

Cache County School District

Policy Series: 2000

Policy No. 2300 P1

Emergency Preparedness

The purpose of this procedure is to establish general criteria for both emergency preparedness and response plans for the district and its schools in the event of emergencies that could reasonably endanger the safety of school children or disrupt the operation of the school.

Definitions

- A. “*Crisis*” means an event that leads to physical or emotional distress.
- B. “*Crisis Response*” means a protocol for the actions to take and individuals to involve following a crisis event.
- C. “*Emergency*” means a natural or man-made disaster, accident, act of war, or other circumstance which could reasonably endanger the safety of school children or disrupt the operation of the school.
- D. “*Emergency and Safety Response Plan*” means a plan developed by the district or a school to prepare and protect students and staff in the event of school emergencies.
- E. “*Emergency Standard Response Protocol*” means a uniform, planned, and practiced response to any incident.
- F. “*Evacuation*” is the emergency standard response protocol which involves moving to a safe, alternate location during an emergency.
- G. “*Family Reunification Plan*” means the process of ensuring that children return to the care of their parent(s)/guardians and family as quickly as possible after an emergency.
- H. “*Hall Check*” is the emergency standard response protocol which involves a heightened awareness of potential threats. During a Hall Check, schools take an active role in securing their location, alerting others, and monitoring communication for more information.
- I. “*Lockdown*” is the emergency standard response protocol which is used during the highest level of active threat. It can be initiated *immediately when there is a significant concern for life safety*.
- J. “*Shelter-in-place*” is the emergency standard response protocol which involves seeking safety within the building one already occupies.

Emergency and Safety Response Plan

1. Each school shall develop and implement a comprehensive emergency and safety response plan that address:
 - a. chain of command;
 - b. emergency contacts;
 - c. natural or man-made disasters;
 - d. accidents;
 - e. civil disturbances; and

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- f. a comprehensive emergency response to prevent and combat violence in schools, on school grounds, on school vehicles, and in connection with school-related activities or events.

Emergency Standard Response Protocols

1. A critical element of school safety is the uniform classroom response to an incident at school. Weather events, fires, accidents, intruders, and other threats to student safety are scenarios that are planned and trained for by school and district administration and staff. Emergency Standard Response Protocols are a set of research-based actions/drills designed to prepare students, staff, and parents for emergency situations. Throughout the school year, all students and staff members participate in various drills to practice the four possible actions of the emergency standard response protocols. These are *Lockdown*, *Hall Check*, *Evacuate*, and *Shelter-in-Place*.
 - a. During a *Lockdown*, staff should immediately lock the classroom door and barricade it with heavy furniture, if possible. Turn off the lights. Everyone in the room should move out of sight and remain silent. Everyone should prepare to defend themselves, if necessary. Once a *Lockdown* has been started, no one should leave the room until school administrators or law enforcement unlocks the door and indicates it is safe.
 - b. During a *Hall Check*, each employee in the school should stop what they are doing and take an active role in securing their location. They should make sure they and their students are safe. Then, they should check immediate hallways for anything suspicious and lock classroom doors, and take attendance. Schools can continue as usual unless otherwise directed by school administrators.
 - c. During an *Evacuation*, staff should be aware of their surroundings and do what is necessary to keep themselves and students safe as they exit the building. As time permits, staff should organize their class, gather weather-appropriate clothing (when immediately available) and emergency supplies. Movement should be safe, controlled, and intentional. Once students and staff have reached the evacuation location, staff should take attendance, and stay with their class while awaiting further instructions.
 - d. During a *Shelter-in-Place*, the school staff's main responsibility is to keep students in the classroom, take attendance, and await further instructions and information. Typically, teaching can continue throughout this response protocol. Depending on the circumstances, students may be permitted to access the restroom or office. Staff and students should be aware that the situation may escalate to an *Evacuation* or *Lockdown*.
2. Training and Emergency Drills
 - a. Emergency and fire drills shall be conducted in accordance with Utah Administrative Code R277- 400-6. A record of all emergency and fire drills shall be kept by the school principal on the district computer Emergency and Fire Drill Reporting Screen.
 - b. The Emergency and Safety Response Plan will be validated through conduct of exercises and drills which identify areas for additional training or revisions of procedures and also to ensure continued readiness.
3. Family Reunification Plan

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- a. In cooperation with the district and local law enforcement agencies, each school shall establish a family reunification plan for on-site, or designated primary off-site location.
- b. As part of the registration and enrollment process, each school shall provide parents a summary of parental expectations and notification procedures related to the school and student reunification plan and shall publish the information to parents on the school's website.
- c. The school district shall establish a family reunification plan to assist schools when an incident occurs that requires a school evacuation to a designated secondary off-site location.

Authority and Responsibility

- A. Superintendent - The superintendent or designee shall develop procedures for handling of school incidents and emergencies which include a plan for the prompt and safe evacuation of the schools; other procedures deemed necessary to ensure safety of lives; protection of property; and continuity of operation.
- B. Principals - The principal of each school, in coordination with local law and fire authorities, is responsible for the safety of all students and personnel on the campus. Site-level plans will be developed and updated annually. Principals, along with their school safety teams should provide annual training and drills to students and staff which help to ensure everyone is prepared and protected in the event of an emergency situation. In the event of an incident requiring police or fire response, full cooperation will be provided to those officials.
- C. Sites other than schools - The superintendent shall designate a responsible individual for each district administrative facility, to be accountable in similar fashion to the principals as outlined in this policy.
- D. Employees
 1. In the event of a major disaster situation which requires a County Declaration of Disaster, the superintendent may issue a supplemental disaster declaration. Under the provisions of both the certified and classified agreements, all employees so designated shall be responsible during the declared period to help provide for the safety and well-being of students until they are accounted for and released from school; employees are similarly accounted for; and key and essential tasks assigned under the district/site plan are accomplished. Employees so designated shall serve in this capacity until released by the superintendent or designee.
 2. Employees are strongly encouraged to take all steps necessary to provide for the well-being of their family in advance of any major disaster. This will hopefully moderate fears and concerns sufficient to permit rapid and effective completion of assigned tasks to ensure the well-being of students and staff.



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Legal References:

Utah Administrative Code R277- 400-6.

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