

Millville Elementary



Emergency Response Plan

The primary focus of any emergency situation is threefold:

1. **Protect the life and safety of students and personnel,**
2. **Protect the property of students, personnel, and the school,** and
3. **De-escalate the problem** – to prevent greater threat or damage.

Any situation that places either life, safety, or property at risk is considered an emergency and must be dealt with promptly and efficiently. The employee closest to the situation must immediately alert those in harm's way of the danger. This must be done in a calm, yet firm way to secure the safety of those involved without inciting panic. This employee should take immediate action to remedy the problem if it is possible to do so without imperiling his/her safety, the employee must then notify the administrators of the school as quickly as possible. Every emergency situation, of course, cannot be anticipated, therefore **common sense and good judgment must be used.**

Index of Emergency Responses

The school will generally respond to emergency situations in one of three ways: **evacuation, state of alert, or lock down** of the building. This chart gives a quick reference of emergency procedures with specific instructions for each of the following situations:

| | <u>Evacuation</u> Page 2 | <u>State of Alert</u> <u>Lock Down</u> Page 3 | Specific Instructions |
|--|------------------------------------|---|------------------------------|
| 1. Fire | Yes | No | Page 5 |
| 2. Earthquake | As directed | No | Page 5-6 |
| 3. Violence Threats Hostage Situation Intruder in Building Shooting | As directed | As directed | Page 6 |
| 4. Civil Disturbance | As directed | As directed | Page 6 |
| 5. Bomb Threat | As directed | As directed | Page 7 |
| 6. Natural Gas Leak Chemical Spills | As directed | As directed | Page 7-8 |
| 7. Medical Emergencies | As directed | As directed | Page 8 |
| 8. Power Outage | No | No | Page 8 |
| 9. Nuclear Event | No | As directed | Page 8 |
| 10. Floods | As directed | As directed | Page 8 |

Evacuation

Students and staff should evacuate the building immediately if conditions within the building threaten their safety.

Administrator will announce the action and ask for immediate compliance using the intercom system. (Of course, the fire alarm will notify the students and staff in the event of a fire.) If the intercom system is not usable, the administrator will send runners throughout the school to notify students and staff of the evacuation. Radios will then be used for further communication. Evacuation routes should be posted in each classroom.

Teachers should check the safety of the exit route, and then direct students to evacuate quickly. They should take the emergency kit with them and exit the room after everyone is evacuated from the room. They should shut off lights and close doors and windows, if prudent. Please do not lock the door.

Once students are outside, teachers should direct students to a safe distance from the building and should take them to the designated assembly area west of the school. Teachers should keep students with them at all times.

Staff members are assigned as area coordinators of the building. Their responsibility is to quickly “sweep” the halls of anyone still in the building. They should also check the restrooms and any other non-classroom areas of the building. The coordinators are:

Upper Hall.....Tanya Doran/Julie Pickett
Lower Hall..... Brady Johnson/Eric Duersch

Teachers must do all that is possible to account for students and other staff members. Teachers should fill out a report of all students who are unaccounted for (a reporting form is in each emergency bucket), and send a student with that report to the secretary at the Control Center. See the section “Accounting for Students,” page 3.

If the alarm rings during non-class time, students evacuate the building immediately through the nearest exit, and should then find their teacher.

Teachers should keep students with them until further instructions are given by the administration or by emergency response personnel. **Students may be released to parents, or those designated, through the classroom teacher.**

Students and staff will remain outside – in the assembly area – until further notice is given. The administrator will determine whether students will be able to re-enter the school building within a reasonable length of time. If re-entry is not possible and students cannot stay outdoors because of the weather, the administrator will direct teachers to take their students to a **safe shelter. If fire or police personnel approve, students may be moved to the LDS church East of the school.**

At the safe shelter, students will follow directions from school authorities until the school is again re-habitable, until parents, or those authorized, take custody of their children, or until buses begin their regular runs at the end of the day. If necessary, local radio stations will be contacted and will request that parents pick up their students from the safe shelter. Students will not be released until parents, or a designated person, check them out or until the regular bus runs begin.

