



EMERGENCY RESPONSE AND PREPAREDNESS PLAN

Last Reviewed by Committee: *12-14-20*

Last Adopted by Board of Directors: *12-14-20*

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APPROVAL STATEMENT

This Emergency Response and Preparedness Plan for Leadership Learning Academy has been reviewed and found to comply with known applicable requirements, including those in Utah Code § 53G-4-402(18) and Utah Administrative Code Rule R277-400.

Heidi Bauer 12-14-20
Lead Director Date

 12-14-20
Board President Date

INTRODUCTION

Leadership Learning Academy (“LLA” or the “school”) is a Utah public charter school serving students in grades K-9. LLA has two campuses, with one in Layton and the other in Ogden. The addresses to the two campuses are as follows:

Leadership Learning Academy
Layton Campus
100 West 2675 North
Layton, Utah 84041

Leadership Learning Academy
Ogden Campus
1111 2nd Street
Ogden, Utah 84404

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. LLA’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 Lead Director, is the chief officer for school emergencies. Each Campus Principal has the primary responsibility for implementing this plan and any related policies and procedures for their respective campus.

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 has been established to develop and periodically review this plan. The committee consists of individuals such as the Lead Director, Campus Principals, maintenance/custodians, office staff, teachers, school counselor, and parent volunteers. Local law enforcement, fire/EMS, and emergency management will also be invited to participate.

The committee will review the plan at least every three (3) years as well as update information and assignments and suggest any changes that may be necessary to maintain the 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 Lead 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, employees are entitled to possess and use their access cards/keys to gain access to their building and classroom unless otherwise directed by the Campus Principal.

In non-emergency situations, all doors to the buildings are generally locked except for the main entrance doors, which are generally unlocked from about 8 a.m. to 4 p.m. on school days. The time may be extended if there is an activity at the school. The main entrance doors are generally the only exterior doors that are ever unlocked. Employees may access/enter their building at any time with their access cards/keys.

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 Lead Director will ensure that, in the event of an emergency, all funds expended in connection with the emergency will be documented as such. The Lead 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

STUDENT NEIGHBORHOOD ACCESS PROGRAM (SNAP) – Layton Campus

Leadership Learning Academy

Grades K-6
100 W. 2675 N.
Layton, UT 84041

[Online SNAP Plan](#)

Student Neighborhood Access Program

Leadership Learning Academy (LLA) is located at 100 W. 2675 N. in Layton, UT. Most students will arrive and depart in carpools or guardian vehicles. Parents and students should follow the school's designated Drop Off and Pick Off Procedures to ensure student safety and the efficiency of traffic flow through the area.

Students of Leadership Learning Academy who decide to walk or bike to and from school should follow the safest route possible using sidewalks, crosswalks, and trails where available. Students must obey all traffic lights, laws, signs and signals. A map indicating the suggested routes is attached to this description.

The south side of 2675 N is missing portions of sidewalk and is inadequately maintained for student use. Students leaving the school should travel on the north side of 2675 N where there is a full sidewalk, using caution.

It is not recommended that students residing west of Hill Field Road walk or bike to school. Additionally, 2675 N does not connect to Fort Lane, so students living east are highly discouraged from walking or biking to school.

Students residing north of LLA (Rolling Hills Estates) should travel along the north side of 2675 N to Hill Field Road. Then they should proceed north on the east side of Hill Field Road to Sunset Drive. Students should walk east on Sunset Drive to their respective roads (Lakeview, Sunset, Sunrise) until they reach their destination. Students may walk east and north through the neighborhood using caution crossing streets and watching for traffic. There are no sidewalks throughout this neighborhood, so students should use extra caution as they walk on the shoulder of the road.

Students residing south of LLA (Lakeview Estates) should travel along the north side of 2675 N to Hill Field Road. Then cross south over 2675 N, using caution and proceed south to either 2650 N. or 2600 N to travel east to their respective destination. Students may walk east and south through the neighborhood using caution crossing streets and watching for traffic. There are no sidewalks throughout this neighborhood, so students should use extra caution as they walk on the shoulder of the road.

All other housing is located outside of the recommended safe access routes, separated by high-volume and high-speed roadways, and is not recommended for pedestrian or bicycle transportation.

These routes are for the immediate area around Leadership Learning Academy and are not exhaustive. Parents are encouraged to walk the routes with their children to determine the safest routes. Please contact the school for additional information regarding traveling routes.



STUDENT NEIGHBORHOOD ACCESS PROGRAM (SNAP) – Ogden Campus

Leadership
Learning Academy
Ogden Campus

Grades K-6
1111 2nd Street
Ogden, UT 84404



Student Neighborhood Access Program Child Access Routing Plan

Leadership Learning Academy (LLA) has a satellite school located at 1111 2nd Street in Ogden, Utah. Our student population is around 450 students, from kindergarten to 6th grade. No student busing is provided for students. Most students will arrive and depart in carpools or guardian vehicles.

Parents and students should follow the school's designated Drop Off and Pick Off Procedures to ensure student safety and the efficiency of traffic flow through the area. The school parking lot is the prime location for parents to transport their students and it is recommended all traffic go slow, follow instructions, and be courteous to other drivers. Children should avoid walking in the parking lot during heavy traffic times and follow designated walking paths. We ask families not to park on the north side of 2nd Street to drop off or pick up students as the closest crosswalk is not manned by a crossing guard and it could potentially introduce stopping sign issues with pedestrians emerging into the travel lanes between two vehicles.

