

BRIDGE ELEMENTARY

**EMERGENCY RESPONSE
AND PREPAREDNESS PLAN**

Last Adopted by Board of Directors: July 21, 2020
Last Reviewed by Committee: July 15, 2020

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APPROVAL STATEMENT

The Emergency Response and Preparedness Plan for Bridge Elementary has been reviewed and found to comply with known applicable requirements.


Lani Rounds (Jul 22, 2020 14:05 MDT) Jul 22, 2020
Principal/Director Date


Shirley Atkinson (Jul 22, 2020 21:49 MDT) Jul 22, 2020
Board President Date

INTRODUCTION

Bridge Elementary is a K-6 charter school located at 4824 S. Midland Drive, Roy, Utah 84067. The school site consists of one building. As of the 2020-2021 school year, the school had approximately 525 students enrolled and approximately 68 employees.

An emergency is the existence of conditions of disaster or extreme peril to the safety of persons or property caused by air pollution, fire, flood or floodwater, storm, epidemic, riot, earthquake, intruder or other causes. An emergency may require a response that is beyond the capability of the services, personnel, equipment and facilities of the school and require the combined efforts of the State or other political subdivisions.

School facilities must be prepared to respond to an emergency or traumatic event in an organized and timely manner so that students and staff can continue to function effectively without additional trauma or the development of additional emergencies. Every school emergency must be managed in a way that ensures the safety of everyone involved. In order to provide a safe and secure teaching and learning environment, personnel must plan for the management of emergency events that cannot be predicted or prevented.

PURPOSE

This plan is adopted pursuant to Utah Code § 53G-4-402(18) and R277-400.

One of the greatest mistakes school personnel make in emergencies is not knowing what to do and when to do it. Planning, training and drills will help prevent mistakes. This plan provides specific steps to take in the most likely emergency situations.

- A. Preparation and procedures are necessary for the safety of students and school personnel. Planning, preparation, and training will help school personnel learn the proper course of action in an emergency. This plan will provide step-by-step guidelines to help deal with emergencies.
- B. The school's emergency plan must be well organized, and all staff members must be trained in order to effectively prepare for an emergency.
- C. This plan cannot foresee all possible circumstances of an emergency. Staff must be prepared to evaluate all the circumstances and make sound judgments based on the situation.
- D. Procedures will be developed to provide for disabled and non-English speaking students and staff.

GENERAL

DIRECTION AND CONTROL

The school's Board of Directors, through the school's Principal/Director, is the chief officer for school emergencies. The Principal/Director has the primary responsibility for implementing this plan and any related policies and procedures.

Site personnel will handle less serious emergencies on site with the assistance of local fire and law enforcement agencies as necessary.

In case of a more serious emergency that is beyond the capabilities of school personnel to handle, site personnel will coordinate with local emergency response agencies. This may include having a school staff member act as liaison with responding agencies.

COMMITTEE – PLAN DEVELOPMENT AND MAINTENANCE

A committee will be established to develop and periodically review this plan. The committee may consist of individuals such as the Principal/Director, maintenance personnel/custodian, office staff, teachers, school counselors, and parent volunteers. Local law enforcement, fire/EMS, and other governmental agencies/bodies vested with responsibility for directing and coordinating emergency services on local and state levels will also be invited to participate.

The school's committee will review this plan at least every three (3) years as well as update information and assignments and suggest any changes that may be necessary to maintain this plan's usefulness. Part of the review will include reviewing the school's existing security measures and procedures and recommending any necessary adjustments as funding permits.

FILING OF PLAN AND PROVIDING NOTICE OF PLAN

A copy of this plan will be filed with the Principal/Director.

The school will provide parents and staff of the school written notice of this plan at the beginning of each school year via the school's website and registration packet.

The school will also annually provide parents, as part of its registration and enrollment process, a summary of parental expectations and notification procedures related to the school's parent and student reunification plan in the event of an evacuation (see the evacuation procedures and its parent and parent and student reunification sections in this plan).

PLAN CERTIFICATIONS

Upon request, by July 1 of each year the school shall certify to the State

Superintendent that this plan has been (a) practiced at the school level; and (b) presented to and reviewed by the school's teachers, administrators, students and guardians, local law enforcement, and public safety representatives consistent with Utah Code § 53G-4-402(18).

EDUCATIONAL SERVICES, SUPERVISION OF STUDENTS, AND BUILDING ACCESS DURING EMERGENCIES

The school will, to the extent reasonably possible, provide educational services during school hours to students whose regular school program has been disrupted by an extended emergency. The school's ability to provide educational services will depend on the nature and extent of the emergency, including the school's ability to locate a facility if the building has been damaged, the impact of the emergency on the school's staff members, and the availability of other resources necessary to service students. In the event of such an emergency, the school will provide notice to parents regarding the details of the arrangements that have been made to provide educational services.

In emergency situations where it is necessary to evacuate the school, the school will follow the evacuation procedures set forth in this plan. Teachers or other school personnel will provide reasonable care and supervision of students until students are released in accordance with this plan and the evacuation procedures. All visitors at the school will also be instructed to evacuate the school during such emergency situations.

During emergency situations, the following school personnel are entitled to possess and use access cards/keys to the school building:

- Academica West Education Service Provider
- Director/Principal
- Lead Secretary
- Lead Custodian
- Director of Operations

In non-emergency situations, all doors to the building are generally locked until 7:30 a.m. Authorized Staff may access entrance to the building at any time with access cards/keys. The front door is generally unlocked from 7:30 a.m. to 4:30 p.m. The time may be extended if there is an activity at the school. It is generally the only door that is unlocked.

TRAINING

Each year the school will provide students with emergency preparedness training appropriate to their ages. This training may include items such as evacuation, rescue techniques, first aid, safety measures for specific emergencies, and other emergency skills.

In addition, the school will designate an emergency preparedness/emergency response week prior to April 30 each year for the purpose of providing emergency preparedness or

response training, distributing current and relevant safety information, and conducting emergency related activities such as those described in R277-400-4((4)(3)).

The school will also provide annual training for staff on their roles, responsibilities and priorities under this plan.

DRILLS

During the school year, the school will conduct emergency drills at least once each month during school time. Fire drills will occur every other month during the school year, with the first fire drill occurring in the first 10 days of the school year. Flow tests will be done quarterly. Fire drills will be initiated by activation of the fire alarm system and will include the complete evacuation of all persons from the school building or portion of the building used for educational purposes, with the exception of staff members responsible for notifying the fire department and handling emergency communication. The school will notify the local fire department prior to each fire drill if notice is required by the local fire chief.

The school will alternate doing one of the following practices or drills in the months where no fire drills are conducted: shelter in place; earthquake; lock down or lock out for violence; bomb threat; civil disturbance; flood; hazardous materials spill; utility failure; wind or other types of severe weather; parent and student reunification; shelter and mass care for natural and technological hazards; or another emergency drill appropriate for the school's location.

No later than October 1 each year, the school will conduct at least one annual drill for school emergencies in addition to the emergency drills described above.

The school will coordinate with local law enforcement and other public safety representatives in appropriate drills for school safety emergencies.

FUNDS FOR EMERGENCIES

The Principal/Director will ensure that, in the event of an emergency, all funds expended in connection with the emergency will be documented as such. The Principal/Director will coordinate with the school's property and casualty insurer regarding the filing of any insurance claims and seeking reimbursement for losses and emergency expenditures.

SAFETY PROCEDURES

PICK-UP AND DROP-OFF PROCEDURES

During normal events parents drop off and pick up students at the front of the school.

During an emergency, if the campus is accessible during a school emergency, parents will line up in the car pool stacking lanes and move along in front of the school as they do during normal pick procedures. Staff will contact parents in their cars to determine which students they are picking up and will facilitate students moving from their location (lined up by grade level on the west side of the field), to the parent or guardian's car. Staff will access to a list from the SIS identifying the individuals who parents have identified as being allowed to pick up students. Staff will maintain a list indicating which parent or guardian picked up which student.

In the event the campus is not accessible during a school emergency, parents or guardians will retrieve students from the LDS Church located one block west of the school at 3649 W 4800 S, Roy, UT. Staff and parents will follow the **Parent and Student Reunification** Procedures in this document.

SAFE WALKING/BIKING PROCEDURES

The following procedures are established to help ensure the safety of students who walk or ride bikes to school.

- ☐ ***The school is only responsible for students while they are on school grounds.***
- ☐ Parents should review their children's walking/biking route with them and teach them to be safe.
- ☐ Some routes to school may have stretches with no sidewalk, and/or intersections with no crossing guard. Students should use caution, stay well off the street, and cross roadways only after looking both ways.
- ☐ Bikers should wear a helmet and stay to the far right side of the street.
- ☐ If possible, students should not walk or bike to and from school alone. Students should avoid talking to strangers and never approach their cars. Students should scream and run away if they feel they are in danger. They should then tell a crossing guard, another mother with kids, or a teacher or other adult at school what happened as soon as possible.
- ☐ Once on school grounds, students should walk their bike and stay on sidewalks.

SAFE ROUTES UTAH PLAN

SAFE ROUTES UTAH PROGRAM

Approx. 4825 S Midland Dr
Roy, UT 84067

The Bridge Elementary campus is located at approximately 4824 South Midland Drive in Roy. The elementary will serve approximately 588 students in grades K-6.

Most students will arrive and depart in carpools or guardian vehicles. Patrons are asked to follow the schools designated Drop Off and Pick Up procedures to ensure student safety and the efficiency of traffic flow through the area.

Traffic Controls

There are various stop, yield, and traffic signals throughout the neighboring subdivisions and access routes. Parents who choose to allow their students to walk or bike to and from school will assume responsibility for all risks involved. Travelers should obey all traffic lights, laws, signs, and signals and cross carefully and legally to enter and exit school grounds.

Traffic lights exist on 4800 South and 3500 West, and 5600 South and 3500 West.

Hazards and Sidewalks

Parents and students who decide to walk or bike to and from school should follow the safest routes possible using sidewalks or crosswalks to reach nearby residential neighborhoods. Parents who choose to allow their students to walk or bike to school are encouraged to travel these routes with their children to determine the safest route possible.

Bridge Elementary recommends sidewalk/pedestrian traffic improvements in the following areas:

- *South side of 4800 south crossing the canal*
- *East and west sides of the canal on Midland*

School Crosswalk

Bridge Elementary recommends school crosswalk improvements in the following areas:

- *It is recommended that a crosswalk be placed to the west of the school along Midland so that students from west and south of the school can cross and access the building safely.*

- *It is recommended a crossing guard be placed at the intersection of 4800 S and 3500 W.*

Walking and Biking Routes

Students riding their bicycles should stay on the extreme far right of the road, when necessary, allowing vehicle traffic the right of way as much as possible. Where available, students should ride on sidewalks as much as possible.

Below are the current walking and biking routes:

North:

When leaving the school, students living north of the 4800 South should walk east to the intersection of 3500 W. and 4800 S. using the traffic and pedestrian controls to cross to the appropriate street and proceed with caution. NOTE: there is no safe crossing from the east side of 3500 W to the west side of 3500 W north of the aforementioned intersection.

South:

When leaving the school, students should travel south along Midland, but should avoid crossing the canal bridge on Midland as there is no route for pedestrian traffic. Students should then head east on 4850 S to access their neighborhood road south of the school. For those who reside south and west of the school, improvements along 4800 S. and Midland are required before pedestrian traffic is safe.

East:

When leaving the school, students should travel north on Midland to 4800 south, turn right and walk toward the intersection of 3500 W. and 4800 S. Students should use the traffic and pedestrian controls to cross 3500 W. and 4800 S. to access a safe sidewalk route to the east of the school. NOTE: Caution should be used to cross the train tracks at approximately 2700 W. and 4800 S.

West:

Improvements along 4800 S. and Midland are required for students living west of the school and south of Midland before pedestrian traffic is safe. For those living west of the school and north of 4800 S, students leaving the school should first go north on Midland, turn right and walk toward the intersection of 3500 W. and 4800 S. Students should use the traffic and pedestrian controls to cross 3500 W. and 4800 S. to access a safe sidewalk route and their residence.

Overview

Based on the student population and the residential locations within a mile radius, it is estimated 25% or more of Bridge Elementary students will walk or

VISITORS ON CAMPUS

A key aspect of school safety involves controlling who comes on the campus and what they bring with them. The school will therefore require all visitors to enter through the front entrance and sign in at the office. In the event of an emergency requiring evacuation, the front office must have an accurate accounting of everyone on the campus so they can inform first responders.

- ☐ Authorized Visitors register their presence with the school office, wear a visitor or volunteer tag provided by the office, and comply with school procedures to conduct campus business.
- ☐ Unauthorized Visitors do not register in the office, but their presence is perceived as non-threatening. These persons, when approached, will immediately comply with visitation procedures.
- ☐ Intruders are unauthorized visitors who do not cooperate with school staff, who refuse to comply with visitation procedures, and whose presence is perceived as hostile or threatening to students or staff.
- ☐ ANYONE seen on campus without a visitor or volunteer badge should be asked about his or her presence. "May I help you?" is an appropriate question when greeting someone without a nametag. Parents and volunteers may politely ask about someone's presence when they are not wearing a visitor or volunteer badge.
- ☐ If someone does not have an appropriate badge or tag displayed, they should be directed to the front office for proper sign in.
- ☐ Parents should sign in all younger children and infants who accompany them in order to allow the office to account for everyone in the building in the event of an emergency.
- ☐ Visitors who sign in and wear a badge or tag may become a campus "intruder" depending on their actions while on campus. Visitors should state their business when signing in. Straying from campus business can be a disruption to classroom instruction and should be avoided.
- ☐ Visitors should always sign out when leaving campus.
- ☐ Notices will be posted on all door to the school outlining the required check-in procedure for parents.

OFF CAMPUS STUDENTS

The school's office staff will ensure that they are able to identify all students who are off campus during the school day participating in a school-related activity or excused from school for a period of time to participate in religious instruction at the request of the student's parent. Office staff will ensure that they have contact information for the staff member responsible for the school-related activity and for the individual responsible for the religious instruction and will, to the extent practicable, notify those students in the event of an emergency at school, including a school violence emergency.

MEDIA

All school staff must refer media inquiries to the school spokesperson.

The Principal/Director and Law Enforcement assume responsibility for issuing public statements during an emergency.

- ☐ The Principal/Director typically serves as the school spokesperson unless he/she or the Board of Directors designates another spokesperson. If the spokesperson is unavailable, an alternate assumes responsibilities.
- ☐ The Principal/Director or his/her designee also coordinates with emergency responders.

School Spokesperson: Lani Rounds: (801) 499-5180

Alternate School Spokesperson: Stacy Henry: (801) 499-5180

During an emergency, adhere to the following procedures:

- ☐ Principal/Director prepares a written statement to use when responding to media inquiries.
 - ☐ Be brief and focus only on facts.
 - ☐ Respect privacy of victim(s) and family of victim(s). **Do not release names to media.**
 - ☐ Emphasize safety of students and staff first.
 - ☐ Briefly describe school's plan for responding to emergency.
 - ☐ Avoid exaggerating or sensationalizing situation.
 - ☐ Adapt statement as needed.
- ☐ Staff members who receive media inquiries should note the individual's contact information and what information they are seeking, let them know that the school spokesperson will be contacting them, and forward the information to the school spokesperson to respond.
- ☐ Establish a media information center away from school if necessary.
- ☐ Update media regularly. **Do not say "No comment".**
- ☐ Do not argue with media.
- ☐ Maintain log of all telephone inquiries.

