

Quest Academy

Emergency Preparedness & Response

Plan

INTRODUCTION

In any type of general disaster, lives can be saved if people are prepared for the emergency and know what actions to take when that disaster occurs. Each individual must be trained and prepared so that correct actions and understanding will be displayed in time of stress and confusion.

Handled correctly, emergency preparedness can be an integral part of the school's curriculum. Organized programs are essential for quick reaction to a crisis. Quest Academy's (hereinafter "QA") policy requires education in the classroom. The more prepared our students and staff, the less stress they will experience during an emergency situation. QA recognizes that schools have a responsibility to provide the best training and protection possible to those under the school's jurisdiction.

Community efforts must be combined for the development of an effective Emergency Response Plan. All parties and agencies must be aware of the role they are to play should a disaster strike. A close working relationship between the school, fire department, police department and other emergency agencies is essential.

A school plan used in an emergency helps alleviate panic. When everything has been thought through ahead of time, and the plan has been practiced, emergencies can be handled in a calm manner.

**EMERGENCY PREPAREDNESS & RESPONSE PLAN
TABLE OF CONTENTS**

Contents	Page
Emergency Phone Numbers	iv
Committee Signatures	v
The Plan	1
Chain of Command	8
Notification Duties	9
Alarm Signals	9
Evacuation or In Place Sheltering	9
Building Evacuation	11
Evacuate School Grounds	11
Late Start/Early Dismissal	12
Release of Students to Parents	12
 Appendix A: Hazards	
Assaults or Fights	A-15
Bomb Threat	A-16
Chemicals	A-18
Civil Disturbance	A-19
Earthquake	A-21
Fallen Aircraft	A-22
Fire	A-23
Flood	A-25
Hazardous Material	A-26
Kidnapping	A-27
Medical Emergency	A-28
Serious Injury or Death	A-30
Student Unrest	A-31
Suicide	A-32
Terrorist or Hostage Situation	A-33
Utility Failure	A-34
Weapons	A-35
Wind or Severe Weather	A-36
 Appendix B: Miscellaneous Information	B-1
Informing Parents	B-2
How to Contact Radio/TV Stations	B-3
Shelter/Mass Care	B-4
Emergency Supply Checklist	B-10
First Aid Instruction	B-11
Life Safety Code	B-17
17-312 Signals	B-18

Appendix C: Forms

Parent Release Form C-2
QA Emergency Plan (Your Part) Parent Letter C-3
QA Emergency Plan Parent Letter C-4
Press Release C-5
Student Release C-6
Students Unaccounted For C-6
Notification Checklist C-6
Medical Release Form C-7
Unsafe Building Evacuation Form C-8
Safe Building-Evacuation Form C-9
Bomb Threat Form C-10
Log Fire and other Emergency Drills C-11
Recommended First Aid Supplies C-12
Recommended Equipment/Supplies C-14

Appendix D: Other Documents

Map of Evacuation D-2
Map of Utility Shut Off D-3
Map of Safe Route to Secondary Site D-4
Staff Phone List D-5
CPR and First Aid Certified Employees D-6
Call-up List for Staff D-7

Emergency Phone Numbers

For a life threatening situation CALL 9-1-1

Lani Rounds – Principal	801-391-3766
Angelee Spader – Office Manager	801-866-3392
Rick Bowcutt – Academica West Maintenance	801-528-2251
Weber County Sheriff	
Dispatch	801-629-8221
Deputy Shane Campbell	801-778-6600
Rocky Mtn. Power (electricity)	877-548-3768
Questar (gas leaks, breaks, odor)	800-767-1689
West Haven City Public Works	801-782-3580
Department of Homeland Security	800-237-3239
Red Cross	801-627-0000
LDS Church at 4000 S 4650 W, West Haven	
Kirk Smith – Stake President	801-626-1072
Brian Tolman	801-731-2433
Mitch Godfrey	801-731-6861

COMMITTEE SIGNATURES

Principal

Asst. Principal

POET Chairman

Emerg. Prep. Chairman

Emerg. Prep. Committee

THE PLAN

PURPOSE

The purpose of this Emergency Preparedness & Response Plan is to provide a useful framework for coping responsively and responsibly with the various disasters that could occur at Quest Academy and to assign responsibilities to meet these emergencies.

OBJECTIVES AND CONTENTS

The Emergency Preparedness & Response Plan has as its primary objectives:

1. To save lives and avoid injuries.
2. To safeguard school property and records.
3. To promote a fast, effective reaction in coping with emergencies.
4. To restore conditions back to normal with minimal confusion as promptly as possible.

For these objectives to be attained, a clear understanding of activation procedures and responsibilities, identification of all tasks to be performed, and by whom, an organized yet flexible response, and the dedication and cooperation of all is necessary.

It is vital to the continued functioning of the school, and its staff and students, that we be prepared for QA's times of emergencies. Such preparations will also help us meet our obligations to our community.

This plan has been developed, and is designed, to be used in case of emergency. All members of the faculty and other employees should:

1. Familiarize themselves with this plan.
2. Be prepared to activate it immediately.
3. Perform any duties to which they are assigned to make its activation effective.

Parts of the plan are to be posted in each classroom and shall be in a prominent spot. All who use that room should familiarize themselves with the provisions of the plan as they may apply to that room. When a substitute teacher is utilized, it is the responsibility of the then absent teacher to make sure the substitute is aware of this plan and the functions they will be required to perform.

Members of the faculty shall teach the Emergency Preparedness & Response Plan to the students. The members of each classroom shall be instructed in the evacuation plan so they can respond immediately upon receiving the necessary warning.

TRAINING

Under the direction of the Emergency Director (principal) or the person s/he designates, a training program will be set up. This program will include training for all employees who work

at Quest Academy.

The person responsible (Emergency Preparedness Chairman) for training will organize the method, place and time, to be used and will provide the Principal a list of names of those who have completed the training. In case personnel are absent at the time the training is given, a follow-up procedure will be established to insure the training is given.

The following general objectives will be accomplished by the training offered:

1. The training officer will certify in writing to the Principal that all personnel have been trained.
2. Personnel of QA will be able to:
 - a. Respond to a fire drill and evacuate the school within a minute and follow all other procedures as listed in the emergency plan on fire and evacuation.
 - b. Recognize the difference between warning systems for different types of emergencies.
 - c. Respond to an earthquake drill and follow all procedures as outlined in the Emergency Preparedness & Response Plan on earthquake.
 - d. Know how to call for emergency help and know where the emergency phone numbers are listed.
 - e. Recognize the procedures to follow if hazardous materials, wind and other types of severe weather, medical, flood, utility failure, bomb threat, civil disturbance, aircraft crash, hostage situation, or any other type of emergency should arise.
 - f. Know where emergency and first aid equipment is found in the building and how to use such equipment.
 - g. Know where the command center is and understand how the chain of command works.
 - h. Know how and where to evacuate the school grounds.
 - i. Know and understand the early dismissal plan.
3. Personnel will be made aware of the safety features of the building and sources of help that are available.
4. Assignments will be made to specific people to assist in special duties as outlined in the Emergency Response Plan.

DRILLS

The principal shall hold fire drills and other drills not less than monthly to insure that all students, faculty members, and others are sufficiently familiar with such drills that they can be activated and accomplished quickly and efficiently. These drills shall be held at both regularly scheduled as well as random times to accommodate almost any situation or time. Everyone in the building, including other employees, all office workers, all lunch workers, all custodial staff, all parent volunteers, and other visitors must obey the instructions in the room or area they occupy when the alarm is sounded. Drills will also be carried out for quick evacuation of the gym and auditorium. The school secretary will be responsible to ring bell and to notify the contracted alarm company, if any.

EMERGENCY BACKPACKS

A. Each classroom and area will have an emergency backpack. This pack shall be stored near the exit. It will contain the following:

- * Flashlight
- * Small first aid kit
- * First aid instructions
- * Class list (roll)
- * Release form for students (see appendix)
- * Emergency Kit for each student
- * Pair of scissors
- * Copies of the students' emergency information cards (including names of people who are authorized to pick that child up) * Medical release forms
- * Emergency prescription medicine (life sustaining) for students.
- * 1 gallon water and paper cups

B. The Head Secretary will also have a backpack which shall include:

- forms to keep records of the emergency
- masking tape
- a copy of the Emergency Response Plan
- extra batteries
- walkie talkie.

C. The Principal will have a backpack which shall include:

- walkie talkie
- extra batteries
- green flag
- bullhorn.

SPECIAL DUTIES

Each member of the faculty shall take the backpack from their assigned classroom or work area with them when each drill is performed. Immediately upon arrival at the prescribed point (see map), the faculty member shall check the students to see that all are present. A report of absentees shall be made immediately to the Principal who shall be by the fence in the parking lot.

The Secretary shall secure school records, retrieve the school's first aid kit, and his/her assigned backpack before leaving the office. The secretary will be QA's public information officer and is in charge of warnings.

The Secretary Assistant will be responsible for checking the sick room for students.

Custodial help shall shut off gas and electricity if the emergency warrants. Since our school may be used as a shelter in an emergency, the gas shall not be turned off unless the odor of gas is detected. The custodian will make sure s/he has his/her walkie talkie and will report directly to the principal for further assignments and duties. Daily, s/he will make sure all exits are operable, and clear.

The Kitchen staff will make sure the ovens and dishwasher are turned off before exiting the building. The lunch supervisor will be in charge of food, supplies, and the kitchen staff if our school is used as a shelter.

The Principal shall retrieve his/her cellular phone and emergency back pack before leaving the office.

The Teacher assistants will be responsible to check restrooms for students and will be responsible for keeping track of classroom records. They will also be responsible for keeping students out of vehicle traffic and all other hazardous areas as they clear the building and after all have been gathered together after having left the building.

OTHER EMERGENCY RESPONSIBILITIES

Duties of the Principal

1. Carry out the Board of Directors' (hereinafter sometimes referred to as the "Board") directions and keep them fully informed of plans and actions. Provide the Board a copy of the School Emergency Preparedness & Response Plan (required by Utah Code).
2. Care for and monitor all warning systems to keep them functional.
3. Order and monitor drills and training purposes.
4. Provide the staff with copies of the Emergency Preparedness & Response Plan and instigate in-service activities to keep these procedures updated and functional.
5. Monitor local emergency radio channels for information on emergency warnings.
6. Provide leadership in adapting the school curriculum as necessary to meet emergency current demands.
7. Cooperate with community groups interested in emergency preparedness.
8. Provide a copy of Emergency Preparedness & Response Plan to all emergency services in his/her jurisdiction.
9. Report any missing persons to Fire Dept. and Police.

Duties of the Teachers

1. Keep informed about the Emergency Preparedness & Response Plan of the school, know the part they play as teachers, and accept and effectively act on their responsibilities under the plan.
2. Keep emergency information and class roll book/list available at all times during an emergency.
3. Integrate any recently promulgated and pertinent emergency preparedness data into regular learning center instruction.
4. Include safety practices and emergency procedures as part of daily learning activities.
5. Learn survival techniques and be prepared to assume responsibility for student care under emergency conditions.

6. Know the whereabouts of their students at all times. Use a roster checklist to account for all students.
7. Be aware of the characteristics of "panic" and know some of the techniques for its control.
8. Know where students are to go, and what they are to do depending on the nature of the emergency.
9. Make special provisions to assist handicapped students in evacuating the building. Teach students how to use a chair carry and insure that they understand they are to use it **only** under the direction of the teacher.

Duties of Non-teaching Personnel

1. Teacher assistants:

Assist as directed by head secretary.

2. Secretaries:

- a. Assist with communication and warning.
- b. Have on hand a complete list of students and staff and their phone numbers.
- c. Maintain a supply of first aid equipment.
- d. Monitor the use of telephone to keep lines free for emergency directors.
- e. Act as the Public Information Officer, providing information to community media outlets including, but not limited to, Academica West.

3. Custodian and helpers:

- a. Assume responsibility for the safety factors of the physical plant during an emergency.
- b. Report structural defects to the principal.
- c. Assume responsibility for the inspection and maintenance of fire-fighting equipment.
- d. Chart shutoff valves and switches for gas, water, and electricity. Add chart to Emergency Preparedness & Response Plan and post for others to use in an emergency.
- e. Assist in checking for power line or building damage for exit safety.

4. School Food Service Personnel:

- a. Maintain facilities and equipment for the preparation and distribution of food and water.
- b. Maintain quantities of food and water in quantities authorized by the principal or his designated representative during an emergency.

