

# EMERGENCY PREPAREDNESS PLAN



## Sand Springs Elementary

**2019-2020  
School Year**

# Davis School District

## 2019-2020

### Safety Drill Schedule

First ten days of the school year:	Evacuation Drill
September 9-13:	Emergency Preparedness/Emergency Response Week
October:	Lockdown Drill
November:	Evacuation Drill
December:	Lockout Drill
First two weeks of January:	Evacuation Drill
February:	Lockdown Drill
March:	Evacuation Drill
April:	Earthquake Drill
May:	Evacuation Drill

## Emergency Preparedness/Emergency Response Week

### September 9-13

#### Potential Activities

- Review of Standard Response Protocol
- Review of “SafeUT” and “See Something/Say Something”
- Daily Safety Announcement
- Highlight HOPE Squads and other school intervention programs

The Principal shall hold a drill every month to ensure all students, faculty members, and others are sufficiently familiar with such drills so they can be activated and accomplished quickly and efficiently. The first fire drill shall take place within the first 10 days of the new school year. The third fire drill shall be conducted within 10 days of returning from the Christmas break.

Fire drills and other designated drills will be alternated from month to month. These drills shall be held at both regular and inopportune times to take care of almost any situation. Everyone in the building, including other employees, all office workers, all lunch workers, all custodial staff, and visitors must obey the instructions in the room or area they occupy when the alarm is sounded. Drills will also be carried out for quick evacuation of the gym and auditorium. The school custodian will be responsible for pulling the alarm and either the Principal or the secretary will notify Davis School Security @ 801-402-7680.

The SRO will be in charge of organizing and conducting at least two “Lock Out/Lock Down” drills during the school year.

A “Lockdown” drill must not end with an intercom announcement. It must end with someone opening each door as it would happen in a real situation.

# SPECIAL DUTIES

Each member of the faculty will take the “jump kit” or “Go Bag” with them when each drill is performed. Immediately upon arrival at the Evacuation Site, the faculty member will check the students to see that all are present or accounted for. A report of accounted students will be given immediately to the Principal or designee of Sand Springs Elementary who will be at the evacuation sight.

The secretary shall secure school records and carry the office first aid backpack before leaving the office.

Custodial help shall shut off gas and electricity if the emergency warrants. Custodial help will make sure they have a walkie talkie and will report for further duties.

The lunchroom supervisor is responsible for evacuating the lunchroom for breakfast and lunch.

The Principal shall take the cell phone and walkie-talkie before leaving the office.

## **Duties of the Principal**

1. Provide the District with a copy of the School Emergency Preparation Plan annually.
2. Order and monitor drills and training.
3. Document attendance at all training sessions to be made available upon request.
4. Provide the staff with copies of the Emergency Preparedness Plan and provide in-service training activities to keep these procedures functional.
5. Keep in contact with the radio for information on emergency warnings.
6. Provide a copy of Emergency Response Plan to all emergency services in his/her jurisdiction.
7. Report any missing persons to emergency personnel.
8. Ensure that substitute teachers are made aware of their roll and what to do in an emergency.

## **Duties of the Teachers**

1. Keep informed about the Emergency Preparation Plan of the school. Know the part they play as teachers and accept their responsibilities under the plan.
2. Keep emergency information and class lists available at all times during an emergency.
3. Integrate pertinent emergency preparedness data into regular learning instruction.
4. Know the whereabouts of their students at all times. Use a class list to account for all students.
5. Know where students are to go and what they are to do depending on the nature of the emergency.
6. Make special provisions to assist handicapped students in evacuating the building.
7. Report to the command post each time an emergency or drill occurs.

## **Duties of Non-Teaching Personnel**

1. *Teacher assistants:*
  - a. Assist as directed by Head Secretary.

2. **Secretaries:**
  - a. Assist with communication and warning.
  - b. Have a complete list of children and staff and their telephone numbers.
  - c. Maintain a supply of first aid equipment.
  - d. Monitor the use of telephones to keep lines free for emergency directors.
  - e. Assist with the student to parent reunification process after an emergency.
3. **Custodians and helpers:**
  - a. Assume responsibility for the safety factors of the physical plant during an emergency.
  - b. Report structural defects to the principal.
  - c. Map shutoff valves and switches for gas, water, and electricity. Add the map to Emergency Response Plan and post for others to use in an emergency.
4. **School Food Service Personnel:**
  - a. Maintain facilities and equipment for the preparation and distribution of food and water.
  - b. Maintain food and water in quantities authorized by the principal or his/her designated representative during an emergency.

