

---

---

## IV – RESPONSE

---

---



# Accidents at School

---

**Principal will:**

- 1. Provide appropriate medical attention, call 911 if needed
- 2. Complete appropriate documentation
- 3. Contact parents/guardians as appropriate

**Staff will:**

- 1. Report accident to principal, call 911 if warranted
- 2. Provide for immediate medical attention including performing necessary life-sustaining measures (CPR, AED, etc) until emergency services arrive
- 3. For minor events, take student to the office

**Other suggested preventive/supportive actions:**

- Post the names of staff certified in first aid or CPR in the flipchart
- Provide standard location for placement of classroom emergency procedures
- Provide teachers information about students with special medical or physical needs; such as allergies, fainting, seizures, diabetes, etc; include procedures for specific emergencies

**Additional steps for our school/staff:**

---

---

---

---

# Aircraft Crash

---

## District will:

1. Notify the school of danger due to fallen aircraft
2. Consult with emergency responders and the principal about proper safety procedures for the school population
3. Set up a media briefing room at the district office
4. Assemble the district crisis team if necessary

## Fallen aircraft on or near school:

### Principal will:

1. Take cover
2. Call 911
3. Initiate the Emergency Operations Plan
4. Move students in classrooms near the crash site to safer locations in the school
5. Consult with the district office on possible early dismissal
6. Notify the district office, 801-374-4800

### Teachers will:

1. If danger imminent, evacuate the students to the Emergency Assembly Area
2. Check with buddy teacher, take rolls and classroom emergency kit
3. Initiate the Emergency Operations Plan

### Staff will:

1. Evacuate and assume responsibilities in the Emergency Operations Plan

### Additional steps for our school/staff:

---

---

---

# Air Pollution Alert

---

For air quality updates refer to: <http://www.airquality.utah.gov/provo.html>

**District will:**

1. Monitor air quality
2. Advise schools on when to keep students in-doors

**Principal will:**

1. Develop and maintain a file on students and staff who have or are susceptible to respiratory problems. The file should contain data on the location of such persons at different times during the day.
2. Meet with teachers directing strenuous activity programs and determine alternate programs available during an air pollution episode.
3. When notified by the district office of poor air quality, inform all staff to stay indoors and minimize physical activity.
4. Cancel all athletic competitions and practices and any other activities that require strenuous physical activity such as marching band, pep squad etc.
5. Instruct employees to minimize strenuous physical activity.
6. Urge staff and high school students to minimize use of vehicles.

**Staff will:**

1. Remain indoors with students
2. Minimize physical activity
3. Keep windows and doors closed
4. Resume normal activities after the all-clear signal is given

**Additional steps for our school/staff:**

---

---

# Bomb Threat

---

**ALL BOMB THREATS SHOULD BE TAKEN SERIOUSLY!**  
(False threats are sometimes used to throw people off guard)

## FBI Guidelines

If 4 of the 6 items below are present – evacuation is recommended:

1. The threat is received by news media or police
2. The caller appears to be an adult
3. A time element for the explosion is given
4. The location of the bomb is given
5. A warning to evacuate to avoid injury is given
6. A cause or reason for the bomb is stated

## Protective Action -

Follow directions from the Incident Commander on type of protective action to implement. The degree of protective cover depends upon the situation. In most cases, a general lockdown is advisable rather than evacuating the staff and students into areas of potential danger. The following protective cover is advisable for the following situations:

Credible bomb threat – general lockdown announced, teachers gather students into classrooms to sit in their seats, resume regular classroom activities until an “all clear” announcement is given

Explosive device found – evacuate immediate area (possibly out windows), place school in lockdown

## Reporting

1. The person receiving a phone threat should remain calm and write down the message using the bomb threat checklist (located on p. 4 – 9 of this section). Train student helpers to give phone to an adult.
2. Do not hang up the phone, notify the principal and call 911
3. The person who received the threat will then go to the main office and wait until police arrive

**District will:**

1. Contact police and assist with setting up incident command system
2. Will send representative from the district office to assist with on-site decisions
3. Set up media briefing room at the district office personnel

**Principal will:**

1. Call 911 and district office, 801-374-4800
2. Follow instructions from the Incident Commander and district office

**Do the following as directed by the Incident Commander:**

1. Assemble bomb threat team (principal, assistant principal, facilitator, custodian) to conduct search of public areas in groups of two
2. Ask teachers to search rooms
3. If unfamiliar object or device found:
  - a. Isolate and guard the area – **do not touch or go near the object**
  - b. Immediately evacuate everyone from adjacent area – may consider students evacuating through windows
  - c. Assemble at least 500 feet from the building
  - d. Re-enter the building only after being advised by police
4. Consult with police and district office to:
  - a. Continue normal daily routine
  - b. Place students in lockdown

General lockdown – teachers gather students into classrooms, normal class activities continue, doors are locked, no one enters or leaves until an “all clear” announcement is given

Partial lockdown/partial evacuation – students in immediate area of suspicious object are evacuated and rest of school placed in lockdown
  - c. Evacuate the building
    1. Check evacuation routes for unusual items to insure safety
    2. Check assembly area – keep students away from parking lot
    3. Turn off cell phones and radios – PA systems are safe to use
    4. Announce for students and teachers to look for unusual items, report if found and not to touch

**Principal will cont.:**

5. Sound fire alarm
6. Leave immediate environment as is, do not turn off lights, do not change thermostat, etc.
7. Evacuate school population to the Emergency Assembly Area or another safe location and initiate the Emergency Operations Plan
8. Release students according to policy

**Teachers will:**

1. The safety of the students is the first and greatest priority
2. Instruct students to sit at their desks and not move around the classroom – this will help maintain control and reduce the risk of students touching hazardous objects or leaving the classroom
3. Search room for unfamiliar objects – visually look, **do not touch**, do not open drawers or cabinets – think if an unfamiliar object, parcel or project has been brought into the classroom – report any unfamiliar object to the principal or Incident Commander and move students to a safe location
4. Continue normal class activity – statistics show that over 95% of all bomb threats are false – based on this and the assessment that classrooms provide protection in case an explosion occurs in the hallways or public areas, students are safe sitting in their seats
5. Have students take protective cover (drop, cover and hold) if directed
6. Remain in lockdown until an “all clear” is announced
7. Reassure and calm students
8. If ordered to evacuate, take class roster & classroom emergency kit