State of Alert / Lock Down

When the physical safety of students or staff is jeopardized because of threats, violence, or weapons, the school will implement: a **State of Alert** or a **Lock Down**, depending on the urgency of the threat.

STATE OF ALERT

When there is a reason to believe that a problem may arise, but no danger is imminent, the principal may call for a “state of alert,” allowing teachers to get their doors locked (but not necessarily closed), to monitor the halls, to stay inside, and to be prepared – just in case a problem does arise. Teachers will be on alert; students may, or may not, be aware of the concern. The principal will decide how tightly monitored the situation must be, and will communicate that to the staff.

If a “state of alert” is called, the following should happen:

1. The state of alert will be announced by an administrator who will state the concern over the intercom.
2. **Teachers will lock the classroom doors** (but not necessarily close them) and keep students in their rooms as much as possible.
3. **Students will change classes.** Title I, Music, Art, PE (P.E. students should remain indoors.)
4. If necessary, the principal **may call for more stringent controls** on student movement. The following are additional steps that may be taken to protect against uncertain circumstances:
 - All outside doors may be locked and students may be restricted to the building. If that happens, classes in the portable buildings will be moved to the lunch room or available classrooms.
 - Law enforcement may be called.
 - Students may be restricted to locked and secured rooms. (This situation would allow students to continue working at their desks – a “lock down” would require them to sit against a wall with the lights off.

LOCK DOWN

When administrator calls for a “lock down,” teachers must immediately secure students in their rooms. Usually an announcement will be made to lock down; no pass-code will be used.

The following should happen:

1. The administration will announce the lock down over the intercom.
2. **Teachers lock the doors, close windows and window blinds**, and turn off lights.
3. Students should **position themselves away from the window and door**, so – if standing in the doorway – there is no direct view of students. Students should stay down and covered as much as possible.
4. Students and teachers should **stay in the room** until law enforcement or school officials evacuate the room.
5. Students should not climb out windows unless there is a direct assault on the room.

Accounting for Students

In every evacuation and lock down situation students will be accounted for by a school authority – usually the teacher responsible for that student.

As soon as the students seem to be out of the building (in an evacuation situation) or locked down, each **teacher will account for all students from their class and report the absences to the secretary** – by runner – if evacuated. *If the evacuation occurs during non-class time, students evacuate the building immediately, and should then find their teacher. Teachers should account for the students from their class. If all students are present a green card is held up. If a student is missing a red card is held up. The teacher will then send a list of the missing students and their last destination to the Control Center. The secretary will submit a list of all missing students to law enforcement.*

Students should stay with the school authority who is in charge (usually the teacher) until directed – or released – by that school authority. Teachers should keep students with them until further instructions are given by the administration or by emergency response personnel. **Students may be released to parents, or those designated, through the classroom teacher.**

Each classroom, and office will have an emergency kit that will contain, among other emergency supplies, and a class list. These lists will need to be kept current.

In addition to the class rosters in each room's emergency kit, an emergency information packet will be placed in the main office. The main office packets will include the following information to help account for students:

- A listing of every student, address, parent, and phone number
- A listing of faculty names, addresses, and phone numbers
- A listing of every teacher's class list
- A master schedule of classes
- A copy of this plan
- Five maps of the school

Notification and Reporting

In any emergency situation, those who are in danger must be notified and their safety secured. At the same time the proper school authorities must be notified so that appropriate measures can be taken to call for emergency services. Teachers should notify the main office by a runner, or with an emergency call from their classroom phones.