### **Duties of Students**

1. Obey all directions from the teacher and first responders
2. When exiting the building, follow the teacher in an orderly manner. Students will exit in a single file line.
3. Assist the members of class that have handicaps.

## **INCIDENT COMMAND CENTERS**

The ICC will be at the flagpole for events that evacuate the building.

The ICC for a Lockout will be in the office.

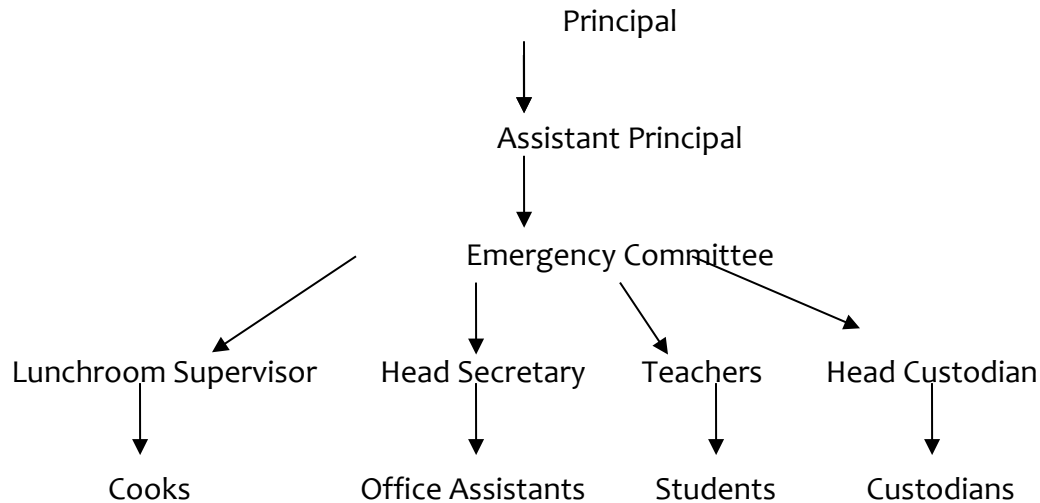
In a Lockdown situation, the school will not establish an ICC because they we will be in Lockdown. Law enforcement will establish a command post upon their arrival.

## **COMMUNICATIONS**

It is likely that the public address system will be operational in most emergencies during which inside-the-building announcements need to be made. If it is not, communication will be either by messenger(s) from the office to each teacher or by walkie talkies.

Communication between the custodial staff and the office staff will be by walkie-talkie. If the phones are working, we will use the phone system. If the phones are not working, then cell phones will be used.

# CHAIN OF COMMAND



## **Interpretation of the Chain of Command**

During a drill or an emergency, the chain of command is as follows:

1. The principal is in charge of school operations until the first responders arrive.
2. When the principal is absent, the Assistant Principal assumes his/her duties
3. Office assistants work under the direction of the Head Secretary. Custodians work under the direction of the Head Custodian. Lunch workers are under the direction of the Lunchroom Supervisor.
4. The purpose of the “Chain of Command” is to maintain leadership and organization in difficult, high stress situations

## **Notification Duties in an Emergency**

The head secretary is to notify the appropriate agency such as the Fire Department, Police Department, or other agency or companies as directed. The head custodian shall notify the Davis School District Security.

The Principal shall notify their director and keep him/her apprised of current status as soon as the situation stabilizes, and it is safe to do so.

# ALARM SIGNALS

1. Fire Alarm
  - Fire alarm horn will sound. Evacuate to your assigned area. Take roll.
2. All Clear
  - Use the whistle or flag to notify classes to return to the building after evacuation.
3. Earthquake
  - No audible signal given. Announce over the intercom, “Earthquake! Drop, Cover and Hold” twice. Teachers take appropriate actions as directed in training.
  - During a drill, a tape will be played with the sounds of an earthquake followed by a fire drill bell alarm when it’s time to evacuate.
4. Bomb Threat
  - Announce over the intercom to teachers and students, "Evacuate to your assigned areas out away from the building. Wait for instructions for an orderly evacuation.
5. Fallen Aircraft
  - If you need to evacuate the building; direct students away from danger area.
  - It may be safer to shelter in place inside the building.
6. Civil Unrest
  - If the threat is outside the building announce “Lockout! Secure the Perimeter” twice. Business as usual.
  - If the threat is inside the building announce “Lockdown! Locks, Lights, Out of Sight” twice.
7. Flood and Water Damage/Hazardous Materials
  - Evacuate the immediate area and use a hand radios to communicate between administrators and custodians to guide and direct students. Head custodians call the district maintenance department for assistance. If damage is extensive, clear the building room by room.
8. Lockout
  - If the threat is outside the building announce “Lockout! Secure the Perimeter” twice. Business as usual.
9. Lockdown
  - If the threat is inside the building announce “Lockdown! Locks, Lights, Out of Sight” twice.