The speed on 2nd street is 35 MPH. The speed on Harrison Boulevard is 35 MPH with a 20 MPH flashing school zone located around 2nd street. There are traffic lights located at the intersections of 2nd and Harrison and 2nd and Monroe.

Cross walks exist at 2nd and Harrison, Vitt and Harrison, Vitt and Van Buren, 1st and Eccles, 2nd and Eccles, and 2nd and Monroe. Crossing guards can assist students at Vitt and Harrison, 1st and Eccles, and 2nd and Harrison.

Students of Leadership Learning Academy who decide to walk or bike to and from school should follow the safest route possible using sidewalks, crosswalks, and trails where available. Students must obey all traffic lights, laws, signs and signals. A map indicating the suggested routes is attached to this description. Below are general routes for students walking to school.

Students Living East of Harrison

- Using residential roads sidewalks, students should walk west toward Harrison. Students should walk to the intersection of 2nd and Harrison and cross to the south side of 2nd street and then continue to walk west to the school.

Students Living South of 2nd Street

- Using residential roads sidewalks, students should walk west to Jackson Avenue. On Jackson Avenue students should travel north to 2nd Street and then east to the school.

Students Living North of 2nd Street

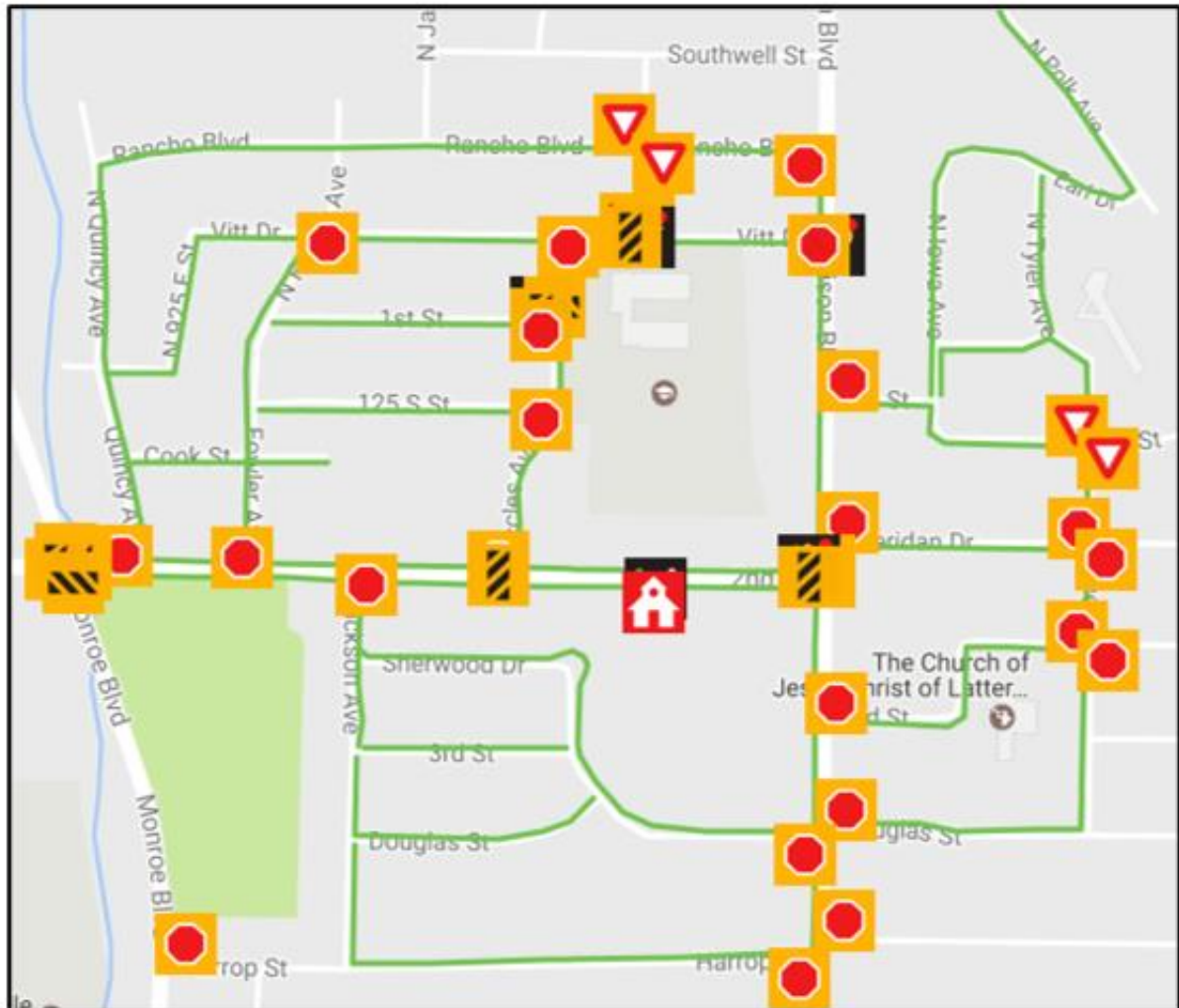
- Using residential roads sidewalks, students should walk south to a main road leading south (Harrison, Van Buren, Eccles, Fowler, or Quincy) and then proceed south along the road. Once at 2nd street the student should travel to the closest crosswalk at either 2nd and Harrison or 2nd and Eccles and cross when safe. Then walk directly to the school.













Bicycle routes are the same as walking routes. Students are allowed to ride bicycles to school, but should walk them on school grounds.

Area improvements the school may recommend to the city include installing no

parking signs on the north curb of 2nd street in front of the school that would prohibit parking Monday-Friday from 7 AM to 4 PM.

These routes are for the immediate area around Leadership Learning Academy and are not exhaustive. Parents are encouraged to walk the routes with their children to determine the safest routes. Please contact the school for additional information regarding traveling routes.



- | | | |
|--|--|---|
|  School |  School Bus Loading |  Student Drop-Off/Pickup |
|  Hazard/Footnote |  Crossing Guard |  Traffic Signal |
|  Yield Sign |  Stop Sign |  Crosswalk Vertical |
|  Crosswalk Horizontal |  Boundary |  Safe Route |

View Map Online: <https://www.snapforschools.com/map/school-maps/vqWkz0hJRzmJrAqW4LPvpA>

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 (which may require providing an ID and undergoing a quick background check), wear school-issued name badges, 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 school-issued name 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 school-issued name badge.
- ☐ If someone does not have an appropriate school-issued name badge 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 register and are allowed in with a school-issued name badge may become a campus "intruder" depending on their actions while on campus. Visitors should state their business when registering. 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 in the school outlining the required check-in procedure for parents and visitors.

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 staff must refer media inquiries to the school spokesperson.

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

- ☐ The Lead 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 Lead Director or his/her designee also coordinates with emergency responders.

School spokesperson: Lead Director Heidi Bauerle, 801-593-9552

Alternate School Spokesman: Board Chair Chuma Uzoh, 801-593-9552

During an emergency, adhere to the following procedures:

- ☐ Lead 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

COMMUNICATION (EMERGENCY)

When an emergency condition exists, the Campus Principal will notify personnel to respond to their area of assignment. Some or all of the methods of communication listed below may be used. Notifications will be given in plain language. Code words will not be used.

- ☐ Intercom
- ☐ Radio
- ☐ Telephone
- ☐ Runners
- ☐ Ham Radios, if available

ROOM CLEAR – ALL CLASSES

What: Room Clear is used to move students and staff to the gymnasium when it is safer to remain in the building than to leave.

When: Room Clear is used when the location of an actual or potential threat:

1. Is known and can be confined to a specific area.
2. Is far enough from the designated area that safety is ensured.

Example: A potentially violent disturbance is occurring outside the building.

Teacher or Supervising Adult:

1. Take roll book and in a calm and orderly manner go immediately to the gym.
2. Stay with the students, keeping them in a group.
3. Account for all students and remain in your designated area until notified by the Campus Principal.

Take roll book

Account for all students

ROOM CLEAR – INDIVIDUAL CLASSES

What: Room Clear issued by a teacher or supervising adult is used to send students away from a potential threat in your classroom. Successful Room Clear requires:

1. That there is a designated safe area, such as the gym.
2. That the students understand they must go directly to the designated safe area.

When: Room Clear is used when the teacher must remain in the dangerous situation but can send students to a designated safe area.

Example: A dangerous situation arises in the classroom, such as a serious fight between individuals.

Teacher or Supervising Adult:

1. Tell students to go immediately in a calm and orderly fashion to the gym or other safe area.
2. Notify the office immediately by telephone or send a student or teacher's aide. Include requested response, such as 911.
3. Remain with the problem situation, working to diffuse the crisis if possible, but never put yourself in danger.
4. Join your students as soon as possible, and account for all students.

Send students to gym or safe area Notify the office Work to diffuse the crisis
--

ASSAULT/FIGHTS

- ☐ Ensure the safety of students and staff first.
- ☐ Notify Campus Principal.
- ☐ Call 911 or police if necessary. Campus Principal 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 Crisis Team Members section).
- ☐ Assemble necessary Crisis Team Members as applicable.
- ☐ Seal off area where assault took place.
- ☐ Campus Principal 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

What: All bomb threats must be treated as if there is a bomb in our school.

When: Use the bomb threat form as soon as the other caller or person threatens the presence of a bomb. Ask as many questions as possible from the form. Listen for details.

Example: A phone caller threatens that there is a bomb in the building. You can ask the caller what it looks like and listen for other distinct clues as to where the caller is located and where the bomb might be.

Teacher or Supervising Adult:

1. Do not touch or approach a bomb or suspicious device.
2. Notify the office immediately.
3. Identify the area clearly so that it can be barricaded.
4. Get the students out of the immediate area and wait for directions from the office.
5. Follow the Campus Principal's instructions for the appropriate emergency procedure.

Recipient of the Threat:

1. Be calm. Listen to get possible clues about the bomb location and distinguishing characteristics of the person making the threat (gender, age, accent or speech).
2. Notify the Campus Principal immediately.
3. Complete the Bomb Threat Checklist (see next page).