The following phone numbers may be needed in an emergency:

Fire **911**
Non emergency..... 716-9500
Sheriff's Office **911**
Non emergency 716-9400
Ambulance **911**

Logan Regional Hospital 716-1000
Hazardous Materials 716-9673
Family Services..... 1-877-877-3733 or 787-3400
Poison Control Center..... 1-800-456-7707
Questar Gas 1-800-541-2824
Rocky Mountain Power 1-877-548-3768
Millville City Office 750-0924

School District Office.....752-3925
Superintendent Steve Norton School Use
Asst. Super. Mike Liechty.....School Use
Transportation/Busing.....792-7640
Sheriff's Office755-1000

Principal Brady JohnsonSchool Use
Secretary Julie PickettSchool Use
Custodian Eric DuerschSchool Use
Head Cook Candice Nyquist.....School Use

Utilities Shut Off

In the case of fire, earthquake or other physical stress to the facility, school officials should determine whether utilities – gas, electricity, and/or water – should be shut off. The custodian should consult with the emergency response people (fire department or sheriff's office) and with the administrator to determine whether to shut them down.

Responses for Specific Emergencies

Means of communication: Classroom phones, intercom, two way radios

Fire

1. Students or staff members must immediately notify anyone in danger of any threat of fire, and must also notify school administrator of the problem.
2. School administrator alerts staff and students by fire alarm, intercom, or some other appropriate signal of the danger, and immediately contacts the fire department.
3. Teachers command attention of the students, and account for their immediate safety.
4. Teachers check the safety of the exit route, and direct student to **evacuate** quickly.
5. Students follow directions of the teacher and walk out of the building to the assembly area west of the school.
6. Students may take their coats if this seems prudent.
7. Teachers take their emergency kit with them and exit behind their class when the room is cleared. They should shut the door (unlocked, if possible), and, if prudent, close windows and turn off lights.
8. Area coordinators, Jared and Shane, or in case of absence, Julie and Maria "sweep" the halls.
9. Once outside, teachers must quickly account for each student in their class, hold up a green card if all students are present or a red card if students are missing. A list of missing students will then be sent to the Control Center.
10. *If the alarm rings during non-class time, teachers should assemble their students in their designated area west of the school.* They must quickly account for those students and send a written report to the Control Center if anyone is missing.
11. A radio check will be conducted by the control center.
12. Unaccounted-for students will be immediately reported to the fire/police personnel by the Control Center.
13. Teachers must keep students with them, in the assembly area. Students will be released through the classroom teacher to a parent or designated person.
14. Students should remain with their teacher until they are given other instructions.
15. Teachers should maintain order and wait for further instructions.
16. As soon as possible, the district office should be notified (752-3925).
17. School authorities must coordinate their response with emergency responders.

Earthquake

1. When an earthquake strikes, students and staff should **assume the preferred defensive position: kneeling under a desk or table, while holding tightly to its legs** to protect oneself from falling objects.
2. If it is not possible to respond in the preferred manner, the next best position may be up against a wall or in a doorway, squatting and covering one's head.
3. If possible, people should stay away from windows to avoid breaking glass.
4. Remain in these positions until reasonably certain the quaking has stopped.
5. When the quaking has stopped students and staff should **evacuate** the school building according to established evacuation procedures.
6. Teachers take their emergency kit with them and exit when the room is cleared. They should shut the door (unlocked, if possible), and, if prudent, close windows and turn off lights.
7. coordinators, Jared and Shane, or in case of absence, Julie and Maria "sweep" the halls.
8. Once outside, students and staff should stay clear of buildings, trees, poles, gas lines and power lines. As soon as possible, teachers should take their students to the assembly area.
9. Teachers must quickly account for each student in their class and send a report to the Control Center.
10. A radio check will be conducted by the Control Center.

11. Unaccounted-for students must be immediately referred to the fire/police personnel by the Control Center.
12. Teachers must keep students with them, in the assembly area west of the school. Students should be released through their classroom teacher.
13. Students should remain with their teacher until they are given other instructions.
14. Teachers should maintain order and wait for further instructions.
15. If needed, fire and police personnel should be notified (911).
16. As soon as possible, administrator should report their condition to the district office (752-3925).

