aircraft Emergency	<input type="checkbox"/> School Disturbances
<input type="checkbox"/> Bomb Threat	<input type="checkbox"/> Terrorism
<input type="checkbox"/> Child Missing / Kidnapped / Left at School	<input type="checkbox"/> Threat Management Process
<input type="checkbox"/> Fire Emergency	<input type="checkbox"/> Utility Failures
<input type="checkbox"/> Hazardous Material Spills or Release	<input type="checkbox"/> Weapons
<input type="checkbox"/> Hostage situation	<input type="checkbox"/> Lockout/Lockdown
<input type="checkbox"/> Medical Emergencies	<input type="checkbox"/> Other _____

### Response Information

<input type="checkbox"/> Lockdown	<input type="checkbox"/> Shelter In Place	<input type="checkbox"/> Other _____
<input type="checkbox"/> Lockout	<input type="checkbox"/> Evacuation	

### Resources Utilized

<input type="checkbox"/> Fire	<input type="checkbox"/> DOH (Department of Health)
<input type="checkbox"/> EMS (Emergency Medical Services)	<input type="checkbox"/> HSEMA (Homeland Security and Emergency Management Agency)
<input type="checkbox"/> PD (Police Department)	<input type="checkbox"/> Other _____

**Narrative:**

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**Things that went well:**

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**Things that need improvement:**

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**Action taken to improve:**

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION FOUR: FORMS AND REPORTS

Date:

### EMERGENCY COMPLIANCE AND ASSURANCE FORM

By July 1 of each year, each LEA shall certify to the Board that the LEA Emergency Preparedness and Emergency Response Plan has been practiced at the school level, presented to and reviewed by its teachers, administrators, students and their parents, local law enforcement, and public safety representatives consistent with Section 53A-3-402(18) and R277-400. In an effort to ensure compliance, an individual report shall be completed for each school in each school district and every charter school.

School Name:  Grades Housed:  School District:   
 School Address:  or ☐ Check Box if Charter School

1. Emergency Preparedness and Emergency Response Plan has been practiced at the school level, presented to and reviewed by its teachers, administrators, students and their parents, local law enforcement, and public safety representatives? ☐ Yes Date  ☐ No
2. School has appointed a committee to prepare, modify or adjust existing plan to meet individual school needs and features, to satisfy this rule, to include Governmental agencies and bodies vested with responsibility for directing and coordinating emergency services on local and state levels? ☐ Yes ☐ No
3. A copy of the plan has been sent to be filed in the LEA superintendent's or charter school director's office? ☐ Yes ☐ No
4. Parents and staff have received written notice of relevant sections of the plan, applicable to the school? ☐ Yes Date  ☐ No
5. School Emergency Preparedness/Emergency Response week is designated prior to April 30th each school year? ☐ Yes Date  ☐ No
6. The plan contains measures that assure students receive adequate educational services and supervision during school hours? ☐ Yes ☐ No
7. All school staff have been instructed that they are responsible to assure reasonable care and supervision of children until responsibility has been affirmatively assumed by another responsible party in evacuation procedures? ☐ Yes ☐ No
8. School staff are instructed that the release of a child below ninth grade at other than regularly scheduled hours is prohibited, unless the parent or another responsible person has been notified and has assumed responsibility for the child? ☐ Yes ☐ No
9. The plan contains measures to assure emergency preparedness training for students is age appropriate? ☐ Yes Training Date  ☐ No

10. Fire Drills and Other Emergency Drills:

**Elementary schools** shall conduct emergency evacuation drills **at least once each month** during school sessions.

**Secondary schools** shall conduct emergency evacuation drills for fire **at least every other month** during school sessions.

**All schools:** the first fire drill shall be **conducted within the first 10 days of school**. Required emergency drills may be substituted every other time by a security or safety drill, to include: shelter in place; earthquake drills; or lock down for violence.

**Note: Schools that include both elementary and secondary grades in the school shall comply, at a minimum, with the elementary emergency drill requirements.**

Select school type reporting for:

- ☐ Secondary School  
☐ Elementary School

First Drill: <input style="width: 60px;" type="text"/>	Second Drill: <input style="width: 60px;" type="text"/>	Third Drill: <input style="width: 60px;" type="text"/>	Fourth Drill: <input style="width: 60px;" type="text"/>	Fifth Drill: <input style="width: 60px;" type="text"/>
Type of Drill: <input style="width: 60px;" type="text"/>	Type of Drill: <input style="width: 60px;" type="text"/>	Type of Drill: <input style="width: 60px;" type="text"/>	Type of Drill: <input style="width: 60px;" type="text"/>	Type of Drill: <input style="width: 60px;" type="text"/>
Sixth Drill: <input style="width: 60px;" type="text"/>	Seventh Drill: <input style="width: 60px;" type="text"/>	Eighth Drill: <input style="width: 60px;" type="text"/>	Ninth Drill: <input style="width: 60px;" type="text"/>	Tenth Drill: <input style="width: 60px;" type="text"/>
Type of Drill: <input style="width: 60px;" type="text"/>	Type of Drill: <input style="width: 60px;" type="text"/>	Type of Drill: <input style="width: 60px;" type="text"/>	Type of Drill: <input style="width: 60px;" type="text"/>	Type of Drill: <input style="width: 60px;" type="text"/>

11. At least one drill for school violence emergencies is conducted annually? ☐ Yes Date  ☐ No
12. Student assistance programs such as care teams, school intervention programs, and interagency case management teams have been developed for the school? ☐ Yes ☐ No
13. There is coordination between school and local law enforcement, and other public safety representatives for school safety emergencies, including cooperative agreements with other governmental entities, as reasonably feasible and appropriate? ☐ Yes ☐ No
14. The plan delineates communication on channels and lines of authority with the LEA, city, county, and state, including instruction to school staff that, in the event of an emergency involving more than one LEA, or when state or federal assistance is involved, the superintendent for school districts and the local charter school board through its director are the respective chief officers? ☐ Yes ☐ No
15. School staff have been instructed that school personnel shall maintain control of public school students and facilities during the regular school day or until students are released to a parent or legal guardian, in the event of an emergency? ☐ Yes ☐ No

Name of Individual Preparing Report:  Title of Preparer:

Preparer's E-Mail: