

# ***SAFETY PLAN***

Wellsville Elementary School  
525 North 200 West  
Wellsville, Utah 84339

District # 435-752-3925

Emergency # 911

Cache County Dispatch # 435-753-7555

**The purpose of this Safety Plan for Wellsville Elementary School is to provide general information and direction for all persons involved with the safety of our students. This includes civil agencies, school administrators, teachers and support staff, students, and parents. For a more detailed plan refer to our district generated Emergency and Safety Response Plan.**

**This Safe School Plan includes daily safety procedures, and an emergency response plan for different types of emergency situations.**

## **Staff and Visitor Identification**

All staff will wear an identification badge during the school day. This badge will be provided by the school. Visitors must check in at the office. At the front desk they will sign in and out of the school. They will be issued a visitor identification badge at the time they sign into the school.

## **Student Checkout**

Students can only be checked out to parents and legal guardians and when appropriate to those individuals that parents have listed as emergency contacts on students' emergency cards. Students can only be checked out at the office. During an emergency situations, and as authorized by the principal, the same checkout procedure will be followed, except that it will be handled by classroom teachers not through the office.

### **Wellsville Elementary Safe Routes to School Plan Text version Walking (or Biking) Routes**

We encourage students who walk or ride to use the sidewalks. There are few roads in Wellsville with consistent sidewalks. When students must walk on the side of the road because there are no sidewalks, they should face traffic. We strongly encourage students who walk or ride to wear reflective clothing. Bikers should always wear safety gear when riding.

Route 1: Students who live south of 400 N and east of Center Street are encouraged to walk directly to Center Street and carefully cross to the west side of Center. Proceed north using the sidewalk on Center all the way to school.

Route 2: Students who live south of 500 N and west of Center Street should use caution and are encouraged to walk north to 500 N using the sidewalks or walking lanes whenever it is practical. Where this is not practical, and there is no sidewalk or walking lane, students should walk on the left side of the road (facing traffic). Cross 500 N on the west side of the 200 W intersection to access the school property.

Route 3: The Redslide area has sidewalks throughout the subdivision. We suggest that students walk along the sidewalk to 200 W. Once they are on 200 W, students should walk on the left side of the road (facing traffic) to/from the school. They should cross 500 N on the west side of 200 W to access the school property.

Route 4: Students who live north of 400 N and east of Center Street should use caution and walk to 500 N Center Street and use the sidewalk on the north side of the highway to access the pedestrian crossing at 100 W 500 N.. We recommend that students living east of the railroad tracks cross the tracks at 600 N in order to avoid the 400 N 200 E intersection while crossing the tracks.