SAMPLE PUBLIC STATEMENT FORM

Check () as appropriate:

School: _____

Date: _____ Time: _____

NOTE: If this is used as a script, read only those items checked. Make no other comments.

(Check off, fill in, and cross off as appropriate.)

_____ has just experienced _____

___ The (students/employees) [(are being) or (have been)] accounted for.

___ No further information is available at this time.

___ Emergency medical services [(are here) or (are on the way) or (are not available to us)].

___ Police [(are here) or (are on the way) or (are not available to us)].

___ Fire Dept. /paramedics [(are here) or (are on the way) or (are not available to us)].

___ _____ [(are here) or (are on the way) or (are not available to us)].

___ Communication center(s) for parents (is/are) being set up at _____
_____ to answer questions about individual students.

___ Communication center(s) for families (is/are) being set up at _____
_____ to answer questions about individual employees.

___ Injuries have been reported at _____
and are being treated at the site by (Staff/professional medical responders). (#) _____
reported injured.

____ Students have been taken to a safe area at _____
and are with [(classroom teachers/staff) or (_____)].

____ (#) Students have been taken to the local emergency room for treatment of serious
injury. Parents of injured students should go to the emergency room at _____
_____.

____ (#) Confirmed deaths have been reported at _____.
Names cannot be released until families have been notified.

____ Structural damage has been reported at _____

Release restrictions _____ No _____ Yes
If yes, what? _____

Released to the public as Public Information Release # _____

Date/Time: _____

EMERGENCY PROCEDURES

ASSAULT/FIGHTS

- ☐ Ensure the safety of students and staff first.
- ☐ Notify Principal/Director.
- ☐ Call 911 or police if necessary. Principal/Director must notify police if weapon was used, victim has physical injury causing substantial pain or impairment of physical condition, or assault involved sexual contact (Defined as intentional touching of anus, breast, buttocks or genitalia of another person in a sexual manner without consent. This includes touching areas covered by clothing.).
- ☐ Defuse situation, if possible.
- ☐ Notify CPR/first aid certified persons in school building of medical emergencies (names of CPR/first aid certified persons are listed in the appendix).
- ☐ Assemble necessary Crisis Team Members as applicable.
- ☐ Seal off area where assault took place.
- ☐ Principal/Director notifies parents of students involved in assault.
- ☐ Document all activities. Ask victim(s)/witness(es) for their account of incident.
- ☐ Assess counseling needs of victim(s) or witness(es). Implement any necessary post-crisis procedures.

BOMB THREAT

Upon receiving a message that a bomb has been planted in school:

- ☐ Use bomb threat checklist below.
- ☐ Ask the caller the questions in the checklist.
- ☐ Listen closely to caller's voice and speech patterns and to noises in background.
- ☐ After hanging up phone, immediately dial *69 to trace call.
- ☐ Notify Principal/Director.
- ☐ Call 911.
- ☐ Principal/Director orders evacuation of all persons inside school building(s).

Evacuation procedures:

- ☐ Use standard fire drill procedures. Evacuation prompt: *"Please begin our school wide fieldtrip."*
- ☐ Do not mention "Bomb Threat".
- ☐ Direct students to take their belongings.
- ☐ Students and staff must be evacuated a safe distance from school building(s). Principal/Director may move students to the secondary relocation center, the LDS Church property at 4800 S. 3649 W., if weather is inclement or building is damaged.
- ☐ Teachers take roll after being evacuated.
- ☐ No one may re-enter the building(s) until fire or police personnel declare them safe.
- ☐ Principal/Director notifies students and staff of termination of emergency.
- ☐ Resume normal operations.

Signal: "Please begin our school wide field trip"

Action: Evacuate the building

BOMB THREAT CHECKLIST

Description Detail Report

Questions to ask:

- 1) When is the bomb going to explode?
- 2) Where is it right now?
- 3) What does it look like?
- 4) What kind of bomb is it?
- 5) What will cause it to explode?
- 6) Did you place the bomb?
- 7) Why?
- 8) What is your address?
- 9) What is your name?

Exact wording of the threat:

Sex of Caller:

Race:

Length of call:

Age:

Date:

Time:

Number at which call was received:

Callers Voice - Circle as applicable:

- | | |
|------------|-------------------|
| • Calm | • Nasal |
| • Angry | • Stutter |
| • Excited | • Lisp |
| • Slow | • Raspy |
| • Rapid | • Deep |
| • Soft | • Ragged |
| • Loud | • Clearing Throat |
| • Laughter | • Deep |
| • Crying | • Cracked Voice |
| • Normal | • Disguised |
| • Distinct | • Accent |
| • Slurred | • Familiar |

If voice is familiar, who did it sound like?

Background Sounds:

- | | |
|-----------------|---------------------|
| • Street Noises | • Factory Machinery |
| • Animal Noises | • Voices |
| • Clear | • PA System |
| • Static | • Local Call |
| • Music | • Long Distance |
| • House Noises | • Phone Booth |
| • Motor | • Office Machinery |
| • Other | |

Threat Language:

- | | |
|--------------------------|----------------|
| - Well Spoken (educated) | - Taped |
| - Incoherent | - Message read |
| - Foul | - Irrational |

COMMUNICATION (EMERGENCY)

When an emergency condition exists, the Principal/Director will notify personnel to respond to their area of assignment. The methods of communication listed below may be used. Notifications will be given in plain language.

- ☐ Intercom
- ☐ Hand Radio
- ☐ Telephone
- ☐ Runners

EARTHQUAKE

When an earthquake strikes:

- ☐ Call 911.
- ☐ Assume the preferred defensive position: kneeling under a desk or table while holding tightly to its legs.
- ☐ If it is not possible to respond in the preferred manner, an appropriate defensive position may be up against a wall or in a doorway, squatting and covering one's head.
- ☐ If possible, stay away from windows.
- ☐ Remain in these positions until reasonably certain the quaking has stopped or until further instructions have been given from the school office.
- ☐ Follow evacuation procedures to evacuate the school building when it has been deemed safe and appropriate by the Principal/Director.
- ☐ Once outside, stay clear of building, trees, poles, and power lines.
- ☐ Assemble in predetermined areas and account for all students.
- ☐ Remain in assembly areas until situation is assessed and further directions are given.
- ☐ Principal/Director may move students to the secondary relocation center, the LDS Church property at 4800 S. 3700 W., if weather is inclement or building is damaged.
- ☐ No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- ☐ Principal/Director notifies students and staff of termination of emergency.
- ☐ Resume normal operations.

Signal: Shaking and Rumbling Noises

Action: Duck and cover, evacuate the building when safe

EVACUATION

In some emergency scenarios, it may be necessary to evacuate the school.

1. Evacuation

- ☐ Principal/Director is responsible for assessing situation and issuing evacuation order.
- ☐ Principal/Director will determine whether to evacuate to primary relocation center outside of building or to secondary relocation center, located at the LDS Church one block west of the school, 3649 W 4800 S, Roy.
- ☐ In the event of evacuation to secondary relocation center, Principal/Director will ensure that personnel at secondary location are notified.
- ☐ Students and staff will follow standard evacuation drill procedures and route. Follow alternate route if normal route is too dangerous.
- ☐ Close all doors and windows.
- ☐ Turn off lights, electrical equipment, gas, water faucets, air conditioning and heating system.
- ☐ Place evacuation sign in window.
- ☐ Lock doors.

2. Relocation Centers

- ☐ Primary Relocation Center – West side of the field that is located on the north west side of the school.
- ☐ Secondary Relocation Center – LDS Church property at 4800 S. 3649 W., Roy, Utah 84067.