**Other faculty and staff will:**

1. Follow instructions from the principal or the Incident Commander
2. Assist with searching for unfamiliar objects – leave doors and windows open to reduce effects from a possible explosion – do not open drawers or cabinets
3. If necessary, assist with evacuation, check routes and assembly area

**Prevention**

1. The faculty and staff will maintain an awareness of the contents in their rooms or offices, any suspicious containers or changes to the area should be reported to the principal
2. Teachers will lock their rooms when not in use
3. Cabinets and closets should be locked when not in use
4. Custodians should lock each room after cleaning
5. During evening occupancy, the public should have limited access within the building to those areas set aside for their use
6. Supply areas, broiler and fan rooms should be kept locked and secured
7. All people entering the building who are neither staff nor students must check in at the main office

**Additional steps for our school/staff:**

---

---

---

---



# Bomb Threat Call Checklist

## Questions to ask in a relaxed manner:

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to go off?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

## Write exact wording of the threat on the back of this paper

Number at which call was received: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

Caller was: (circle) Male Female Adult Juvenile

### Caller's voice: (circle all that apply)

Loud	Deep	Persistent	Raspy	Soft	Lisp	Deliberate
Distinct	Stutter	Distorted	Nasal	Angry	Crying	Coherent
Calm	Slurred	Angry	Profane	Obscene	Irrational	Rational
Fast	Slow	Incoherent	Emotional	Laughing	Other: _____	

### Caller's accent:

Local Latino Asian Foreign Other: \_\_\_\_\_

### Background sounds: (circle all that apply)

Factory	Music	Machines	Animal	Planes	Machinery	Local
PA System	Motors	Voices	Long distance	Office equipment		
Other: _____						

Name of person taking the call: \_\_\_\_\_ Position: \_\_\_\_\_

School: \_\_\_\_\_ Date: \_\_\_\_\_

# Chemicals & Hazardous Materials

---

## **Accident in the school**

All chemicals in the building are to be identified and securely stored in case of an earthquake. (See Prevention Section, p. 3 - 29) Information on the type and location of the chemicals should be specified on a school map filed in this binder and updated as needed. All personnel using chemicals should be properly trained.

### **District will:**

1. Contact police and assist with setting up Incident Command System
2. Will send representative from the district office to assist with on-site decisions
3. Set up media briefing room at the district office

### **Principal/Incident Commander will:**

1. Be aware of all chemicals stored and used in the school
2. If a spill occurs, gather pertinent information, call 911 and the district office 801-374-4800
3. Consult with emergency response personnel to evaluate the danger of the spill and determine the safest action:
  - a. Evacuate the building
  - b. Evacuate the area
  - c. Remain in the building under In-Place Sheltering
4. If necessary to evacuate, alert school population using the PA system, initiate the Emergency Operations Plan

### **Teachers and staff will:**

1. Assure students and follow instructions from the principal or Incident Commander
2. If ordered to evacuate, take classroom roster and kit, have students take coats, check buddy teacher, initiate the Emergency Operations Plan

## **In-Place Sheltering**

**Do the following as directed by the principal or Incident Commander**

1. Close all external doors and windows
2. Turn off heaters, air conditioners and close all vents
3. Seal gaps around windows and vents with duct tape
4. Do not operate electrical equipment or switches
5. Observe all students and staff for signs of adverse reactions or illness
6. Maintain communication with emergency services and the district office
7. Remain in place until an “all clear” announcement is given

## **Accident within area surrounding the school**

Schools may be affected by an accident involving a hazardous material carrier or business. Warning of a hazardous incident will be received from the local emergency services.

### **District Office will:**

1. Consult with emergency services to determine best procedure; evacuating, initiating In-Place Sheltering, early or late dismissal
2. Advise principal of best procedures
3. Set up media briefing room at the district office

### **Principal/school personnel will:**

1. Follow instructions from district office and emergency services
2. Initiate Emergency Operations Plan

### **Additional steps for our school/staff:**

---

---

---

---

# Earthquake

---

Schools that are ready for an earthquake will be better prepared for other emergencies. Since earthquakes affect the entire community, emergency services may not be readily available to a school. School personnel may need to rely on their own resources and preparedness efforts to care for their students. See Mitigation-Prevention-Preparedness section p. 3 – 22 for Earthquake Preparedness information.

## **District Office will:**

1. Set up Command Post at the district office
2. Communicate with each school on their status following an earthquake
3. Consult with principals on possible bussing needs
4. Set up a media briefing room at the district office
5. Assemble district crisis team

## **Principal will:**

1. Take protective cover DROP-COVER-HOLD during an earthquake
2. Set up Command Post at the Emergency Assembly Area
3. Initiate the Emergency Operations Plan as needed
4. Communicate with the district office on the status of the school and its population
6. De-brief with the school crisis team

## **Teachers will:**

1. When an earthquake occurs: tell the students to DROP-COVER-HOLD
2. When the shaking stops, check the students for injuries
3. Quickly check to see if exit is clear before evacuating
4. Take classroom kit to the Emergency Assembly Area
5. Check with buddy teacher
6. Initiate the Emergency Operations Plan

**Custodian & Staff will:**

- 1. Take protective cover during an earthquake
- 2. Custodian will turn off utilities only if necessary, example: gas only if you smell gas, water if there are broken pipes - notify utility companies of any shut offs
- 3. Evacuate to the Emergency Assembly Area and report to the Command Post

**Additional steps for our school/staff:**

---

---

---

---

# FIRE

---

**Fire Drills - whether it's a real fire or a drill, try to evacuate the building in less than two minutes.**

**District will:**

1. Require schools to conform with procedures outlined in Utah Administrative Code R277-400 - see Mitigation, Prevention & Preparedness section p. 3 - 2
2. Assist custodians with extinguisher repairs and replacement
3. Assist school with bussing if evacuation necessary

**Principal will:**

1. Each school year, conduct drills as outlined in the Utah Code R277-400
2. Fire drills will include the complete evacuation of all persons from the building or portion thereof used for educational purposes. An exception may be made for the staff member notifying the local fire department and handling emergency communications.

Taken from: Utah Administrative Code R277-400. Emergency Preparedness Plan, section R277-400-7 Plan Content - Emergency Training, Introduction Section.

3. Conduct drills:
  - a. At different hours of the day
  - b. During the changing of classes
  - c. When the students are at an assembly
  - d. During recess or lunch
  - e. During a drill, randomly block a normal exit route with yellow police, fire tape or a poster which reads, "Fire Drill Test - Find the Next Closest Exit"
  - f. Emphasize that each drill be conducted in a brisk, quiet, and orderly manner
  - g. Have students practice using all available exits
  - h. Inform food services staff of scheduled drills
4. Include in this section a map showing the location of all fire extinguishers and exits. Post map next to door/s and exits throughout the school.
5. Keep a log of when drills are held
6. Set up annual fire extinguisher training with the custodian for all school personnel

**Teachers will:**

1. Instruct students on how to:
  - a. Orderly evacuate the building when they hear the alarm - no running
  - b. Help each other, such as hold doors open while evacuating or help a handicap student
  - c. Find alternate exits, if the main exit is blocked. Have students practice reverse-marching to another exit. Post a map of exits next to door/s.
2. Upon hearing the fire alarm, instruct students to line up quietly to evacuate the building. If winter, have students quickly take only their coats.
3. Take the classroom emergency kit
4. Check buddy teacher
5. Have the students go to their assigned place at the Emergency Assembly Area
6. Take roll and have a student runner report to the Command Post (principal) that all students are accounted for or if any are missing

**Custodian will:**

1. Check exits daily to make sure they are clear and that doors function properly.  
All exits should be obvious, maintained and clear of obstructions.
2. Check fire extinguishers monthly
3. Annually train school personnel on how to use fire extinguishers
4. Observe how drills are conducted and report concerns to the principal

**Secretary will:**

1. Notify the alarm company, Avantguard 1-877-206-9141, of fire drills dates and times
2. While evacuating secure cash, and take release forms to the assembly area.  
Meet at the Command Post.

**Food Service staff:**

Procedure for fire in kitchen area:

1. Have automatic extinguishers over deep fryers and grills - check every 6 months
2. Hoods should be kept clean
3. Have fire extinguishers for all types of fires in proper locations

## **Actual Fire**

**The person locating the fire will sound the school fire alarm and call 911.**

### **District will:**

1. Consult with the principal about early dismissal and bussing needs
2. Set up media briefing room at the district office and assist with the media at the scene
3. Advise the principal on when to resume school
4. Assemble district crisis team if needed

### **Principal will:**

1. Once evacuated, set up the Emergency Operations Plan as needed
2. Do not allow students, faculty or staff back in the building
3. Consult with the fire department and the district office about releasing students or resuming school

### **Teachers will:**

1. Upon hearing the fire alarm, instruct students to line up quietly, check hallway before evacuating
2. Take the classroom emergency kit
3. Check buddy teacher
4. Be prepared to use alternate evacuation routes
5. Have the students go to their assigned place at the Emergency Assembly Area
6. Take roll and have a student runner report to the Command Post (principal) that all students are accounted for or if any are missing

### **Custodian will:**

1. Notify utility companies in case of an actual fire

	<u>Customer service:</u>	<u>24 hour service:</u>
Provo City Utilities:	801-852-6820	801-852-6868
Questar Gas:	801-853-7400	1-800-541-2824

2. Assist in evacuation and report to the Command Post



**Secretary will:**

Secure cash and take release forms to the assembly area - meet at Command Post

**Food Service staff:**

Turn off appliances, evacuate to the assembly area, and report to the Command Post

**Additional steps for our school/staff:**

---

---

---

---

# Flood

---

Many areas in Utah are subject to floods. Flooding may be caused by heavy rain, dam breaks or the sewer system backing up. Except in the case of flash floods, the onset of most floods is a relatively slow process. Each school needs to examine its surrounding area to determine the threat of possible floods.

**Water line break occurs, call Provo City, 801-852-6780 or 801-852-6789**

## **District will:**

1. Notify school of possible flooding
2. Consult with principals about evacuation procedures
3. Instruct bus drivers of responsibilities and alternate bus routes
4. Assist principals with notifying parents
5. Set up media briefing room at the district office or alternate location
6. Determine when school may resume
7. Assemble district crisis team if necessary

## **Principal will:**

1. If minor flooding occurs:
  - a. Assess damage and notify the district office, 801-374-4800
  - b. Evacuate flooded area
  - c. Determine if electricity needs to be shut off to prevent electrical shock
  - d. Consult with district office about clean up procedures
2. School in danger of major flooding:
  - a. Consult with district office on evacuating procedures and school dismissal. In case of severe flood, school population will evacuate to:  

---
  - b. Announce danger by intercom or runner
  - c. Once evacuated set up Emergency Operations Plan, as needed
  - e. Consult with district office about when to resume school

**Teachers and Staff will:**

1. Follow instructions from the principal
2. If necessary, evacuate students – if winter, have students take coats
3. Take rolls and classroom kit
4. Check with buddy teacher
5. Turn off electricity, if necessary (custodians)
6. Secure cash and take release forms (secretaries)
7. Set up Emergency Operations Plan as directed by principal

**Additional steps for our school/staff:**

---

---

---

---

# Hostage Situation

---

The hostage section is primarily geared toward an incident involving an armed intruder who takes or attempts to take hostages or makes demands. If a hostage situation takes place, a lock down should be initiated immediately. This will give the students and staff maximum security behind locked doors and avoid students accidentally walking into a dangerous situation.

## Hostage situation in a classroom (teacher and students taken hostage)

### Teachers will:

1. Keep calm and reassure students - SAFETY OF THE STUDENTS IS THE FIRST AND GREATEST PRIORITY (1)
2. Have students stay in their desks (2)
3. Be calm and courteous when communicating with the intruder – comply with demands within reason
  1. It is vital to avoid adding further stress to the situation. The first 15-30 minutes are especially critical when stress is high and intruders are prone to violence. Reassure students – encourage mentally strong students to help calm other students.
  2. Teachers and students that stick out in a group may be targeted as victims.

## Principal and/or other school personnel become hostage/s:

The school employee will:

1. Be calm and courteous when communicating with the intruder
2. Be cooperative, comply with requests within reason – stall for time
3. Try to initiate conversation with the intruder to find out what is wanted

## Alert and Stress Codes:

1. First name/last name alert code – in order to indicate that you are in trouble and need help, if possible, address the person you are talking to by addressing them by their first name but substitute their last name with yours. (1)
2. In order to communicate the gender and number of intruder/s, use key words such as he, she, they, the both of them, etc. (2)
3. Communicate the type of weapons the intruder has. Examples: “He/she/they has/have a gun...” “He/she/they have a bomb around their waist.” “There is a bomb by the door...”
4. Express what the intruder wants, “He/she/they want(s)...” “He/she/they want(s) to...”
5. Indicate the intruder’s mood. Examples: “He/she/they is/are calm/scared, etc.”

1. Addressing the person on the phone using their correct name and your last name is a very simple way to communicate that you are in danger and need help without alerting the intruder. If someone answers the phone that you do not know, ask for a specific person, then give the stress code.
2. It is very important for the police to have as much information as possible. Give as much specific information as possible. Examples: "he or she" indicating a lone male or female, "them" indicating more than one, "all three of them" indicating the number of intruders.

**Additional steps for our school/staff:**

---

---

---

---

# In-Place Sheltering Procedures

---

Certain emergency situations will require students and staff to remain secured within the school building to assure safety precautions. Principals will order in-place sheltering when directed to do so by emergency personnel or the district office.

**Principal will notified the district office if In-place Sheltering is implemented. Staff and students should follow the directions from the principal or the Incident Commander as to which actions to take listed below.**

**In-Place Sheltering may involve all or some of these steps:**

1. Close all external doors and windows
2. Turn off heaters, air conditioners and close all vents
3. Seal gaps around windows and vents with duct tape
4. Do not operate electrical equipment or switches
5. Observe all students and staff for signs of adverse reactions or illness
6. Maintain communication with emergency services and the district office
7. Remain in place until an “all clear” announcement is given

**Sample announcement:**

**Example: "Attention please. We have a hazard in the community and are instituting SHELTER IN PLACE procedures. Students and staff should remain inside with windows and doors securely closed and air conditioning units turned off. Those who are outside should immediately move to the protection of an inside room. Do not go outdoors until you receive further instructions."**

# Lockdown Procedures

---

Before initiating a lockdown, determine if students and staff are safest within the school building. When announcing Lockdown Procedures, use common language.

## Lockdown Due to Imminent Danger

### Principal will:

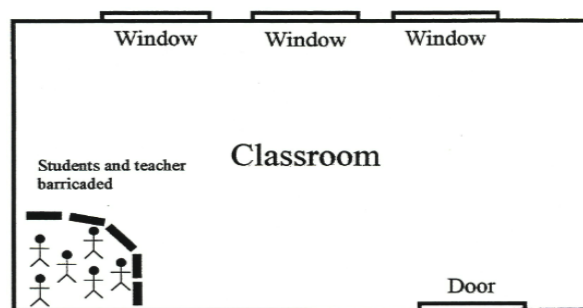
1. Announce over the PA system, if students and staff are in imminent danger:

Example: **"Attention please. We have a dangerous situation and need to implement LOCKDOWN procedures. Teachers are to lock classroom doors and keep all students inside the classroom until further notice. Do not open the door until notified by an administrator or law enforcement with an all-clear announcement. Students and teachers take protective cover."**

2. Call 911 and district office, 801-374-4800
3. Follow instructions from district office and Incident Commander
4. When dangerous situation

### Teachers and staff will:

1. Direct all students into classrooms – students in the halls will go into the closest classroom
2. Lock doors – turn off lights
3. Have students take protective cover away from doors and windows - shield them behind walls, desks, etc. in drop, cover and hold position
4. Allow no one to enter or leave the classroom until an "all clear" announcement is given by the principal or police



**All employees and students during lunch hour, between classes, before or after school must determine the safest action to take:**

1. Take cover in a corner away from the door – if room has two doors, take cover between the doors – use desks, filing cabinets, walls, etc. to hide
2. In public areas (cafeteria, gym, halls, etc.) evacuate the building immediately through the nearest exit and proceed to the designated evacuation area
3. When evacuating, do not take any objects or belongings – except role sheets and emergency packs

**Lockdown Due to Danger Outside the Building**

Indicates potential threat to safety of students and staff from danger outside of the building (chemical spill, truck/train accident, gas line break, toxic fumes, dangerous person in the neighborhood)

**Principal will:**

1. Announce over the PA system:

**Example:** "Attention please. We have a \_\_\_\_\_ emergency and need to implement LOCKDOWN procedures. Teachers are to lock classroom doors and keep all students inside the classroom until further notice. Do not open the door until notified by an administrator or law enforcement with an all-clear announcement. You may resume classroom activities."

2. Call 911 and district office, 801-374-4800
3. Consult with police, fire and district office as to length of lockdown

**Teachers and staff will:**

1. Follow principal's instructions
2. Bring students in from outside the building
3. Keep students calm
4. Resume class work

**Additional steps for our school/staff:**

---

---



# Medical Emergencies

---

## District will:

1. Encourage school personnel to receive first aid training
2. Consult with the principal when a medical emergency is severe or involves many students
3. Assemble district crisis team if necessary
4. Set up media briefing if necessary

## Principal and Staff will:

1. Maintain a current stock of first aid and sanitation supplies – place list of supplies in this section
2. Keep a list of school personnel trained in first aid and CPR – place in this section and on the flipcharts in your school
3. Keep a list of students and staff medical problems, handicaps, and instructions for emergency actions
4. Handle non-critical illness or injury
  - a. Administer first aid
  - b. Notify parents - if parents cannot be found, notify another adult authorized on the release form
  - c. If no one can be found, have student lie down in the sickroom or student may return to class if there is no threat to other students
  - d. Record time injury or illness occurred and action taken
5. Call 911 if the situation is life threatening or if the child is in need medical intervention. Provide incident location in the building, number of persons injured, and condition of those injured. Send a runner to meet the responding ambulance. Transportation of any life threatening conditions will be to the closest appropriate medical facility by professional medical responders.

**It is important to remember to immediately call 911 for assistance. 911 dispatchers can give valuable information over the phone while medical help is on the way.**

**Call 911 for the following conditions:**

- Altered mental status
- Attempted suicide
- Breathing difficulty or no breathing
- Choking
- Critical burns
- Drowning or near drowning
- Electrocution
- Head injury
- Imminent childbirth
- Open or displaced fractures
- Paralysis
- Poisoning
- Possible heart attack
- Seizures
- Severe bleeding
- Significant falls (a fall from a distance greater than the patient's height)
- Spine injury

**Additional steps for our school/staff:**

---

---

---

---

# National Incident – Declaration of War

---

## **District will:**

1. Verify information and notify schools
2. Consult with principals about early dismissal
3. Assemble district crisis team if needed

## **Principal & Staff will:**

1. Consult with district office
2. Share facts with staff via a memo or meeting
3. Discuss incident with students – be prepared for emotional reactions to vary with age and temperament
4. Send letter home with students informing parents of school procedures, include school contact information
5. Hold faculty meeting after school to discuss how students responded to tragedy and clarify school procedures

## **Attack Imminent**

### **District will:**

1. Verify information and notify schools
2. Consult with principals about early dismissal, evacuation or in-place sheltering

### **School Personnel will:**

If there is not time to evacuate:

1. Teacher will give drop, cover and hold command
2. All staff and students will take protective cover
3. Set up in-place sheltering until instructed to evacuate
4. Initiate Emergency Operations Plan
5. Custodian and food service staff will conserve food and water

# Pandemic

---

The Utah County Health Department will take the lead in mobilizing a local response to pandemic influenza. Public health alerts will be reported to schools and the community. Individual schools may be closed temporarily to contain spread of the virus.

## **Respiratory Hygiene Etiquette:**

- Cover your mouth, cough or sneeze into a tissue and throw it away
- Cough or sneeze into your upper shirt sleeve or elbow
- Wash your hands with soap and water for 20 seconds
- Wash your hands using a waterless hand hygiene product

## **District will:**

1. Issue news releases to inform both the district employees, students and families about district procedures during the outbreak
2. Determine with the Health Department possible school closure
3. Provide essential services – implement on-line education services if necessary
4. Maintain surveillance after the initial epidemic in the event a second wave passes through the community
5. Assist the Utah County Health Department in monitoring outbreaks

## **Principal will:**

1. Activate heightened surveillance of illness within school site. Gather data on symptoms of students and staff who are sick at home.
2. Insure that students and staff members who are ill stay home
3. Send sick students and staff home from school immediately
4. Provide fact sheets and guidelines for school families to make them aware of symptoms and remind them of respiratory hygiene etiquette
5. Monitor bulletins and alerts from the district office and Health Department
6. Keep staff informed of developing issues

**Staff will:**

1. Stay home when ill with cough or other flu-like symptoms (chills, fever, muscle aches, sore throat)
2. Practice “respiratory hygiene etiquette”
3. Disinfect surfaces contaminated with infected respiratory secretions with a diluted bleach solution (1 part bleach to 100 parts water)

**Additional steps for our school/staff:**

---

---

---

---

# Severe Weather

---

## District will:

1. Monitor weather conditions and maintain communication with principals
2. In case of school closures, notify radio and TV for public announcements
3. Consult with transportation about bussing routes

## Principal will:

1. Maintain communication with district office
2. Announce closure or sheltering decision to faculty and students
3. Implement In-place Sheltering if necessary (p. 4 – 22)
4. Notify parents
5. Consider safety of walking students
6. Lightning safety guide: *When Thunder Roars – Go Indoors*

## Teachers/Staff will:

1. Follow instructions from principal
2. Ensure students' safety
3. When directed, take protective measures to secure building against storm damage, bursting pipes, etc.

## Additional steps for our school/staff:

---

---

---

---

# Shooting - Violence - Terrorism

---

This section is primarily aimed at situations where there is an incident involving an attack from armed intruders in the school that threaten the safety of students and staff. School personnel should always be on the alert for unfamiliar people within the school.

## **The following will reduce the potential intruder problems**

### **Principal will:**

1. Enforce policy for visitors to sign in at the office
2. Be aware of substitutes in the building
3. Maintain open communication with students
4. Be aware of community problems that may cause a threat to the school
5. Assign school personnel to daily supervise the lunchroom and hallways

### **Teachers will:**

1. Be at their doors before and after all recesses, when students attend another classroom, and during class changes
2. Attend assemblies and sit with their class
3. Monitor doors near their classroom for unfamiliar people
4. Report the presence of unfamiliar people to the principal
5. Be aware of the general morale of the students

### **Staff will:**

1. Secretaries will keep a daily list of substitutes in the building
2. Be alert for any unfamiliar people in the building

## **If incident occurs**

### **District will:**

1. Follow Incident Command System with law enforcement
2. Arrange for busses if evacuation is necessary
3. Set up media briefing room at the district office
4. Assist school with written statement for phone calls and letters to parents
5. Assemble district crisis team

### **Police will:**

1. The first police responders will immediately obtain information clarifying as to what is occurring and where
2. Upon clarification, first responding officers will quickly formulate a plan to aggressively make entry and move toward the sound of the violence
3. Once the perpetrator(s) of the violence have been located, it will be the police officers responsibility to stop the perpetrator(s) from any further violent activity
4. The first police supervisor on scene will set up the Incident Command outside the school. This supervisor will coordinate responding emergency services and the evacuation of the school with the school administration, staff and teachers.

### **Lockdown Procedures**

Use common language to announce lockdown, indicating imminent threat to the lives and safety of students by an act of violence. The course of action is to immediately lock down the school in order to provide maximum protection to students and staff behind locked doors taking protective measures.

### **Principal will:**

1. Announce over the PA system,

**Example:** "Attention please. We have a dangerous situation and need to implement LOCKDOWN procedures. Teachers are to lock classroom doors and keep all students inside the classroom until further notice. Do not open the door until notified by an administrator or law enforcement with an all-clear announcement. Students and teachers take protective cover."

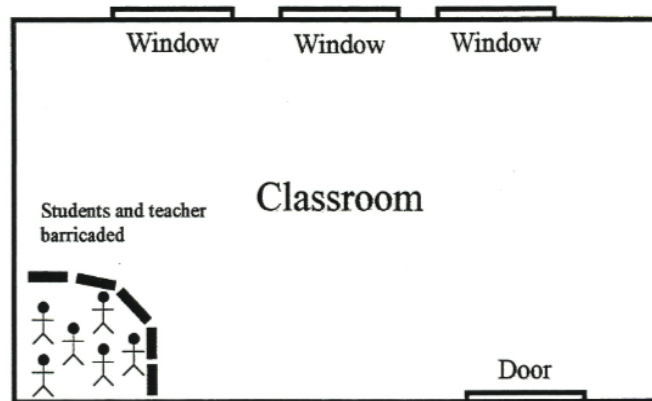
2. Confirm that 911 has been called
3. Notify the district office, 801-374-4800
4. Assign someone to meet police and give location
5. Cooperate and facilitate investigations by the proper authorities
6. Prepare a fact sheet for telephone inquiries
7. Set up a location, outside of the police perimeter, for parents to gather - assign a school employee to the location and notify police
8. Work with school crisis team or district crisis team if necessary
9. Document incident and file report
10. Debrief with school personnel



### Teachers will (during class):

1. Using extreme caution - immediately look outside the classroom and get any students in the hall into the classroom
2. Students will, if no teachers are present, lock the classroom door immediately
3. Turn lights off in the classroom if possible
4. Have students take protective measures in a corner away from the door and windows

### Protective Cover



5. Doors should not be opened until the "all is clear" code is announced to each individual classroom by phone, intercom or other communication from the principal, his/her representative or the Incident Commander

### Other faculty and staff will:

1. Immediately look outside their office/room and get any employees and/or students in the hall into the office/room
2. Immediately lock the office/room
3. Turn the lights off if possible
4. Gather in a corner away from the door and take protective cover – above diagram
5. Doors should not be opened until the "all is clear" is announced

**All employees and students during lunch hour, between classes, before or after school will:**

1. Take cover in a corner away from the door – if room has two doors, take cover between the doors – use desks, filing cabinets, walls, etc. to hide
2. In public areas (cafeteria, gym, etc.) evacuate the building immediately through the nearest exit and proceed to the designated evacuation area
3. When evacuating, do not take any objects or belongings – except role sheets and emergency packs

**Forced entry into classrooms and offices by Police/SWAT Team**

In case of a forced entry by Police/SWAT team the following procedures should be followed:

1. Doors may be forced open by explosives or other devices <sup>(1)</sup> - keep away from doors
2. Lay down flat on the floor, face down and cover your head with your hands <sup>(2)</sup>
3. Do not stand up until instructed to do so by Police/SWAT officers <sup>(3)</sup>
4. Follow Police/SWAT officer instructions as they are given
  1. For immediacy under emergency conditions POLICE/ SWAT will need to enter rooms as fast as possible. Where rooms are locked (classrooms, offices, etc.) the POLICE/SWAT may use a small explosive device, shotgun blast or a mechanical device to force open the doors. In order to reduce the chance of injuries during this process the students and staff MUST take protective cover.
  2. If SWAT or Police believe a perpetrator is in the room they will use a “flash bang” type grenade. The device produces a loud bang and a flash of light that will disorientate people in the room. It is very important that students and teachers drop to the floor and lay flat, face down with their hands on their heads (ears). This will protect students and teachers as well as give POLICE/SWAT the benefit of seeing empty hands.
  3. Any sudden moves such as jumping up off the floor may be viewed as an aggressive act by the POLICE/SWAT officers. Students and teachers MUST lie still until directed to do otherwise by POLICE/SWAT.

**Evacuating after forced entry by police**

1. Follow evacuation instructions of Police/SWAT officers<sup>(1)</sup>
2. Do not carry anything as you evacuate<sup>(2)</sup>
3. Place your hands on your head as you exit the building<sup>(3)</sup>
4. Proceed to the area directed by the Police/SWAT officers
5. Once there sit down and follow instructions given by Police/SWAT officers

1. The normal evacuation route may be compromised due to the incident. SWAT and Police Officers will give directions to different evacuation routes.
2. It is important that students NOT carry anything with them out of the school and keep their hands above their heads so SWAT and other police officers see that they are not carrying any weapons.
3. This area will be determined by SWAT or Police Officers at the scene based on the incident and circumstances involved in the incident.

