

# **School Name**

# **Emergency Plan**

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

**Liberty Elementary**  
*1085 S Roberta Street*  
*Salt Lake City, UT 84111*  
*Phone 801 578-8180*

**Edited October 30, 2023**



**Salt Lake City School District**

# Emergency Directory

**Emergency Phone Location.....Main Office**  
**Emergency Phone Number/Extension .....801-578-8180**

TITLE	NAME	Work Phone	Cell Phone
Principal	Julia Barrientos	801-578-8180	801-696-2954
School Resource Officer	Sgt. Doug Teerlink	385-228-8072	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	Adriana Pinto	801-578-8180	801-232-8075
Secretary	Linda Caro	801-578-8180 801-301-4507	801-577-1859
Head Custodian	Robert Allred	801-578-8180	801-888-8420
Assistant Principals, Secretaries, Counselors, other Office Personnel, Teachers	Adriana Pinto Assistant principal	801-578-8180	801-232-8075
Secretary	Linda Caro	801-578-8180 801-301-4507	801-577-1859
Attendance Secretary	Wendy Vazquez	801-578-8180	801-403-5501
Counselor			
Teachers assigned by area			
Executive Director of Human Resource Services	Logan Hall	801-578-8420	801-641-8899
Executive Director of Auxiliary Services	Isaac Astill	801-974-8372	801-386-4408
Assistant Director Facility Services	Ricky Martinez	801-886-8929	801-979-8371

- Principal: (Incident Manager) point of contact for emergency responders. Approves the activation of the incident management system. Communicates with District personnel. Principal Incident Manager works together with Police/Fire/etc.
- School Resource Officer: (Services Liaison) Works closely with Incident Manager. Stays in contact with emergency responders. Participates as first responder.
  - Executive Director of Communication & Community Relations: (Communications Liaison) reports directly to the Incident Manager. Determines what information is suitable for release to the press. Determines a specific location as a gathering point for the media.
  - Assistant Principal or Principal Secretary: (Operations Officer) reports directly to the Incident Manager. Supervises Branch Directors, Group Leaders, and Teachers. Responsible for communicating with Branch Directors and relaying pertinent information to Incident Manager.
  - Head Custodian: (Safety Officer) reports directly to the Incident Manager. Provides advice on the safety of emergency operations
  - Attendance Secretary: (Documentation/Accountability) must have immediate access to daily school attendance. Reports to Incident Manager.
  - Assistant Principals, Secretaries, Counselors, other Office Personnel, Teachers under the direction of Operations Officer: (Branch Directors) Responsible for implementation of the action plan in their assigned branch. Responsible for communications to and from the Group Leaders. Provide updated reports to the Operations Officer.
  - Teachers assigned by area responsible for student accountability from a pre-determined group of classrooms: (Group Leaders) Responsible for sweeping (searching) predetermined "common" areas for students not in class such as hallways, restrooms, library, etc. as well as the classrooms to which they are assigned to.
  - Teachers: The teachers are personally responsible for the safety and accountability of their students. The welfare of the students will be dependent on the teachers' knowledge



# 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 designer determines that the child is responsible, and notification is not practical.

- The principal will contact the Superintendent/designee for authorization to cancel school or close school early.
- When a decision is made, the principal will notify their Network 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 Network 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	<u>North Parking</u>
Secondary location	<u>South Parking</u>

## Off-Site Emergency Relocation Center

Name	<u>Wittier Elementary</u>
Address	<u>1600 S 300 E SLC UT 84111</u>
Contact Person	<u>Bri Deleon</u>
Contact Phone Number	<u>646-673-7037</u>

## Location of Emergency Supplies

First Aid	<u>Supply closet</u>
Just-In-Time Kit	<u>72 hours (about 3 days) kits</u>
CERT supplies	<u>Outside shed</u>