### **Safe walking route and rules**

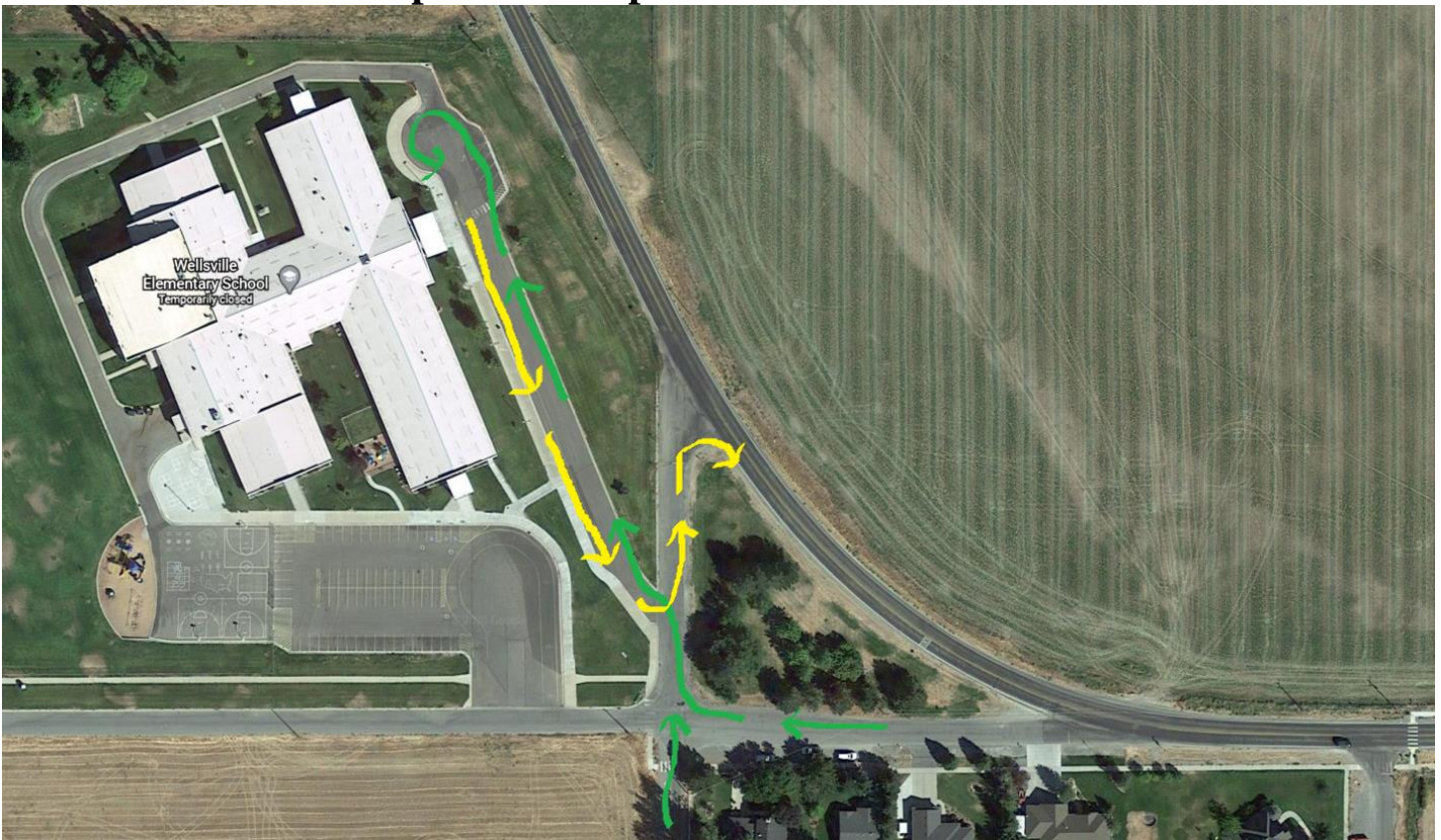
- Students should walk on sidewalks.
- Students should use caution whenever crossing streets.
- Always obey the instructions of the crossing guard.
- Parents are invited to walk to school with their children and be familiar with the safest walking route.

To access our Schools Safe Walk to school Plan online go to [www.ccsdut.org/wellsville](http://www.ccsdut.org/wellsville) and find the plan under Quick Links.

## Wellsville Elementary Safe Routes Map



## Drop off/Pick Up Instructions for Parents



**Vehicles enter the lane to the east of the school and drive north to the turnaround circle. Turn and drive south to Drop off/Pick up lane. Enter this lane and drive forward as far as you can. Students enter and exit vehicles at the sidewalk curb only. Once students have entered or exited the vehicle, the vehicle pulls out of this lane and enters lane to exit. We highly encourage people to turn north on 200 West and enter Highway 23 to leave the school area.**

**Please remember the parking lot is where buses drop off and pick up students. By law these two areas must be separate, so parents can't pick up or drop off students in this area. If a parent needs to come into the school during this time they will need to park in the parking lot. When coming back to the vehicle with a student, the student needs to be at a parent's side.**

**Please be patient during this time and remember we have to keep all students safe. From the time the end of day bell rings it only takes 7 to 8 minutes for most students to be picked up by their parents. If parents pick up students on 200 West they must physically accompany their students across the road.**

## Lockdown

The lockdown procedure at Wellsville shall be used for emergencies such as an armed intruder, trespasser or medical emergency in which we need first to address the emergency without students moving throughout the building possibly putting them at risk. The intent is to keep a locked door between you and the emergency.