Duties of Students

1. Will make every effort to maintain a disciplined reaction to emergencies.
2. Obey all directions from the teacher.
3. When exiting the building follow the teacher in an orderly manner. Students will exit in a single file line.
4. Assist the members of class that have handicaps. Use a chair carry when necessary, as trained, but **only** under the direction of the teacher.
5. Know appropriate actions to be taken when they arrive home.

COMMAND CENTERS

The command center will be in the office. If there is structural damage, or fire, the backup will be in the parking lot. If the weather is bad, start at the parking lot and evacuate to the Weber Fire District Station #63, located at 4000 South 4646 West, West Haven, Utah. (801-731-0028)

The command center for a bomb scare is on the sidewalk closest to the road (4000 South) in front of the building. This area is close to the office, the principal can be consulted, and the students will be out of the way. Decisions will be made here, and responsibility rests with the principal or his designee (see chain of command). The principal, emergency coordinator, and community agencies will meet at the command area. Identified suspicious materials will be identified, logged, and the information will be taken to this area. Teachers and staff who find suspect parcels or who notice any unexplainable changes in room appearance will send a message reporting their findings to the command area. At the command area an analysis will be made of the threat. The search will then be made from the outside to the inside.

The Terrorist Command Center will be located at the Weber Fire District Station #63, located at 4000 South 4646 West, West Haven, Utah. (801-731-0028). Students will be evacuated to this point. Because of the severe problems involved in terrorist activities, the following people and organizations should be involved in any decisions concerning the terrorists within the school:

1. The schools principal, vice-principal, and the Parents Organization Executive Committee (hereinafter sometimes referred to as "POEC") Chairman - if available (they could be still in the school)
2. The Police and Fire Departments.
3. City Administrators.

COMMUNICATIONS

It is likely that the public address system will be operational in most emergencies during which inside-the-building announcements need to be made. If it not, communication will be either by messenger(s) from the office to each teacher or by battery powered portable speakers or megaphones.

Communication between the custodial staff and the office staff will be by radio. One radio shall be assigned to each of the following people: Principal, Head Secretary, and Head Custodian.

If the phones are working, we will use the phone system. If the phones are not working, try the cellular phone and call cellular to cellular.

RELEASING INFORMATION

1. All staff must refer all media to official spokesperson.
2. The Principal will assume responsibility for issuing initial public statements during an emergency until such time as the "official spokesperson" arrives on scene.
3. One or more members of the Board of Directors will be appointed to serve as official

spokespersons. Alternate spokespersons should also be identified in advance.

During an emergency:

1. Establish a media information center away from school.
2. Regularly provide updates to the media.
 1. Only provide known facts.
 2. Do not guess, exaggerate, offer personal opinions, or promote rumors or sensationalism.
 3. Never say, "No comment."
 4. Never argue with the media.
3. Maintain a log of all telephone inquiries and conversations. Where possible, use a scripted response to inquiries. (See i.e., press release).

Information for the public:

1. Develop a variety of pre-scripted media releases before an incident occurs. Adapt the statements during a crisis to meet existing needs.
2. Emphasize the safety of students and staff.
3. Briefly describe school's plan for responding to emergencies.
4. Make certain all information released is factual.
Respect the privacy of affected persons and their families.
5. Do not release names to the media.

EMERGENCY PREPAREDNESS COMMITTEE

QA shall have an Emergency Preparedness Committee consisting of, principal, asst. principal or other teacher, custodian, secretary, POEC Emergency Preparedness Chairman, and any others deemed necessary. Final decisions in all emergency situations will be made by the Principal. Committee members will be appointed yearly and will meet monthly until plan is established and functioning properly. A list of these members will be kept in the appendix of the Emergency Response Plan.

The duties and responsibilities of the committee shall include:

1. Become acquainted with all relevant aspects of emergency preparedness.
2. Review and update the Emergency Preparedness & Response Plan yearly.
3. Plan, carry out, and evaluate emergency drills throughout the school year.
4. Inspect and test the emergency equipment at regular intervals.
6. Provide training opportunities for staff members in the proper use of fire extinguishers and other fire fighting equipment.
7. Assign a chain of command so that in the event the administrators are absent some members of the committee will have the authority to act in their behalf.

INTERPRETATION OF THE CHAIN OF COMMAND

During a drill or an emergency, the line of command is as follows:

1. The principal is in charge of the total school operation. (S)he is the Emergency Director. When the principal is absent, the Vice Principal or other assigned individual temporarily assumes the duties of the Emergency Director until the Principal's return..
2. The Emergency Preparedness Chairman directs and coordinates efforts of the Emergency Preparation Committee. If the Emergency Preparedness Chairman is absent, the POEC Chairman and Emergency Preparation Committee under the direction of its chair shall jointly be in charge.
3. The Principal coordinates the efforts of the faculty.
4. Teachers are immediately in charge of their students. Classroom or specialty aides are not to take charge of students.
5. Aides and secretaries work under the direction of the head secretary. Custodians work under the direction of the head custodian. Lunch workers are under the direction of the lunch supervisor.
6. The head custodian, media coordinator, head secretary, and lunch supervisor work under the direction of the Principal unless he/she is absent. In such a situation they work under the direction of the Vice Principal. If the Vice Principal is also absent, the POEC Chairman will work with the POEC Emergency Preparedness Chairman, and assume these responsibilities until relieved by the Principal or Vice Principal.

CHAIN OF COMMAND

Principal

Head
Custodian

Head
Secretary

Custodians

Emergency
Preparedness
Chairman

Secretaries

Emergency Preparedness Committee

Teacher
Assistants

Head Cook

Librarian

Teachers

Cooks

Students

NOTIFICATION DUTIES IN AN EMERGENCY

The head secretary is to notify the appropriate agency such as the Fire Department, Police Department, or other agency or company as directed by the Emergency Director. Waiting for such direction is not considered necessary if circumstances obviously dictate that an emergency call should be made and to whom.

The assistant secretary (or aide - appointed this task at beginning of year) shall notify the POEC Chairman, who will notify the Emergency Preparedness Chairman.

The principal shall notify the Board as may be necessary.

ALARM SIGNALS

1. **Fire Alarm:** Continuous ringing of buzzer. (fire alarm bell)
2. **All Clear:** Wave green flag for return to building after evacuation.
3. **Early Closing of School:** Special instructions over intercom or with runner.
4. **Earthquake:** No audible signal. Teacher directed instructions during quake to take cover.
5. **Bomb Threat:** Fire signal to evacuate building.
6. **Fallen Aircraft:** Fire signal to evacuate building.
7. **Terrorist or Hostage Situation:** Use intercom or runners to relay message to/from office. Use runners to relay message to other classes. **Code phrase:** *“Teachers please secure your rooms”*
8. **Other:** In the event of unforeseen emergencies requiring evacuation, the fire alarm will be used.

EVACUATION OR IN-PLACE SHELTERING

An accidental release of hazardous materials may require the evacuation of people from certain areas to prevent injury or death. QA may be directly affected by toxic fumes and gases. Additionally, QA may be effected during the course of the incident, through wind shift, or a change in site conditions. Evacuation is a complex undertaking; it will be decided by the local fire or police department. QA will be notified by emergency responders.

Responders will decide whether to order people to remain indoors (shelter-in-place), rescue individuals from the area, or order a general evacuation. The "remain indoors" option will be considered when the hazards are too great to risk exposure of evacuees. Rescuing people from the hazardous area may involve supplying protective equipment for evacuees to ensure their safety, so evacuation may not be used. A general evacuation requires a significant amount of lead time, which may not be available.

A. General Evacuation

1. Evacuation decisions are very incident-specific. If the release of hazardous materials, for example, occurs slowly, or if there is a fire that cannot be controlled within a short time, then evacuation may be the sensible option. Evacuation during incidents involving the

airborne release of chemicals is sometimes necessary (see Evacuation of Building).

2. If a general evacuation is ordered, the QA population will be sent home or to another location (secondary site). Students are evacuated by walking, or by means of private transportation. (see Evacuation of School Grounds).
3. If QA has been evacuated, the response personnel, in consultation with the Emergency Director, will need to decide when it is safe to return. They will need to verify data collected by the monitoring crews and consider the advice of the health officials concerned (see Return to Building).

B. In-place Sheltering

1. Airborne toxicants can move downwind so rapidly that there would be no time to evacuate students or staff. For short-term releases, often the most prudent course of action for the protection of QA would be to remain inside with the doors closed, and the heating and air-conditioning systems shut off. An airborne cloud will frequently move past quickly.
2. In-place sheltering, therefore, may be a sensible course of action when the risks associated with an evacuation are outweighed by the benefits of in-place sheltering. In order for this protection measure to be effective, the QA population must be advised to follow the guidelines listed below:
 - a. An announcement will come over the PA system telling you that the "In-place-shelter procedure" is in effect.
 - b. Close all doors to the outside and close and lock all windows. (Windows seal better when locked). Seal gaps under doorways and windows with wet towels, and those around doorways and windows with duct tape (or similar thick tape) and sheets of plastic (precut and labeled before the incident). Have students assigned to specific tasks ahead of time.
 - c. Custodians should set all ventilation systems to 100 percent re-circulation so that no outside air is drawn into the structure. Where this is not possible, ventilation systems should be turned off.
 - d. Turn off all heating systems and air conditioners.
 - e. Seal any gaps around window type air conditioners, exhaust fan grills, exhaust fans, range vents, dryer vents, etc. With tape and plastic sheeting, wax paper, or aluminum wrap. Be sure the kitchen and home economics classes also do this.
 - f. Close as many internal doors as possible.
 - g. If an outdoor explosion is possible, close drapes, curtains, and shades over windows. Avoid being in the proximity of windows to prevent potential injury from flying glass.
 - h. If you suspect that the gas or vapor has entered the structure you are in, hold a wet cloth over your nose and mouth.
 - i. Tune in to the Emergency Alert System channel (KSL) on the radio or television for information concerning the hazardous materials incident and in-place sheltering.

3. Leaving the Building Afterward. The emergency response personnel decide when it is safe for you to leave the building. You are to do the following:

- a. Remove the plastic and tape.
- b. Open all doors.
- c. Turn on blowers, heaters/ air-conditioners.
- d. Everyone needs to go outside until the building airs out.

BUILDING EVACUATION

1. Any one with special duties will perform them.
2. Immediately upon hearing the Fire Alarm or other evacuation signal, students, faculty, and others in the building shall evacuate the building via prearranged evacuation route (see map) quickly, quietly, and single file. The last person out of the room shall pull the door closed, but will not lock it.
3. Students with special needs will be assisted by one or two other students as directed by the teacher..
4. The first two students out of the outside door, will hold the door open for other students. The first teacher out will monitor student exit and keep students from re-entering the building.
5. Students in the library, lunchroom or computer lab will exit the building via the closest exit and then walk quickly to their assembly area (see map).
6. Students will take nothing (including coats) with them. Teachers will take only the emergency backpack.
7. If regular exit is blocked, the teacher will lead the group to an alternate exit.
8. If the evacuation alarm sounds during recess, students should immediately go to their assembly area.
9. If a student is not with their home-base (home-room) class, they will report to that class after they have left the building in the pre-assigned assembly area for that class.
10. Upon reaching the assembly area, teachers shall take attendance. Any absences should immediately be reported to the Emergency Coordinator. First aid necessary should be performed. Students and teachers shall await further instructions. Re-entry or further instruction will come only from the Emergency Coordinator, Emergency Director or Official Responder Personnel.

11. The custodian will notify the utility companies of a break or suspected break in utilities.
12. The principal will determine whether the students will go home, or if any further action should be implemented. If students are released prior to regular hours, the requirements and instructions contained in the section "Releasing Students to Parents" will be followed. The Principal will also report any missing students to emergency personnel.

RETURN TO BUILDING

If it is safe to return to the building, the Emergency Coordinator or Emergency Director will wave the green flag. Students and staff will return to the building, quietly, and in single file. Classes will resume as normal.

EVACUATION OF SCHOOL GROUNDS

In the event the school can not be re-occupied following an evacuation, it may be necessary to evacuate the school grounds. If the weather is bad, we will evacuate to the Weber Fire District Station #63, located at 4000 South 4646 West, West Haven, Utah. (801-731-0028). If the weather is nice, we will wait on school grounds.

The principal will call Academica West before leaving the school grounds. The principal will post a notice on the front door that QA has been evacuated and list the assembly location so parents can pick students up there. If they evacuate to the Weber Fire District Station, the principal MUST change the notice on the front door of the school. If front door is no longer there, the notice will be placed on the flagpole. Masking tape and paper can be obtained from the Head Secretary.

When evacuating to the Weber Fire District Station, the students will walk quickly, quietly, and in single file across the street to the Weber Fire District Station in company with one or more teacher. Students shall not cross the street without teacher supervision.

In the event we need to provide lunch or other food service during or as part of the evacuation, the QA Head Cook will call either Weber Human Services, Aging and Adult Services, or a pre-selected commercial provider to arrange for necessary meals and will then await further instructions from the Emergency Director. The QA Head Cook will supervise the distribution of food and meals as necessary. QA will maintain sufficient supplies of paper products and food service utensils, etc. to implement this plan.

When releasing students to the care of parents or other adults following an evacuation, the requirements of the section on "Release of Students to Parents" will be followed.

LATE START

For whatever unforeseeable reason, it might be necessary to the school to begin classes late. One possible situation could be an early morning snow storm which would cause the roads to be

closed temporarily. In such a situation, the Principal will make the decision whether to start school late. The phone tree will be used in this situation in order to notify students and parents. The following shows the late start time.

Regular Schedule

8:30 a.m.

Late Start

10:30 a.m.

EARLY DISMISSAL

The ultimate responsibility for a student's safety from the school to home in cases of emergency rests with the parent or guardian. Parents should work through community emergency preparedness groups to make preparations for the safety of their own students.

If an emergency occurs during the school day, and it is believed advisable to dismiss school, students will be provided shelter and supervision at the school as long as deemed reasonable by the principal.

The school will proceed on the basis that there will be no transportation or telephone communication. School will not be dismissed early unless school authorities have been assured by local emergency authorities that routes are safe for student use.

Following an early dismissal of school, the requirements of the section on "Release of Students to Parents" will be followed.

RELEASE OF STUDENTS TO PARENTS

QA will be unable to phone each parent to inform them of the early school closure. The school will contact the POEC Emergency Preparedness Chairman or POEC Chairman. They will use their phone tree to contact parents and inform them that students will be dismissed at an unusual time, or that they have been moved to another location.

Each teacher will have a copy of a student information card with them in their backpack. The adults listed on this card will be the ONLY adults the students will be released to. Any other adult showing up may stay WITH the student, but they will NOT be permitted to leave with them.

PRIOR to an APPROVED adult taking the student from QA care and custody, a release form must be filled out and signed. (See appendix for form.)

Teachers must stay with the students until all their students are picked up and/or the principal or his/her alternate designee approves of their leaving.

APPENDIX A: HAZARDS

ASSAULTS OR FIGHTS

1. Ensure the safety of students and staff.
2. Call 9-1-1 if you feel that outside help is needed.
3. Notify certified first aid/CPR persons in school building of medical emergency.
4. Notify principal.
5. Seal off and isolate the area where assault took place.
6. Defuse the situation if possible.
7. Isolate the victim(s) and witness(es).
8. Notify parents of the students involved.
9. Document all actions. Ask victim(s) and witness(es) for their account of the incident. Document their responses (use a tape recorder if possible).
10. The principal will assess the counseling needs of the victims(s) and/or witness(es) and will notify the Crisis Team if warranted.

BOMB THREAT OR SUSPICIOUS DEVICE

Make sure a complete set of keys are kept in the office and are readily available.

Prevention

In order to prevent the implantation and explosion of a bomb in the school building, the following will be observed:

1. Teachers must maintain an awareness of the contents of their rooms. Any suspicious containers or changes should NOT be touched and should be immediately reported to the principal.
2. Teachers will lock their rooms whenever they are not in them.
3. Cabinets and closets should be locked when not in use.
4. Custodians should lock each room after cleaning it.
5. During evening occupancy of the building, the public will be limited to those areas set aside for their use.
6. Supply areas, boiler room, and fan rooms shall be kept locked and secure at all times.
7. All people entering the building who are neither staff nor students must check into the main office before going any place else in the building.

ALL BOMB THREATS SHOULD BE TAKEN SERIOUSLY!

(False threats are sometimes used to throw people off guard.)

Reporting

1. The person receiving the threat should remain calm and write down the message as precisely as possible. Make mental notes of your impressions of the person calling, and as soon as possible fill out the threat checklist (see appendix).
2. As soon as the threat has been received, notify the principal. (In case of the principal's absence see chain of command.)
3. The person who received the threat will go to the main office and wait for the authorities to arrive.
4. The principal will notify the police and call the head custodian to the office. The decision to evacuate will rest with the principal or his replacement (see chain of command.)

5. When the decision is made to evacuate the building, the principal will notify the staff and student body of the need to evacuate the building by sounding the fire alarm and a PA announcement using the code word (see "alarm signals"). Students and staff will evacuate the building immediately.
6. After hearing the PA announcement and before leaving their rooms, teachers will quickly check their classrooms for any unfamiliar objects, parcels, etc. If an unfamiliar parcel is located, the teacher **WILL NOT TOUCH IT**. The teacher will immediately seek out and notify the principal at the command area outside of the building.
7. The PA system will be used to notify staff when it is safe to return to the building. Upon re-entering the building, teachers should check their own classrooms for any strange or foreign objects. The principal will assign available teachers or staff to check the rooms of any substitute teachers. All unusual findings and observations will be reported to the principal and entered in to the log provided for that purpose. Note any unexplainable changes in room appearance.
8. Professional non-teaching personnel will check their own offices and immediate areas of responsibility for any strange or foreign objects. As with the teachers, all unusual findings and observations will be reported to the principal and entered in to the log provided for that purpose. Note any unexplainable changes in room appearance.
9. Custodians will check their own working area such as the boiler room, fan rooms, roof, tunnels, and around the outside of the building for any strange or foreign objects. All unusual findings and observations will be reported to the principal and entered in to the log provided for that purpose. Note any unexplainable changes in room appearance. Custodians will search **ALL** areas even those areas that **ARE KNOWN** to be secure or locked. These known, locked areas may, however, be searched last.
10. Lunchroom personnel will check their own offices, kitchen, food storage, and incineration room for any strange or foreign objects. All unusual findings and observations will be reported to the principal and entered in to the log provided for that purpose. Note any unexplainable changes in room appearance.
11. Assigned teams will search gym and auditorium facilities for any strange or foreign objects. All unusual findings and observations will be reported to the principal and entered in to the log provided for that purpose. Note any unexplainable changes in room appearance.
12. Secretaries will check the office areas and secure the cash and records.
13. Under **no circumstances** will personnel touch or allow students to touch any object deemed to be suspicious.

SHOULD A SUSPECT PACKAGE OR OBJECT BE LOCATED, DO NOT TOUCH IT!!

Evacuation

Follow "Building Evacuation." Except as may otherwise be noted in this Plan, no special bells will be used to indicate that the building is to be evacuated. As far as the students know, this should be a regular fire drill. The fire alarm will be sounded. Evacuation should be not less than 300 feet away from building.

For more information on what will go on in the command area during a bomb threat, see "command center."

For re-entry see "return to building."

Disciplinary Measures

Since bomb threats are often phoned in by students, disciplinary action must be considered and may be appropriate. When traced and discovered, the student who has called in a phony bomb threat can be suspended from school, referred to juvenile court, be barred from running for school offices and/or trying out for any other student leader position.

CHEMICALS

All chemicals in the QA building are to be identified and stored properly according to manufacture's suggestions. The school custodian will maintain a current record of all chemicals on hand, where they are stored, and sign to indicate that they have been stored properly. This listing is to be updated not less than quarterly. A copy of this form will be included in the Emergency Preparedness Plan that the Secretary shall keep in her back-pack.

CIVIL DISTURBANCE

It should be noted that the normal school routine serves to reduce the threat of civil disturbance within QA. The classroom unit keeps students in small groups where each student is more easily known and can be held responsible for his/her actions. Outsiders are generally recognized and the potential for problems can be reduced if the integrity of individual classroom units can be maintained. To reduce the potential for problems, these steps are established as standard procedure:

Prevention

1. All teachers are to be at their doors before and after all recesses and when students are changing from one classroom to another.
2. Unless otherwise excused, teachers are expected to attend assemblies and sit with their classes.
3. Unless otherwise excused, teachers are expected to monitor doors near their classrooms for people who should not be in the building.
4. Administrators and other teachers will be available if the need for control should arise before and after school.
5. QA administration will be aware of substitutes in the building. Each substitute is to be provided with lesson plans by the teacher who is absent, whether by direct communication, previously prepared plans, or emergency plans on file in the office. Additionally, teachers in adjoining classrooms are to make themselves available to assist substitutes in controlling students if the need should arise.
6. Teachers will report to the administration the presence of outsiders they see.
7. Teachers are assigned to escort students to lunchroom. Administrators are available to assist if needed.

In addition to the above listed procedures, teachers and administrators should be keenly aware of the general morale of the students. An atmosphere in which students feel free to approach the administration and discuss problems is encouraged so that a close working relationship with all the different groups at QA is sought, fostered and maintained.

It is important to be aware of community problems which could possibly set the stage for civil disturbance. The POEC and Emergency Preparedness Committee can be helpful in determining problems and offering assistance. A liaison with law enforcement agencies must be maintained also.

Response

- **Violent Person** - Teachers will be notified by intercom to close and lock classrooms until by the administration and/or police that the situation is resolved. Students found in the halls shall be moved to the gymnasium or a classroom as quickly as possible. While contact is made with law enforcement, one person (determined by the administration) may attempt to establish rapport with the violent person.
- **Fighting** - A teacher near the situation should announce his/her presence and discourage further action between combatants. The combatants should be identified and reported or escorted to the office. If the disturbance is serious, a written report and/or notification of the Police Department may be required.
- **Mob** - If the persons involved in mob-related conduct are from outside the school, the same procedure as used with a violent person should be implemented. If students are involved, the administration will determine the need for police assistance. If advance warning is received, steps will be taken to try to prevent the incident. In the absence of law enforcement, the administration will do whatever is believed to be reasonably necessary to avoid or alleviate the problem. The administration will make a written report of the entire incident.
- **Unidentified Person(s) Taking Control** - If an unidentified voice gives orders over the intercom threatening or calling a general assembly or asking for individuals, teachers are to close and lock their classroom doors. If an unidentified person comes to the room, he/she is to be asked for office clearance and then stalled by whatever means deemed appropriate for the circumstances. If the person's manner is threatening, the classroom door should be locked. **UNDER NO CIRCUMSTANCE WILL A TEACHER OR STAFF MEMBER GET INTO A CONFRONTATION WITH THIS KIND OF INDIVIDUAL – CALL THE ADMINISTRATION OR THE POLICE!**

Advance Notice of Large Scale Disturbance

1. Any comments from students to teachers concerning the possibility of disturbance should be reported to the principal as soon as possible.
2. Disturbance leadership shall be identified. If a student(s) is/are the leaders, the parents will be called to come and pick the student(s) up and remove him/her/them from campus.

Person in Command

The principal will make all final decisions in case of civil disturbance. In his/her absence, see the chain of command.

Other

If a disturbance gets underway, teachers and custodial staff will be notified by intercom and radio. Police will be called by whoever can do so first.

EARTHQUAKE

During the Quake:

Keep these points in mind in the event of an earthquake:

1. When an earthquake happens, keep calm. Don't run or panic. If you take the proper precautions, the chances are you will not be hurt.
2. **REMAIN WHERE YOU ARE.** If you are outdoors, stay outdoors; if you are indoors, stay indoors. In earthquakes, most injuries occur as people are entering or leaving the buildings (from falling walls, electrical wires, etc.).
3. The teacher will give the "drop and cover signal."
4. Everyone will get under their desk, cover their head while assuming a "fetal" position, and grab hold of the leg of the desk. If a desk, table or bench (best choices) are not available, sit or stand against an inside wall or in an inside doorway. Stay away from the windows, outside walls, and outside doors.
5. If you are outside, stay away from the building, electric wire, poles or anything else that might shake loose and fall. Look for open space and stay low.

After the Quake:

For your own safety and that of others, you should follow carefully the following:

1. About two minutes after the shaking stops, the fire bell will sound. If we have lost power, the teacher will give the command to evacuate the building.
2. Use the "Building Evacuation" plan.
3. Use extreme caution in entering or working in buildings that may have been damaged or weakened by the disaster.
4. Stay away from fallen or damaged electric wires, which may still be dangerous.
5. The custodian will check for leaking gas pipes. Do this by smell only - don't use matches or candles. If you smell gas:
 - a. Open all windows and doors.
 - b. Turn off the main gas valve at the meter.
 - c. Leave the building immediately.
 - d. Notify the gas company, police, and fire departments.
 - e. Don't re-enter the building until it is safe.

- 6 The principal will make the decision whether to evacuate the school and may confer with the Board as s/he deems necessary under the circumstances. If deemed necessary, the principal will implement the "Evacuation of School Grounds" policy. Do not evacuate to another building unless it has received an inspection by a qualified person.

Re-entry of Building

Follow the procedures of the re-entry instructions (after "Building Evacuation) except:

1. The building should be inspected by a qualified person who has been trained in building analysis, integrity and evaluation of fitness for occupancy. This person will perform an inspection on structural soundness, electrical wiring, water distribution, oil, gas, and other fuel systems, and boiler and heating systems.
2. A damaged structure will be occupied only after authorization by the responsible local building code enforcement agency representative. Building supervisors will be notified of the corrective actions to be taken to return a building to use.

FALLEN AIRCRAFT

The following will be accomplished if an aircraft falls on or near the school to maintain safety and isolate hazards:

1. The principal will determine which action, if any, should be implemented. Where necessary, teachers will take immediate action for the safety of the students without waiting for direction from the principal.
2. All students and staff will be kept at a safe distance allowing for possible explosion.
3. Notify the Police and Fire departments by calling 9-1-1.
4. Fallen aircraft **on** the building:
 - a. The teacher should give the drop and cover signal.
 - b. All students will get under their desk, cover their head while assuming a "fetal" position, and grab hold of the leg of the desk. If a desk, table or bench (best choices) are not available, sit or stand against an inside wall or in an inside doorway. Stay away from the windows, outside walls, and outside doors, and await the "all clear" signal from their teacher.
 - c. When the falling sound stops, it is imperative that the building is evacuated.
 - d. Follow the "Building Evacuation" section of this plan, making sure students and staff do not go near the aircraft (use alternate routes of evacuation if necessary.)
 - e. Everyone will evacuate and remain a minimum of 300 feet from the aircraft.

- f. All missing students should be reported to the principal at once.
- g. Qualified personnel will report to aid in emergency first-aid and search and recovery of possible victims after student's safety has been insured.
- h. Military planes:
 - Assistance to military airplane victims will not be given (we do not know anything about military aircraft, and, in trying to help, we could trigger the ejection seat and accidentally kill ourselves.)
 - Call Hill Air Force Base (777-7221).

The principal will make the decision whether to evacuate the school and may confer with the Board as s/he deems necessary under the circumstances. If deemed necessary, the principal will implement the "Evacuation of School Grounds" policy. Do not evacuate to another building unless it has received an inspection by a qualified person*.

5. Fallen aircraft **near** the building:

- a. The teacher should give the drop and cover signal.
- b. All students will get under their desk, cover their head while assuming a "fetal" position, and grab hold of the leg of the desk. If a desk, table or bench (best choices) are not available, sit or stand against an inside wall or in an inside doorway. Stay away from the windows, outside walls, and outside doors, and await the "all clear" signal from their teacher.
- c. Students in rooms adjacent to the fallen aircraft will be moved to a safe distance within the school.
- d. Classes will continue, but recesses will be suspended until the principal decides it is safe.
- e. Qualified personnel will report to aid in emergency first-aid and search and recovery of possible victims after students' safety has been insured.
- f. Military planes:
 - Assistance to military airplane victims will not be given (we do not know anything about military aircraft, and, in trying to help, we could trigger the ejection seat and accidentally kill ourselves.)
 - Call Hill Air Force Base (777-7221).

The principal will make the decision whether to evacuate the school and may confer with the Board as s/he deems necessary under the circumstances. If deemed necessary, the principal will implement the "Evacuation of School Grounds" policy. Do not evacuate to another building unless it has received an inspection by a qualified person*

* See section on re-entry of building under earthquake.

FIRE

Actual Fire

In the event of a natural gas fire, sound alarm and then **TURN OFF MAIN GAS VALVES**. If the fire is small, use the fire extinguisher **AFTER** the gas is turned off.

In the event of an electrical fire, sound alarm and then **TURN OFF ELECTRICITY. DO NOT USE** water or water-acid extinguishers on electrical supported fires. Only **SMALL** fires should be fought with an extinguisher.

1. The person locating the fire will sound the school fire alarm.
2. Follow the "Building Evacuation" instructions.
3. The custodian will notify the utility companies of a break or suspected break in utilities.
4. Keep access road open for emergency vehicles.
5. All staff will be responsible to peek in the door of the classrooms on either side and make sure they were informed of the fire.

The **custodian** is responsible for checking exits daily to make sure they are functional. All exits should be obvious, maintained, and clear of obstructions

Labs

All labs are to be equipped, as their need require, for proper fire control and for emergency purposes. An up-to-date inventory all chemicals stored in the building and an accurate map of their various locations **MUST** be maintained and readily available to school staff and emergency response personnel..

Lunchrooms and Kitchen

Emergency preparedness to control fire in school kitchen areas:

1. Have heavy blanket readily accessible to smother fire.
2. Have automatic extinguishers over deep fryers and grills.
3. Have fire extinguishers for all types of fires in proper location.
4. Make sure that all of the kitchen personnel know where the extinguishers are located and how to operate them.
5. Make sure that kitchen personnel know which exit to take in case of fire and also an alternate route in case the designated one is blocked.
6. Kitchen personnel are to evacuate and take roll to account for all employees.

Whether it's a real fire or a drill, try to evacuate the building in less than two minutes.

Drill

The **secretary** is responsible to sound the alarm and contact the company with whom the school maintains its alarm monitoring agreement.

When a fire drill is always held in the same way and at the same time, it loses much of its value. When an actual fire happens, and the students cannot follow the exact procedure they have practiced over and over, panic may ensue. Therefore, drills should be carefully planned to simulate actual fire conditions. Not only should they be held at varying times, but should use different means of exit.

Fire exit drills should be designed to familiarize the occupants with all available means of exit, particularly emergency exits that are not habitually used during the normal occupancy of the building.

Every fire exit drill shall be an exercise in school management for the principal and teachers.

ALL PERSONS in the building shall evacuate.

The chief purpose of **every drill** is to create a situation such that in a real emergency, the teacher readily gains and maintains control of the students assigned to his/her classes. It is important that the students practice forming into ranks quickly and silently, halting, turning, or moving as directed by the teacher. Great stress shall be laid upon the execution of each drill in a brisk, quiet, and orderly manner. **Running shall be prohibited.** If for any reason a line becomes blocked, some of the students should be reverse-marched to another exit in order to prevent panic conditions arising as a result of inactivity. In exiting the building the "Building Evacuation" should be followed.

Fire Extinguishers

Fire extinguishers are placed in strategic locations as recommended by the fire department (see map). They will be inspected quarterly by the fire department.

Faculty members and other staff personnel shall be instructed in the use of the fire extinguisher.

All extinguishers, unless stated, are dry chemical types which are needed to put out type A, B, and C fires which include wood, textiles, gasoline, oil, greases, and electrical fires. In discharging a fire extinguisher, it should be held upright while the pin is pulled. The lever is then pressed while aiming at the base of the fire.

Fire Extinguisher Inspection

The **head custodian** will check all fire extinguishers and possible building code violations monthly. He will check the following:

1. Check gauge for full charge. Report discharge or overcharge readings immediately to control office.
2. Check seal for breakage.
3. Check hose for cracks, leaks, tears, etc.
4. Check casing for leaks or breakage.
5. Sign name or initials to inspection tag.
6. Give status report to principal.

The **principal** will complete the Monthly Inspection Report.

FLOOD

Due to the location of our school, flooding is possible but not probable. However, if a dam, reservoir, or water storage tank were to break, while we not in the MAIN waterway path, we are in a low-lying area and may see unusual pools and levels of water. If the sewer system were to back up, there possibly could be flooding at our school. The following policy will be followed if either of these eventualities were to happen:

Response:

1. The fire drill bell will sound if an immediate evacuation is needed. If this is the case, follow the "Building Evacuation" plan.
2. Notify parents via radio, television, Information Phone Line and Parents Organization calling tree.
3. The custodian will shut off water to prevent contaminated water from entering the school supply.
4. The custodian will shut off electricity to prevent electrical shock.
5. Render first aid as needed.
6. If school is a designated emergency shelter and time permits, check all supplies and provisions prior to emergency operations.

After the Flood:

1. Beware of contaminated food, water, broken gas lines, and wet electrical equipment.
2. Resume classes only after a qualified person has done a building assessment (see returning to building under earthquake.)

Minor Flooding

If the school experiences minor flooding (one or a few classrooms), the class(es) affected will

evacuate to another part of the building (principal will decide where to go). Classes will continue.

The principal will make the decision whether to evacuate the school and may confer with the Board as s/he deems necessary under the circumstances. If deemed necessary, the principal will implement the "Evacuation of School Grounds" policy.

HAZARDOUS MATERIALS

Although our school is not next to a transportation route for hazardous materials, we still must be prepared as some gas clouds cover a large area. In the event of a hazardous materials problem we will:

1. If it is unsafe to remain in building the "Building Evacuation" plan and possibly the "Evacuation of School Grounds" plan will be followed.
 - a. If there is a "cloud" move cross wind (never move directly with or against the wind.)
 - b. Do not return to the site until deemed safe by emergency service officials (fire dept., etc.)
2. If in-place sheltering is imposed:
 - a. Shut off, lock, close outside airways and ventilation sources into the sheltering structure.
 - b. Observe all students and staff members for signs of adverse reactions or illness to the hazardous material.
 - c. Render first aid as needed.

KIDNAPPING

1. To avoid kidnappings:
 - a. Do not release a child to any one other than the designated parent or guardian, as indicated in the student file.
 - b. Do not accept substitutes for the designated parent or guardian without proof of prior approval from the parent/guardian and office.
2. Person loitering:
 - a. Report information to the office.
 - b. Office should call police with information.
 - c. Note the person's appearance and any other information about him or her:
 - Voice.
 - Clothing
 - Vehicle type
 - License plate number
 - Any other information that may be helpful to the police.

Call the Weber County Sheriff's Department with information, so they can notify other schools

3.. Attempted or actual kidnapping:

- a. Report information to the office.
- b. Office should call police with information.
- c. Note the person's appearance and any other information about him or her:
 - Voice.
 - Clothing
 - Vehicle type
 - License plate number
 - Any other information that may be helpful to the police.

MEDICAL EMERGENCIES

Our school staff shall be prepared to provide basic first aid, while summoning necessary emergency assistance.

A list of qualified persons who have had First Aid and CPR training will be maintained by the Emergency Coordinator for the principal. This list must be updated and distributed to the staff annually. There must be at least ten percent of the staff trained in First Aid and CPR. In order to meet this requirement, the school will arrange for First Aid and CPR training to be available at least annually.

An **Emergency Release Card** will be filed in the office for each student with emergency numbers to call in case of an accident, injury or illness. Parents will always be notified as soon as possible of any reportable accident, injury or illness.

Any reportable accident or injury incurred on school property or during a school activity off campus will be reported in writing to the office of the principal no later than 24 hours from the occurrence.

The general emergency number 9-1-1 will be explained each year to all school personnel, and this number will be readily visible on all telephones.

A first aid kit shall be maintained in the office and rotated to insure "in date" supplies are available should first aid care be needed.. (See appendix for a list of supplies.) A RED CROSS first aid booklet is provided with each kit. First Aid procedures will follow the current American Red Cross First Aid Plan. Each classroom will contain a small first aid kit in their backpack, with first aid directions from Emergency Response Plan.

Although some staff members are trained in basic first aid, and CPR procedures, they are not to be considered medical experts. The first aid kits are to be used only in cases of emergency. All

first aid kits are to be inventoried at the beginning of each school year by the Staff Emergency Preparation Committee and replenished as needed and as noted above.

For specific first aid treatment please see appendix.

First Aid Stations:

A first aid station is always maintained in the sickroom. In the event of a large scale emergency the sick room will be used, but a designated area may also be used.

Rescue:

With a non-critical or less serious injury, move the victim to the first aid station.

Response:

1. Evaluate the situation. Unless the victim is in further danger, **DO NOT MOVE HIM.**
2. Be sure the victim is breathing.
3. Control serious bleeding.
4. Check for poisoning.
5. Treat for shock.
6. Keep comfortable and try to maintain normal body temperature.

Response to Critical Illness or Injury:

1. Administer first aid to the extent possible.
2. Call 9-1-1 if the situation is life threatening, or if the child is in need of immediate medical intervention.
3. Notify parents for their action and information.
4. Keep a record of time of injury, what first aid was administered and at what time.
5. Complete appropriate injury, illness, or insurance report promptly.
6. Keep a record of which students were sent to which hospital.

