

# **HORIZONTE ITC**

# **Emergency Plan**

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

**HORIZONTE ITC**

*1234 South Main St.  
Salt Lake City, UT 84101  
Phone 801 578-8574*

**Edited October 12, 2022**



**Salt Lake City School District**

# General Emergency Procedures

*The emergency procedures outlined in this manual are intended to serve as general guidelines. Every situation is different and must be handled according to the immediate circumstances. School and district staff and personnel are required to read, understand, review, and practice these procedures regularly. 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 apply to any emergency.*

- Call 911 and the principal.
- Executive Director of Communications and Community Relations notifies parents/guardians as soon as possible about any emergency at school. This initial communication can be brief and should be followed up later with a more detailed message.
- Principal/designee notifies Paul Schulte, Executive Director of Auxiliary Services.
- Take charge of area(s) until the incident is contained, or until you are relieved by the principal, Salt Lake Police Department, or Fire Department.
- Preserve evidence and keep detailed notes of the incident.
- Refer any media inquiries to the Executive Director of Communications and Community Relations.
- When the incident has ended or is resolved, consult with the Executive Director of Communications and Community Relations regarding follow-up communication to parents/guardians about the incident.

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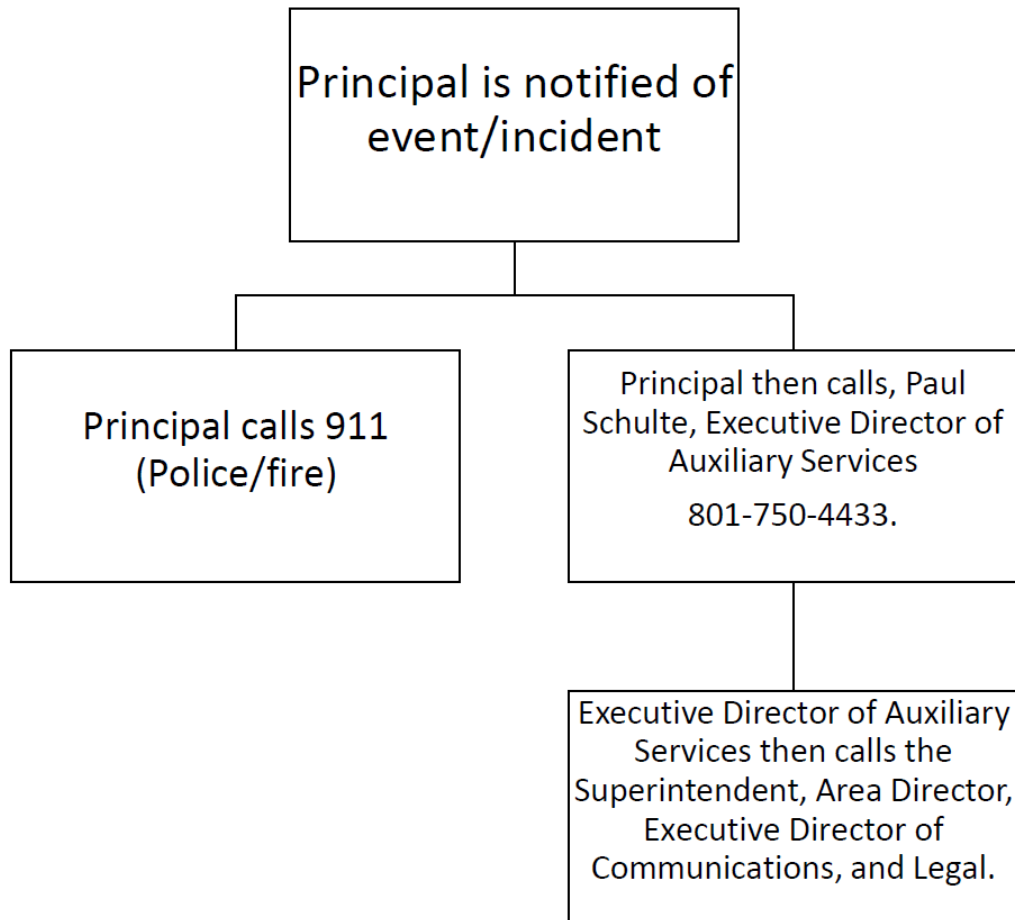
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## SECTION ONE: EMERGENCY CONTACTS