3. Teachers

- ☐ Direct students to follow normal evacuation drill procedures unless Principal/Director alters route.
- ☐ Take classroom roster and emergency kit.
- ☐ Close classroom doors and turn out lights.
- ☐ When outside building, account for all students. Inform Principal/Director

immediately of missing student(s).

- ☐ Teachers will travel to evacuation site with their students. Take roll again upon arrival at the relocation center.

4. Parents

- ☐ Parents should not drive to the school if an evacuation is announced. Roads must be kept clear for emergency vehicles.
- ☐ In case of an emergency evacuation, students may be excused to individuals identified in the SIS. It is the parents' responsibility to keep SIS emergency contacts updated. In addition, the school may release a student who is under 15 years old only if a parent or other responsible person has been notified and assumed responsibility for the student.
- ☐ When allowed, parents will be asked to sign their children out. Parents and others allowed to pick up students should bring photo ID.

5. Parent and Student Reunification

- ☐ Requesting adult fills out Student Release Form, gives it to staff member, and shows identification.
- ☐ Staff verifies identification, pulls Emergency Card from file, and verifies that the requester is listed on the card.
- ☐ Staff instructs the requester to proceed to the Release Gate.
- ☐ Runner takes the Emergency Card with the Student Release Form to the designated classroom/location for the requested student(s).
- ☐ Staff files a blank card with the student's name on it in the "out box".

If Student Is with Class:

- ☐ Runner shows Student Release Form to the teacher
- ☐ Teacher marks "Sent with Runner" on the Student Release Form.
- ☐ If appropriate, teacher marks "First Aid" and sends parent copy of Notice of First Aid Care Form with runner.
- ☐ Runner walks student(s) to Release Gate.
- ☐ Runner hands paperwork to release personnel.

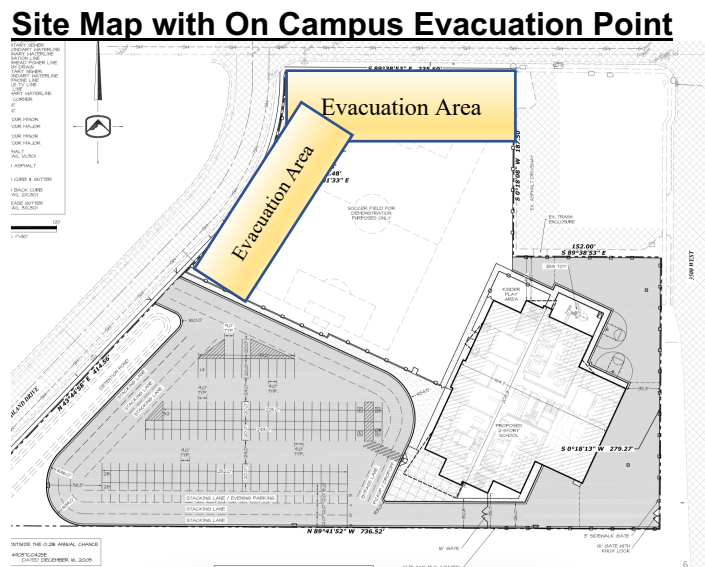
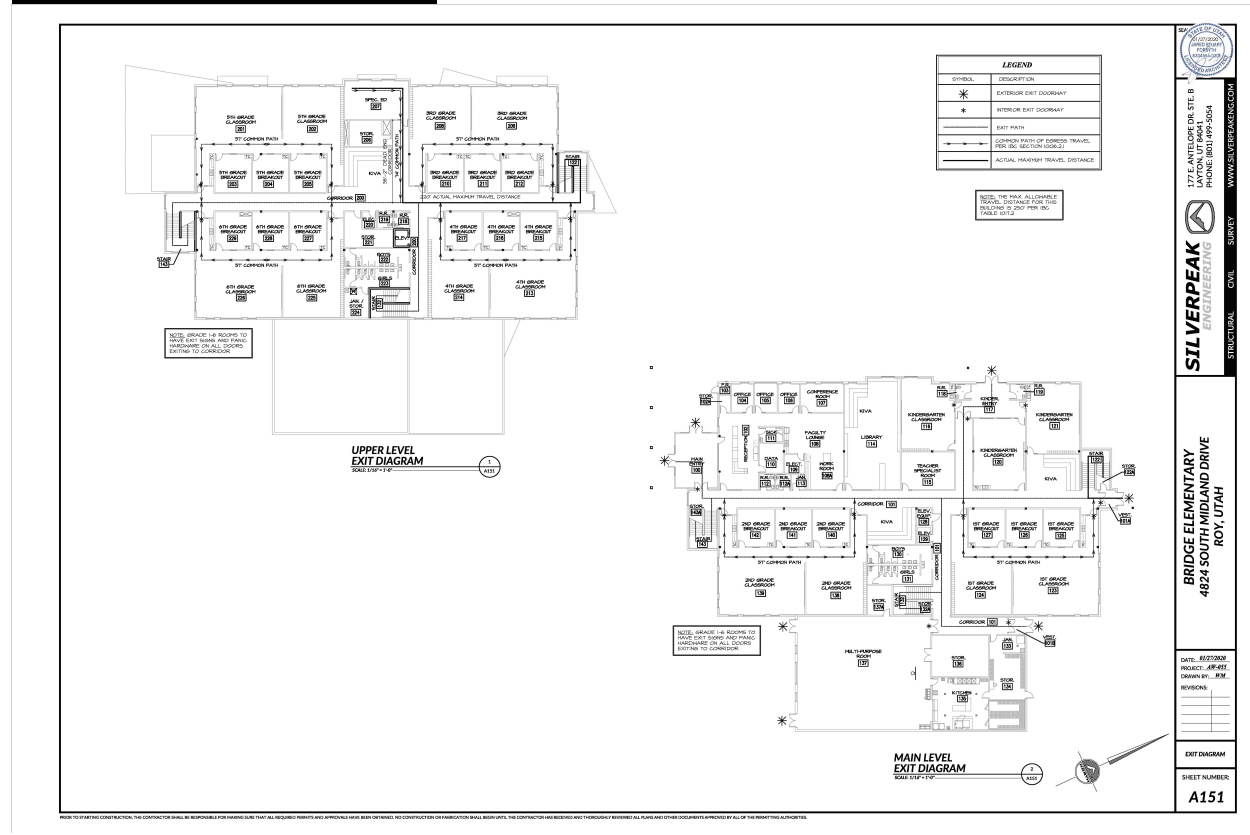
- ☐ Release personnel match student to requester, verify proof of identification, ask requester to fill out and sign the lower portion of Student Release Form, and release student to requester.

- ☐ Parents are given the Notice of First Aid Care Form, if applicable.

