

Severe wind, snow, rain, 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.
- Move to safe areas.

Review “drop and cover” procedures if tornadoes threaten.

- Close windows and blinds; avoid outside walls.
- Take class rosters; 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.

Severe Storm

On receiving a message that a bomb has been planted in the school:

- Use bomb threat checklist.
- 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.
- After hanging up, immediately dial *57 to trace the call.
- Notify principal or designee.
- Principal determines whether a lock-down or evacuation is the appropriate course of action. Principal orders based on determination.
- Principal notifies 911 (police) and superintendent.
- Principal and superintendent must report incident to fire marshal. If lock-down is ordered, use procedure in the lock-down

section of this checklist. If evacuation is ordered, follow these procedures:

- Principal alerts staff and students. Do not mention term "Bomb Threat."
- Use standard fire drill procedures to evacuate school building(s) unless evacuating into the reported bomb location.
- Direct students to take their belongings.
- Students and staff must be evacuated to a safe distance away from the school.
- After consulting with the superintendent, the principal may move students to a primary relocation center, Open Field, if weather is inclement or the building is damaged.
- Teachers should take roll of students following evacuation.
- No one should re-enter the building(s) until declared to be safe by fire or police personnel.
- Principal notifies staff and students when emergency is terminated. Resume normal operations.

Bomb Threat

Suicide Attempt in School

- Verify information; call 911
- Notify school psychologist, counselor, principal, and mental health officials.
- Principal advises superintendent, 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.
- Try to calm suicidal person.
- Try to isolate suicidal person from other students and staff.
- Ask suicidal person to sign a “No Suicide Contract.”
- Stay with suicidal person until professional help arrives. Do not leave a suicidal person alone.
- Determine method to notify staff, students, and parents. Hold daily

staff debriefings before and after normal operating hours as needed

Suicide Death / Serious Injury

- Verify information; call 911.
- Activate school Post-Incident Response Team.
- Principal notifies superintendent.
- Notify staff before next school day following suicide or attempted suicide.
- Implement post-incident intervention.
- Determine method of notifying students and parents. Do not mention “suicide” or details about death in notification. Do not hold memorials or make death appear heroic. Protect privacy of affected family.

Suicide Attempt/Death

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside school building.

- Principal will issue lock-down procedures by announcing warning over PA system.
- PA announcement will be in plain language and provide as much information about the incident as possible.
- Direct all students, staff and visitors into classrooms.
- Lock classroom doors.
- Cover windows of classrooms.
- Move all persons away from windows and doors.
- Allow no one outside of classrooms until Principal gives all-clear signal.

Lock-Down Procedures

In the event a fire, smoke from a fire or a gas odor has been detected:

- Pull fire alarm.
- Evacuate students and staff to a safe distance outside of building.
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- Teachers take class roster.
- Principal notifies police (call 911). Principal must report incident to Fire Marshal.
- Teachers take roll after being evacuated.
- Principal may move students to _____ if weather is inclement or building is damaged.
Primary relocation center
- No one may reenter building(s) until entire building(s) is declared safe by fire or police personnel.
- Principal notifies students and staff of termination of emergency. Resume normal operations. (If it is a drill, then students and staff may re-enter building upon the sound of three bells in a row). Principal will call other staff to inform them to come in.
- 3rd floor teachers and students should only exit the east and west fire exits during a fire and not the central staircase.

Staff or students aware of earthquake:

- Stay calm
- Move away from windows
- Take cover near or under heavy desks or furniture
- Cover your head and face
- Wait until shaking stops

After shaking ends:

- Check yourself and others for injuries
- Exit building if needed, but watch out for falling debris or downed electrical wires. 3rd floor teachers and students should exit down the central stairwell and onto the first story building. Move to open field.
- Go to an open safe spot and wait for help.

Earthquake Procedures

Sheltering provides refuge for students, staff and public within school building during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on emergency.

- Identify safe areas in each school building.
- Principal warns students and staff to assemble in safe areas. Bring all persons inside building(s).
- Teachers take class roster.
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Cover up food not in containers or put it in the refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- Teachers should account for all students after arriving in safe area.
- All persons must remain in safe areas until notified by Principal or emergency responders.

Sheltering Procedures

Staff or student who is aware of a weapon brought to school:

- Notify principal or teacher immediately.
- Tell principal or teacher name of suspected person who brought the weapon, where the weapon is located, if the suspect has threatened anyone or any other details that may prevent the suspect from hurting someone or himself/herself.
- If teacher suspects that weapon is in classroom, he/she should confidentially notify a neighboring teacher. Teacher should not leave classroom.