### Calling Tree



**SECTION ONE: EMERGENCY CONTACTS**  
**Horizonte ITC**  
**Emergency Directory**

**Emergency Phone Location** ..... Main Office  
**Emergency Phone Number / Extension \*** ..... (801) 578-8574

<b>Title</b>	<b>Name</b>	<b>Work Phone</b>	<b>Cell Phone</b>
Principal	Tracy Sjostrom	801-578-8574 Ext.4140	385-295-0222
School Resource Officer	Det. Kevin Easter Sgt. Doug Teerlink	385-602-2374 385-228-8072	385-602-2374 385-228-8072
Executive Director of Communication & Community Relations	Yándary Chatwin	801-578-8271	801-682-0816
Public Information Officer	Jason Olsen	801-578-8352	801-540-6802
Assistant principal or secretary	Moliki Mulitalo	801-578-8574	801-891-9106
Head Custodian	Jesus Gonzalez	801 301-4554	801 558-9544
Attendance Secretary	Aura Gutierrez Sanchez	801 578-8574 ext.4450	385 419-6337
Assistant Principals, Secretaries, Counselors, other Office Personnel, Teachers	Emina Ceribasic	801-578-8574	801-597-3215
	Taulaai Maea	801 578-8574 ext.2600	801 865-8921
	Cristina Cabrera	801 578-8574 ext.2524	801 830-1568
teachers assigned by area	Eleanor Chase	801-578-8574 Ext.4460	385-226-7332
	Joey Peterson	801-578-8574 Ext. 4150	801-759-0581
	Jorge Carmona-Amates	801-578-8574 Ext. 2580	801-833-7497
Superintendent	Dr. Timothy Gadson	801-578-8349	954-729-4365
Associate Superintendent	Dr. Gwendolyn Johnson-White	801-578-8347	561-635-2267
Business Administrator	Alan Kearsley	801-578-8334	801-336-8722
Executive Director of Human Resource Services	Logan Hall	801-578-8420	801-641-8899
Executive Director of Auxiliary Services	Paul Schulte	801-974-8372	801-750-4433
Assistant Director Facility Services	Ricky Martinez	801-886-8929	801-979-8371

## **SECTION ONE: EMERGENCY CONTACTS**

### **Horizonte ITC Crisis Team**

Position	Name	Work Phone	Cell Phone
Principal/ Administrator 0222	Tracy Sjostrom	801-578-8574 Ext.4140	385 295-
Assistant Principal	Moliki Mulitalo	801 578-8574 Ext.2610	801 891-9106
Secretary	Taulaai Maea	801 578-8574 Ext.2600	801 865-8921
Resource Officer	Det. Kevin Easter Sgt. Doug Teerlink	801 578-8574 Ext.2600 385-228-8072	801 652-0974 385-228-8072
Head Custodian	Jesus Gonzalez	801 301-4554	801 558-9544
School Nurse	Wade Capps	801 481-4941	856 889-1257
Counselor	Eleanor Chase	801 578-8574 Ext.4140	385 226-7332
SCC Chairperson	TBD	_____	_____
SIC Chairperson	Patrick Gardner	801 578-8574	801 897-7116
Food Services Manager	Nicole Smit	801 578-8335	801 833-5785
PTA President	NA	_____	_____
School Leadership	Shuanta Broadway McDaniel	801 578-8488	_____

### **Persons Certified in First Aid / CPR / CERT**

Name	Room No. or Location	Phone or Ext	First Aid	CPR
Taulaai Maea	Main Office	801 578-8574 Ext. 2600	N	Y
Moliki Mulitalo	Main Office	801 578-8574 Ext. 2610	N	Y
Aura Gutierrez-Sanchez	4th Floor Main	801 578-8574 Ext. 4450	Y	Y
Chelsey Rollins	Glendale	801 385-246-4910	Y	Y
Shane Colby	Room 236	801-578-8574 Ext.2360	N	Y