# Lockdown

## Student Procedures



A lockdown means students and teachers clear the hallways, lock down their rooms, turn out the lights, move out of sight and maintain silence. They remain silent until First Responders clear hallways and unlock each door. Parents and visitors inside the building follow these lockdown procedures as well.

A lockdown is called when there is a threat or hazard inside the school building. In an actual lockdown, the school would contact 911 and local police and other emergency agencies would gather at the school to coordinate the response. The situation is then under the command of the lead police agency.

- Get out of sight
- Maintain silence....BE QUIET
- Prepare to defend yourselves

School safety is everyone's responsibility! To accomplish this, students and teachers need to work together to identify, report and keep our schools safe. This is accomplished through three primary actions.

- See Something – Is it out of the ordinary?
- Say Something – Report what you see to a teacher or administrator
- Send It – Submit a tip to the Safe UT App with your phone



**SafeUT CrisisLine**  
Send a Tip

24/7 Crisis Line  
<https://safeut.med.utah.edu>



# Lockout

A lockout means all doors are locked and no one is let in or out of the building. School continues as normal.

A lockout is called when there is a threat or hazard outside the school building or somewhere in the neighborhood. Typically, law enforcement or another emergency agency asks the school to go into a lockout.



Lockout procedure:

- Lock all exterior doors to the school to keep threat out of the school.
- Call 911 to notify that your school is in a lockout (do not call 911 if lockout was initiated by the police department).
- Administrators call security 801-402-7680 and notify them that the school is in lockout. Security will notify district administrators.
- Monitor doors.
- Work with District personnel and Police until the problem is resolved.

## Lockout drills

One day prior to a lockout drill, an email, using the district template, should be sent through School Messenger to all parents at your school. Just copy and paste the text and insert your school name and the principal's name. The lockout drill email template is found on the district website. Go to departments, risk management, lockout/lockdown drill template.

All drills will be announced as drills.



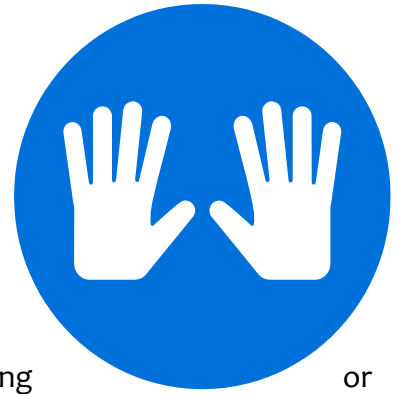
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# Lockout Student Procedures



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or

- Go back inside the school
- Return to class or go to the office
- Report anything suspicious

School safety is everyone's responsibility! To accomplish this students and teachers need to work together to identify, report and keep our schools safe. This is accomplished through three primary actions.

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- Say Something – Report what you see to a teacher or administrator
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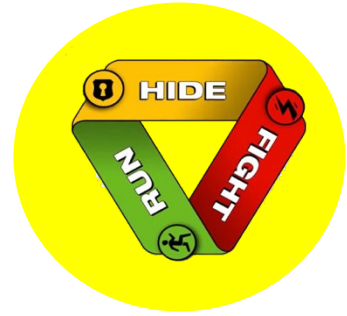


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# Active Shooter Procedures



An active shooter is an individual who is actively killing or trying to kill people. There are three primary actions you can take to protect yourself in the event of an active shooter.

## Run

- Look around and identify potential escape routes
- Flee immediately if a safe path exists
- Leave everything and encourage others to leave with you
- Call 911 when you are safe

## Hide

- Hide where the shooter cannot see you
- Lock or barricade doors where you are hidden
- Be Quiet – Turn Off Everything! (silence protects you)

## Fight

- Fight for your life as a last resort
- Use anything as a weapon against the attacker
- Believe that you Will win

School safety is everyone's responsibility! To accomplish this students and teachers need to work together to identify, report and keep our schools safe. This is accomplished through three primary actions.