### **Ending a Lockdown Procedure**

When the danger has passed, the following procedures should be followed:

1. Students and staff should remain under lockdown until notified by principal, other credible school administrator, or police contact, either in person, by phone or intercom
2. Once the proper notification is received the teacher and students should evacuate the school and follow instructions given by SWAT, police officers or school officials<sup>(1)</sup>
3. When exiting the school students should NOT take anything with them
4. Students should keep their hands on their heads and proceed immediately to the designated area
5. Once there, students should sit down and wait for instructions from SWAT, police or school officials
  1. Students will be taken to a designated area where they will be searched for weapons, given medical care and identified. Once that process is completed the students will be taken to a permanent evacuation area. It is important to know that this process is very important to safeguard that no armed perpetrators or weapons leave the school undetected.

### **Additional steps for our school/staff:**

---

---

---

---

# Student Release

---

Certain situations may involve releasing students from school or relocating them at a time when parents expect their children to be at the school site. A school administrator will implement student release in times of extreme emergency that warrant its execution. Whenever possible, it is preferred that students remain at school during the academic day.

## **Utah Administrative Code R277-400-5. Plan(s) Content--Educational Services and Student Supervision states:**

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. An older child may be released without such notification if a school official determines that the child is reasonably responsible and notification is not practicable.

### **FOUR STEPS FOR STAFF**

1. At REQUEST TABLE, verify parent ID and authorization
2. Direct parent to RELEASE TABLE; radio or send runner for student
3. At RELEASE TABLE, verify Student Request Form is signed
4. Release student to custody of authorized adult

### **FOUR STEPS FOR PARENTS**

1. Fill out Student Request Form
2. Show photo ID at REQUEST TABLE
3. Move to RELEASE TABLE to wait for student
4. Leave campus immediately after student is released to your custody

## **Principal will:**

1. Set up Incident Command Post with emergency responders and district personnel
2. Notify staff of school evacuation and communicate that this is not a drill
3. Designate the Student Assembly Area or direct teachers to a pre-designated spot.  
Analyze situation; re-evaluate evacuation spot to determine if students should be moved.
4. Determine medical and assistance needs after population assessment. Determine search and rescue needs.
5. Reassess as situation changes. Reassign emergency teams as needed.
6. Keep staff informed as to status of missing students

### **Teachers and staff will:**

1. Evacuate students to designated area, with students grouped as determined by district or school site
2. Take roll
3. Report students' status to Incident Commander by student runner – mark following by students' names:
  - A = Absent*
  - M = Medical; students taken to the First Aid station*
  - U = Missing/Unaccounted*
4. Organize students. Monitor students' medical and emotional condition.
5. Extra staff should partner for other assigned duties; report to Command Post

### **Accounting Teams Assignments**

#### **Student Release Team**

1. Take supplies to designated Request/Release Table locations
2. Set out tables at least 20 feet apart to reduce crowding. For large student body, establish several lines at the Request Table for speedier processing.
3. Post signs and set out file boxes of Student Emergency Cards for each line. Identify volunteer runners and review where to find students.
4. Distribute clipboards with Student Request Forms to parents in line
5. Set out white board for special instructions and parent requests
6. Pull cards of absent, injured and missing students. Note status on those cards and file at back of file box.

#### **Traffic Controller (Staff members and/or parent volunteers):**

1. Set out parking area directional signs and enlarged site map with walking path designated for parents picking up students
2. Set out traffic cones to cordon off parking for emergency vehicles
3. Maintain order in parking areas; direct cars away from areas for emergency vehicles
4. Report to Incident Command Post any crowd control issues in parking lot and on school grounds
5. For schools with no room for parent parking and turnaround, develop a procedure that enables students to be released directly to the authorized adult's vehicle

**Parent Information Representative (Staff or trained volunteer):**

1. Provide information about student release procedures to parents
2. Maintain white board with special information
3. Learn which students need medical attention and attempt to locate their parents

**Crisis Intervention Counselor (Secretary, Social Worker, School Nurse)**

1. Maintain order at Student Request Table; calm agitated parents and students
2. Facilitate delivery of information to parents of students with special circumstances (e.g. missing, injured, deceased)
3. Escort parents to First Aid Station to reunite with injured students

**Runners (Staff, students and/or parent volunteers)**

1. Take Student Request Form to Student Assembly Area to find requested student.  
Alternately, a walkie-talkie may be used to request a student from the Assembly Area.
2. Retrieve student and escort him/her to Student Release Table -OR- return to Student Request Table with status information on those who are not in the Student Assembly Area.

**Additional steps for our school/staff:**

---

---

---

---

# Suicide

---

## Suicide Threat

### Guidelines: Recognize clues from suicidal students

1. Statements such as:
  - I wish I were dead.
  - I have nothing to live for.
  - Complaints of being “rotten inside”
  - I won’t be a problem for you much longer.
  - Nothing matters.
  - It’s no use.
  - I won’t see you again.
2. Actions such as:
  - Withdrawal from friends and regular activities
  - Violent/rebellious behavior
  - Drug/alcohol abuse
  - Unusual neglect of personal appearance
  - Boredom and difficulty concentrating
  - Complaints of physical symptoms of emotional distress (headaches, fatigue, etc.)
  - Loss of interest in pleasurable activities
  - Not tolerating praise or rewards
  - Giving away personal belongings
3. Trust your own judgment
4. Stay with a suicidal person
5. Listen & sympathize - don’t give false reassurances, “Everything will okay.”
6. Be supportive - show you care – “We will find help for you.”
7. Tell the principal as soon as possible – principal may contact district social worker (No confidentiality)
8. Contact parent/guardian to discuss impressions, recommendations, and referral source. Determine if police contact is necessary.
9. Secure parent/guardian permission to share information with treatment provider to further assist student
10. Document incident, meetings with parent/guardian, and action taken