## SECTION ONE: EMERGENCY CONTACTS

### General Phone Numbers

All Emergencies (Fire, Police, Hazmat, Ambulance) .....	911
American Red Cross (local) .....	801 892-4000
Child Abuse Hotline (local & statewide 24/7 hours).....	855 323-3237
Fire Department, Non-Emergency .....	801 596-5230
Primary Children’s Medical Center Emergency.....	801 662-1000
Peak Alarm (to contact District Security TEAM) .....	801 466-7321
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
Safe UT/National Suicide hotline.....	1-800-273-8255 or Text TALK to 741-741
Salt Lake City Department of Public Utilities (water/sewer).....	801 483-6700
Salt Lake City Emergency Management Services Department.....	801 790-4466
Salt Lake City Police (non-emergency) .....	801 799-3000
Salt Lake City School District:	
Auxiliary Services.....	801 974-8367
Business Administration.....	801 578-8260
C&TE .....	801 481-4873
Facility Services .....	801 886-8929
Food Services.....	801 974-8380
Health Services (school nurses) .....	801 578-8684
Executive Director of Communications and Community Relations .....	801 578-8271
School Leadership .....	801 578-8350
Student Services.....	801 578-8206
Superintendent’s Office.....	801 578-8351
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 Division of Emergency Management .....	801 538-3400
Utah Poison Control Center:	
Salt Lake City.....	801 587-0600
Toll-free.....	800 222-1222
Valley Mental Health (Suicide Prevention) .....	801 261-1442

## **SECTION ONE: EMERGENCY CONTACTS**

### **Administration and Staff Responsibilities**

#### **Principal or Designee:**

- Verify information.
- Call 911, if necessary.
- Seal off high-risk area(s).
- Notify Superintendent or designee, Area Director, and Executive Director of Communications and Community Relations. Notify students and staff. Note, depending on the emergency; teachers may notify students.
- Keep detailed notes of the event.
- If possible, convene Crisis Team and implement crisis response procedures.
- Refer media to the Executive Director of Communications and Community Relations.

#### **Teachers or Staff:**

- Verify information.
- Notify Principal
- Lock classroom doors unless evacuation orders are issued.
- Account for all students.
- Keep a class list with you.
- Refer media to the Executive Director of Communications and Community Relations.
- Keep detailed notes of the event.



## SECTION ONE: EMERGENCY CONTACTS

### Media / Public Information

*All staff must refer media inquiries to the official spokesperson.*

- The district assumes responsibility for issuing public statements during an emergency.
- The Executive Director of Communications and Community Relations serves as the official spokesperson unless another individual is designated. If the Executive Director of Communications and Community Relations is out of the office or unavailable, the Public Information Officer will step in.

**During an emergency, adhere to the following procedures:**

- The Principal/designee relays all factual information to the Superintendent or designee on a timely basis.
- The Superintendent/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.
- The Executive Director of Communications and Community Relations provides regular updates to the media.

**Executive Director of Communications and Community Relations:**

- Emphasize the safety of students and staff.
- Describe briefly the 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 or other PII to the media.
- Assist the principal with drafting communications to families, if needed.
- Determine whether social media use is appropriate. Execute social media plan, if necessary, in conjunction with Public Information Officer (PIO).
- Work with PIO to update the District website and social media, if necessary.
- Respond to the press as necessary.
- Keep Superintendent/designee informed during the emergency.

## **SECTION TWO: EMERGENCY PROCEDURES**

### **Active shooter**

#### **HIDE**

- Find a place to hide out of line of vision.
- Lock and/or blockade the door.
- Silence your cell phone and instruct students to silence their phones too.
- Hide behind large objects and remain very quiet.

#### **RUN**

- 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.

#### **FIGHT (adult staff only)**

- Fight as a last resort, and only if your life is in danger and you cannot escape:
- Attempt to incapacitate the shooter. Act with physical aggression.
- Improvise weapons. Commit to your actions.

## SECTION TWO: EMERGENCY PROCEDURES

### Assault/Fights

- It is the teacher's responsibility to ensure the safety and well being of students who are in their charge.
- De-escalate and defuse the situation, if possible.
- Notify the 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 the assault took place.
- The Principal notifies School Resource Officer/Police if a weapon was used, if the victim has a physical injury, or involved in sexual contact.
- The Principal notifies the parent(s)/guardian(s) of students involved in the assault and the Superintendent/designee, and their Network Area and the Executive Director of Communications and Community Relations if necessary.
- Document all actions. Isolate and ask victim(s) and witness(es) for their accounts of the incident
- Assess counseling needs of victims and/or witnesses. Implement post-crisis procedures.