Response to Non-Critical Illness or Injury:

1. Administer first aid.
2. Notify parents for their information and action. If parents cannot be contacted, notify other adults listed on the registration card.
3. If no one can be contacted, lie the student down in sickroom or send the student back to class if the injury doesn't warrant the need to keep a close watch on the student.
4. Keep a record of time of injury, what first aid was administered and at what time.

SERIOUS INJURY OR DEATH

If incident occurs at school:

1. Verify the information. Call 9-1-1.
2. Notify the certified first aid/CPR persons in the school building(s) of medical emergencies.
3. Isolate affected student(s)/ staff member(s), if possible.
4. Notify the principal.
5. The principal will activate Crisis Team.
6. Designate a staff person to accompany ill/injured person(s) to the hospital. Keep a detailed record of who went to which hospital.
7. The principal notifies parent(s) or guardian(s) of affected student(s).
8. Direct witness(es) to school psychologist/counselor(s). Contact parents if student is sent to psychologist/counselor.
9. Implement post-crisis intervention.
10. Determine the method of notifying students and parents.
11. Refer media to the official spokesperson.

If incident occurs outside of school:

1. Activate Crisis Team.
2. Notify staff members before normal operating hours.
3. Determine method of notifying students and parents. Announce availability of counseling services for those who need assistance.
4. Refer media to official spokesperson.

Post - Crisis intervention:

1. Meet with counseling staff and other mental health officials to determine level of intervention needed for students and staff.
2. Designate rooms as private counseling areas.
3. Escort affected student's siblings, close friends, and other highly stressed individuals to counselors.
4. Assess stress level of staff; recommend counseling to those overly stressed.
5. Follow up with students and staff receiving counseling.
6. Designate staff person(s) to attend funeral(s) , if any.
7. Allow for changes in normal routines or test schedules to address injury or death.

STUDENT UNREST

1. Ensure the safety of the students and staff.
2. Call 9-1-1 if you feel that outside help is needed.
3. Notify certified first aid/CPR persons in school building of medical emergency.
4. Notify principal.
5. Seal off and isolate the students causing the problem.
6. Defuse the situation if possible.

7. Isolate the victim(s) and witness(es).
8. Keep other students calm.
9. Make a list of any students absent from the classroom.
10. The principal may issue a lock-down (see Lock-Down Procedures).
11. The Principal will notify parents of the students involved.
12. Document all actions. Ask victim(s) and witness(es) for their account of the incident. Document their responses (use a tape recorder if possible).
13. The principal will assess the counseling needs of the victims(s) and/or witness(es) and will notify the Crisis Team if warranted.

SUICIDE

Attempt in school:

1. Verify the information. **Call 9-1-1.**
2. Notify school psychologist, counselor, principal, and Crisis Team.
3. The principal will notify parent(s) or guardian(s).
4. The principal may schedule a meeting with parents and school psychologist/counselor to determine the course of action.
5. Try to calm suicidal person.
6. Try to isolate suicidal person from other students and staff.
7. Ask suicidal person to sign a "No Suicide Contract."
8. Stay with the suicidal person until professional help arrives. Do not leave a suicidal person alone.
9. Determine the best method to notify staff, students, and parents. Hold daily staff debriefings before and after normal operating hours as needed.

Death or Serious Injury:

1. Verify the information. **Call 9-1-1.**
2. Activate Crisis Team.
3. Notify staff before next school day.
4. Implement post-crisis intervention.
5. Determine the method of notifying students and parents. **Do not** mention "suicide" or details about death in notification. Do not hold memorials or make the death appear heroic. Protect privacy of affected family.

Post-crisis Intervention:

1. Meet with school counseling staff and mental health officials to determine level of intervention for staff and students.
2. Designate rooms as private counseling areas.
3. Escort siblings, friends, and other highly stressed students to counselors.
4. Resume normal routines A.S.A.P.
5. Assess stress level of staff. Recommend counseling as required.

6. Refer media to official spokesperson. (Principal or POEC Chairman) **DO NOT** let the media interview or take pictures of staff or students.
7. Follow up with students and staff who receive counseling.

TERRORIST OR HOSTAGE SITUATION

Organized or unorganized terrorists can usually be expected to find their way to one or two places within the school building. Either they will penetrate into the administration office, or they will infiltrate a classroom. The administration and staff have only two "weapons" in which to combat the situation: **time and egress**. Therefore, two plans for notification and communication of the terrorist alert to the rest of the school must be considered.

THE SCHOOL STAFF SHOULD NOT ATTEMPT TO DISARM TERRORISTS.

Terrorists Set Up Command Post in Classroom:

1. The teacher will try to turn the communication switch to "on" and communicate to the office the code Phrase, "Teachers, please secure your rooms".
2. If the teacher cannot get to the communication system, he/she should attempt to write the code word on a slip of paper and attempt to have a runner take it to the office.
3. Immediately brief the students to sit down and be quiet.
4. Try to obey all commands of the terrorists.
5. The office secretary upon receiving a warning code, whether verbal or a written one, will immediately write the code word on a slip of paper and have a runner take the warning to all classes.
6. The office secretary will telephone the Police Department (9-1-1).
7. The principal will advise the Board of Directors
8. All classrooms and staff not directly involved will immediately egress the building, using the "Building Evacuation" plan.
9. The Secretary will notify the Police Department, Fire Department and City office. The city office will then contact the city's officials.
10. Use the "Evacuation of School Grounds" plan.
11. The Terrorist Command Center will be activated.

Terrorists Set Up Command Post In Office:

1. The office secretary will flip the communication switch to "on" and will attempt to QUIETLY give the code word "**Secure rooms**" to the school's staff. If possible, repeat the code word 3 times.
2. If the secretary cannot safely get to the communication system of the school, she/he shall try to write the code word on a slip of paper, and try to have the student office helpers run the slip around the school to all classes.
3. If the administrators or secretary are able to phone out of the school without bringing

harm to themselves, they shall call the police department (9-1-1) for help.

4. The school's office personnel shall attempt to follow all commands of the terrorists, so as not to bring any harm upon themselves or others.

Terrorists Come Into Office - Move On To Classroom:

1. If the secretary has not already done so, turn on the school's communication system and give the code word three times.
2. The secretary will telephone the police department (9-1-1).
3. The principal will telephone the Board of Directors
4. All office personnel will use the "Building Evacuation" and "Evacuation of School Grounds."

UTILITY FAILURE

Power Outage

1. If the failure occurs during a class period, teachers and students are to stay where they are.
2. The custodian will check the breakers to see if it is a problem s/he can solve.
3. Each class will send a monitor to the office to deliver messages.
4. After determining the extent of the power failure, the teachers are to be notified of the expected length of the power outage. This notification will be by monitors.
5. Students are to remain in their assigned seats.
6. Teachers are to post themselves near the doors.
7. If the power failure occurs when students are at recess or in another location of the building, they are to quickly, and quietly return to their classes.
8. All teachers who are on a preparation period will return to their class and take over from the specialist.
9. If it is decided to dismiss school early, the "Early Dismissal Plan will be implemented.

Gas Failure

1. The custodian will follow procedures outlined by Questar Gas..
2. If there is a gas leak:
 - a. The fire alarm will be sounded by the secretary.
 - b. Follow "Evacuation of Building" plan.
3. The principal will consult with the superintendent. If the gas will be off for a short time, classes will continue normally. If it will be off for a long time, the principal and superintendent will decide whether to use the "Early Dismissal" plan.

Water Failure

1. After the facts are gathered, an announcement will be made on the PA and students will be told not to use fountains or restrooms.

2. If the water will be off for a short time, classes will continue normally. If it will be off for a long time, the principal will make the decision whether to terminate classes or evacuate the school and may confer with the Board as s/he deems necessary under the circumstances. If deemed necessary, the principal will implement the "Evacuation of School Grounds" policy.

Telephone

If the phones are not working, try the cellular phone and call cellular to cellular until service can be restored.

WEAPONS

Staff or student who is aware of a weapon brought to school:

1. Immediately notify principal or teacher
2. Tell principal or teacher
 - a. The name of the individual suspected of bringing the weapon(s).
 - b. Where the weapon is located.
 - c. If the suspect has threatened anyone.
 - d. Any other details that may prevent the suspect from hurting someone or themselves
3. If a teacher suspects that the weapon is in the classroom, a neighboring teacher should be confidentially notified. The teacher should not leave the classroom.

Principal:

1. Call police if a weapon is suspected to be in school, as viewed by a reasonable person.
2. Ask another administrator and the School resource Officer (SRO) to join you in questioning the suspected student or staff member.
3. Accompany the suspect to a private office to wait for the police.
4. Conduct search with police or SRO.
5. The police or SRO should inform the suspect of his/her rights and why the search is being conducted. If a weapon is, in fact, found the suspect will be cuffed before continuing the search.
6. Keep detailed notes of all events and why the search was conducted. You may want to use a tape recorder for accuracy and timeliness.
7. If the suspect is a student, notify parent(s) or guardian(s). Explain why the search was conducted and the results of the search.
8. If the suspect threatens you with a weapon, **DO NOT ATTEMPT TO DISARM HIM/HER**. Back away with your arms up. Try to remain calm.

WIND AND OTHER TYPES OF SEVERE WEATHER

If severe weather conditions develop or occur during the night or at a time when school is not in session, a decision on closing the school will be made before 6:00 a.m. If a decision is made to close school, news media will be notified and asked to announce the closure prior to 6:30 a.m.

If severe weather conditions develop while school is in session, the Emergency Coordinator will monitor the latest developments via radio and keep in contact with the principal. The principal will make the decision whether to terminate classes or evacuate the school and may confer with the Board as s/he deems necessary under the circumstances.

If it is decided to close school, the following action will be taken:

1. The principal will notify radio stations and ask that a closure announcement be made which would specify the time students are to be released.
2. The principal will announce the closure to the faculty and students.
3. Staff members will be used to expeditiously evacuate the building.
4. Procedures outlined in the "Early Dismissal" plan will be followed.

Tornados and Severe Wind:

Utah **does** experience Tornados.

- Anyone outside, should go inside the building.
- Close windows.
- Close blinds.
- Hold, duck, and cover with backs to windows (when wind is excessive).
- Remain calm.

Afterwards:

1. Account for all employees and students.
2. Perform any medical procedures necessary.
3. Call 9-1-1 if outside medical help is needed.
4. Clean up debris.

APPENDIX B: MISCELLANEOUS INFORMATION

INFORMING PARENTS

See "Release of Students to Parents" section to see how parents will be contacted in the event of an emergency.

This section is about the information sent home to parents various times of the year to inform them of their responsibilities in the event of an emergency.

Since the Emergency Preparedness & Response Plan is too long to mail out to all of the parents, we will make it available in the office if the parents want to see the entire plan. We will send home parts of this plan to obtain their help.

At the **beginning of the school year** we will send home the following information:

Letter #1:

Dear Parents:

As the new school year starts we would like to inform you of your part in our school's Emergency Response Plan.

1. Practice and review emergency plans, family meeting places and emergency telephone numbers regularly with your children.
2. Each year make your child's teacher aware of his/her health or physical needs that would require special action or supplies during an emergency. Make sure your child's teacher has a supply of vital medication on hand in their backpack.
3. Make sure that student information card has the name, address, and phone number of anyone you want to pick up your child during an emergency. Students will NOT be released to ANYONE not listed on this card.
4. Make sure your child is familiar with the people he/she may leave with and that they know that it is OK to leave with them in the event of an emergency.
5. Make sure that life sustaining medication, emergency phone numbers, etc. are given to the person/persons you want to take care of your child in the event of an emergency and you can not get home to take care of them.
6. Be aware that you may not be able to get to your child in the event of a large scale emergency. Be aware that the person picking up your child may have them for several hours or days. Prepare them, yourself, and your children for this eventuality.
7. Make sure that each of your children that are enrolled at QA have an **Emergency Kit**. Please follow these directions for filling that emergency kit exactly as we are very limited on space.

- a. Sandwich size ziploc bag

- b. Emergency blanket (the silver ones that are folded very small),
- c. Fruit snack or granola bar
- d. 1 piece of hard candy
- e. A current picture of your family, including student, for comfort and identification
- f. Activity (paper/crayon, crossword puzzle, word search etc.)
- g. A comforting note from Mom or Dad.

It is very important that these items fit in a sandwich sized ziploc bag.