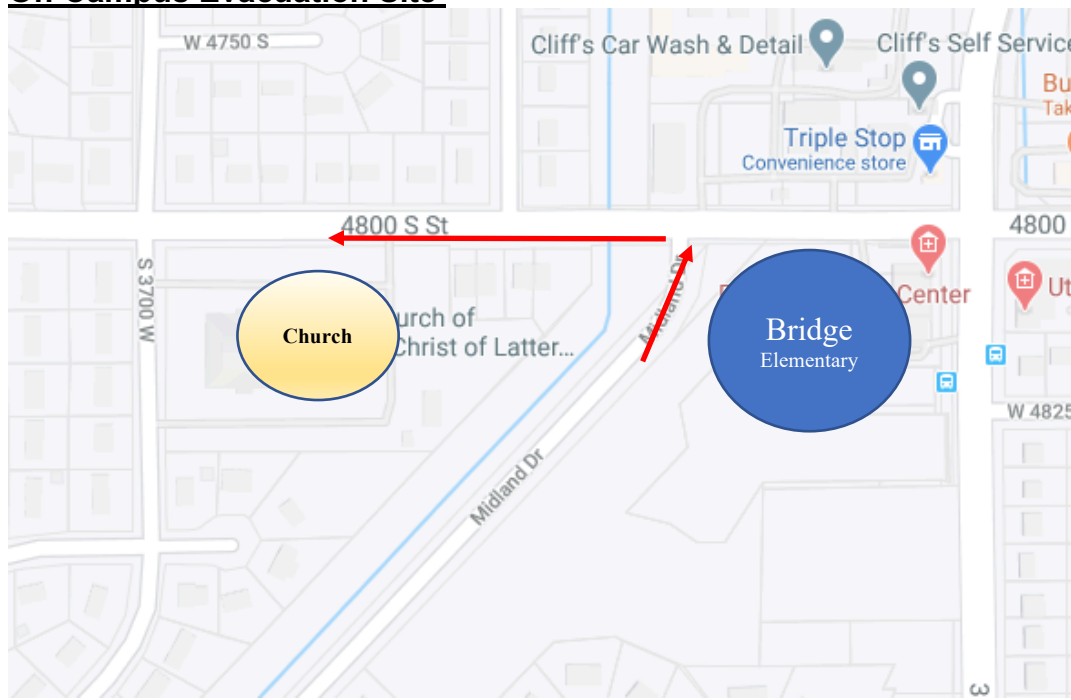
If Student Is Not with the Class:

- ☐ Teacher makes appropriate notation on Student Release Form: "Absent" if student was never in school that day; "First Aid" if student is in Medical Treatment area; "Missing" if student was in school but now cannot be located.
- ☐ Runner takes Student Release Form to Command Post.
- ☐ Command Post verifies student location if known and directs runner accordingly.
- ☐ If runner is retrieving multiple students and one or more are missing, walk available students to Release Gate before returning "Missing" forms to Command Post for verification.
- ☐ Parent should be notified of missing student status and escorted to crisis counselor.
- ☐ If student is in first aid, parent should be escorted to Medical Treatment Area.
- ☐ If student was marked absent, parent will be notified by staff member.

School Plan with Exit Doors



Off Campus Evacuation Site



REVERSE EVACUATION/SHELTER-IN-PLACE

Reverse evacuation/shelter-in-place provides refuge for students, staff and public within school building during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency. Be prepared to go into lockdown once inside.

- ☐ Identify safe areas in the school building.
- ☐ Principal/Director warns students and staff to assemble in safe areas. Bring all persons inside building(s).
- ☐ Teachers take class roster.
- ☐ Close all exterior doors and windows.
- ☐ Turn off any ventilation leading outdoors.
- ☐ Cover up food not in containers or put it in the refrigerator.
- ☐ If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- ☐ Teachers should account for all students after arriving in the safe area.
- ☐ Office personnel must contact each teacher/classroom for a headcount.
- ☐ Notify Principal/Director immediately of any missing students.
- ☐ All persons must remain in safe areas until notified by Principal/Director or emergency responders.

FIRE

If a fire or smoke from a fire is detected:

- ☐ Activate fire alarm.
- ☐ Call 911.
- ☐ Evacuate students and staff a safe distance from the building.
- ☐ Follow normal fire drill route unless it is too dangerous.
- ☐ Teachers take class roster.
- ☐ Teachers take roll after being evacuated.
- ☐ Notify Principal/Director immediately of any missing students.
- ☐ Principal/Director may move students to Secondary Relocation Center, the LDS Church property at 4800 S. 3700 W., if weather is inclement or building is damaged.
- ☐ No one may re-enter building(s) until entire building(s) is declared safe by fire or police personnel.
- ☐ Principal/Director notifies students and staff of termination of emergency.
- ☐ Resume normal operations.

Signal: Fire alarm

Action: Follow evacuation plan

GAS LEAK

If gas odor is detected in the building:

- ☐ Call 911.
- ☐ Evacuate students and staff a safe distance from the building.
- ☐ Follow normal fire drill route unless normal route is too dangerous.
- ☐ Teachers take class roster.
- ☐ Teachers take roll after being evacuated.
- ☐ Notify Principal/Director immediately of any missing students.
- ☐ Principal/Director may move students to Secondary Relocation Center, the LDS Church property at 4800 S. 3700 W., if weather is inclement or building is damaged.
- ☐ No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- ☐ Principal/Director notifies students and staff of termination of emergency.
- ☐ Resume normal operations.

If gas odor has been detected outside the building:

- ☐ Principal/Director calls 911.
- ☐ Principal/Director determines whether to shelter in place or evacuate. Fire personnel will assist with decision.
- ☐ Principal/Director may move students to Secondary Relocation Center, the LDS Church property at 4800 S. 3700 W., if weather is inclement or building is damaged.
- ☐ No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- ☐ Principal/Director notifies students and staff of termination of emergency.
- ☐ Resume normal operations.

Signal: Fire alarm

Action: Follow evacuation plan

GENERAL EMERGENCY

- ☐ Call 911 if the Principal/Director determines it is necessary.
- ☐ Notify CPR/first aid certified persons in school building of medical emergencies, if necessary. Names of CPR/first aid certified persons are listed in the appendix.
- ☐ Seal off high-risk area.
- ☐ Take charge of area until incident is contained or relieved.
- ☐ Assemble Crisis Team members as necessary.
- ☐ Preserve evidence.
- ☐ Keep detailed notes of incident.
- ☐ Refer media inquiries to Principal/Director.

HAZARDOUS MATERIALS EVENT

Incident occurred in school:

- ☐ Call 911.
- ☐ Notify Principal/Director.
- ☐ Seal off area of leak/spill.
- ☐ Take charge of area until fire personnel contain incident.
- ☐ Fire officer in charge will recommend shelter or evacuation actions.
- ☐ Follow procedures for sheltering or evacuation.
- ☐ Notify parents if students are evacuated.
- ☐ Resume normal operations after instructed by fire officials.

Incident occurred near school property:

- ☐ Fire or police will notify Principal/Director.
- ☐ Fire officer in charge of scene will recommend shelter or evacuation actions.
- ☐ Follow procedures for sheltering or evacuation.
- ☐ Notify parents if students are evacuated.
- ☐ Resume normal operations after instructed by fire officials.

Signal: Announcement from office

Action: Follow evacuation or sheltering procedures

INTRUDER/HOSTAGE

Intruder: An unauthorized person who enters school property:

- ☐ Notify Principal/Director.
- ☐ Ask another staff person to accompany you before approaching guest/intruder.
- ☐ Politely greet guest/intruder and identify yourself.
- ☐ Ask guest/intruder the purpose of his/her visit.
- ☐ Inform guest/intruder that all visitors must register at the main office.
- ☐ If intruder's purpose is not legitimate, ask him/her to leave.
- ☐ Accompany intruder to exit.

If intruder refuses to leave:

- ☐ Warn intruder of consequences for staying on school property.
- ☐ Notify Principal/Director if intruder still refuses to leave. Give full description of intruder. **(Keep intruder unaware of call for help if possible)**
- ☐ Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package, etc).
- ☐ Maintain visual contact with intruder from a safe distance.
- ☐ Principal/Director may order lock-down (**see *Lock-Down Procedures section***) and call 911.

Hostage:

- ☐ If hostage taker is unaware of your presence, do not intervene.
- ☐ Notify Principal/Director.
- ☐ Call 911 immediately; give dispatcher details of situation; ask for assistance from hostage negotiation team.
- ☐ Seal off area near hostage scene.
- ☐ Give control of scene to police and hostage negotiation team.

- ☐ Keep detailed notes of events.

If taken hostage:

- ☐ Follow instructions of hostage taker.
- ☐ Try not to panic.
- ☐ Calm students if they are present.
- ☐ Treat the hostage taker as normally as possible.
- ☐ Be respectful to hostage taker.
- ☐ Ask permission to speak and do not argue or make suggestions.