## **SECTION TWO: EMERGENCY PROCEDURES**

### **Bomb Threat**

1. Press the record button on the phone( If available).
2. Ask where the bomb is located, when the bomb will go off, what materials are in the bomb, who is calling and why is the caller doing this?
3. Notify the Principal, School Resource Officer/Police dispatch or 911. After speaking with the School Resource Officer, the Principal needs to decide whether to evacuate (continue below) or shelter in place (refer to page 26).
4. The Principal notifies the Executive Director of Auxiliary Services, Paul Schulte.
5. The Principal orders evacuation of all persons inside school building(s) if needed.
6. Faculty should visually inspect their classrooms for any suspicious item(s) as they are evacuating (DO NOT touch or approach anything suspicious) and report anything notable to the Principal, School Resource Officer/Police.
7. The police will coordinate a search of the facility.
8. The Principal and Superintendent/designee must report the incident to the Fire Marshal and police.

## **SECTION TWO: EMERGENCY PROCEDURES**

### **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 canceled before 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/designee will determine whether the school day will be: 1) canceled, 2) the start time delayed, or 3) early closure initiated based on input from Auxiliary Services, Transportation and Facility Services.
- The Principal should remind teachers and staff to monitor the district website and social media platforms (Facebook and Twitter) 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 Leadership and Performance of the intended action.
- The Executive Director of Communications and Community Relations will notify the media if necessary and work with the Public Information Officer to post information.
- By 6:00 AM, School Leadership 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 Executive Director of School Leadership and Performance of the intended action.
- The Executive Director of Communications and Community Relations will notify the media and work with the Public Information Officer to post information on social media and the District website.
- Follow the Emergency Release of Students procedure.

## **SECTION TWO: EMERGENCY PROCEDURES**

### **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 the object you are under is likely to move if you do not hold on), stand in a supported doorway, or along an inside wall or corner.
- Stay calm and 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.
- Remember that the electricity may go out, and the fire alarms and sprinklers may activate.

#### **Immediately After an Earthquake:**

- Attempt to call 911, if necessary. Call or text School 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.
- Do not attempt to turn off the natural gas, electrical, or water main(s). District facilities are fitted with seismic gas valves that automatically turn off the natural gas in 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 a 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.
- If required to evacuate and relocate, please go to the "Evacuation/Relocation Procedures" tab.

## SECTION TWO: EMERGENCY PROCEDURES

### Fire

- Pull the fire alarm.
- Evacuate students and staff to the Primary Assembly Location. If the Primary Assembly Location is unsafe, evacuate to Secondary Assembly Location
- Follow the normal fire drill routine. If regular route(s) are too dangerous, follow an alternate route, close classroom doors.
- Teachers should take a class list and account for all students.
- Take roll as soon as possible after an evacuation.
- The Principal/head custodian must notify SLCSO Fire Marshal and police.
- No one should re-enter the building(s) until declared safe by Fire Department personnel.
- The Principal will notify students and staff of termination of emergency and resumption of normal operations.
- The Principal/Head Custodian must meet the Fire Department in the front of the school.
- **If necessary,** the Principal notifies the Executive Director of Auxiliary Services, Paul Schulte.

## **SECTION TWO: EMERGENCY PROCEDURES**

### **Hazardous Materials / Chemical Spill**

#### **Incident in School or Facility:**

- Call 911.
- Notify the Principal; the Principal notifies the Executive Director of Auxiliary Services, Paul Schulte.
- Seal off area of leak/spill.
- Take charge or evacuate the area until Fire Department or Hazmat personnel contain the 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.
- Notify parents/guardians as soon as possible if students are relocated. This can occur via email, text, robocall, etc. using School Messenger. If communication is not possible due to lack of access, work with the Executive Director of Communications and Community Relations to distribute a message ASAP
- 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 the Executive Director of Auxiliary Services, Paul Schulte.
- The Executive Director of Auxiliary Services will notify the Principal.
- The Fire Official in charge of the scene will recommend sheltering or taking actions to relocate.
- Follow plans and procedures for sheltering or evacuation.
- Notify parents/guardians as soon as possible if students are relocated.
- Resume normal operations after consulting with Fire or Hazmat Officials.



## **SECTION TWO: EMERGENCY PROCEDURES**

### **Hostage**

#### **Hostage Situation:**

- Call 911 immediately. Provide details of the situation to include a detailed description of the suspect(s) and if any weapons are involved.
- If the hostage taker(s) is/are unaware of your presence, do not intervene.
- Place school on lockdown or evacuate.
- Seal off area near the hostage scene.
- Notify Principal and School Resource Officer; Principal notifies the Executive Director of Auxiliary Services, Paul Schulte.
- Give control of the scene to the Police and hostage negotiation team.
- Keep detailed notes of events and actions.