Letter #2:

Dear Parents:

The Emergency Preparedness Committee has developed a preparedness plan for emergencies involving earthquakes, fires, or other disasters. Parents need to be advised as to what to expect while their children are in school. The procedures that follow will be implemented in case of an emergency:

1. In case of a fire alarm, students will be evacuated from the building. In the event of an actual fire and/or bad weather, students will be evacuated to Weber Fire District Station #63, 4646 West 4000 South, West Haven, Utah
2. Sometimes an emergency may make it necessary to also evacuate the school grounds. The school will call the POEC Chairman and the Emergency Preparedness Chairman, who will in turn start calling the phone tree to inform parents. Notice will be left on the front door (if it is intact), or the flag pole (if the door is gone) informing parents where to find their children. Only parents or adults listed on the completed student information cards will be allowed to check students out.
3. If there is an earthquake, students will be kept in classrooms until quaking stops. Students will be evacuated from the building. If there is too much damage to use the school as a shelter, see number 2.
4. Floods, power outages, severe storms, nuclear problems or any other disaster will normally result in students being held at school, in their regular classes, until the usual departure time or sent home as in number 2.
5. Parents should discuss with their students what to do in an emergency and alleviate their fears.
6. Each classroom has an emergency back pack that includes your child's registration information and emergency contacts. This back pack will have an emergency kit for every student which will be provided by the student's parents.

HOW TO CONTACT RADIO/TV STATIONS

When it becomes necessary to inform parents of an emergency the **Principal** will contact KSL radio, who will contact all of the other radio and TV stations to make an announcement over the Emergency Alert System.

KSL 575-5555

SHELTER AND MASS CARE

A. Purpose

The purpose of this Appendix is to establish plans, procedures, policy, and guidelines for the provision of temporary lodging, emergency feeding, and clothing of persons forced to leave their homes due to an actual or threatened emergency or disaster.

B. Use of Quest Academy and Personnel

1. Quest Academy will be available for use as shelters only after the student population has been evacuated.
2. Quest Academy will be used when needed for eight hours or less.
3. The American Red Cross is responsible for training school employees in Red Cross Shelter Management methods.
4. Quest employees will be used initially to set up and open shelters. They will be released from duties once a replacement arrives.

C. Use of School Facilities for Sheltering

1. During an Emergency or Disaster

While local government has the overall responsibility to protect the population, the American Red Cross shall establish, manage, and coordinate shelter/mass care operations within their capability. During an emergency or disaster, temporary shelter may be needed by citizens evacuated or left homeless:

- a. The school Emergency Manager shall coordinate use of QA facilities, such as the school building, for shelter/mass care use during an emergency or disaster as provided in any previously adopted inter-local agreement;
- b. At the direction of the Emergency Manager and principal, QA shall cooperate with the local or county government which shall manage and coordinate all shelter/mass care activities until the American Red Cross arrives.

2. Inventory of School Resources For Use As Shelters

QA Emergency Managers shall coordinate with the local government Emergency Managers and American Red Cross Disaster Services personnel to ensure that building surveys and agreements for use are in place:

- a. All School Emergency Mangers shall maintain an inventory of available space and an assessment of the capacity of the facilities to accommodate disaster victims and provide annual inventory up-dates as requested by the District Emergency Manager. The Red Cross Mass Care Facility Survey shall be filled out and maintained;
- b. The District Emergency Manager shall coordinate up-dating facilities and supplies information with the American Red Cross and the county emergency manager;
- c. District and school contact names and phone numbers shall be kept current and are needed by all concerned

3. Sheltering and Mass Care Training of School Personnel

QA personnel are encouraged to participate in training courses dealing with sheltering and mass care to prepare them for service in their schools and communities as volunteer workers. Courses are offered at no charge by:

- a. The American Red Cross;
- b. Local, county and state government.

D. Situation and Assumptions

1. Situation

- a. Facilities may be needed in Weber County for both the direct and indirect effects of a hazard.
- b. Mass care facilities; i.e., indirect effects facilities, are life supporting. They are needed for protection from the effects of the hazard.
- c. The Weber County Hazard Identification Survey identifies numerous hazards that could cause an evacuation of some portion of Weber County (See Annex B, Evacuation). Weber County has a resident population of approximately 187,941. The most likely scenarios requiring shelter/mass care range from a few families to as many as 5,000 persons.

2. Assumptions

- a. While local government has the overall responsibility to protect the population, the American Red Cross shall establish, manage, and coordinate shelter/mass care operations within their capability.
- b. In cooperation with the American Red Cross Disaster Services, local government shall manage and coordinate all shelter/mass care activities until the Red Cross arrives.
- c. Other professional/volunteer organizations which normally respond to emergency/disaster situations shall do so.
- d. Assistance shall be available from outside Weber County through mutual aid

- agreements, and from State and Federal level emergency agencies, when appropriate.
- e. Facilities planned for shelter/mass care use shall be available at the time of need.
 - f. Experience has shown that, under localized emergency conditions, a high percentage (75 percent or more) of evacuees shall seek lodging with friends or relatives rather than go to public shelter. But the percentage of people seeking public shelter can be nearly 100% for a Hazmat incident.
 - g. Essential public and private services in reception areas shall be continued during a mass care situation. Normal activities in some schools and churches may have to be curtailed or discontinued.
 - h. If the threat of an evacuation is due to a visible hazard or has been discussed in the media, some spontaneous evacuation may occur prior to an implementing order. Therefore, mass care operations may have to commence early in any disaster period.

E. Direction and Control

All activities shall be coordinated through the Shelter Systems Officer in the Emergency Operations Center (EOC). Shelter/lodging facility managers shall be responsible for the operation of their individual facilities. When appropriate, the American Red Cross shall provide reports through the American Red Cross Mass Care Officer and to the EOC through the American Red Cross Government Liaison.

F. Concept of Operation

1. General

- a. The Weber County Commissioners have the overall responsibility for ensuring the protection and welfare of the people in Weber County.
- b. In cooperation with available volunteer disaster assistance organizations, Weber County shall make available shelter and mass care services for people requiring them as the result of an emergency/disaster situation.
- c. The American Red Cross and other private disaster assistance organizations shall be called upon to provide management and support to shelters for the affected population, and to care for their emergency needs by organizing shelter teams, providing services necessary to support the sheltered population, registration, or other life support assistance.
- d. In some disasters, the Federal government may be requested to provide emergency housing. Disaster victims shall be encouraged to obtain housing with family or friends or in commercial facilities. To the extent possible, local government shall assist and coordinate post-disaster housing needs for the homeless.

2. Phases of Emergency Management

- a. Mitigation

- (1) Encourage shelter considerations in architectural design.
- (2) Identify volunteer groups.
- (3) Develop shelter/mass care capability.

b. Preparedness

- (1) Identify mass care facilities (temporary lodging and emergency feeding sites) and protective shelters.
- (2) Obtain cooperation of facility owners for use of facilities as mass care facilities and protective shelters.
- (3) Train facility/shelter managers and primary staff.
- (4) Maintain list of sources of feeding and essential supplies.
- (5) Coordinate training and communication procedures.
- (6) Coordinate responsibilities with other agencies and/or volunteer groups.
- (7) Identify population groups requiring special assistance during an emergency (such as senior citizens, the handicapped) and ensure a capability exists to provide it.

c. Response: (In coordination with the American Red Cross)

- (1) Open and staff shelters/mass care facilities.
- (2) Provide food and other essentials as needed.
- (3) Obtain supplies and materials as required.
- (4) Maintain communications between shelters and EOC.
- (5) Assist registration of evacuees/victims.
- (6) Provide information for victims needing additional services.

d. Recovery

- (1) Deactivate shelters/mass care facilities as necessary.
- (2) Assess continued human needs of victims.
- (3) Inform public of extended care availability.
- (4) Coordinate post-disaster housing needs.
- (5) Coordinate with State and Federal officials on location of Disaster Application Center (D.A.C.).
- (6) Assist the American Red Cross in establishing Family Assistance Centers and programs.

e. Mass Care

Mass care includes the registration of evacuees, the opening and management of temporary lodging facilities, and the feeding of evacuees and workers through both mobile and fixed feeding sites.

f. Registration

- (1) The designation of specific lodging and feeding facilities shall depend on the

actual situation and the location of the hazard area. Selected facilities shall be located far enough from the hazard area so that there is no possibility of the threat extending to the mass care facility. The best possible facilities shall be selected from lists which are maintained by the Red Cross. Specific care must be given to ensure that designated facilities are suitable for lodging institutionalized or special needs groups. Agreements for use of these facilities have been obtained by the American Red Cross. The Emergency Services Director or Shelter Systems Office, in conjunction with the American Red Cross (ARC), shall obtain permission from owners to use other facilities as required.

- (2) When Mass Care facilities are opened, it shall be the responsibility of the Red Cross to maintain administrative control and all functions and staffing needs according to Red Cross policy.
- (4) As needed, meals and snacks shall be provided to evacuees and workers through both mobile and fixed feeding sites. Upon Red Cross arrival, they shall be responsible for meal planning, coordination of mobile feeding, and identifying feeding sites and resources for the procurement of food and related supplies.
- (5) American Red Cross and the Weber County Emergency services Director shall jointly maintain listings of qualified and trained shelter/lodging facility managers.

g. Human Services

In addition to the provision of shelter/mass care, unique demands shall be placed upon the delivery of human services to include the care of special needs groups and crisis counseling.

G. Organization and Responsibilities

1. General

The ultimate responsibility of the care of evacuees and displaced disaster victims rests with the Weber County Commissioners. This responsibility has been delegated to the Emergency Services Director. The Shelter Systems Office (SSO) in this capacity is a volunteer on the staff of the Emergency Services Director. The Shelter Systems Officer is the primary point of contact for planning, coordinating, and implementing the shelter program. Services shall be provided through the coordinated efforts of Emergency Services Director staff members, American Red Cross, Salvation Army, and other volunteer agencies and/or mutual aid agreements with various support groups.

2. Functional Responsibilities

a. Emergency Services Director

- (1) Appoint a Shelter Systems Officer.
- (2) Develop shelter/mass care program.
- (3) Ensure facilities are activated and deactivated as required.

- (4) Inform public.

b. Shelter Systems Officer

- (1) In coordination with the American Red Cross, identify volunteer agencies and develop emergency agreements..
- (2) Identify potential protective shelters and mass care facilities.
- (3) Ensure that Shelter Management staff are recruited and trained.
- (4) Arrange and coordinate mass feeding.
- (5) Coordinate the distribution of donated clothing.
- (6) Coordinate with area officials for supplementary food stocks from USDA sources.

c. Law Enforcement

- (1) Provides security and law enforcement at shelters/mass care facilities.
- (2) Provides back-up communications.

d. Fire Service

- (1) Inspect shelter and mass care sites for fire safety.
- (2) Provide and maintain shelter fire extinguisher.
- (3) Train shelter personnel in fire safety and fire suppression.

e. Transportation

Provide and coordinate public transportation to emergency feeding sites, food distribution points, clothing pick-up points, etc.

f. Health and Medical

- (1) Coordinate with American Red Cross Disaster Health Services to insure that all Mass Care Facilities meet all current health code standards.
- (2) In cooperation with the Red Cross Disaster Health Services, coordinate medical coverage at Mass Care Facilities.

g. Human Services Officer

- (1) Coordinate Crisis Counseling.
- (2) Assist in registration of evacuees.
- (3) Solicit and distribute donated clothing to disaster victims

h. American Red Cross (through agreement)

- (1) Staff and operate shelter/mass care facilities.
- (2) Register evacuees.
- (3) Provide emergency food and other essential materials.

- (4) Process inquiries from concerned families outside the disaster area.
- (5) Provide for temporary home repairs. Salvation Army (through agreement)
- (6) Assist in mass feeding operations. .
- (7) Collect and distribute food, clothing, and other supplies.
- (8) Repair homes.
- (9) Coordinate with other volunteer agencies as appropriate.

H. Administration

1. Records

The American Red Cross shall maintain records of all expenses incurred by their mass care activities. The Emergency Services Director shall ensure that adequate records of local government expenses are maintained.

2. Training

The Emergency Services Director shall ensure that Shelter Management and other appropriate training is made available to officials and volunteers who would participate in mass care activity. Training programs in Shelter Systems and Shelter Management are available through the State of Utah, Division of Comprehensive Emergency Management (CEM). The Red Cross offers training in Disaster Services and Mass Care.

3. Inquiries

The American Red Cross shall establish a Disaster Welfare Inquiry Operation to answer requests from relatives and friends concerning the safety and welfare of evacuees or those in disaster areas. Welfare inquiry listings, along with registration listings, shall be coordinated with the EOC and law enforcement agencies for comparison with missing persons lists.