When a lockdown procedure is implemented this will be done over the intercom system to announce that there is a lockdown or by our district's Emergency Communication System (DIRS) or by both methods. Teachers shall secure and lock their door at that time. Teachers shall continue with their instruction with the locked door until they hear an "all clear" call by the administrator or designee in charge. **STUDENTS ARE NOT TO MOVE ABOUT THE BUILDING DURING A LOCK DOWN FOR ANY REASON.**

In general, a lockdown or hall check is assumed to be something minor in nature such as an outside agency wanting us to keep our kids inside due to an issue they may be dealing with several blocks away, but we will proceed with the most restrictive form of lockdown until we are directed otherwise as follows:

|                               |  |
|-------------------------------|--|
| Lockdown<br>(hard lockdown)   | Major event: Secure your location, prepare your students to leave quickly.<br>Keep students away from windows. Remain quiet. Do not open door. |
| Hall Check<br>(soft lockdown) | Minor event: Lock your doors and continue your instruction.  |

If you are a teacher with a substitute in your hallway, please ask the substitute to close the classroom door without putting them into a panic. Tell them that you will call them on the phone to explain the drill or situation to them.

Stay close to your DIRS for further instructions.

## Power Outage

### ADMINISTRATION

- 1) Contact power company to determine extent of power outage.  
Rocky Mountain Power      877-548-3768 (Emergencies & Outages)
- 2) Communicate with District Office as to length and extent of problem.
- 3) Obtain directive from District Office whether to dismiss or finish school day.
- 4) If evacuation is necessary, follow EVACUATION PLAN.

### TEACHERS

- 1) Conduct School as usual until directed otherwise by administration.

### STUDENTS

- 1) Follow teacher's instruction and continue school work.

## Natural Gas Leak

- 1) Convey warning to school personnel through intercom, messenger, or through another communication source.
- 2) Instruct custodial staff to shut off natural gas to the building.
- 3) Evacuate building as per predetermined plan.
- 4) Assemble students and staff as far away from building as safely possible. (Go to teacher-assigned area along south fence of soccer field.)
- 5) Notify gas company, fire department, sheriff department, and other appropriate agencies.  
    Questar Gas Breaks-Leaks-Odors           1-800-300-2025  
    Cache County Dispatch                   435-753-7555
- 6) Notify Cache District Office (752-3925.)
- 7) Teachers will account for all students under their supervision.

## Chemical Spills

- 1) Convey warning to school personnel through intercom, messenger, or another communication source.
- 2) Contact law enforcement and/or fire department (911.) Determine action to be taken.
- 3) Announce emergency response to be taken as one of the following:
  - In-house shelter – shut windows and doors, and turn off outside vent fans.
  - Temporary evacuation – avoids contaminated area while evacuating school; do not reenter until spill is cleaned up by trained personnel.
  - School evacuation and closure – evacuate school and arrange for students to be sent home by predetermined procedures.

Teachers will have emergency names for release of students (either for busing or release to those designated.)

- 4) Inform Cache District Office (752-3925)
- 5) Teachers will be directed to account for all students under their supervision.

## Nuclear Problems

- 1) Convey warning to school personnel through intercom, messenger or another communication source.
- 2) Coordinate emergency response with law enforcement (911) and other local authorities.
- 3) Teachers will be notified to close doors and windows.
- 4) Students will be asked to take cover as in an earthquake, and to refrain from looking outside.
- 5) Teachers will account for and control all students until they are otherwise instructed.
- 6) Kitchen staff will be asked to plan and prepare for food rationing.
- 7) Administration will maintain contact with current information by way of radio.
- 8) If evacuation is required, procedures will follow predetermined routines.

## Earthquake

- 1) When an earthquake strikes, assume the preferred defensive position: kneeling under a desk or table, while holding tightly to its legs.
- 2) If it is not possible to respond in the preferred manner, an appropriate defensive position may be up against a wall or in a doorway, squatting and covering one's head.
- 3) If possible, stay away from windows.
- 4) Remain in these positions until you are reasonably certain the quaking has stopped or until further instructions have been given from the school office.
- 5) Evacuate the school building when it has been deemed safe and appropriate as predetermined evacuation procedures. Monitor your Emergency Communication System (ECS) for instruction.
- 6) Once outside, stay clear of buildings, trees, poles, and power lines.
- 7) Assemble in teacher-assigned areas at south fence of soccer field and account for all students.
- 8) Remain in assembly area until situation is assessed and further directions are given.
- 9) Coordinate further response with authorities, including District Office.

## Hostage Situation/Intruder in Building/Shooting

- 1) Call "911." Take immediate cover. Avoid confrontation with the intruder before the police arrive. Monitor your Emergency Communication System (ECS).
- 2) Principal or acting administrator will sound alarm by getting on the intercom and asking teachers to lock their doors immediately. Follow lockdown procedures.
- 3) Teachers should not allow students to leave the classroom and should direct to be seated on the floor next to an interior wall away from windows and doors. Students should only be allowed to leave the classroom when the all-clear announcement is given or directed to move to another location by the police.
- 4) Teachers take an accurate count of students.
- 5) Notify District Office. Refer media contacts to District Office.
- 6) Note the location, number of persons involved and a description of the suspect(s).
- 7) Remain calm and keep all conduct in line with best interest of students and staff.

## Evacuation Routes

Evacuation routes are displayed at all exits. These routes should be followed during each drill and/or emergency. Each teacher has a specific area to evacuate their students to. Roll is taken here and the principal and custodian will come around to each class to make an accounting for all students. In the event that students will not be able to return to the building teachers will move their classes to the south fence of the upper fields after all students have been accounted for and the principal has given the instruction to move. If it is determined necessary students will be moved to planned alternative sites, particularly for parent pick-up.

### Things to Remember

- 1) Get the classroom *student demographic papers*.
- 2) Respond to student injuries appropriately.
- 3) Evacuate the building by the predetermined route or by the safest route possible.
- 4) Check attendance as soon as the class has safely evacuated the building to the predetermined assembly area.
- 5) Keep the class together at all times.

- 6) Report attendance to the principal or other designated person. Monitor your Emergency Communication System.
- 7) Principal will instruct teachers to wait for the district buses to arrive.
- 8) Buses will take students to Wellsville Stake Center at Center (Hwy 23) and Main in Wellsville.
- 9) Take attendance when the class arrives at alternate school location.
- 10) Release students to responsible adults according as listed on *student demographic papers*. Keep a record of who students were released to by having them sign each students *student demographic papers*.

#### Safe Building Evacuation

Teachers will evacuate students to assigned areas outside the school. Teachers shall take their class lists with them. If instructed to do so by the principal teachers will lead students to south fence of soccer field. Students shall take personal items such as coats with them. It may be desirable to regroup children into neighborhood groups. Assigned staff shall check the rest rooms, kitchen, and classrooms as needed. Students who are not with their home-base classes, when evacuation procedures commence, shall join their home-base classes outside the building.

#### Further evacuation instruction

- All full time staff members shall be well versed in all alternate routes.
- Assigned staff shall check the rest rooms, kitchen, and classrooms as they evacuate the building.
- Assigned staff shall carry the school emergency equipment to predestinated area a safe distance away from building:
- Areas must be free from hazards such as overhead power lines, gas lines, and traffic.
- Students shall remain quiet and orderly.
- Teachers shall take roll and report any missing students (by name) to the principal or designee at the predestinated location away from the building. Monitor your Emergency Communication System.
- Students who are not with their home-based classes when the alarm sounds shall exit the building with their supervisor or, if alone, leave through the nearest unblocked exit. Once outside they shall join their home-based classes.
- Vehicle traffic areas shall be kept clear at all times, and students should not enter these areas unless accompanied by a responsible adult.
- The principal or designee shall report any missing persons to emergency response personnel such as the sheriff police, or fire chief.
- Teachers shall be kept informed by megaphone announcement, flag, hand signal, radios, or by runner.
- If the building is determined to be unsafe, the principal shall evacuate the school site. Parents will most likely pick up students in the parking lot of the Wellsville Stake Center (Center and Main Wellsville, Ut.). Students will be released to responsible adults according to information on the emergency cards. Those who pick up students will be required to sign the *student demographic paper*.