#### **If Taken Hostage:**

- Follow instructions of hostage taker(s).
- Ask permission to speak; do not argue or make suggestions.
- Try to keep calm. Calm students if they are present.
- Treat the hostage taker(s) as normally as possible.
- Be respectful to the hostage taker(s).

## **SECTION TWO: EMERGENCY PROCEDURES**

### **Intruder**

**Intruder** - An unauthorized person who enters school or facility property.

- Politely greet the intruder and identify yourself.
- Ask the intruder the purpose of their visit.
- If the purpose is not legitimate, ask the intruder to leave.
- Inform the intruder that all visitors must register at the main office.
- Notify the Principal or designee.
- If feasible, ask another staff member to accompany you before approaching the intruder, if possible.
- Accompany the intruder to exit.

#### **If Intruder Refuses To Leave:**

- Contact the Principal, School Resource Officer/Police dispatch. 911 if necessary.
- Walk away from the intruder if they indicate a potential for violence. Be aware of the actions, location, weapons or packages, etc. Monitor the location of the intruder on school security cameras.
- The Principal issues lock-down procedures.
- The Principal notifies the Executive Director of Auxiliary Services, Paul Schulte.

## SECTION TWO: EMERGENCY PROCEDURES

### 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 at all times. Do not leave the radio in the battery charger for extended periods.
- 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 press 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.

## **SECTION TWO: EMERGENCY PROCEDURES**

### **Secure Alert and Lockdown**

When implementing either a Secure alert or Lockdown, notify the Executive Director of Auxiliary Services, Paul Schulte. Keep these individuals up to date, as you can, throughout the incident.

#### **Secure Alert:**

A Secure Alert is issued when there is a potential threat to student or staff safety off-campus, such as nearby police activity or an emergency situation in the vicinity of the school. During a Secure alert, all exterior doors are locked and monitored. Interior doors are not affected. The school carries on as usual.

#### **Secure Alert:**

- The Principal will issue secure notification by announcing a warning over the PA system.
- An announcement will be a basic alert. Do not use code words.
- Lock all exterior doors and windows. Interior doors are unaffected.
- No one is allowed to enter or exit the building until an all-clear signal is given by the Principal or First Responders (Police / Fire).

#### **LOCKDOWN:**

This procedure is used when there is a threat to student safety inside the building. During a lockdown, all exterior and interior doors are locked. No one (including parents/guardians) is allowed in or out of the building. A lockdown helps to isolate a threat to one part of the building, removes as many students and staff as possible away from the threat, and allows teachers to more easily gather an accurate count of students in each room.

#### **Lockdown**

- Contact 911. Advise School Resource Officer of situation.
- The Principal will issue a lockdown notification by announcing a warning over the PA system.
- The announcement will be a basic alert. Do not use code words.
- Direct all students, staff and visitors into classrooms.
- Lock all exterior and interior doors and windows (including classroom doors).
- Move all persons away from windows or doors.
- Silence ALL electronic communication devices and maintain silence.
- No one is allowed to enter or exit the building until an all-clear signal is given by the principal or first responders (police/fire).

## SECTION TWO: EMERGENCY PROCEDURES

### Serious Injury/Death

#### If incident occurs at school or facility:

- Call 911.
- Notify First Aid/CPR-certified persons in the school building(s) of medical emergencies (see Crisis Team).
- Isolate affected student(s) and staff member(s), if possible.
- Secure the area as a potential crime scene. Do not allow anyone to disturb possible evidence.
- Notify the Principal and School Resource Officer;
- The Principal notifies the Executive Director of Auxiliary Services, Paul Schulte.
- Activate the school Crisis Team. Designate a staff person to accompany an ill or injured person(s) to the hospital.
- The Principal notifies parent(s)/guardian(s) of affected student(s), or emergency contact(s) of affected staff member(s).
- Refer witness(es) to the school psychologist/counselor(s). Contact parents/guardians of the witnesses.
- Determine the method to notify students, staff members and parents/guardians. Student Services, the Executive Director of Communications and Community Relations and Information Technology can assist with that.
- Refer any media inquiries to the Executive Director of Communications and Community Relations.

#### If incident occurs outside of school or facility:

- Call Student Services. Student Services can assist with notification templates.
- If possible, notify staff members before normal operating hours.
- Determine the best method of notifying students and parents/guardians.
- Announce the availability of counseling services for those who need assistance.
- Refer all media inquiries to the Executive Director of Communications and Community Relations.