Principal:

- Call police if a weapon is suspected, as viewed by a reasonable person, to be in school.
- Ask another administrator or SRO to join you in questioning suspected student or staff member.
- Accompany suspect to private office to wait for police.
- Conduct search with police or SRO.
- Inform suspect of his/her rights and why you are conducting search.
- Keep detailed notes of all events and why search was conducted.
- Notify parent(s) or guardian(s) if suspect is a student. Explain why search was conducted and results of the search.
- If suspect threatens you with weapon, do not try to disarm him/her. Back away with your arms up. Remain calm.

Intruder- An unauthorized person who enters school property

- Notify Principal.
- Ask another staff person to accompany you before approaching intruder.
- Politely greet intruder and identify yourself.
- Ask intruder the purpose of his/her visit.
- Inform intruder that all visitors must register at the main office.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

If intruder refuses to leave:

- Warn intruder of consequences for staying on school property. Inform him/her that you will call police.
- Notify security or police and Principal if intruder still refuses to leave. Give police full description of intruder.
- Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package, etc).
- Principal may issue lock-down procedures (see Lock-Down Procedures section).

Hostage

- If hostage taker is unaware of your presence, do not intervene.
- Call 911 immediately. Give dispatcher details of situation; ask for assistance from hostage negotiation team.
- Seal off area near hostage scene.
- Notify Principal.
- Give control of scene to police and hostage negotiation team.
- Keep detailed notes of events.

If taken hostage:

- Follow instructions of hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to hostage taker.
- Ask permission to speak and do not argue or make suggestions.

MEDICAL EMERGENCIES:

Steps to take when something goes wrong in your classroom:

1. Know your students—The administration sent a list of medical conditions about all students. Please review this weekly to know which of your students may have a special condition that may require medical assistance in case of an emergency. If you do not have this list please talk to the Executive Administrator.

2. Stay Calm

3. Recognizing Emergencies--Some situations require emergency medical care—call 911 in the following situations:

1. Shortness of Breath
2. No Pulse or Breath
3. Chest or Upper-Abdominal Pain or Pressure
4. Unconsciousness
5. Possible Spinal or Neck Injury
6. Disorientation
7. Sudden Severe Pain
8. Bleeding that Can't be Controlled
9. Severe or Persistent Vomiting
10. Coughing or Vomiting Blood
11. Major Injury or Trauma

12. Feeling of Impending Doom
13. Sudden Vision Changes or Loss
14. Suicidal or Homicidal Feelings
15. If You Are Unsure About What to Do

4. Have someone call the front office or you call the front office and let them know who is having trouble and where you are and what you have done. The front office will radio administration to assist you in your room.

5. Clear the room by having students wait in the hall.

6. Help the person in trouble by comforting them until help arrives

7. Administration will assist you and will bring any needed medical information/supplies to assist the person.

8. After the situation—you will need to debrief with administration to make sure you are okay and ready to move forward.

Notes: Always have someone with you if possible to assist in the situation. Always access help before treating whether that be the administration or the Emergency Response System.

Seizure

- Stay calm-most seizures only last a few minutes
- Start timing seizure
- Prevent injury by moving any nearby objects out of the way, cushion head if possible, loosen anything around neck
- Consult students medical management plan
- Make person as comfortable as possible, roll to side if possible to prevent vomiting
- Keep onlookers away
- Do not restrain person by trying to hold them down, nor put anything in persons mouth
- Do not give person water, pills or food until fully alert
- If seizure lasts longer than 5 min call 911
- Alert administration and notify parents
- Document incident

Administration of Epinephrine for Anaphylactic reaction

- Identify symptoms of Anaphylaxis
- Call for personnel trained in Administration of Epinephrine and call 911
- Administer epinephrine
- Ensure that someone has called 911, contact parent and school administrator
- Stay calm-stay with student have the victim lie down if tolerated with lower extremities elevated. Roll victim to side if vomiting. If victim is having difficulty breathing have them remain upright.
- If Anaphylactic reaction is due to insect sting remove stinger as soon as possible by scraping with plastic card or fingernail-apply ice pack
- Observe for signs of shock and monitor airway and breathing if victim stops breathing initiate CPR
- Have EMS transport to ER
- Document incident

Anaphylactic Reaction