Violence / Threats / Hostage / Intruder / Shooting Situations

Violence or Threats

1. Students and staff must **report all threats of violence** to the principal, teacher or other school personnel as quickly as possible.
2. If a real danger exists, students should LEAVE THE AREA. They should not attempt to control the violent situation. Staff members should do what is possible to calm the situation.
3. Staff members should call 911 to notify authorities if necessary.
4. Students and staff should evaluate escape routes and use appropriate protective measures.
5. STALKING is a form of a violent threat. Report to an administrator any stalking incident.
6. If necessary, implement a **State of Alert** or if extremely threatening, a **Lock Down**.

Hostage Situation/Intruder in Building/Shooting

1. Students or staff must immediately report any situation with an unauthorized intruder in the school. The staff should immediately call 911. Take immediate cover. Avoid confrontation with the intruder before the police arrive.
2. The administrator will call for teachers to **Lock Down** the school.
3. Teachers should not allow students to leave the classroom and should position themselves away from the windows and doors so – if standing in the doorway – there is no direct view of students. Students should only be allowed to leave the classroom when the all-clear announcement is given or when directed to move to another location by the police.
4. *If a dangerous situation arises during non-class time, students and staff must do whatever is necessary to protect themselves. Teachers account for the immediate safety of students in their room, and should take roll of students.* If all students are accounted for in the room then a green card is to be slid under the door into the hallway. If students are missing then a red card should be slid under the door with the students' names listed. This way, the SWAT team will be able to enter the building and see who is unaccounted for.
6. If possible, staff should note the location of the intruder(s), number of persons involved, and a description of the suspect(s).
7. Intercom, phones and radios will be used for communication.
8. Teachers should keep students calm and quiet.
9. Administrator should notify the district office as soon as possible. Refer media contacts to district office.

Civil Disturbance

Civil Disobedience is defined as any assemblage on the school premises by unauthorized persons whose purpose and conduct are antagonistic with the orderly conduct of the schools and laws relating to the conduct of schools and the welfare of students.

1. The administration should implement a **Lock Down, if necessary**, notify law enforcement (dial 911), and request assistance.
2. Designated personnel will proceed to lock and secure all exterior doors
3. With school locked down, teachers should lock and close their classroom doors, and should keep their students within their locked classrooms until further notice regardless of the bells and schedule.
4. Teachers should close drapes and blinds. Precautions should be taken to protect personnel from flying glass should the windows be broken.
5. Accounts of the events, conversations, and actions should be kept.
6. Administrator should notify the district office of situation as soon as possible.
7. School authorities must use good judgment, based on police or other legal advice, to eliminate the situation.

Bomb Threat

1. If a bomb threat is received, the person on the phone should remain calm and courteous. Listen: Do not interrupt the caller. Carefully attempt to keep the caller on the phone as long as possible and discretely alert someone else to call 911 and **have the call traced**.
 The three phone lines into our building are:
 - Line 1 752-7162..... Main line into the building
 - Line 2 755-5758..... Private line and FAX line
2. **Use the chart below to keep the caller talking.** Remain polite and concerned.
3. Administrator will call for students to **evacuate, if necessary.**
4. Administrator will call the fire and/or sheriff's department.
5. Administrator will notify the district office as soon as possible.
6. Resume school when determined safe by the proper authorities.
7. Do not publicize the threat any more than necessary.

INSTRUCTIONS: Be calm and courteous. Listen: Do not interrupt the caller.

Quietly attract the attention of someone else to listen in, if possible. Pretend difficulty with hearing to keep caller talking and repeating his message.

DATE AND TIME OF CALL _____ PHONE # CALL RECEIVED ON _____

NAME OF PERSON WHO TALKED WITH CALLER _____

Write entire message of caller. Note unusual words or phrases used verbatim as soon as possible after the caller hangs up and you have notified supervisor and authorities.