#### Post-crisis intervention:

- Meet with the counselor(s) and Student Services staff to determine the level of intervention needed for students and staff.
- Designate rooms as private counseling areas.
- Escort affected students' 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 the funeral(s), if any.
- Allow for changes in normal routines or test schedules to address injury or death.

## **SECTION TWO: EMERGENCY PROCEDURES**

### **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 either of these threats are similar.

- Be alert for weather warnings. Monitor Emergency Alert Stations or NOAA Weather Stations (National Weather Service, Weather Channel, local news media, etc.).
- Review “duck and cover” procedures if tornadoes threaten.
- Close windows and blinds; avoid windows and outside walls.
- Take class attendance list; account for all students.
- Be ready to move quickly if there is a threat of flooding.
- Remain in safe areas until warning(s) expire or emergency personnel have issued all-clear advisories.

## SECTION TWO: EMERGENCY PROCEDURES

### Sheltering-in-place Procedures

Sheltering provides refuge for students, staff, and the public within the school building(s) during an emergency. Locate shelters 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.
- The Principal warns students and staff to assemble in a designated safe area. Bring all persons inside the school building(s).
- The Principal notifies the Executive Director of Auxiliary Services, Paul Schulte.
- Teachers take class lists. Teachers should account for all students after arriving in a safe area.
- Close all exterior doors and windows in classrooms or work area.
- If advised, turn off any exhaust or ventilation system.
- 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.

## SECTION TWO: EMERGENCY PROCEDURES

### Student Unrest

- Notify Police/School 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 the Executive Director of Auxiliary Services, Paul Schulte.
- Advise staff; Principal may issue lock-down (see **Lockdown 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 the classroom until you receive an all-clear signal from the Principal.
- Make a list of any students absent from the classroom.
- Document all incidents.



## **SECTION TWO: EMERGENCY PROCEDURES**

### **Suicide Attempt at School**

- Call 911, if necessary.
- Notify the Principal, School Resource Officer, school psychologist, counselor, and Student Services.
- Try to calm the suicidal person.
- Try to isolate suicidal person from other students and staff.
- Stay with the suicidal person until professional help arrives. Do not leave a suicidal person alone.
- The Principal notifies the Executive Director of Auxiliary Services, Paul Schulte.
- The Principal may schedule a meeting with the student's parents/guardians and school psychologist /counselor to determine course of the action.
- Activate school the Crisis Team to implement post-crisis intervention.

## SECTION TWO: EMERGENCY PROCEDURES

### Utility Break / Disruption

#### Electricity

- Call 911 only if live electrical line(s) is/are down.
- Call the Executive Director of Auxiliary Services, Paul Schulte.
- Verify that 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 building areas may indicate a phase loss. Immediately report this condition to Facility Services.
- 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.
- Call the Executive Director of Auxiliary Services, Paul Schulte.
- Evacuate the building immediately.
- 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 that automatically turn off the natural gas in the event of an earthquake.

#### Water

- If the water main break is in the street, call the SLC Department of Public Utilities at 801-483-6700.
- Call the Executive Director of Auxiliary Services, Paul Schulte.
- 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 it, or direct it away from or out of the building.

## **SECTION TWO: EMERGENCY PROCEDURES**

### **Weapons**

- Immediately notify the Principal, School Resource Officer/911.
- Call Lockdown.
- Identify by name the individual suspected of bringing a 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 the 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.
- The Principal notifies the Executive Director of Auxiliary Services, Paul Schulte.
- Accompany the suspect to a private office to wait for the Police.
- Conduct search with Police or School Resource Officer.
- Inform the suspect why you are searching.
- Keep detailed notes of all events and why the search was conducted.
- If the suspect is a student, notify the student's parent(s)/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 them. Back away with your arms up. Try to remain calm.

## **SECTION THREE: RELOCATION AND REUNIFICATION**

### **Emergency Release of Students**

Release of students in grades K-8, other than the regularly scheduled hours, is prohibited unless a parent/guardian 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.