- See Something – Is it out of the ordinary?
- Say Something – Report what you see to a responsible adult
- Send It – Submit a tip to the Safe UT App with your phone



**SafeUT CrisisLine**  
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# Shelter

## Using the Announced Type and Method

Shelter is called when the need for personal protection is necessary.

### Types:

- For Tornado
- For earthquake
- For Haz. Mat.
- Civil disturbance

### Methods:

- Drop, Cover and Hold (earthquakes, tornado)
- Seal Windows and Doors (keep outside air out, for Haz. Mat.)
- Stay quiet and listen for instructions

### Students:

- Be quiet and listen for the type of hazard and action to be taken

### Teachers:

- Be quiet and listen for the type of hazard and action to be taken
- Take roll, account for students

## EVACUATION OF SCHOOL GROUNDS

In the event the school cannot be re-entered following an evacuation, it may be necessary to evacuate the school grounds.

In the event this becomes necessary we will evacuate to the [LDS Church or Legacy Jr. High](#).

Before leaving the school grounds, the principal (or designee) will post a note on the front door/flagpole indicating where the student have evacuated.

## RELEASE OF STUDENTS TO PARENTS

Each teacher and school secretary will have a copy of the emergency evacuation information card with them in their backpack. The adults listed on this card will be the **ONLY** adults to whom the students will be released. Any other adult showing up may stay **WITH** the student, but they will **NOT** be permitted to leave with them.

**PRIOR** to the **APPROVED** adult taking the student, a release form must be filled out and signed. Teachers must stay with students until all their students are picked up and/or the principal or his/her replacement approves of their leaving.

# BOMB THREAT

## Prevention

In order to prevent the implantation and explosion of a bomb in the school building, the following will be observed:

1. Teachers must keep their rooms uncluttered and orderly so it will be easier to determine if any foreign objects have been introduced to the room. Any suspicious containers or changes should be reported to the authorities.
2. Teachers will lock their rooms whenever they are not in them.
3. Cabinets and closets should be locked when not in use.
4. During the evening occupancy of the building, the public will be limited to those areas set aside for their use.
5. Supply areas, boiler room, and fan rooms shall be kept locked and secured at all times.
6. All people entering the building who are neither staff nor students must check into the main office before going any place else in the building.
7. Any adult observed not wearing a staff or visitors' badges should be confronted.

## **ALL BOMB THREATS SHOULD BE TAKEN SERIOUSLY!**

## Reporting/ Action

1. The person receiving the threat should remain calm and write down the message word for word or as exact as possible. Make mental notes of the person calling, and as soon as possible fill out the threat checklist.
2. As soon as the threat has been received, call 911.
3. The person who received the threat will then go the office and wait for the authorities to arrive.
4. The use of walkie talkies or cell phones is prohibited during a bomb threat.
5. The building will be evacuated until the police gives the all clear to return to the building. All District staff will evacuate. We are not bomb techs.
6. The custodian will provide keys to the first responders to conduct a search.
7. School staff will not accompany first responders unless they are asked to do so.
8. Under no circumstances will personnel touch or allow students to touch any object deemed to be suspicious.
9. When the "all clear" has been issued by the authorities, administrators will notify teachers to return to their classrooms in an orderly manner.

## **SHOULD A SUSPECT PACKAGE OR DEVICE BE LOCATED, DO NOT TOUCH IT!!**

# CIVIL UNREST AND PERSONNEL CONTROL

It should be noted that the normal school routine serves to reduce the threat of civil disturbance within the school. To reduce the potential for problems, these steps are standard procedure:

1. All teachers are to be at their doors before and after all recesses.
2. Teachers are expected to attend assemblies and sit with their classes.
3. Teachers are expected to monitor doors near their classrooms for people who should not be in the building.
4. Teachers and administration are available for “traffic control” should the need arise before and after school.
5. The administration is aware of a substitute in the building and teachers in adjoining classrooms are available to assist the substitute in controlling students if the need should arise. Each substitute is provided with lesson plans by the teacher who is absent, whether by direct communication, previously prepared plans, or emergency plans on file in the office.
6. All volunteers and visitors entering the school must check into the office. They must sign in and acquire a badge indicating whether they are a visitor or volunteer. Any adult on school grounds without proper identification must report to the office and sign in. Parents must not be allowed to go directly to a classroom without checking in at the office first, no matter how long they will be there. Teachers are asked to report the presence of outsiders they see to the administration.
7. Unattended vehicles in the fire lane pose a security threat and must not be allowed, ever! Instruct parents not to do it. Their vehicle may be impounded and searched.