## **Aftermath of Suicide: The School and Postvention**

1. **Keep the school open** - The school is a magnet in times of crisis. Collaborate with district office to establish bell schedules, crisis centers and provide services for students, staff, parents, and witnesses.
2. **Consult with Community Crisis Team, if needed.**
3. **Contact the family** - Contact and support from the school is greatly appreciated.
4. **Provide fact sheets** - The death and the fact that it was a suicide should be acknowledged. Consult with deceased's family about details. Keep parents informed as to warning signs, activities, services and support available at school. Consult with police (school and local law enforcement) as appropriate. Faculty fact sheets should also include information on bell schedule, debriefing meetings, and crisis center locations.
5. **Determine intervention groups** - Groups might include the deceased student's classes, friends, siblings (and their schools), teachers/staff, parents, and community. Direct at-risk youth/adults to crisis centers for triage. Provide mental health debriefing for traumatized individuals as appropriate. Relieve impacted staff. Provide daily staff and crisis team informational debriefing.
6. **Grief counseling** - Students should be given every opportunity to express their grief in whatever setting is most comfortable: individual or small groups (in the crisis room); in classroom discussions with their teacher and crisis facilitator(s). Provide for ventilation of feelings and validate all expressions of grief. No large group assemblies. Provide referrals of community agencies and other available services.
7. **Media** - Consult with the district office about media. Emphasize intervention and prevention efforts.
8. **No memorials/dedications/plaques** - Appropriate activities include donations and letters to the family, charity, or suicide prevention efforts; establish support programs at the school.
9. **Emphasize no one/thing is to blame** - Suicide is very complex and cannot be simplified by blaming individuals, drugs, music, or the school.

## **Death at School: Natural, Accident, Homicide, or Suicide**

### **District will:**

1. Consult with the principal on the details and assist with appropriate actions
2. Assemble the Community Crisis Team
3. Set up a media briefing room at the district office. Stress prevention with the media.



**Principal will:**

1. Call 911. Consult with law enforcement officers and the district office, 801-374-4800
2. Secure the area surrounding the incident moving students to a neutral site
3. Isolate any witnesses for police interviewing
4. Assemble the school Crisis Team to work with the Community Crisis Team. Send someone to the hospital (if the victim is transported) to meet with the family and friends who may congregate there.
5. Alert counselors at other schools where siblings are enrolled
6. Decide if it would be best to restrict class movement (no bells), or continue normal schedule
7. Inform the staff and student body. **Using the public address system or holding an assembly at this time to announce a death is not recommended.** Memos may be sent to the teachers or crisis team members may visit classrooms to convey the information. (see appendices for sample memos)
8. Permit students to leave the campus only with parental permission. Release students to only authorized people.
9. Provide counseling, paying particular attention to friends of the deceased and those students with recent losses or a history of suicide threats or attempts. Some students will need to be seen individually, others may benefit more by sharing in a group.
10. Prepare a fact sheet for telephone inquiries (Consult with district office before giving out details.)
11. Prepare and send out a parent letter giving the facts (see appendices)
12. Hold a faculty meeting as soon as possible to process feelings and plan for the anticipated reactions of students
13. Relay additional information (funeral arrangements, etc.) as it becomes available.
14. Permit students to attend the funeral with written permission from their parents

**Principal will cont.:**

15. Request assistance from the district should additional adults be needed to help in classrooms during the funeral. Teachers should not be responsible for taking students to a funeral.
16. Do not glorify suicide with memorials (planting trees, yearbook page, etc.)
17. Prepare to hold a community meeting if necessary
18. Debrief with the crisis team
19. Plan for follow-up counseling for students and staff
20. Call appropriate departments to delete student's name from rosters, etc.
21. Log all decisions and actions taken

**Teachers will:**

1. Follow instructions from the principal
2. Continue class instruction and help students to remain calm
3. Share information with students, stay with the known facts. Down play rumors.
4. Refer students to counseling when needed
5. Attend faculty meeting to unify school personnel

**Secretaries will:**

1. Monitor phone calls regarding the incident - do not divulge details until directed to do so
2. Assist the principal in preparing fact sheets, memos, and parent letters
3. Assist law enforcement officers
4. Assist principal with logging all actions and decisions

**Death Notification**

The difficult task of delivering death notifications is the responsibility of law enforcement personnel. They have the training and resources necessary in carrying out such notifications. In the event a victim's family comes into contact with school personnel prior to law enforcement providing notification, escort the individual/s to a private, comfortable setting until law enforcement personnel arrive.

# Utility Failure

---

## Preparation

1. Identify how the loss of each utility may affect the school – example, loss of electricity might disrupt heating and ventilation
2. Keep an accurate map of all utility lines and pipes associated with the school and grounds - place in this section
3. Include in this section a map of the school indicating locations of all utilities shut off valves
4. Utility companies phone numbers:

	<u>Customer service:</u>	<u>24 Hour service:</u>
Provo Power	801-852-6320	801-852-6868
Questar Gas	801-853-7400	800-541-2824

## District will:

1. Assist school in correcting utility problem
2. Advise principal on releasing principal
3. Set up media briefing if necessary
4. Assemble community crisis team if necessary

## Electric Power Failure

### Principal will:

1. Contact the power company – Provo Power, 801-852-6868
2. Notify the district office, 801-374-4800
3. Consult with the custodian on the extent of the power failure
4. Consult with district office about dismissing school
5. Inform staff

**Custodian will:**

1. Check breakers to see if power may be restored
2. Report findings to the principal

**Teachers will:**

1. If at lunch, return to classroom
2. Reassure students and continue class work if possible
3. Have students remain in classroom
4. Send student runner to office to receive and deliver messages
5. If directed, evacuate students to Emergency Assembly Area
6. Initiate Emergency Operations Plan

**Staff will:**

1. Report to office to assist principal

**Gas Line Break****Principal will:**

1. Call 911
2. Sound alarm and announce to evacuate immediately
3. Contact district office, 801-374-4800, call Questar Gas, 801-853-7400
4. Initiate Emergency Operations Plan
5. Consult with officials about re-entering the building

**Teachers and staff will:**

1. Evacuate with students to Emergency Assembly Area
2. Assist with Emergency Operations Plan as directed

**Water Line Break**

1. Custodian will turn off the water and consult with the principal about damage
2. Secretary will call the water company, Provo City Utilities, 801-852-6789
3. Principal will contact the district office 801-374-4800, direct staff and students