- The Principal will contact the Executive Director of Auxiliary Services, Paul Schulte for authorization to cancel school or close school early.
- When a decision is made, the Principal will notify their Area Director and the District Executive Director of Communications and Community Relations.
- The Principal will determine and communicate the pick-up point or alternate pick up point for bus drivers and parents/guardians. The Principal will relay this information as soon as possible to the Transportation Manager.
- The Principal will notify Area Directors Services to arrange for bus transportation and Food Service support as needed.
- If cancellation or closure is approved, the Principal will initiate the School Messenger plan to contact as many parents and authorized guardians as possible using email, robocall, text alert, etc., and the school calling tree. Principal will work with the Executive Director of Communications to determine whether social media and/or the school or district website should also be used to communicate

#### **On/Near-Site Evacuation Assembly Points**

Primary location ..... West Parking Lot  
Secondary location..... East Parking Lot

#### **Off-Site Emergency Relocation Center**

Name ..... Urban Indian Center of SLC  
Address ..... 120 West 1300 South SLC,  
UT  
Contact Person ..... Allen Barlow  
Contact Phone Number ..... 801 486 4877

#### **Location of Emergency Supplies**

First Aid ..... In Classroom  
Just-In-Time Kit..... Sick Room  
CERT supplies..... Main Office

## **SECTION THREE: RELOCATION AND REUNIFICATION**

### **Evacuation To On-Site or Near-site Locations:**

- Call 911 if necessary.
- The Principal orders evacuation if students and staff should be moved outside of the school building(s) to a Primary or Secondary Evacuation Assembly locations.
- The Principal will direct students and staff to follow fire drill procedures and routes. If normal route is too dangerous, follow an alternate route.
- The Principal and Head Custodian will shut off all electrical equipment, gas, water faucets, air conditioning, heating and ventilation, if possible.

### **Teachers:**

- Direct students to follow routine fire drill procedures unless the Principal alters the route or normal route is too dangerous.
- Take a class list when evacuating. Take roll as soon as possible after arriving at the evacuation site.
- Close classroom doors and turn out lights.
- After successfully evacuating, teachers will account for all students using a class list. Inform the Principal ASAP if any students are missing.

### **Relocation To An Off-site Location:**

- The Principal determines relocation procedures after consulting with the Executive Director of Auxiliary Services, Paul Schulte.
- The Principal orders evacuation if students and staff are to be moved to the Emergency Relocation Center.
- The Principal notifies the Emergency Relocation Center.
- Designated Crisis Team member coordinates transportation if students are evacuated to the Emergency Relocation Center. The Crisis Team member contacts the District Transportation Supervisor, and informs the supervisor that students are being relocated.
- If students are moved to the Emergency Relocation Center, Teacher should stay with their classes. They should take roll again when they arrive at the Emergency Relocation Center.

## SECTION THREE: RELOCATION AND REUNIFICATION

### Reunification:

- **All Levels**: Students will be released to their parents/guardians or designee, as prearranged on Emergency Contact Cards, with government-issued photo identification. An ID must be presented at a Reunification Station outside the building, facilitated by the Family Reunification team.
- **Intermediate and High School Levels**: Same as above except for those students whose parents/guardians have signed an Emergency Release Permission Form permitting the student to be released, after being excused, following an emergency.

**SECTION FOUR: FORMS AND REPORTS**

**AFTER  
ACTION  
REPORT**

Please fill out after each event/incident and send to Facility Services

School: \_\_\_\_\_  
Person Completing \_\_\_\_\_  
Report: \_\_\_\_\_  
Event / Incident \_\_\_\_\_ Event / Incident \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Time at which accountability for students, staff, and visitors was completed: \_\_\_\_\_

**Mark One**

Incident  Drill

**Incident Type**

<input type="checkbox"/> Active Shooter	<input type="checkbox"/> Severe Weather & Natural Disasters
<input type="checkbox"/> Aircraft Emergency	<input type="checkbox"/> School Disturbances
<input type="checkbox"/> Bomb Threat	<input type="checkbox"/> Terrorism
<input type="checkbox"/> Child Missing / Kidnapped / Left at School	<input type="checkbox"/> Threat Management Process
<input type="checkbox"/> Fire Emergency	<input type="checkbox"/> Utility Failures
<input type="checkbox"/> Hazardous Material Spills or Release	<input type="checkbox"/> Weapons
<input type="checkbox"/> Hostage situation	<input type="checkbox"/> Secure alert/Lockdown
<input type="checkbox"/> Medical Emergencies	<input type="checkbox"/> Other _____

