

NIBLEY PARK ELEMENTARY

Emergency Plan

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

Nibley Park Elementary
2785 South 800 East
Salt Lake City, Utah 84106
Phone 801 481-4842
FAX 801 481-4899

October 2, 2017



Salt Lake City School District

General Emergency Procedures

The emergency procedures outlined in this manual are intended to serve as general guidelines since every situation is different and must be handled according to the immediate circumstances. School staff and other 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 that is not specifically addressed in this manual.

- Call 911, if necessary, and the Principal.
- Principal/designee notifies Superintendent or designee.
- Take charge of area(s) until the incident is contained, or you are relieved by the Principal, Salt Lake Police Department or Fire Department.
- Preserve evidence keep detailed notes of incident.
- Refer media to the Executive Director of Communications and Community Relations.

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Nibley Park Elementary Emergency Directory

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Emergency Phone Location Office
Emergency Phone Number / Extension * 801-481-4842 ext 151

Emergency Contacts:

Position	Name	Work Phone	Cell Phone
Principal / Administrator	Frances P. Battle	801-481-4842	801-550-6037
Assistant Principal	Bruce Simpson	801-481-4842	801-759-9611
1 st Designee	Betty Moffat	801-481-4842	801-809-3205
2 nd Designee	Pat Shanda	801-481-4842	801-502-6155
Secretary	Pat Shanda	801-481-4842	801-502-6155
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 Communication & Community Relations	Yándary Chatwin	801-578-8271	801-682-0816
Executive Director of Auxiliary Services	Paul Schulte	801-974-8372	801-750-4289
Assistant Director Facility Services	Ricardo Zubiata	801-886-8929	801-910-4627

On/Near-Site Evacuation Assembly Points

Primary location School playground
 Secondary location Roosevelt Elementary

Off-Site Emergency Relocation Center

Name Roosevelt Elementary
 Address 3225 S 800 E
 Contact Person Malinda Cloward
 Contact Phone Number 385-646-4996

Location of Emergency Supplies

First Aid Supply closet
 72-Hour Kits Supply closet
 CERT supplies Outside shed

See Page 2 for additional Emergency phone numbers

Nibley Park Elementary Crisis Team

October 2, 2017

Position	Name	Work Phone	Cell Phone
Emergency Coordinator	Bruce Simpson	801-481-4842	801-759-9611
Resource Officer	George Uyema	801-481-4842	385-414-1169
Head Custodian	Judith Galvez	801-481-4842	801-928-8449
School Nurse	Kari Harward	801-578-8188 ext 128	801-897-5492
Counselor	Betty Moffat	801-481-4842	801-809-3205
SCC Chairperson	Aimee Horman	801-481-4842	801-949-9547
SIC Chairperson	Lindsay Kinne	801-481-4842	801-597-6906
Food Services Manager	Carmen Segura	801-481-4842	801-859-4295
PTA President	Lori Zoun	801-301-6819	801-301-4424
School Support	Rebecca Pittam	801-578-8599	801-792-0960

Nibley Park Elementary Persons Certified in First Aid / CPR / CERT

October 2, 2017

Name	Room No. or Location	Phone or Ext	First Aid	CPR	CERT
Jamie Deetscreek	_____	215-982-0021	Y/N	Y/N	Y/N
Bruce Simpson	_____	801-759-9611	Y/N	Y/N	Y/N
Frances P. Battle	_____	801-550-6037	Y/N	Y/N	Y/N
Angelina Gonzalez	_____	801-702-1324	Y/N	Y/N	Y/N
Betty Moffat	_____	801-809-3205	Y/N	Y/N	Y/N

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
Utah Division of Emergency Management	801 538-3400
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)	
Dominion Energy (natural gas).....	800 767-1689
Rocky Mountain Power (power outages).....	877-508-5088
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
School Support	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 Poison Control Center:	
Salt Lake City.....	801 581-2151
Toll-free.....	800 456-7707
Valley Mental Health (Suicide Prevention)	801 261-1442

Administration and Staff Responsibilities

Principal or Designee:

- Verify information.
- Call 911, if necessary.
- Seal off high-risk area(s).
- Notify Superintendent or designee.
- 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.

Media / Public Information

All staff must refer all media to official spokesperson.

- District assumes responsibility for issuing public statements during an emergency.
- Superintendent serves as official spokesperson unless another individual is designated. Alternate spokesperson is Executive Director of Communications and Community Relations

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.
- If asked, never say, “No Comment”.
- Do not argue with the media.
- 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 to the media.

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.

Active shooter

RUN

- When an active shooter is in your vicinity:
- 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.
- 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.

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, 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.

Bomb Threat

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

If you receive a message, skip to the 4th bullet point.

- Use **Bomb Threat Checklist** (See next page).
- 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?
- Listen closely to caller's voice, speech patterns, and for background noises.
- 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).
- Principal orders evacuation of all persons inside school building(s).
- Faculty to 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.
- Principal notifies Superintendent or designee.
- Police accompanied by custodial staff make cursory search of interior and exterior of facility.
- Principal and Superintendent or designee must report incident to Fire Marshall and police.

Bomb Threat Checklist

Keep a copy of this checklist by every phone

School / Facility			Your location in the building		
Your Name			Date		Time
Caller Identity	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Adult	<input type="checkbox"/> Juvenile	
Origin of Call	<input type="checkbox"/> Local	<input type="checkbox"/> Long Distance	<input type="checkbox"/> Cell Phone	<input type="checkbox"/> Phone Booth	<input type="checkbox"/> Other
Voice Characterization	<input type="checkbox"/> Loud	<input type="checkbox"/> High Pitched	<input type="checkbox"/> Raspy	<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Pleasant
Speech	<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	
Language	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Foul	<input type="checkbox"/> Other
Accent	<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			
Manner	<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
Background Noise	<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:					
Give this document and any other information to the Principal, designee, Administrator and Police					

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 KSL radio or television during the early morning hours 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 School Support of the intended action.
- The Executive Director of Communications and Community Relations will notify the media and post the information on the District website.
- By 6:00 AM, School Support 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 School Support 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.

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 alongside an inside wall or corner.
- Stay calm.
- 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. Make sure students are in “Drop, Cover, Hold On” positions.
- 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 Student 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 unless you are absolutely certain there is no natural gas leaking.
- 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.

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.
- Principal will contact the District Executive Director of Communications and Community Relations.
- If cancellation or closure is approved, Principal will initiate school messenger plan to contact as many parents and other authorized persons as possible using the school calling tree.
- Principal will determine and communicate the pick-up point or alternate pick up point for bus drivers and parents.
- Principal will notify School Support Services to arrange for bus transportation and Food Service support as needed.

Evacuation / Relocation Procedures

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** (See **Emergency Directory**).
- Direct students and staff to follow fire drill procedures and route. If normal route is too dangerous, follow an alternate route.
- Close all windows, turn off lights, 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.
- Close classroom doors and turn out lights.
- When outside building, teachers account for all students. Inform Principal immediately if students are missing.

Relocation To An Off-site Location:

- Principal determines relocation procedures after consulting with Superintendent or designee.
- 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**.

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 Point. If the Primary Assembly Point is unsafe, evacuate to Secondary Assembly Point.
- Follow the normal fire drill routine. If normal route(s) are too dangerous, follow an alternate route.
- Teachers should take a class list and account for all students.
- Roll must be taken after evacuation.
- Principal/Head Custodian must notify SLCSD Fire Marshall and police.
- No one should re-enter the building(s) until declared safe by Fire Department personnel.
- Principal notifies 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.

Hazardous Materials / Chemical Spill

Incident in School or Facility:

- Call 911.
- Notify Principal; Principal notifies Superintendent or designee.
- Seal off area of leak/spill.
- Take charge of 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.
- 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 relocate actions.
- Follow plans and procedures for sheltering or evacuation.
- Notify parents if students are relocated.
- Resume normal operations after consulting with Fire or Hazmat Officials.

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.
- 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.

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.
- Ask another staff member to accompany you before approaching intruder, if feasible.
- Accompany intruder to exit.

If Intruder Refuses To Leave:

- Contact Principal, Student 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.

Lock-Out and Lock-Down

For either Lock-Out or Lock-Down, call District Executive Director of Communications and Community Relations.

Lock-Out

Lock-Out may be implemented in situations involving dangerous incidents in the surrounding community that could potentially impact the school.

- Principal will issue lock-out 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 / windows.
- Allow no one outside of the building until an all-clear signal is given by the Principal or First Responders (Police / Fire).

Lock-Down

Lock-Down may be implemented in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building(s).

- Contact 911. Advise Student 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 classroom doors.
- Move all persons away from windows or doors.
- Silence ALL electronic communication devices and maintain silence.
- Allow no one outside of classrooms until an all-clear signal is given by the Principal or Law Enforcement.

*Lock-out is locking all exterior doors while the interior doors are not affected.

*Lock-down is locking all exterior and interior doors.

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 key 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.

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.
- 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 Student Services.
- Principal notifies parent(s) or guardian(s) of affected student(s), or emergency contact(s) of affected staff member(s).
- Direct witness(es) to school psychologist/counselor(s). Contact parents of the witnesses.
- Determine method to notify students, staff members and parents. Student Services can assist with that.
- Refer media to the Executive Director of Communications and Community Relations.

If incident occurs outside of school or facility:

- Activate school Crisis Team.
- Call Student Services. Student services can assist with notification templates.
- Notify staff members before normal operating hours.
- Determine method of notifying students and parents.
- Announce availability of counseling services for those who need assistance.
- Refer media 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.

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 these threats are similar.

- Be alert for weather warnings. Monitor Emergency Alert Stations or NOAA Weather Stations (National Weather Service, Weather Channel).
- Review “duck and cover” procedures if tornadoes threaten.
- Close windows and blinds; avoid windows and outside walls.
- Take class 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.

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).
- 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.

Student Unrest

- Notify Police/Student 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.

Suicide Attempt In 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 advises Superintendent or designee, parent(s) or guardian(s) if a student is suicidal.
- Principal may schedule meeting with parents and school psychologist /counselor to determine course of action.
- Activate school Crisis Team to implement post-crisis intervention.

Utility Break / Disruption

Electricity

- Call 911 only if live electrical line is down.
- Call Paul Schulte and/or Ricardo Zubiato.
- 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.

Natural Gas

- If natural gas odors are detected, report the condition to the Principal.
- Evacuate the building immediately.
- Call Paul Schulte and/or Ricardo Zubiato.
- 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.

Water

- If the water main break is in the street, call SLC Department of Public Utilities at 801-483-6700.
- Call Paul Schulte and/or Ricardo Zubiato.
- 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.
- Call Facility Services at 801-886-8929.

Weapons

- Immediately notify Principal, School Resource Officer/911.
- 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.
- Ask another Administrator or School Resource Officer to join you in questioning the suspected student or staff member.
- Accompany the suspect to a private office to wait for the Police.
- Conduct search with Police or School Resource Officer.
- Inform suspect of his/her rights and 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 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

Appendices

School or Facility Specific Information

- School Phone Directory
- Emergency Calling Tree
- Building Evacuation Route Map(s)
- Evacuation Assembly Location(s)
- Utility Shut-Off Map(s)
- Other Information

Forms

- Post Emergency Roster
- Disaster Damage and Loss Inventory