LOCKDOWN REMAIN IN PLACE

Lockdown procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside school building.

- ☐ Principal/Director will issue lockdown order by announcing a warning over PA system, sending a messenger to each classroom or other alternate method.
- ☐ Call 911 if campus safety reaches a level where students, staff and visitors are in direct danger.
- ☐ Campus visitor, faculty and staff members are not to use cell phones or other communication devices to contact the outside during a lock down. School emergency information must come from designated school officials.
- ☐ Direct all students, staff and visitors into classrooms. Grab any extra students (if they are lost, etc.) and bring them into nearest classroom.
- ☐ Lock classroom doors.
- ☐ Put paper down to cover window next to door.
- ☐ Cover windows of classrooms.
- ☐ Move all persons to corner of room away from windows and doors.
- ☐ Turn off lights.
- ☐ Have all persons get down on the floor.
- ☐ Take attendance, email the front office indicating if you have everyone, missing a student, or have extra students (do not call!)
- ☐ Keep students quiet and calm (read a book, etc)
- ☐ Allow no one outside of classrooms until the Principal/Director gives the “all-clear” signal. Follow any additional directions from Administration or emergency response personnel.

Signal: Announcement of “Lockdown Remain in Place”

Action: Initiate lockdown procedures—lock doors, move away from windows and doors, close blinds

LOCKDOWN REMAIN IN PLACE

Lockdown procedures may be issued in situations involving incidents OUTSIDE of the school that may result in harm to persons inside school building. Often this order comes from emergency personnel when they suspect a potentially dangerous situation may occur in the area near the school.

- ☐ Principal/Director will issue lockdown order by announcing a warning over PA system, sending a messenger to each classroom or other alternate method.
- ☐ Call 911 if campus safety reaches a level where students, staff and visitors are in direct danger.
- ☐ Campus visitor, faculty and staff members are not to use cell phones or other communication devices to contact the outside during a lock down. School emergency information must come from designated school officials.
- ☐ Direct all students, staff and visitors to remain in the school. Nobody is allowed to leave or enter the campus at this time.
- ☐ Direct all individuals outside for lunch, recess or other activities to move immediately inside the school.
- ☐ Lock all outside doors.
- ☐ Continue teaching classes and resuming typical business WITHIN THE SCHOOL only. Do not release students at breaks or for bells.
- ☐ Allow no one outside of classrooms until the Principal/Director gives the “all-clear” signal. Follow any additional directions from Administration or emergency response personnel.

Signal: Announcement of “Lockdown Resume Business”

Action: Initiate lockdown procedures—lock doors,

SERIOUS INJURY/DEATH

If incident occurred in school:

- ☐ Call 911.
- ☐ Notify Principal/Director.
- ☐ Notify CPR/first aid certified persons in school building of medical emergencies (names of CPR/first aid certified persons are listed in the appendix).
- ☐ If possible, isolate affected student/staff member.
- ☐ Activate school crisis team.
- ☐ Designate staff person to accompany affected person to hospital.
- ☐ Principal/Director notifies parent(s) or guardian(s) of affected student.
- ☐ Direct witness(es) to school psychologist/counselor. Contact parents if students are sent to psychologist/counselor.
- ☐ Determine method of notifying students, staff and parents.
- ☐ Refer media inquiries to Principal/Director.

If incident occurred outside of school:

- ☐ Activate school crisis team.
- ☐ Notify staff before normal operating hours.
- ☐ Determine method of notifying students and parents.
- ☐ Announce availability of counseling services for those who need assistance.
- ☐ Refer media inquiries to Principal/Director.

Post-crisis intervention:

- ☐ School crisis team meets to determine level of intervention for staff and students.
- ☐ Contact other school counselors in the area to ask for assistance with the counseling and debriefing of students and staff.

- ☐ Designate rooms as private counseling areas.
- ☐ Escort affected students, siblings, close friends, and other “highly stressed” students to counselors.
- ☐ Debrief all students and staff.
- ☐ Assess stress level of all students and staff.
- ☐ Recommend professional counseling services to overly stressed students and staff.
- ☐ Follow-up with students and staff who received counseling.
- ☐ Designate staff person(s) to attend funeral as applicable.
- ☐ Allow for changes in normal routines or test schedules.

SUICIDE

Suicide Attempt in School:

- ☐ Verify information.
- ☐ Call 911.
- ☐ Notify Principal/Director and school counselor.
- ☐ Principal/Director notifies parent(s) or guardian(s) if suicidal person is student. Principal/Director may schedule meeting with parents and school counselor to determine course of action.
- ☐ Calm suicidal person.
- ☐ Try to isolate suicidal person from other students.
- ☐ Ask suicidal person to sign a “no suicide contract”.
- ☐ Stay with person until counselor or parent arrives. Do not leave suicidal person alone.
- ☐ Determine best method of notifying staff, students and parents.
- ☐ Hold daily staff debriefings before and after normal operating hours as needed.
- ☐ Activate school crisis team to implement post-crisis intervention. Determine level of intervention.

Suicidal Death/Serious Injury:

- ☐ Verify information.
- ☐ Activate school crisis team.
- ☐ Notify staff in advance of next school day following suicide or attempted suicide.
- ☐ Determine best method of notifying students and parents. Do not mention “suicide” or details about death in notification. Do not hold memorials or make death appear heroic. Protect privacy of family.
- ☐ Implement post-crisis intervention.

Post-crisis Intervention:

- ☐ School crisis team meets to determine level of intervention for staff and students.
- ☐ Contact other school counselors in the area to ask for assistance with the counseling and debriefing of students and staff.
- ☐ Designate rooms as private counseling areas.
- ☐ Escort siblings, close friends, and other “highly stressed” students to counselors.
- ☐ Assess stress level of staff. Recommend counseling to overly stressed staff.
- ☐ Refer media inquiries to Principal/Director.
- ☐ Follow-up with students and staff who received counseling.
- ☐ Resume normal routines as soon as possible.

STUDENT UNREST

- ☐ Notify Principal/Director.
- ☐ Notify police, if necessary.
- ☐ Ensure the safety of students and staff first.
- ☐ Contain unrest. Seal off area of disturbance.
- ☐ Warn staff. Principal/Director may order lock-down (see Lockdown Procedures section).
- ☐ Shut off bells.
- ☐ Move students involved in disturbance to an isolated area.
- ☐ Meet with student representatives to address issues.
- ☐ Document incidents with audio recording or take detailed notes.

Teachers:

- ☐ Keep students calm.
- ☐ Lock classroom doors.
- ☐ Do not allow students to leave the classroom until Principal/Director gives an all-clear signal.
- ☐ Make a list of students that are absent from classroom. Document all incidents.

WEAPONS

- ☐ Call police if a weapon is suspected to be in school.
- ☐ Ask another staff member to join you in questioning suspected student or staff member.
- ☐ Accompany suspect to private office to wait for police.
- ☐ Police will conduct search and question the suspect.
- ☐ Keep detailed notes of all events and why search was conducted.
- ☐ Notify parent(s) or guardian(s) if suspect is a student. Explain why search was conducted and results of the search.
- ☐ If suspect threatens you with a weapon, do not try to disarm them. Back away with your arms up. Remain calm.

Signal: Announcement of “*Please bring the red typewriter to the office*” to notify administrative staff that a potential weapon may be present at the school.

Use the announcement “Lockdown Remain in Place” to begin initiation of the lockdown procedures.

Action: Initiate lockdown procedures—lock doors, move away from windows and doors, close blinds

WEATHER

Severe Weather Watch has been issued in an area near school:

- ☐ Monitor Emergency Alert Stations on radio or television or NOAA Weather Stations (National Weather Service, Weather Channel).
- ☐ Bring all persons inside building(s).
- ☐ Close windows and blinds.
- ☐ Review severe weather shelter-in-place procedures and location of safe areas. Severe weather safe areas are under desks and in hallways away from windows and large rooms.
- ☐ Review "drop, cover and hold" procedures with students.

Severe Weather Warning has been issued in an area near school or severe weather has been spotted near school:

- ☐ Shut off gas.
- ☐ Move students and staff to safe areas.
- ☐ Teachers take class rosters.
- ☐ Ensure that students are in "drop, cover and hold" positions.
- ☐ Account for all students.
- ☐ Inform Principal/Director immediately of any missing students.
- ☐ Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.

Signal: Announcement from office indicating the emergency and the procedure students and staff should follow.

Action: Duck and cover or shelter-in-place

TERRORIST EVENT

Weapons of mass destruction likely to be employed by terrorists fall into four basic categories: Nuclear, Biological, Chemical, and Conventional. The below outlined procedures will protect students and staff should such attacks occur.

Nuclear:

Defense against nuclear weapons depends primarily on distance from the point of detonation. If time permits:

- ☐ Move students and staff to interior hallways or away from outside windows.
- ☐ Close all doors leading into hallways to minimize flying glass.
- ☐ All people assume the **duck, cover and hold** position on the ground.
- ☐ Shut down all utility systems to the building. (Gas and electricity are the priorities)
- ☐ Shelter in place to protect from fall out if attack is far enough away.
- ☐ Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities

Biological:

Defense against biological attacks is difficult. Awareness of an attack is usually not possible for days or weeks. The first signs may emerge as personnel notice a higher than usual incidence of various symptoms. Should an attack be discovered while in progress the school should:

- ☐ Reverse-evacuate all people into school buildings.
- ☐ Shelter in place. **(Do not use basements or low lying areas)**
- ☐ Close all doors and windows.
- ☐ Shut down the HVAC system. (Limit airflow from outside)
- ☐ Seal doors, windows, and vents with plastic and duct tape.
- ☐ Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities.

Chemical:

- ☐ Reverse-evacuate all people into school buildings.
- ☐ Shelter in place. **(Do not use basements or low lying areas)**
- ☐ Close all doors and windows.
- ☐ Shut down the HVAC system. (Limit airflow from outside)
- ☐ Seal doors, windows, and vents with plastic and duct tape,
- ☐ Be prepared to treat students and staff who experience a reaction to the chemical agent.
- ☐ The decision to evacuate should be made after consulting with public safety, emergency management, or military authorities.

Conventional:

The danger from the blast effect of conventional explosive devices is similar to nuclear devices with a higher rate of survivability. If responding to the threat of an imminent

blast nearby:

- ☐ Move students and staff to specifically identified basement or lower level rooms. Interior hallways may be used as an alternate.
- ☐ Close all doors leading into hallways to minimize flying glass.
- ☐ All people assume the *duck, cover, and hold* position on the ground.
- ☐ Shut down all utility systems to the building. (Gas and electricity are the priorities)
- ☐ Shelter in place to protect from fall out if attack is far enough away.
- ☐ Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management or military authorities

STAFF RESPONSIBILITIES

Principal/Director (Incident Commander):

- ☐ Verify information.
- ☐ Identify Command Post
- ☐ Call 911 (if necessary).
- ☐ Seal off high-risk area.
- ☐ Convene school crisis team and implement crisis response procedures.
- ☐ Notify students and staff (depending on emergency; students may be notified by teachers).
- ☐ Evacuate students and staff if necessary.
- ☐ Refer media to school spokesperson (or designee).
- ☐ Notify community agencies (if necessary).
- ☐ Implement post-crisis procedures.
- ☐ Keep detailed notes of crisis event.

Teachers:

- ☐ Verify information.
- ☐ Lock classroom doors, unless evacuation orders are issued.
- ☐ Warn students, if advised.
- ☐ Stay with students during an evacuation.
- ☐ Bring class roster, take roll, notify Principal/Director immediately of missing students.
- ☐ Refer media to school spokesperson (or designee).
- ☐ Keep detailed notes of crisis event.

APPENDICES AND ATTACHMENTS

EMERGENCY PHONE NUMBERS

<i>Public Safety Agencies</i>	<i>NUMBERS</i>
General Emergency	911
Police/ Sheriff/ Fire	911
Poison Control	(800) 222-1222
Emergency Medical Services	911
Local Hospital –Davis Hospital and Medical Center (Weber Campus)	801-896-5600
Weber-Morgan Health Department	801-399-7100
Weber Human Services	801-625-3700
Roy City Police Department	801-774-1063
Roy City Fire Department	801-774-1080
<i>Other Agencies</i>	
Juvenile Court	801-334-4700
Juvenile Justice Services	801-612-4901
Roy City Utilities	801-774-1000
Division of Child and Family Services	801-629-5800
Service for People with Disabilities	801-538-4200

FACULTY/STAFF ROSTER (emergency numbers)

The Director of Operations will maintain the list of staff members and their contact information. The list is also accessible on the school's Google Drive "Staff Resources" folder.

FACULTY/STAFF WHO ARE CPR/FIRST AID CERTIFIED

Vicki Ross – School Nurse
Kenan Powell – PE/Health Specialist
Paula Gibbs – Para Educator
Sue Barrett – Para Educator
Sarah Hunt – Staff Assistant
Sara Tucker – Support Staff

MASTER SCHOOL SCHEDULE

School Hours

- Full Day Kindergarten
- **All** students - 8:30 am to 3:30 pm
- Short Day (Wednesdays) 8:30 am to 1:15 pm
- Advisory for PLP (Grades 1 - 6) - Thursday 1:00 pm - 3:00 pm

Before School Supervision & After School Enrichment

In the morning, Bridge's doors will open at 7:30 am. Students can go to the gym and use the time to complete homework aligned with their Personalized Learning Plan, complete Imagine Learning lessons on the computer, or watch a school selected movie. Students may not wander through the school, visit classrooms, play on the playground, or horseplay. Students who come to school early must remain in the gym until they are greeted by their teacher and it is time to line up and go to class (8:25 am).

Bridge provides **after-school enrichment** from 3:30 - 4:30 each day except on short days. You can find more information on our **BASE** page.

NOTICE OF FIRST-AID CARE FORM

DATE: _____

SCHOOL: _____

Dear Parent:

Your child, _____, was injured at school and has been given first aid. If you feel further care is necessary, please consult your family physician.

Destination: (If not presently on site)

Transporting Agency: (if not presently on site)

Time: _____

Remarks:

Please sign and return one copy to school. Retain a copy for your records.

PARENT'S SIGNATURE

SCHOOL REPRESENTATIVE'S SIGNATURE

Note: 1 copy goes home with student

1 copy stays with teacher or medical treatment team records

RESOURCE INVENTORY

- INVENTORY OF EMERGENCY EQUIPMENT-

- ☐ Communications equipment
 - ☐ 6 walkie-talkie's
- ☐ First aid supplies
 - ☐ Band-Aids

- ☐ Firefighting equipment
 - ☐ 6 extinguishers
- ☐ Lighting
 - ☐ 6 flash lights
- ☐ Classroom emergency kits
 - ☐ 1 per classroom and 1 in the office

**IDENTIFY ANY AND ALL AVAILABLE RESOURCES THAT MAY BE USED OR MAY BE
NEEDED IN THE EVENT OF AN EMERGENCY**

SAMPLE EMERGENCY LETTER TO PARENTS

Dear Parents:

If an emergency or disaster situation ever arises in our area while school is in session, we want you to be aware that the school has made preparations to respond effectively to such situations. The school has a detailed emergency plan that has been formulated to respond to such situations. Please become familiar with the school's plan.