4. Support

- a. Use of public school facilities shall be a prime consideration for use as emergency mass care facilities. Utilization of these shall be coordinated with school officials.
- b. The permission to use facilities for disaster operations shall be secured from the owner/managers of selected facilities.
- c. The provision of shelter services shall be supported by coordinated efforts of Emergency Services, American Red Cross, and other voluntary organizations.

5. Communications

- a. The primary communications link between shelter/mass care facilities and the EOC shall be telephone. If telephones cannot be used or are overloaded, radio communications shall be provided by law enforcement, fire, or amateur radio operators.

- b. Shelter/lodging facility managers shall arrange for persons in their facility to monitor prescribed communication sources for guidance and announcements.

6. Implementation

- a. Provisions of this annex concerning mass care shall be implemented as soon as a need for temporary lodging or feeding is noted. While a coordinated government/Red Cross decision is desirable, the American Red Cross may independently activate their operations.
- b. Communications shall be established with all agencies and, in the event of an evacuation, essential personnel including volunteers shall be alerted. Required material resources (cots, blankets, food, etc.) shall be located and repositioned, if necessary. Hospitals shall be alerted to the possibility of receiving evacuee patients, when appropriate.

EMERGENCY SUPPLIES CHECKLIST

Emergency Equipment in the Main Office

- 1 Portable battery powered radio
- 1 Flashlight (with extra batteries)
- 1 Emergency Generator System
- 2 Megaphones portable - Self Contained Power
- 3 Walkie Talkies/Cell Phone

Emergency Kit in Each Classroom

Back pack
Flashlight
1 plastic garbage sack
Small first aid kit
First aid instructions
Paper Drinking Cups
1 gallon water
Class roster
Student Release Information Emergency Plans on clipboard
Emergency Kit for each student
Disposable Gloves

Additional Items

Exit Plans Posted in Each Room, including gym
Bomb Threat Checklist at each Office Phone
Emergency Phone Numbers Verified and posted at each phone
Date of Checklist Completion

FIRST AID INSTRUCTIONS

To be placed in every Emergency Back Pack

Abdominal Pain

Abdominal pain may be due to food poisoning, appendicitis, hernia, ulcer, gallstones, or kidney stones. The symptoms are so similar that medical assistance should be obtained if the pains continue for several hours.

Artificial Respiration

1. Steps for mouth to mouth artificial respiration

- a. Tilt the head and lift the chin.
- b. Look, listen, and feel for breathing (about 5 seconds).
- c. Pinch nostrils shut.
- d. Seal mouth and give 2 slow breaths (about 1 1/2 seconds long).
- e. Watch for chest to rise.
- f. Listen for air to escape from mouth.
- g. Watch for chest to fall.
- h. Check the pulse for about 5 to 10 seconds.
- i. If the victim has a pulse, but is not breathing:
 - Give 1 slow breath every 5 seconds for 1 minute (about 12 breaths)
 - Recheck the pulse
- j. If the victim is a child:
 - Give 1 slow breath every 3 second for 1 minute (about 20 breaths)
 - Recheck pulse
- k. If the victim is an infant:
 - Cover the nose as well as the mouth
 - Give 1 slow breath every 3 second for 1 minute (about 20 breaths) Recheck pulse

2. If victim's tongue obstructs airway

- a. Tilt the head
- b. Lift the jaw forward the jaw forward

3. If facial injuries make it impossible to use mouth to mouth method then use the manual method.

- a. Use mouth to nose if airtight seal impossible over victim's mouth.
- b. Small employee - treat as a child

4: Continue Artificial Respiration until victim begins to breathe for himself or until help

arrives.

5. Carbon Monoxide Poisoning or Asphyxiation (due to lack of oxygen) a. Check for breathing difficulties and give artificial respiration if they are not breathing.

Bleeding

1. Apply direct pressure on the wound.
2. Elevate the wounded area if an arm or leg is bleeding.
3. Apply pressure on the supplying artery of the arm or leg if steps 1 and 2 do not stop the bleeding.
4. Only as a last resort (if they will die without this) apply a tourniquet to stop bleeding. Once applied, a tourniquet must be loosened or removed **only by a doctor**. Make note of the time it was applied.

Internal Bleeding - Treat for shock.

Bone Injuries

1. **Dislocations:** fingers, thumb, shoulder

- a. Keep the part quiet. Immobilize shoulder with arm sling.

2. **Fractures**

- a. Signs of a closed fracture:
 - Swelling
 - Tenderness to touch
 - Deformity
 - Discoloration
- b. Treatment (**closed fracture** - no bleeding wound or broken skin)
 - Keep broken bone ends from moving.
 - Keep adjacent joints from moving (splint it). Elevate the wound.
 - Treat for shock.
- c. Treatment (**open fracture** - broken bone and broken skin)
 - Do not move protruding bone end.
 - If bleeding, control bleeding by direct pressure on wound, but don't move the bone. Treat the same as closed fracture after bleeding is controlled
- d. Splinting
 - Place one hand above and one hand below fracture to support it.
 - Splint the limb.
 - Elevate the limb.
 - Give care for shock.

- e. Sprains (injury to soft tissue around a joint)
 - Always immobilize.
 - Elevate joint.
 - Apply cold packs during first half hour.
 - Treat the same as close fractures.
 - X-ray may be necessary.

Burns

1. Degrees:

- a. Skin red (1st degree).
- b. Blisters develop (2nd degree). Never break or open blisters.
- c. Deep tissue damage (3rd degree).

2. First Aid for thermal burns - 1st and 2nd degree burns to exclude air:

- a. Remove victim from the burn source.
- b. Run burned area under cold water.
- c. Cover burned area with a thick, dry, sterile dressing and bandage firmly to exclude air.
- d. Elevate extremities higher than the heart.
- e. Give conscious. victims fluids to drink.

3. First Aid for 3rd degree burns:

- a. Do not add water.
- b. Apply a thick, dry, sterile dressing and bandage to keep out air.
- c. If large area, wrap with a clean sheet or towel.
- d. Keep burned hands and feet elevated and get medical help immediately.
- e. Treat the same as shock victim, giving fluids as indicated; warmth if necessary.

4. First Aid for chemical burns:

- a. Wash chemical away with water,
- b. Acid burn to the eye (also alkali burns),
 - Wash eye thoroughly with a solution of baking soda (1 teaspoon per 8-ounce glass of water) or plain water for 5 minutes.
 - If victim is lying down, turn head to side. Hold the lid open and pour from inner corner outward. Make sure chemical isn't washed out onto the skin.
 - Have victim close the eye, place eye pad over lid, bandage and get medical help.

Chocking (Heimlich Maneuver)

If the air passage is blocked by food or other foreign material, remove it with your finger if possible. Be careful not to force it deeper into the throat. If the person is coughing, he is getting

some air. But if the passage is completely blocked, (s)he can't breathe or speak.
IMMEDIATELY DO THE FOLLOWING:

1. Never give abdominal thrusts to a person who is not choking.
2. Ask the victim if (s)he is choking
3. If the victim cannot cough, speak or breathe:
 - a. Stand behind the victim.
 - b. Place thumb side of fist against middle of abdomen just above the navel.
 - c. Grasp the fist with your other hand.
 - d. Give quick upward thrusts.
 - e. Repeat the thrusts until:
 - The object is coughed up.
 - The victim starts to breathe or cough forcefully.

If the victim is on his back:

1. Kneel, facing him, astride his hips.
2. With one of your hands on top of the other, place the heel of the bottom hand on the victim's abdomen slightly above the navel and below the rib cage.
3. Press the heel of your hand forcefully into the abdomen with a quick, upward thrust.
If necessary, repeat several times.

Convulsions or Seizures

1. Symptoms:
 - a. Jerking movements
 - b. Muscular rigidity
 - c. Blue about the lips
 - d. May drool
 - e. High fever

These seizures are seldom dangerous, but they are frightening.

2. Causes:
 - a. Head injuries
 - b. Severe infections
 - c. Epilepsy
3. Treatment:
 - a. Prevent patient from hurting herself/ himself.
 - b. Loosen tight clothing.
 - c. Move objects the patient may hit.
 - d. Do not restrain.

- e. If breathing stops, apply mouth to mouth resuscitation.
- f. Do not give liquids nor put patient in warm water.
- g. When the seizure is over, treat as for shock, keeping patient warm.

Prompt medical help is needed if the patient does not have a history of convulsive disorders.

Diabetics

Diabetics may lose consciousness when they have too little or too much insulin. Unless you are thoroughly familiar with his treatment, it is better to seek medical help rather than to attempt first aid. These people often wear some type of medical identification. **Call 9-1-1** and they will tell you whether to give the victim fruit juices.

Ears

Foreign objects usually require medical assistance. Insects may be removed by using warm mineral or olive oil. When the head is tilted, the insect and oil usually drain out.

Electric Shock

1. Do not touch the victim if he is still in contact with the electricity.
2. Turn off the main switch or pull plug
3. Be aware of the possibility of breathing emergency

Eyes

Contact a physician immediately if the foreign substance is metallic or abrasive. Particles can often be washed out with water or removed with the corner of a clean handkerchief.

Fainting

Fainting is due to a temporary decrease of blood and oxygen to the brain. It may be preceded by paleness, sweating, dizziness, disturbance of vision and nausea.

Place the victim in a reclining position and treat as for shock. If a victim feels faint, have him sit and place his head between the knees.

Frostbite

The frostbitten area will be slightly reddened with a tingling sensation and pain. The skin becomes grayish-yellow, glossy and feels numb. Blisters eventually appear.

Re-warm the area by quickly submerging it in warm water (start with 98 degrees and gradually warm to 102-103 degrees.) Don't rub the area nor break the blisters.

Head Injury

1. Symptoms:

- a. May or may not be unconscious.
- b. Unconsciousness may be delayed one-half hour or more.
- c. Bleeding from mouth, nose or ear.
- d. Paralysis of one or more of extremities.
- e. Difference in size of pupils of the eyes.

2. First Aid of Head Injuries:

- a. No stimulants or fluids should be given.
- b. Don't raise his feet; keep the victim FLAT.
- c. Observe carefully for stopped breathing or blocked airway.
- d. Get medical help immediately.
- e. When transported, make sure the neck and back are always in alignment.
- f. Loosen clothing at neck.

Heart Attack

Call 9-1-1 and get your first-aid trained individual to help provide first aid. A heart attack may be identified by severe chest pains, shortness of breath, paleness and perspiration, indicating shock. Extreme exhaustion may also accompany the attack. The patient may breathe easier if he is propped up. Mouth-to-mouth resuscitation may be needed. Medical help with oxygen may be required.

Nosebleeds

Nosebleeds can be controlled by grasping the nose firmly between the fingers and holding it for 5 to 10 minutes. Direct pressure below the nose and above the upper lip will sometimes stop the bleeding. Ice packs will also help control bleeding. Nosebleeds are usually minor, but if bleeding can't be controlled, medical help is needed. Maintain pressure on nose until a doctor is present.

Poisoning

1. Call the Poison Control Center (1-800-456-7707).
2. In all oral poisoning, give liquids to dilute the poison.
3. Do not induce vomiting if the poison will burn again coming up.
4. Procedures for handling specific oral poisoning cases should be reviewed by employees of classes in areas where poisoning may take place.

Shock

1. Symptoms

- a. Pale, cold, clammy skin
 - b. Weak, rapid pulse
 - c. General body weakness
2. Ways of preventing shock and giving first aid
- a. Keep victim lying down.
 - b. Cover him/her only enough to keep him from losing body heat
 - c. Get medical help as soon as possible.
 - d. Raise head with blankets or pillows if victim has difficulty breathing.

Sunstroke

A person with sunstroke will have nausea, weakness, headache, cramps, pounding pulse, high blood pressure and high temperatures (up to 106 degrees.) The armpits are dry, skin flushed initially but later turn ashen or purplish. Delirium or coma is common.

Medical help is crucial. While waiting for medical aid, reduce the temperature with a cool bath, sponging with alcohol or water, until the temperature is down. Hospitalization should be immediate.