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 |

EARTHQUAKE

What: Earthquakes strike without warning, so you must be prepared to begin appropriate action immediately.

Since structural damage caused by an earthquake may mean the communication system may stop working, be prepared to take actions (such as evacuating the building after the ground stops moving) without direct instructions from the Campus Principal.

Teacher or Supervising Adult:

1. During the shaking, keep calm and remain where you are. Most injuries are caused by falling or flying debris.
2. If you are indoors, take cover immediately under desks, tables or other heavy furniture or in interior doorways. Stay away from windows and beware of falling objects.
3. If you are outdoors, stay in the open; move away from buildings, utility poles, overhead wires, trees, and masonry walls.
4. AFTER THE SHAKING check for injuries.
5. Evacuate the building using the evacuation route. Take your roll book with you and report to your designated area.
6. Account for all your students.
7. Remain outside the building until it has been inspected and declared safe by the Campus Principal.

Take cover Take your roll book with you Evacuate Account for all students
--

FIRE AND EVACUATION

What: Evacuation is used to get students and staff out of the building by a route designated to avoid contact with a potential threat. Evacuation may be to a designated area on school grounds or to a secondary relocation area off school grounds as directed by the Campus Principal.

When: Evacuation is used when the location of a potential threat is known, allowing:

1. An evacuation route away from the threat.
2. A gathering point outside the building that is as far as needed from the threat.

Example: A fire alarm is activated or an evacuation is ordered by the Campus Director.

Teacher or Supervising Adult:

1. Take the roll book and emergency backpack and in a calm and orderly manner follow the fire evacuation plan. Keep students quiet and calm. No running or horseplay. Visually sweep the classroom to make sure it is clear.
2. Close doors to the fire/danger area as soon as all students and staff are safely removed from the classroom.
3. Go to the designated area on school grounds (the play field) as shown on the applicable evacuation map, unless the Campus Principal directs the school to evacuate to the secondary relocation area off school grounds at:
 - a. Layton Campus: Alpine Church located just down the street at 254 West 2675 North in Layton.
 - b. Ogden Campus: LDS Church located across Harrison Blvd near the school at 300 Iowa Avenue in Ogden.
4. Account for all students and stay with them. Keep them quiet and in an orderly line to listen for further instructions.
5. Remain in the designated area on school grounds or secondary relocation area, as applicable, until notified by the Campus Principal.

Take roll book Close door Exit building calmly Account for all students
--

SEE EVACUATION MAPS BELOW

PARENT AND STUDENT REUNIFICATION AFTER EVACUATION

Procedures when students do not return to class after an emergency evacuation of the building:

- ☐ 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.
- ☐ 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:

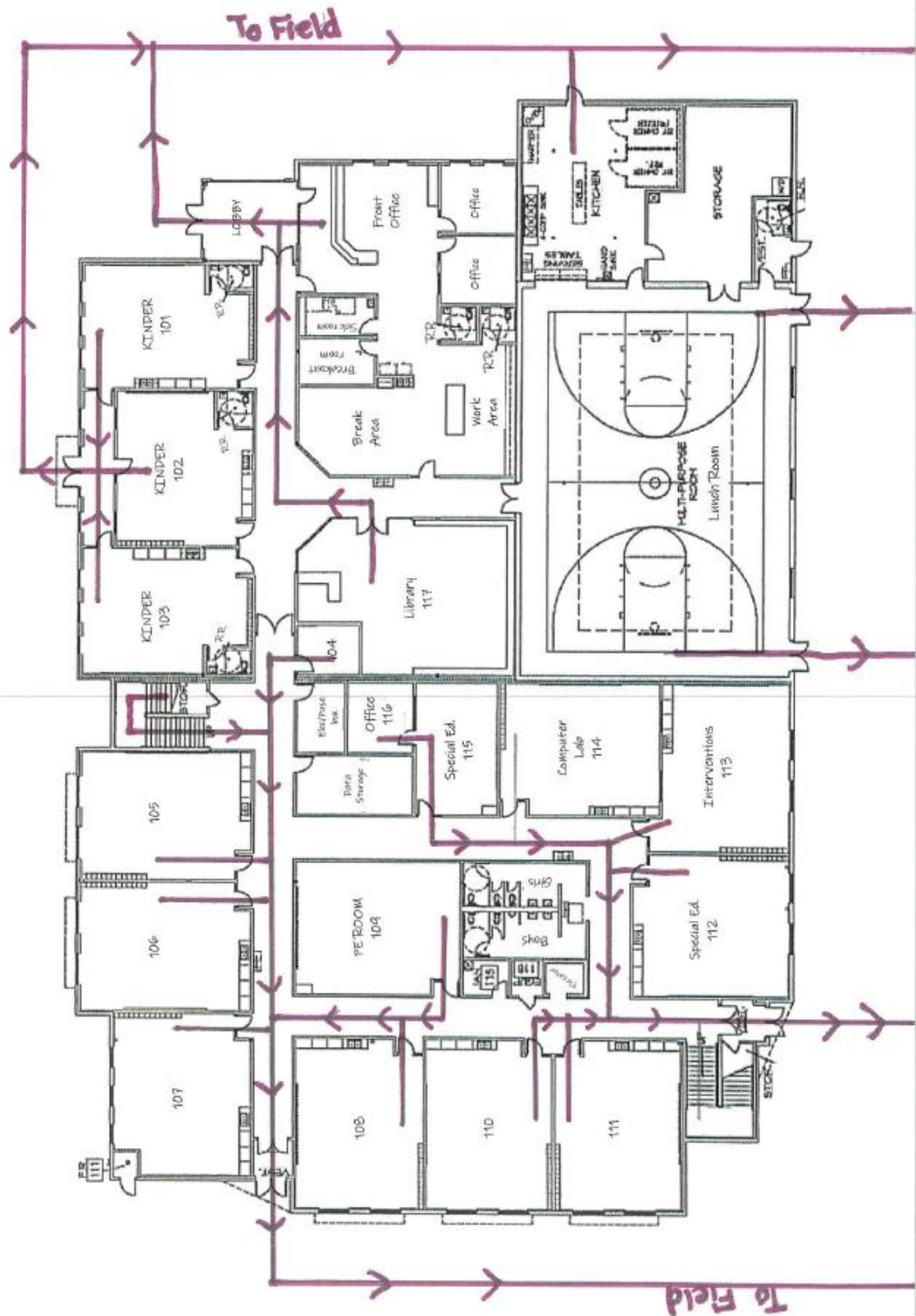
- ☐ Teacher makes appropriate notation on Student Release Form: “Absent” if student was never in school that day; “First Aid” if student is in Medical Treatment area; “Missing” if student was in school but now cannot be located.
- ☐ Runner takes Student Release Form to Command Post.
- ☐ Command Post 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.