If we have a major disaster during school hours, your student(s) will be cared for at this school until it is safe and feasible for them to be picked up. Your cooperation is essential in any emergency.

1. Please do not telephone the school. Telephone lines may be needed for emergency communication.
2. The decision to keep students at school will be based upon what is safest for students and whether travel to and from the school is safe. If this occurs, we will notify local media. Listen to local radio or television for emergency announcements.
3. Following an emergency, students may be released to a responsible adult who has been identified by the parent or guardian in SIS. You may want to consider the following criteria when you authorize another person to pick up your child at school:
 - He/she is 18 years of age or older.
 - He/she is usually home during the day.
 - He/she could walk to school, if necessary.
 - He/she is known to your child.
 - He/she is both aware and able to assume this responsibility.
 - Because local telephone service may be disrupted, please also list an out-of-state emergency contact, since outgoing calls may still be made out of the area while incoming calls are affected.

In addition, please be aware that the school may release a student who is under 15 years old only if a parent or other responsible person has been notified and assumed responsibility for the student.

4. During a serious emergency, students will be released at designated reunion points located on school grounds or at the school's secondary relocation point at the LDS Church property at 4800 S. 3700 W.. Please be patient and understanding with the student release process.
5. Please impress upon your children the importance of following the directions of school personnel during emergencies and instruct them to remain at school until you or a designee arrives.

Please discuss these matters with your family. Familiarity and planning ahead will help alleviate concern during emergencies. We appreciate your help in ensuring the safety of our students.

Sincerely,

Principal/Director

SEARCH AND RESCUE TEAM FORM

SEARCH AND RESCUE (S & R) TEAM LEADER:

		NAMES	Radio	Keys	Hard Hat	Goggles	Bucket	Vest	Clip Board	Backpack
S & R TEAM #1 NOTES:	1									
	2									
S & R TEAM #2 NOTES:	1									
	2									
S & R TEAM #3 NOTES:	1									
	2									
S&RTEAM#4 NOTES:	1									
	2									
S & R TEAM #5 NOTES:	1									
	2									

Note: Number of teams will vary depending on size of campus.

- Assign teams based on available manpower; minimum 2 persons. Attempt to place one experienced person on each team.
- Perform visual check of outfitted team leaving Command Post (CP); include radio check. Advise teams of known injuries.
- Remain at Command Post.
- Be attentive to all S&R related communications.
- Utilize boxes above to record location of injured students. Example: report of 2 injured students in Room 20 would be recorded as "S/2 = RM 20" in box under team #3.
- Utilize manpower pool to aid S&R (i.e., request for backboard and carryout or request for rescue equipment).

SITE STATUS REPORT

TO: _____ FROM: (name) _____ LOCATION: _____
DATE: _____ TIME: ____ PERSON IN CHARGE AT SITE: _____
Message via: 2-way Radio ____ Telephone _____ Messenger _____

EMPLOYEE/STUDENT STATUS

	Absent	Injured	# Sent to Hosp/med	Dead	Missing	Unaccounted for (Away from site)	# Released To parents	# Being supervised
Students								
Site Staff								
Others								

STRUCTURAL DAMAGE Check damage/problem and indicate location(s).

Check	Damage/Problem	Location(s)
	Gas leak	
	Water leak	
	Fire	
	Electrical	
	Communications	
	Heating/cooling	
	Other (list):	

MESSAGE: Identify the kind immediate assistance required and conditions. For example:

- can you hold out without assistance/how long?
- overall condition of campus, neighborhood and street conditions;
- outside agencies on campus and actions;
- names of injured, dead, missing and accounted for

STAFF SKILLS SURVEY AND INVENTORY

Name and School _____ / _____ Room _____
Name School

During any disaster situation, it is important to be able to draw from all available resources. The special skills, training and capabilities of the staff will play a vital role in coping with the effects of any disaster incident. These will be of paramount importance during and after a major or catastrophic disaster. The purpose of this survey/inventory is to pinpoint those staff members with equipment and the special skills that might be needed. Please indicate the areas that apply to you and return this survey to the Principal/Director.

PLEASE CHECK ANY OF THE FOLLOWING IN WHICH YOU HAVE EXPERTISE AND TRAINING. CIRCLE YES OR NO, WHERE APPROPRIATE.

_____ First Aid (current card y/n) _____ CPR (current y/n) _____ Triage
_____ Emergency planning _____ Emergency Management
_____ Search & Rescue _____ Law Enforcement _____ Mechanical Ability
_____ Shelter Management _____ Survival Training & Techniques
_____ Food Preparation _____ Running/jogging
_____ Ham Radio Operator _____ CB Radio _____ Journalism
_____ Camping _____ Waste Disposal _____ Recreational Leader
_____ Structural Engineering _____ Bus/Truck Driver (class 1 or 2 license y/n)
_____ Construction (electrical, plumbing, carpentry, etc.) _____ Firefighting
_____ Bi/Multi-lingual (what language(s): _____)

DO YOU KEEP A PERSONAL EMERGENCY KIT? _____ in your car? _____ in your room?

DO YOU HAVE MATERIALS IN YOUR ROOM THAT WOULD BE OF USE DURING AN EMERGENCY? (i.e., athletic bibs, traffic cones, carpet squares)
_____ Yes _____ No

DO YOU HAVE EQUIPMENT OR ACCESS TO EQUIPMENT OR MATERIALS AT
YOUR SCHOOL SITE THAT COULD BE USED AN IN EMERGENCY?

_____ YES _____ NO

PLEASE LIST EQUIPMENT AND MATERIALS.

COMMENTS

WHAT WOULD MAKE YOU FEEL MORE PREPARED SHOULD A DISASTER
STRIKE WHILE YOU WERE AT SCHOOL?

STUDENT ACCOUNTING FORM

Room No: _____ Date: _____
Enrolled per register: _____ Reported by: _____
Not in school today: _____ Received by: _____

Present now: _____

1. Students or classroom volunteers elsewhere (off campus, left in room, other location, etc.)

Name	Location	Problem
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Students on playground needing more first aid than you can handle:

Name	Location	Problem
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional comments: (report fire, gas/water leaks, blocked exits, structural damage, etc.)

STUDENT RELEASE FORM

Please Print

Student's Name _____

Teacher _____ Grade _____

Requested By _____

To be filled in by Request Gate staff

Proof of I.D. _____ Name in SIS _____
(yes) (no)

Student's Status To be filled in by teacher

Sent with Runner Absent _____ First Aid _____
Missing _____

To be filled in by Request Gate staff

Proof of I.D. _____ Name in SIS _____
(yes) (no)

To be filled in by Requester At Release Gate

Requester Signature

Destination: _____

Date: _____

Time: _____

Notes:

STUDENT ROSTER (with parent phone numbers)

The Director of Operations will provide access to a binder with the Student Roster information. In addition, individuals with access, such as teachers, administration and office staff, can access the SIS online via their telephone if needed.

UPDATE REPORTS

Update Report

Name _____ Time _____

_____ # children remaining at school

_____ # staff members remaining to care for children

Assistance required: _____ water ____ food _____ blankets _ # people to help

Update Report

Name _____ Time _____

_____ # children remaining at school

_____ # staff members remaining to care for children

Assistance required: _____ water ____ food _____ blankets _ # people to help

Update Report

Name _____ Time _____

_____ # children remaining at school

_____ # staff members remaining to care for children

Assistance required: _____ water ____ food _____ blankets _ # people to help

Update Report

Name _____ Time _____

_____ # children remaining at school

_____ # staff members remaining to care for children

Assistance required: _____ water ____ food _____ blankets _ # people to help









Emergency Response and Preparedness Plan - 07.21.2020

Final Audit Report

2020-07-23

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By:	Kara Finley (k14ara@hotmail.com)
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