Wounds

1. An **abrasion** is a wound caused by scraping off the outer layer of skin. An abrasion is usually superficial with little bleeding but infection can occur unless the wound is cleaned with soap and water. Wash away from the wound.
2. An **incision** is a cut caused by a sharp object such as a knife, razor blade, or piece of glass. Bleeding is a serious problem. Medical help is often necessary in case the wound must be sewn.
3. A **laceration** is a tear or jagged, irregular wound caused by a hard object such as a rock, machine tool, bicycle or automobile. Animal bites are also lacerations. Surrounding tissue is damaged and bleeding may be profuse. A minor laceration can be cleaned with soap and water, but if the bleeding is severe, a pressure dressing may be needed. If the laceration is caused by an animal, medical help is required for testing and treatment of the animal.
4. A **puncture** wound is caused by deep penetration of a sharp object such as a pencil, nail, ice pick, bullet, spear or arrow. There may be little surface bleeding, but severe internal bleeding can result. A puncture wound is difficult to cleanse and may require a tetanus shot to guard against infection.
5. **Treatment:**
 - a. Wash wound with clear water and soap.
 - b. Lightly cover with a clean, sterile dressing.
 - c. Seek medical attention.

LIFE SAFETY CODE

SECTION 17-3. EDUCATIONAL OCCUPANCIES

17-311. Drills.

17-3111. Fire exit drills shall be conducted regularly in accordance with the applicable provisions of the following paragraphs.

17-3112. There shall be at least 8 fire exit drills a year in schools through grade 12. In climates where the weather is severe during the winter months, weekly drills should be held at the beginning of the school term to complete the required number of drills before cold weather so as not to endanger the health of the pupils.

17-3113. Drills shall be executed at different hours of the day or evening; during the changing of classes; when the school is at assembly; during the recess or gymnastic periods; etc., so as to avoid distinction between drills and actual fires. If a drill is called when pupils are going up and down the stairways, as during the time classes are changing the pupils shall be instructed to form in file and immediately proceed to the nearest available exit in an orderly manner.

17-3114. Every fire exit drill shall be an exercise in school management for principal and teachers, with the chief purpose of every drill complete control of the class so that the teacher will form its ranks quickly and silently, halt it, turn it, or direct it as desired. Great stress shall be upon the execution of each drill in a brisk, quiet, and orderly manner. Running shall be prohibited. In case there are pupils incapable of holding their places in a line moving at reasonable speed, provisions shall be made to have them taken care of by the more sturdy pupils, moving independently of the regular line or march.

17-3115. Monitors shall be appointed from the more mature pupils to assist in the proper execution of all drills. They shall be instructed to hold open doors in the line of march or to close doors where necessary to prevent spread of fire or smoke, per 5-2134. There shall be at least 2 substitutes for each appointment so as to provide for proper performance in case of absence of the regular monitors. The searching of toilet or other rooms shall be the duty of the teachers or other members of the staff. If the teachers are to do the searching, it should be done after they have joined their classes to the preceding lines.

17-3116. As all drills simulate an actual fire condition, pupils shall not be allowed to obtain clothing after the alarm is sounded, even when in home rooms, on account of the confusion which would result in forming the lines and the danger of tripping over dragging apparel.

17-3117. Each class or group shall proceed to a predetermined point outside the building and remain there while a check is made to see that all are accounted for, leaving only when a recall signal is given to return to the building or when dismissed. Such points shall be sufficiently far away from the building and from each other as to avoid danger from any fire in the building, interference with fire department operations, or confusion. between different classes or groups.

17-118. Where necessary for drill lines to cross roadways, signs reading: "STOP! SCHOOL FIRE DRILL" or equivalent shall be carried by monitors to the traffic intersecting points in order to stop traffic during the period of the drill.

17-312. SIGNALS

17-3121. All fire exit drill alarms shall be sounded on the fire alarm system and not on the signal system used to dismiss classes.

17-3122. Whenever any of the school authorities determine that an actual fire exists, they shall immediately call the local fire department using the public fire alarm system or such other facilities as are available.

17-3123. In order that pupils will not be returned to a building which is burning, the recall signal shall be one that is separate and distinct from and cannot be mistaken for any other signals. Such signals may be given by distinctive colored flags or banners. If the recall signal is electrical, the punch buttons or other controls shall be kept under lock, the key for which shall be in the possession of the principal or some other designated person in order to prevent a recall at a time when there is a fire. Regardless of the method of recall, the means of giving the signal shall be kept under a lock.

17-313. INSPECTION

17-3131. It shall be the duty of principals and teachers to inspect all exit facilities daily in order to make sure that all stairways, doors, and other exits are in proper condition.

17-3132. Open plan buildings require extra surveillance to ensure that exit paths are maintained clear of obstruction and are obvious.

APPENDIX C: FORMS

PARENT RELEASE FORM

Dear Parents:

In the event of an emergency school closure, we are asking that you sign this release form giving your neighborhood coordinator or assistant coordinator permission to take your child home

If for some reason, you will not be home, your child will be kept at the home of the neighborhood coordinator or assistant coordinator. If so specified by you, your child **can** go to another location within your neighborhood group.

It is very important for the safety of your child **that he/she be aware of this arrangement and that your neighbor agrees to assume the responsibility.**

Child's Name: Teacher's Name: Grade Room #

Person Who Has Permission To Pick Up Your Student:	Person Who Has Permission To Pick Up Your Student:
Name:	Name:
Phone:	Phone:
Address:	Address:
Person Who Has Permission To Pick Up Your Student:	Person Who Has Permission To Pick Up Your Student:
Name:	Name:
Phone:	Phone:
Address:	Address:
Parent / Guardian Signature	Date:

Quest Academy
Emergency Preparedness Plan
Your Part

As the new school year starts we would like to inform you of your part in our school's Emergency Response Plan.

1. Practice and review emergency plans, family meeting places and emergency telephone numbers regularly with your children.
2. Each year make your child's teacher aware of his/her health or physical needs that would require special action or supplies during an emergency. Make sure your child's teacher has a supply of vital medication on hand in their backpack.
3. Make sure that student information card has the name, address, and phone number of anyone you want to pick up your child during an emergency. Students will NOT be released to ANYONE not listed on this card.
4. Make sure your child is familiar with the people he/she may leave with and that they know that it is OK to leave with them in the event of an emergency.
5. Make sure that life sustaining medication, emergency phone numbers, etc. are given to the person/persons you want to take care of your child in the event of an emergency and you can not get home to take care of them.
6. Be aware that you may not be able to get to your child in the event of a large scale emergency. Be aware that the person picking up your child may have them for several hours or days. Prepare them, yourself, and your children for this eventuality.
7. Make sure that each of your children that are enrolled at QA have an **Emergency Kit**.

Please follow these directions for filling that emergency kit exactly as we are very limited on space.

- a. Sandwich size ziploc bag
- b. Emergency blanket (the silver ones that are folded very small),
- c. Fruit snack or granola bar
- d. 1 piece of hard candy
- e. A current picture of your family, including student, for comfort and identification
- f. Activity (paper/crayon, crossword puzzle, word search etc.)
- g. A comforting note from Mom or Dad.

It is very important that these items fit in a sandwich sized ziploc bag.

Quest Academy Emergency Preparedness Plan

Dear Parents:

The Emergency Preparedness Committee has developed a preparedness plan for emergencies involving earthquakes, fires, or other disasters. Parents need to be advised as to what to expect while their children are in school. The procedures that follow will be implemented in case of an emergency:

1. In case of a fire alarm, students will be evacuated from the building. In the event of an actual fire and/or bad weather, students will be evacuated
2. Sometimes an emergency may make it necessary to also evacuate the school grounds. The school will call the POET Chairman and the Emergency Preparedness Chairman, who will in turn start calling the phone tree to inform parents. Notice will be left on the front door (if it is intact), or the flag pole (if the door is gone) informing parents where to find their children. **Only parents or adults listed on the student information cards will be allowed to check students out.**
3. If there is an earthquake, students will be kept in classrooms until quaking stops. Students will be evacuated from the building. If there is too much damage to use the school as a shelter, see number 2.
4. Floods, power outages, severe storms, nuclear problems or any other disaster will normally result in students being held at school, in their regular classes, until the usual departure time or sent home as in number 2.
5. Parents should discuss with their students what to do in an emergency and alleviate their fears.
6. Each classroom has an emergency back pack that includes your child's registration information and emergency contacts. This back pack will have an emergency kit for every student which will be provided by the student's parents.

MEDICAL RELEASE FORM

This is a medical release for a Minor child, which may permit treatment in an emergency. While there are other methods for hospitals and other medical facilities to obtain permission to treat a minor child in the absence of parental consent, it is a good idea to have one of these permission slips on file in the office, in the teacher's backpack, in the child's doctor's office, as well as the nearest hospital to be sure there is no delay in case of an emergency. The information must be updated annually or more often if the information contained herein changes.

I, _____, Parent or Legal Guardian of

_____, a minor child, hereby authorize any Medical or Surgical treatment that may be necessary in an emergency, and in my absence, for the well being of the above mentioned minor. I agree to hold the physician or hospital treating the above mentioned minor harmless. I also give the hospital permission to release information to my insurance company(s) and give them permission to collect payment from said insurance company(s).

Allergies: _____

Medication currently taking: _____

Regular Physician: _____ Phone No. _____

Home Address: _____ Home Phone: _____

Father's Name: _____

Employer: _____ Work Phone: _____

Social Security Number: _____

Insurance Co: _____ ID number: _____

Mother's Name: _____

Employer: _____ Work Phone: _____

Social Security Number: _____

Insurance Co: _____ ID number: _____

Name of person other than guardian to contact in case of an emergency:

Relationship:

Address: _____ Phone: _____

Date: _____ Signature of Parent/Legal Guardian _____

QA
BOMB THREAT FORM

of the

RECEIVING A BOMB THREAT

<i>Excellent</i> <input type="checkbox"/> <i>Poor</i> <input type="checkbox"/> <i>Fair</i> <input type="checkbox"/> <i>Foul</i> <input type="checkbox"/>	<i>Local</i> <input type="checkbox"/> <i>Foreign</i> <input type="checkbox"/> <i>Race</i> <input type="checkbox"/> <i>Can't Identifir</i> <input type="checkbox"/>	
<i>CALLERS MANNER:</i>		
<i>What kind of Bomb?</i>	<i>What is the timing device?</i>	<i>Where are you now?</i>
<i>What is your Name?</i>	<i>Address?</i>	

Log for School Fire and other Emergency Drills

LOG FOR SCHOOL FIRE AND OTHER EMERGENCY DRILLS		
YEAR:	PRINCIPAL:	SCHOOL:
Date	Time Required for Evacuation	Type of Drill (10 Fire Drills per year for elementary schools and 1 per quarter (4 total) are required for secondary schools. One other drill per school year is also required.)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Recommended Basic First Aid Supplies

RECOMMENDED BASIC FIRST AID SUPPLIES (All supplies available from Davis School District Purchasing)					
Item	Warehouse	Size	Quantity	Amount	Amount
Bandaide, flexible	03000200	1" x 3"	100/box	1/3rd box	5 boxes
Steripads, Johnson &	03000800	2" x 2"	100/box	1/3rd box	5 ^{boxes}
Steripads, no-stick	03000705	2" x 4.5"	50/pkg	1 package	10 pkgs
Surgical tape, fabric	03001200	1" x 5 yds	1 roll	1 roll	50 rolls
Gloves, vinyl	03003201	small	100/box	10 gloves	2 boxes
O-tip swabs	03002600	standard	1000/bo	50 swabs	1 box
Elastic ACE bandage	03001900	3" x 62"	1	1 roll	5 rolls

RECOMMENDED BASIC FIRST AID SUPPLIES (Continued)
(All supplies available from Davis School District Purchasing)

Item	Warehouse Requisition Number	Size	Quantity	Amount	Amount
Cervical collar	03001600 03001700	small	1	NA	1 collar
Thermometer, oral	03001300	standard	1	1	5 therm.
Thermometer covers,	03002200	standard	50/box	5 covers	2 boxes
Splint, cardboard	03002900	arm, 12"	1	NA	5
Tidy towels	03003300	13" x	500/case	30 towels	1 case
Plastic trash bags		all sizes	see	1 bag	100 bags
Sanitary napkins	04019000	standard	100/box	5 napkins	1 box

APPENDIX D: OTHER DOCUMENTS

MAP FOR EVACUATION

Need

MAP FOR UTILITY SHUTOFFS

ask

Sheldon for map

MAP OF SAFE **ROUTE** TO SECONDARY SITE

There is no "safe" route at this time. The Secretary will contact UTA to provide transportation to the Secondary Site.

STAFF PHONE LIST

update

Faculty Directory

Home phone:

Cell phone:

CPR s

CALL UP LIST - STAFF

Need to do

Person in capital letters calls those listed below their name. (Teacher leaders call the other teachers as indicated.)