

Provo Cíty School Dístríct

Emergency Response Plan



August 2010

	TABLE OF CONTENTS	
Ι.	Community and District Contact Information	
II.	Introduction to Emergency Management	
	Four Phases of Emergency Management	2 - 2
	Homeland Security Advisory System	2 - 3
	Levels of Emergencies	2 - 4
	Incident Command System (ICS)	2 - 5
III.	Mitigation – Prevention - Preparedness	
	Utah Administrative Code	3 - 2
	District Office Site - Incident Command Organization Chart	3 - 6
	Incident Command District Office Roles & Responsibilities	3 - 7
	School Site - Incident Command Organization Chart	3 - 8
	Incident Command School Roles & Responsibilities	3 - 9
	District Crisis Management Steps	3 - 10
	School Incident – Action Flow Chart & Command Post Structure	3 - 11
	Emergency Operations Plan (EOP)	3 - 12
	Pre-crisis/Disaster Responsibilities & Checklist	3 - 18
	Earthquake Mitigation & Preparedness	3 - 22
	Student Preparation – What to do During an Earthquake	3 - 23
	Earthquake Drills – Home Hazard Hunt handout	3 - 24
	Evaluation of Earthquake Drills	3 - 26
	Checklist for Non-structural Earthquake Hazards	3 - 27
	Reducing Non-structural Earthquake Hazards in Schools	3 - 29
	Utah Bomb Threat Planning Guide	3 - 30
	Emergency Procedures fro the Disabled	3 - 31
IV.	Response	
	Accidents at School	4 - 2
	Aircraft Crash	4 - 3
	Air Pollution Alert	4 - 4

	Bomb Threat	4 - 5
	Bomb Threat Call Checklist	4 - 9
	Chemicals & Hazardous Materials	4 - 10
	Earthquake	4 - 12
	Fire	4 - 14
	Flood	4 - 18
	Hostage Situation	4 - 20
	In-Place Sheltering	4 - 22
	Lockdown Procedures	4 - 23
	Medical Emergencies	4 - 25
	National Incident – Declaration of War	4 - 27
	Pandemic	4 - 28
	Severe Weather	4 - 30
	Shooting – Violence - Terrorism	4 - 31
	Student Release	4 - 36
	Suicide – Death at School	4 - 39
	Utility Failure	4 - 44
V.	Recovery	
	General Recovery Checklist	5 - 2
	Recovery Strategies for Emergencies/Critical Incident	5 - 3
	Emotional Trauma & Post Traumatic Stress	5 - 5
	Effects of Trauma on Children & Adults	5 - 6
	When Someone Dies – Responding to Bereavement	5 - 10
VI.	Appendices	
	Sample Letters – Death Announcement – Letter to Parents	6 - 2
	Class Announcement	6 - 3
	Death of Student or Faculty Member	6 - 4
	Classroom Announcement of Death	6 - 5
	Classroom Announcement of Death	6 - 6
	Sample Letter to Parents of Student Death	6 - 7
	Sample Emergency Kits	6 - 8
	Student Contact Cards – English & Spanish	6 - 10