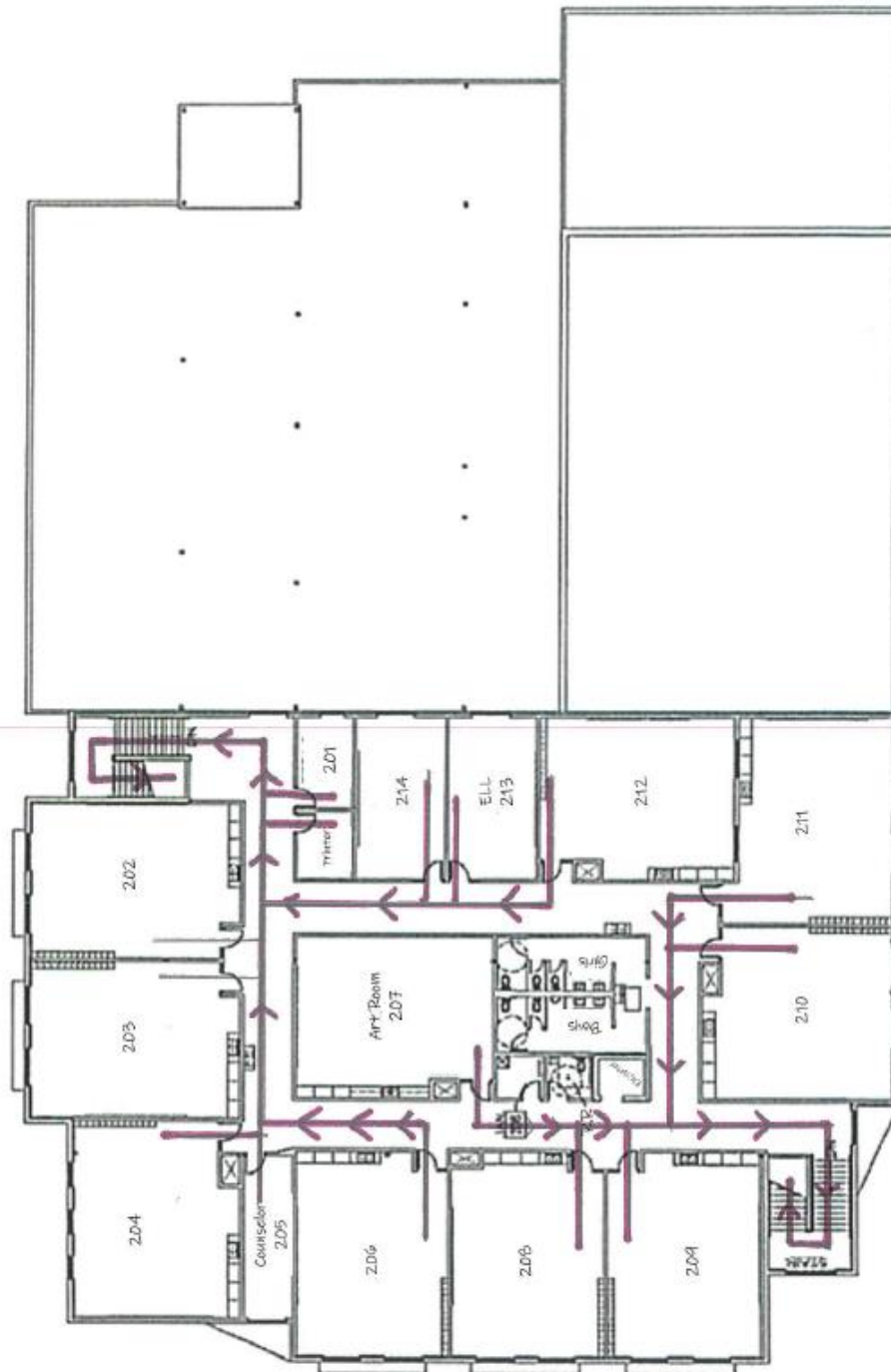
SEE EVACUATION MAPS BELOW

[illegible]

EVACUATION MAPS – OGDEN CAMPUS

Evacuation Map





upper

INCIDENTS OF SERIOUS VIOLENCE

What: A violent incident with injuries or a dangerous person on campus is an example of an emergency situation that requires immediate building response.

When: Upon notification of incident.

Example: A person with a weapon threatens or harms another student or staff in the school.

Teacher or Supervising Adult:

1. If the threat is in your room and circumstances allow, implement Room Clear procedures immediately.
2. Notify the office.
3. Rejoin students as soon as possible.
4. If the threat is NOT in your room, implement Lock Down procedures immediately until notified to release the class or continue with normal operation from the Campus Principal.

In my room:

Clear room

Notify office

Not in my room:

Lock Down

LOCK DOWN/ACTIVE SHOOTER

What: Lock Down protects staff and students against a threat inside the building, such as an armed intruder, when it may be more dangerous to leave the building than to stay in a secured room.

When: Lock Down is used when it is safer to stay in an area that can be secured than it is to move through the building where the potential threat may be encountered. There is no possibility of uncontrolled fire or explosion.

Example: An armed intruder is in the building.

Teacher or Supervising Adult:

1. Call out to 911. Don't assume someone else has done it. Tell 911 dispatch where you are and what you saw.
2. Hide out- Close and lock door immediately. Turn off lights. Pull shades. Be quiet.
3. Keep out- If possible, barricade the door and cover the door window. Spread out inside the room; hide behind something sturdy and solid. Be quiet.
4. Spread out- DO NOT huddle together. Spread out inside the room, hiding behind solid items.
5. Remain calm and focused on survival.
6. Take out- If the shooter enters your area, assume their intentions are lethal. Fight or do whatever it takes to survive. Your life and the lives of your students depend on it.

Police will notify you when the school has been released from Lock Down. Until then, remain quiet and calm and await instructions.

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 Campus Principal immediately of any missing students.
- ☐ Campus Principal may move students to Secondary Relocation Centers if weather is inclement, building is damaged, or it is unsafe to stay on school grounds:
 - ☐ Layton Campus Secondary Relocation Center: Alpine Church located just down the street at 254 West 2675 North in Layton.
 - ☐ Ogden Campus Secondary Relocation Center: LDS Church located across Harrison Blvd near the school at 300 Iowa Avenue in Ogden.
- ☐ No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- ☐ Campus Principal notifies students and staff of termination of emergency.
- ☐ Resume normal operations.

If gas odor has been detected outside the building:

- ☐ Campus Principal calls 911.
- ☐ Campus Principal determines whether to shelter in place or evacuate. Fire personnel will assist with decision.
- ☐ Campus Principal may move students to Secondary Relocation Centers if weather is inclement, building is damaged, or it is otherwise unsafe to stay on school grounds.
- ☐ No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- ☐ Campus Principal notifies students and staff of termination of emergency.
- ☐ Resume normal operations.

Carbon Monoxide Response Plan

Leadership Learning Academy (the "School") has had carbon monoxide (CO) detectors installed in and around the areas of the School where fuel burning appliances are located. Common fuel burning appliances include heating systems (HVAC), gas water heaters, and gas ovens. CO detectors are strategically placed in areas of the School where CO gas may make its way into the building structure or air handling system and adversely affect occupants of the School.

Upon receipt of a CO alarm, the School's administration will evacuate the area(s) of the building in which the CO alarm was initiated. Occupants will be moved either within the building to an area where CO alarms have not initiated or to a location outside the building, at the discretion of the administration. The rest of the building will not be evacuated at such time, but will operate as normal. School administration will immediately contact the local fire department.

When the fire department arrives at the School, they will be directed to the location(s) where CO detector sounded an alarm and will be asked to begin measuring for high CO levels in that area and surrounding areas using a handheld meter that determines CO levels. If CO levels greater than 50 ppm are detected in the evacuated area but not in any other area of the School, the evacuated area will remain vacant until any faulty or defective equipment causing the release of CO can be identified and repaired or replaced and the area is re-tested and shows CO levels less than 50 ppm.

If the local fire department detects CO levels greater than 50 ppm in areas other than the evacuated area, the entire building will be evacuated immediately and the following entities and persons will be notified by School administration:

- Natural gas utility/Dominion Energy;
- Academica West;
- School maintenance crews, as needed (e.g., crews maintaining School's HVAC, plumbing, and kitchen equipment).

Under these circumstances, the building will not be occupied again until all faulty or defective equipment can be identified and repaired or replaced and the entire building is re-tested and shows CO levels less than 50 ppm.

If the fire department does not detect any CO levels above 50 ppm with the handheld meter, the affected CO detector will be replaced, the system will be restored to normal operation, and the evacuated area of the building will be re-occupied.

GENERAL EMERGENCY

- ☐ Call 911 if the Campus Principal 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 Crisis Team Members section.
- ☐ 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 Campus Principal.

SHELTER IN PLACE/HAZARDOUS MATERIAL/BODILY FLUID

What: Location, quantity, concentration, and other factors affect how a spill will be handled. Unless you are familiar with the material, risks and specific clean-up procedures, DO NOT try to clean up the spill (i.e. blood, urine, feces, vomit).

Example: No student should have any interaction with hazardous chemicals.

Teacher or Supervising Adult:

1. Notify the office immediately.
2. Follow school procedures for proper clean up.
3. Secure the area if possible to limit further contaminations.

Shelter in Place:

1. Bring all students, faculty, staff and guests inside the building.
2. Close all windows and lock doors.
3. Close all shades and shutters.
4. Ensure all ventilation systems are set to 100% recirculation so as not to draw outside air into the building. If this is not possible, turn off the system.
5. Close off any other known openings to the outside.
6. If possible, force wet towels into the crack under the doors. Place tape around the cracks of the doors, windows, exhaust fans or vents. If available, use plastic garbage bags to cover windows and ventilation outlets.
7. Stay away from the windows.
8. Stay in your room and listen for instructions from the Campus Principal or other authorities.

INTRUDER/HOSTAGE

Intruder: An unauthorized person who enters school property:

- ☐ Notify Campus Principal.
- ☐ 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 Campus Principal if intruder still refuses to leave. Give Campus Principal 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.
- ☐ Campus Principal 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 Campus Principal.
- ☐ 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.

DEATH OR MEDICAL CONDITION

What: The cause of a possible death or injury and the circumstances surrounding the incident affect your behavior during the event and during the post-trauma procedures.

If the death or injury is the result of aggressive behavior by a student or intruder, protecting of students and staff is key. As needed, provide all possible medical support.

Teacher or Supervising Adult:

1. Notify office immediately.
2. Follow appropriate emergency procedures to ensure that students are not unnecessarily exposed to trauma (Room Clear if in your classroom).
3. Rejoin students as soon as possible and offer reassurance.

Notify office

Implement emergency procedures

SUICIDE THREAT OR ATTEMPT

What: A person makes a verbal or physical gesture to inflict self-harm, staff members should make every effort to:

1. Protect students from witnessing a traumatic event.
2. Call for assistance immediately and remain calm when communicating with the student involved.

Teacher or Supervising Adult:

1. Notify office immediately.
2. Implement Room Clear immediately.
3. Rejoin your students as soon as possible.

Notify office

Implement Room Clear

KIDNAPPING

What: To avoid kidnappings:

1. Do not release a child to anyone other than the designated parent or guardian as indicated in the student file.
2. Do not accept substitutes for the designated parent or guardian without proof of prior approval from the parent/guardian and the office.

Example: During a custody dispute, a parent attempts to pick up a child without proper authorization.

Teacher or Supervising Adult:

1. Report kidnapping or attempted kidnapping to the office immediately.
2. Note the person's appearance and any other information about him or her: voice, clothing, vehicle type, license plate number, etc.

Be aware

Immediately report a stranger who is loitering to the Campus Principal

CHILD ABUSE

What: What are the signs? Unfortunately, there is not one telltale sign that a child is being abused. Bruises, black eyes and broken bones may certainly be clues, but other signs are less obvious. Children who have been abused may behave differently. They may have nightmares or trouble sleeping. Their school performance and behavior may change. In addition, they may:

- Have a poor self-image
- Be unable to love or trust others
- Be aggressive or disruptive
- Display intense anger or rage
- Act out in the classroom
- Act out sexually
- Be self-destructive, self-abusive or suicidal
- Feel sad, passive withdrawn or depressed
- Have difficulty forming new relationships
- Use drugs or alcohol
- Avoid going home after school
- Show fear of certain adults

Those who abuse children may show certain nonspecific signs as well. For example, adults who abuse children may avoid parents in the neighborhood, may not participate in school activities, and may be uncomfortable talking about their children's injuries or behavioral problems.

When: **REPORT IT NOW!** Abuse is not a private family matter. Report any suspicious abuse to the Campus Principal immediately. The Campus Principal will then help you follow the appropriate steps for the child's safety and your legal responsibility.

Teacher or Supervising Adult:

1. Be able to recognize the signs and symptoms of abused children.
2. Obtain accurate information about a suspected child abuse case but do not solicit information from the child beyond what the child is volunteering.
3. Report information to the Campus Principal within 24 hours.
4. A school employee who suspects an adult of child abuse is legally obligated to report immediately to DCFS or a law enforcement agency. The Campus Principal will direct you in what steps to take next.

Be aware
Obtain accurate information
Report it to the Campus Principal
Take action as given by Campus Principal

STUDENT UNREST

- ☐ Notify Campus Principal.
- ☐ Notify police, if necessary.
- ☐ Ensure the safety of students and staff first.
- ☐ Contain unrest. Seal off area of disturbance.
- ☐ Warn staff. Campus Principal may order lock down (see Lock Down 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 Campus Principal 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 from office depending on need

Action: Initiate Lock Down 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.
- ☐ If necessary, 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 Campus Principal 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

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, away from glass.
- ☐ 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. **(Avoid any 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. **(Avoid any 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 a imminent

blast nearby:

- ☐ Move students and staff to interior hallways, away from glass.
- ☐ 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

Campus Principal:

- ☐ 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).
 - ☐ This includes notifying students, to the extent practicable, who are off campus at the time of a school violence emergency (or other emergency) because the student is (a) participating in a school-related activity; or (b) excused from school for a period of time during the regular school day to participate in religious instruction at the request of the student's parent or guardian.
- ☐ 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, and notify Campus Principal immediately of missing students.
- ☐ Refer media to school spokesperson (or designee).
- ☐ Keep detailed notes of crisis event.