It is important to be aware of community conditions which could possibly set the stage for civil disturbance. The PTA and other organizations can be helpful in determining problems and offering assistance. A liaison with law enforcement agencies must also be maintained.

## Procedures to Deal with Civil Unrest:

1. Go into “Lockdown” if the threat is **inside** the building.
  - Announce, “Lockdown! Locks, Lights, Out of Sight” twice.Go into “Lockout” if the threat is **outside** the building.
  - Announce, “Lockout! Secure the Perimeter”.
2. Call 911
3. Call Davis District Security at 801-402-7680
4. Call Davis District Superintendent at 801-402-5258
5. Establish Command Center either in Main Office or TBD by law enforcement.
6. Establish perimeter around the school so that parents and media cannot get into or near the school until situation is resolved.
7. Relinquish command and follow directions of first responders upon their arrival.

# EARTHQUAKE

## During the Quake:

1. When an earthquake happens, KEEP CALM. Don't run or panic.
2. REMAIN WHERE YOU ARE. If you are outdoors, stay outdoors; if you are indoors, stay indoors.
3. The teacher will say "Earthquake! Drop, Cover and Hold."
4. Everyone will get under their desk, cover their head, and grab hold of the legs of the desk. If a desk or table (best choices) are not available, sit or stand against an inside wall or in an inside doorway. Stay away from the windows, outside walls, and outside doors.
5. If you are outside, stay away from the building, electrical wires, poles or anything else that might shake loose and fall. Look for open space and stay low.

## After the Quake:

1. About two minutes after the shaking stops, the fire alarm will sound. If we have lost power, the teacher will give the command to evacuate the building.
2. Use the "Building Evacuation" plan.
3. Stay away from fallen or damaged electrical wires which may still be dangerous.
4. The custodian will check for leaking gas and water pipes.
5. If necessary, follow the "Evacuation of School Grounds" plan. Do not evacuate to another building unless it has received an inspection by a qualified person.

## Re-entry of the Building

Prior to re-entering the building, it will need to be inspected by a qualified building inspector.

# HAZARDOUS MATERIALS

In the event of a hazardous materials problem, the following plan will be used:

1. The person who discovers the problem will call 911 and inform the principal.
2. If it is unsafe to remain in the building, the "Building Evacuation" plan and possibly the "Evacuation of School Grounds" plan will be followed.
  - If there is a "cloud", move cross wind (never move directly with or against the wind.)
  - Do not return to the site until deemed safe by Emergency Service Officials (fire department, etc.)
3. If shelter in place is used, the custodian will:
  - Maintain communication lines with the IC and emergency services.
  - Shut off, lock and close outside airways and ventilation sources into the sheltering structure.

# FALLEN AIRCRAFT

The following will be accomplished if an aircraft falls on or near the school to maintain safety and isolate hazards:

1. The principal will determine which action, if any, should be implemented. Where necessary, teachers will take immediate action for the safety of the students without waiting for direction from the principal.
2. All students and staff will be kept at a safe distance due to possible explosion.
3. Call 9-1-1.
4. Notify the Superintendent at the District Office.
5. Fallen aircraft ON the building:
  - a. The teacher should give the drop and cover signal.
  - b. All children should immediately go under their desks, cover their heads, and wait for the "All Clear" signal from the teacher.
  - c. When the falling sound stops, it is imperative that the building be evacuated.
  - d. Follow the "Building Evacuation" plan, making sure students and staff don't go near the aircraft. Use alternate routes of evacuation if necessary.
  - e. All missing children will be reported to the principal at once.
  - f. Military planes: DO NOT APPROACH THE AIRCRAFT UNDER ANY CIRCUMSTANCES!
    - Assistance to military aircraft victims will not be given.
    - Call Hill Air Force Base at 777-7221.
6. Fallen aircraft NEAR the building:
  - a. The teacher should give the drop and cover signal.
  - b. All children should immediately go under their desks, cover their heads, and wait for the "All Clear" signal from the teacher.
  - c. Children in rooms adjacent to the fallen aircraft will be moved to a safe distance within the school.
  - d. Classes will continue, but recesses will be suspended until the principal decides it is safe.
  - e. Military planes:
    - Assistance to military aircraft victims will not be given.
    - Call Hill Air Force Base at 777-7221.