**Response Information**

Lockdown  Shelter In Place  Other \_\_\_\_\_  
 Secure Alert  Evacuation

**Resources Utilized**

Fire  DOH (Department of Health)  
 EMS (Emergency Medical Services)  HSEMA (Homeland Security and Emergency Management)

PD (Police Department)

Agency)  
 Other \_\_\_\_\_

**Narrative:**

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**Things that went well:**

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**Things that need improvement:**

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**Action taken to improve:**

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# SECTION FOUR: FORMS AND REPORTS

Date:

## EMERGENCY COMPLIANCE AND ASSURANCE FORM

By July 1 of each year, each LEA shall certify to the Board that the LEA Emergency Preparedness and Emergency Response Plan has been practiced at the school level, presented to and reviewed by its teachers, administrators, students and their parents, local law enforcement, and public safety representatives consistent with Section 53A-3-402(18) and R277-400. In an effort to ensure compliance, an individual report shall be completed for each school in each school district and every charter school.

School Name:  Grades Housed:  School District:

School Address:  or  Check Box if Charter School

- Emergency Preparedness and Emergency Response Plan has been practiced at the school level, presented to and reviewed by its teachers, administrators, students and their parents, local law enforcement, and public safety representatives?  Yes Date   No
- School has appointed a committee to prepare, modify or adjust existing plan to meet individual school needs and features, to satisfy this rule, to include Governmental agencies and bodies vested with responsibility for directing and coordinating emergency services on local and state levels?  Yes  No
- A copy of the plan has been sent to be filed in the LEA superintendent's or charter school director's office?  Yes  No
- Parents and staff have received written notice of relevant sections of the plan, applicable to the school?  Yes Date   No
- School Emergency Preparedness/Emergency Response week is designated prior to April 30th each school year?  Yes Date   No
- The plan contains measures that assure students receive adequate educational services and supervision during school hours?  Yes  No
- All school staff have been instructed that they are responsible to assure reasonable care and supervision of children until responsibility has been affirmatively assumed by another responsible party in evacuation procedures?  Yes  No
- School staff are instructed that the 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?  Yes  No
- The plan contains measures to assure emergency preparedness training for students is age appropriate?  Yes Training Date   No

10. Fire Drills and Other Emergency Drills:

**Elementary schools** shall conduct emergency evacuation drills **at least once each month** during school sessions.

**Secondary schools** shall conduct emergency evacuation drills for fire **at least every other month** during school sessions.

**All schools:** the first fire drill shall be **conducted within the first 10 days of school**. Required emergency drills may be substituted every other time by a security or safety drill, to include: shelter in place; earthquake drills; or lock down for violence.

**Note: Schools that include both elementary and secondary grades in the school shall comply, at a minimum, with the elementary emergency drill requirements.**

Select school type reporting for:

- Secondary School  
 Elementary School

First Drill: <input type="text"/>	Second Drill: <input type="text"/>	Third Drill: <input type="text"/>	Fourth Drill: <input type="text"/>	Fifth Drill: <input type="text"/>
Type of Drill: <input type="text"/>	Type of Drill: <input type="text"/>	Type of Drill: <input type="text"/>	Type of Drill: <input type="text"/>	Type of Drill: <input type="text"/>
Sixth Drill: <input type="text"/>	Seventh Drill: <input type="text"/>	Eighth Drill: <input type="text"/>	Ninth Drill: <input type="text"/>	Tenth Drill: <input type="text"/>
Type of Drill: <input type="text"/>	Type of Drill: <input type="text"/>	Type of Drill: <input type="text"/>	Type of Drill: <input type="text"/>	Type of Drill: <input type="text"/>

- At least one drill for school violence emergencies is conducted annually?  Yes Date   No
- Student assistance programs such as care teams, school intervention programs, and interagency case management teams have been developed for the school?  Yes  No
- There is coordination between school and local law enforcement, and other public safety representatives for school safety emergencies, including cooperative agreements with other governmental entities, as reasonably feasible and appropriate?  Yes  No
- The plan delineates communication on channels and lines of authority with the LEA, city, county, and state, including instruction to school staff that, in the event of an emergency involving more than one LEA, or when state or federal assistance is involved, the superintendent for school districts and the local charter school board through its director are the respective chief officers?  Yes  No
- School staff have been instructed that school personnel shall maintain control of public school students and facilities during the regular school day or until students are released to a parent or legal guardian, in the event of an emergency?  Yes  No

Name of Individual Preparing Report:  Title of Preparer:

Preparer's E-Mail: