



Emergency Plan

Washington Elementary, 2017-18

The safety of our students and staff are of the utmost priority. The plan below is intended to outline emergency practices, in general, to parents. All emergencies situations are different and must be handled according to immediate circumstances.

General: Principal and staff discuss the procedures for all evacuation scenarios, prior to the start of school, and during the year to maintain the integrity of the safety plan.

Students and staff practice once a month, responses to fire, earthquake, and/or intruder. The building’s alarm system is checked once a year (summer) by continuously running alarms for approximately 3 hours, to check every sensor in the building. On/near-site evacuation assembly points are:

<i>Primary Locations (Emergency in building but can stay near building)</i>	-Playground & Sidewalk on 200 West -Flag Pole/Marquee
<i>Secondary Location (Emergency in building and need to get away from building but no need to relocate)</i>	LDS Ward House 225 West 500 North Salt Lake City, UT 84103 801-578-6608
Near-Site Primary Evacuation Assembly Point	West High School 241 West 300 North Salt Lake City, UT 84103 Contact: Paul Sagers 801-578-8500
<i>Near-Site Secondary Evacuation Assembly Point (In the event Primary Evacuation Assembly Point is not a viable evacuation location)</i>	LDS Ward House 142 West 200 North Salt Lake City, UT 84103 801-578-6609

<i>On-Site Sheltering Procedures</i>	<p>-Sheltering provides refuge for students, staff, and/or the public within the school building during an emergency.</p> <p>-Safe areas in the school include the office, library, faculty room, conference room. Note: safe areas may change depending on the type of emergency.</p> <p>-Principal will direct students and staff to assemble in designated safe areas.</p> <p>-Teachers will take a class list and account for all students.</p> <p>-All students must remain in safe areas until notified by principal or emergency responders, or a parent or authorized person assumes responsibility for the child.</p>
<i>Location of Emergency Supplies</i>	<p>First Aid Kit: Office Sick Room, every classroom has a red emergency bag</p> <p>Pandemic Kit: Office Sick Room</p> <p>AED (defibrillator): Foyer, near doorway of the Library</p>
<i>CPR Certified</i>	<p>Gwen Hensley (Secretary)</p> <p>Sharon Vinick (Speech)</p> <p>Molly Michaels (Pre-K SPED)</p> <p>Nicole Felix (After School)</p> <p>Crisol Garcia (After School)</p> <p>Shannon Sweat (District SPED)</p>

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 that impedes buses and automobiles. School may be cancelled due to these reasons. School cancellation or delayed start:

- By 5:30 am, or earlier, the Superintendent will notify Communication Officer and Communication Officer will notify the media and post the information on the district website. Early closure will be communicated through media, district website, and school BEACT/power-school.
- Early release will not occur unless parent, or another authorized responsible person has been notified, and has assumed responsibility for the child. Pickup location will be determined by principal after evaluating the situation and will be communicated to parent prior to release. Parents must bring proper ID before the child is released, and sign that they have picked up their child.