APPENDICES AND ATTACHMENTS

EMERGENCY PHONE NUMBERS

Public Safety Agencies	Number
General Emergency	911
Police/Sheriff/Fire	911
Poison Control	800-222-1222
(Layton Campus) Davis Hospital and Medical Center	801-807-1000
(Layton Campus) Davis County Health Department	801-525-5000
(Layton Campus) Davis Behavioral Health (assist someone in crisis)	801-773-7060
(Layton Campus) Layton City Police Department	801-497-8300
(Layton Campus) Layton City Fire Department	801-336-3940
(Ogden Campus) McKay Dee Hospital	801-387-2800
(Ogden Campus) Weber-Morgan Health Department	801-399-7100
(Ogden Campus) Weber Human Services (assist someone in crisis)	801-625-3700
(Ogden Campus) Ogden City Police Department	801-395-8221
(Ogden Campus) Ogden City Fire Department	801-629-8221
Other Agencies	
Utah Transit Authority (801-RIDE-UTA)	801-743-3882
Hanover Insurance Group	800-922-8427
Questar Gas Company (for gas shut off)	801-621-3262
Public Utility (for water shut off)	801-254-2200
Rocky Mountain Power (Report Outages)	877-508-5088
Rocky Mountain Power Report Downed Wires	877-508-5088 or 911
Rocky Mountain Power Customer Service	888-221-7070
Juvenile Justice (Probation Officers – main office)	801-538-4330
Division of Child and Family Services	801-538-4100
Division of Child and Family Services After Hours Hotline	855-323-3237
Services for People with Disabilities	801-538-4200

FACULTY/STAFF ROSTER (emergency phone numbers)

The Head Secretary at each campus will maintain the faculty/staff roster and the cell phone numbers at which each faculty/staff can be reached.

FACULTY/STAFF WHO ARE CPR/FIRST AID CERTIFIED

The Head Secretary at each campus will maintain the list of faculty/staff who are CPR/First Aid Certified.

MASTER SCHOOL SCHEDULE

Layton Campus:

Half-Day Kindergarten:

Monday-Thursday 8:30 a.m.–11:30 a.m. (morning) and 12 p.m.–3 p.m. (afternoon)

Friday 8:30 a.m.–10:30 a.m. (morning) and 11:30 a.m.–1:30 p.m. (afternoon)

Grades 1-6:

Monday-Thursday 8:30 a.m.–3 p.m.

Friday 8:30 a.m.–1:30 p.m.

Ogden Campus:

Full-Day Kindergarten-Grade 6:

Monday-Thursday 8:30 a.m.–3:00 p.m.

Friday 8:30 a.m.–1:30 p.m.

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

Layton Campus:

- ☐ AED
- ☐ ____ Emergency backboards
- ☐ Communications equipment
 - ☐ ____ two-way radios
- ☐ First aid supplies
 - ☐ General first aid kit
 - ☐ Additional band-aides, gauze, athletic tape
 - ☐ Small kit located in AED box
- ☐ Firefighting equipment
 - ☐ ____ fire extinguishers
- ☐ Lighting
 - ☐ Approximately ____ flashlights
- ☐ Classroom emergency kits
 - ☐ ____ kit per classroom. Each kit contains items such as water, snacks, socks, emergency blankets, wind up flashlights, and headlamps.

Ogden Campus:

- ☐ AED
- ☐ ____ Emergency backboards
- ☐ Communications equipment
 - ☐ ____ two-way radios
- ☐ First aid supplies
 - ☐ General first aid kit
 - ☐ Additional band-aides, gauze, athletic tape
 - ☐ Small kit located in AED box
- ☐ Firefighting equipment
 - ☐ ____ fire extinguishers
- ☐ Lighting
 - ☐ Approximately ____ flashlights
- ☐ Classroom emergency kits
 - ☐ ____ kit per classroom. Each kit contains items such as water, snacks, socks, emergency blankets, wind up flashlights, and headlamps.

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 _____. 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: (include kind of immediate assistance required; can you hold out without assistance/how long? overall condition of campus, neighborhood & street conditions; outside agencies on campus & actions; names of injured, dead, missing and accounted for ASAP)

STAFF SKILLS SURVEY AND INVENTORY

Name & 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 your Campus Principal.

PLEASE CHECK ANY OF THE FOLLOWING IN WHICH YOU HAVE EXPERTISE & 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 on Emergency Card _____
(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 on Emergency Card _____
(yes) (no)

To be filled in by Requester At Release Gate

Requester Signature

Destination: _____

Date: _____

Time: _____

Notes:

STUDENT ROSTER

Student roster with parent phone numbers is accessible to authorized persons at each campus's front office. The Head secretary at each campus will bring a copy in the event of an emergency.

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

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Update Report

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