### **Medical Emergencies**

- 1) Appropriate first aid for minor injuries, including small wounds, sprains, foreign bodies in the eye, minor burns, and fractures, requires proficiency with bandages and splints, and in applying dressings.
- 2) If uncertain as to what procedures to follow use website: [www.drkoop.com](http://www.drkoop.com).
- 3) For major injuries, assess the situation and give immediate and appropriate treatment.
- 4) Take care to preserve life.
- 5) Take steps to prevent the condition from worsening.
- 6) Protect the individual from further harm.
- 7) Provide reassurance to the injured person.



- 8) Maximize comfort for the injured person.
- 9) Call “911” if injury warrants immediate life-threatening treatment.
- 10) Notify parents of injuries that may require additional care.
- 11) Help arrange for the injured person to be seen by a physician or taken to the hospital.

Note: Know who the staff are that have their CPR and First Aid Certification (Wellsville Elementary Safety Committee certifies).

## **Fire**

- 1) If fire alarm has not activated, activate alarm in the office.
- 2) Quickly and safely evacuate building as per predetermined evacuation routes to designated outside meeting areas at least 100 feet from building.
- 3) Individual students or groups of students who are not in their classrooms should evacuate by moving immediately to the nearest safe exit.
- 4) First student to exit classroom should hold the door open until all students have departed from the classroom.
- 5) If possible, students should grab coats as they exit the classroom.
- 6) Teacher should make sure their door is closed, being sure to take their emergency information folder, including attendance book and/or class lists.
- 7) Doors should remain unlocked.
- 8) Account for all students, remaining calm while maintaining order.
- 9) Concurrent to evacuation, fire department and sheriff office should be notified (911).
- 10) Concurrent to evacuation, District Office should be notified (752-3925).
- 11) Coordinate next response with authorities.
- 12) Notify Authorities of unaccounted students.

## **Civil Disturbance**

Any assemblage on the school premises by persons whose purpose and conduct is antagonistic with the orderly conduct of the schools and laws relating to the conduct of schools and the welfare of students is considered civil disobedience.

- 1) Notify Law Enforcement Agency (911) of situation and request assistance.
- 2) The custodians will proceed to lock and secure all exterior doors and remove trash containers and other burnable items from public access.
- 3) Teachers will be directed to lock and close their classroom doors.
- 4) Notify District Office of situation.
- 5) Upon command from authority in charge (usually principal) all faculty members will keep their students within their locked classrooms until further notice regardless of bells and schedule.
- 6) Darkening drapes and Venetian blinds should be closed in rooms so equipped. Any other precautions should be taken to protect personnel from flying glass should the windows be broken.
- 7) Accurate records of events, conversations, and actions should be kept.
  
- 8) Authority in charge should proceed in good judgment on basis of police or other legal advice, in taking action to eliminate the situation.

## **Violence or Threats**

- 1) Report all threats to your principal, teacher, or advisor.
- 2) If immediate danger is present –LEAVE THE AREA. Do not attempt to control the violent person.
- 3) Call 911 and notify authorities of the situation. Notify co-workers.
- 4) Become aware of escape routes and use other protective measures.

- 5) STALKING is a form of violent threat. Report to administrator any stalking incident.

## **Bomb Threat**

- 1) Be calm and courteous. Listen: Do not interrupt the caller. Carefully attempt to keep caller on the telephone as long as possible and discretely alert someone else by prearranged signal to call “911” and have the call traced.
  - Dial “911” – tell the operator, “This is (name the caller) from (name of school.) We are receiving a bomb threat on another line. The number of that line is\_\_\_\_\_. Please trace the call.”
- 2) If the caller is agreeable to further conversation, politely ask the following:
  - When will the bomb go off? How much time is remaining?
  - Where is the bomb located? What part of the building?
  - What type of bomb is it?
  - Why are you doing this?
  - Who are you? Where are you now?
- 3) If building is occupied, inform caller that detonation of a bomb will cause injury or death.
- 4) Attempt to identify – document the telephone conversation.
- 5) The principal shall determine whether to evacuate the building threatened. Monitor your Emergency Communications System (ECS).
- 6) The principal shall determine whether to call the fire and/or sheriff’s department, in his/her opinion if it is warranted.
- 7) Notify the District Office.
- 8) Resume school when determined safe by the proper authorities.
- 9) Do not publicize the threat any more than necessary.