If caller is agreeable to further conversation, ask:
 When will it go off? _____ Time remaining? _____

Where is it located? _____ If in a building, what area? _____

What kind of bomb is it? _____

How do you know so much about the bomb? _____

Why are you doing this? _____

Who are you? _____ Where are you now? _____

If building is occupied, inform caller that detonation of a bomb could cause injury or death. Record the caller's response:

ATTEMPT TO IDENTIFY:
 SEX: Male _____ Female _____ Adult _____ Juvenile _____ Approximate Age _____
 VOICE: Loud _____ Deep _____ High _____ Raspy _____ Soft _____ Intoxicated _____ Other _____
 SPEECH: Fast _____ Slow _____ Distinct _____ Stutter _____ Nasal _____ Slurred _____ Other _____
 LANGUAGE: Excellent _____ Fair _____ Foul _____ Poor _____ Educated _____ Other _____
 ACCENT: Local _____ Not Local _____ Foreign _____ What Country _____ Racial _____ What race _____

BACKGROUND NOISES: Factory Machines _____ Business Machines _____ Beldam _____ Music _____ (type) _____
 Traffic _____ Trains _____ Animals _____ Voices _____ Party _____

ORIGIN OF CALL (If possible to discern): Local _____ Long Distance _____ Booth _____ Internal _____

Natural Gas Leak / Chemical Spills

1. Students or staff must inform the school administrator of the situation. The school administrator will call for evacuation or lock down, as appropriate. A partial evacuation may be appropriate.
2. If necessary, the custodian should shut off natural gas to the building.

3. If the leak is inside or near the building, **evacuate** building according to the evacuation plan – avoiding contaminated areas while evacuating school. Students should not re-enter until the leak or spill is cleared up by trained personnel.
4. If the leak is outside, and a safe distance from the building, **lock down** the school to prevent students from getting too close to the situation. Teachers should shut windows and doors, and turn off outside vent fans such as swamp coolers in the south-east section of the building.
5. If students are evacuated, teachers should assemble students and staff as far away from building as necessary.
6. Administrator should notify the gas company, fire department, sheriff department, and other appropriate agencies as necessary
7. Administrator should notify the district office (752-3925) as soon as possible.
8. **Teachers will account for each student** – keep them in the assembly area. Report unaccounted-for students to the Control Center by runner.
If the evacuation occurs during non-class time, students should go to their designated place outside and find their class.
9. Students remain with their teacher until they are either returned to the building, or checked out by a parent or designated person, or transported by bus. Check out will be conducted by the classroom teacher.
10. Maintain order.

Medical Emergencies

1. **School officials must make every reasonable effort to handle life-threatening injuries.** Students and staff must report all injuries to the office as soon as possible, and administrator should call 911 when necessary.
2. If the injury is not life-threatening, staff members should assess the situation and give immediate and appropriate treatment, administering appropriate first aid for minor injuries, including small wounds, sprains, foreign bodies in the eye, minor burns, and fractures.
3. Staff members should take steps to prevent the condition from worsening and should protect the individual from further harm. They should also provide reassurance and comfort to the injured person.
4. School officials should notify parents of injuries that are significant or may require additional care.
5. School officials should also help arrange for the injured person to be seen by a physician or taken to the hospital, if necessary.
6. School officials must fill out an accident report when appropriate.

Power Outage

When there is a power outage, the administration should contact Rocky Mountain Power – 1 877 548-3768, to determine the extent and duration of the outage. If the problem is expected to last for a significant time and if the weather is cold or threatening, the principal should communicate with the district office to **decide whether to dismiss school for the rest of the day**. Consideration should be given to the fact that students could be sent home to the same dangerous situation – no heat – and no adult supervision.

Teachers should conduct school as usual until directed otherwise by administration. Students should follow the teacher's instruction and continue school work until otherwise notified.

Nuclear Event

1. When alerted to this situation, the school administrator will issue a warning through intercom, messenger, or another communication source to everyone in the building.
2. Teachers should close doors and windows and classes may be moved to windowless areas.
3. Students will be asked to **take cover as in an earthquake, and to refrain from looking outside**.
4. Teachers will account for and control all students until they are otherwise instructed.
5. Kitchen staff will be asked to plan and prepare for food rationing.
6. Administration will maintain contact with current information by way of radio.
7. If evacuation is required, procedures will follow predetermined routines.

Floods

Quickly evacuate to higher ground. The church east of the school is our alternate safety site.

Approved by the School Community Council on February 14, 2007