# FIRE

## Actual Fire

1. Call 911.
2. The person locating the fire will pull the fire alarm.
3. Follow the "Building Evacuation" plan - everyone evacuates the building.
4. All staff will be responsible to peek in the doors of the classrooms on either side and make sure they were informed of the fire.
5. Keep access roads open for emergency vehicles.

The custodian is responsible for checking exits daily to make sure they are functional. All exits should be obvious, maintained, and completely clear of all obstructions.

### **Lunchroom and Kitchen**

Emergency preparedness to control fire in the school kitchen areas:

1. Have fire extinguisher for all types of fires in proper location.
2. Make sure that all of the kitchen personnel know where the extinguishers are located and how to operate them.
3. Make sure that kitchen personnel know which exit to take in case of fire and also an alternate route in case the designated one is blocked.
4. The kitchen manager is responsible for evacuating the cafeteria when students are eating, breakfast and lunch.

## **MEDICAL RESPONSE**

### **First Aid Stations:**

A first aid station is always be maintained in the sick room. In the event of a large scale emergency, the sick room will be used, along with the stage.

### **Non-critical or less serious injury**

With a non-critical or less serious injury, move the victim to the first aid station.

### **Serious or critical injury**

With a serious or critical injury:

1. Call 911
2. Evaluate the situation. Unless the victim is in further danger, DO NOT MOVE THEM.
3. Monitor BREATHING.
4. Control serious BLEEDING.
5. Treat for shock.
6. Keep comfortable and try to maintain normal body temperature.

### **Response to Non-Critical Illness or Injury:**

1. Administer first aid.
2. Notify parents of incident and actions taken. If parents cannot be contacted, notify other adults listed on the Registration Card.
3. If no one can be contacted, lie the student down in the sickroom and monitor for improvement. If condition does not improve call 911.
4. When parents cannot be notified, keep a record of time of injury, what first aid was administered and at what time. Call 911



### **Response to Critical Illness or Injury:**

1. Administer first aid to the extent possible.
2. Call 9-1-1
3. Notify parents.
4. Keep a record of time of injury, what first aid was administered and at what time.
5. Notify the Superintendent's office.
6. Complete appropriate injury, illness, or insurance report promptly after the situation is under control.

## **UTILITY FAILURE**

### **POWER OUTAGE**

1. If the failure occurs during school time, teachers and students are to stay where they are.
2. The school custodian will notify Davis School Maintenance of the problem if it cannot be fixed by the custodian.
3. Each class will send a monitor to the office to deliver messages.
4. The Principal or his/her designee will notify the Superintendent.
5. All teachers who are on a preparation period will return to their class and take over from the specialist.

### **GAS LEAK**

1. The custodian will call district maintenance.
2. The fire alarm will be sounded by the secretary or Principal.
3. Follow "Building Evacuation" plan.

### **WATER LINE BREAKAGE**

1. Layton City Public Works @ 801-336-3720 will be notified by the custodian.
2. After the facts are gathered, an announcement will be made over the intercom and students will be told not to use fountains or restrooms.
3. If the water will be off for less than three hours, classes will continue normally.
4. Bottled water and porta potties and hand sanitizer is available for events lasting longer than three hours by notifying Risk Management at 801-402-5144.
5. Arrangements for sack lunches may need to be made. Call 801-402-7640

### **TELEPHONE**

If the phones are not working, try using cell phones and call cell phone to cell phone. The district maintenance vehicles and buses have radios in them which have access to security. Use these if possible when all other communication is unavailable. The Principal will contact the Superintendent on a cell phone.

# WIND/ SEVERE WEATHER

If severe weather conditions develop or occur during the night or at a time when school is not in session, a decision on closing the school will be made before 5:30 a.m. at the District level.

If a decision is made to close school, news media will be notified by the District Public Relations Director and ask them to announce the closure prior to 6:00 a.m.

School administrators and custodian are expect to report to the school to receive students that didn't get the message.

# FALLEN HIGH VOLTAGE LINES

## Preparation

Be observant of the high voltage lines by the school. Teach students proper respect for downed lines.

## Response

If high voltage lines are down, students must stay in their classrooms until the problem has been resolved. In the event that power lines are downed and children are walking to school, people will be positioned to stop the children a safe distance from the problem. The secretary will notify the power company and city officials of the problem.

# NUCLEAR EXPLOSION OR RADIOACTIVE FALL OUT

## What to Do

- The teacher will give the "Drop and Cover" signal.
- All students and staff will get under desks, with backs to the window or outside walls, tuck their heads under their arms, and stay in this position until it is safe to move.