

Utah Military Academy (UMA) - Emergency Preparedness

Board Policy 2022-1: *General Administration/School Management UMA:*
Adopted 25 July 2022. Posted: 27 June 2022

1. Purpose:

This policy provides a comprehensive resource regarding Emergency Preparedness Planning and Response at UMA in accordance with:

- Utah State Law R277-400-3
- Utah State Fire Code 15A Chapter 5 Section 202
- 53G-9-604 Parental notification of certain incidents and threats

2. Policy:

Pursuant to Utah State Law, each LEA shall establish an *Emergency Preparedness Plan* and review it with teachers, administrators, students and their parents, local law enforcement, and public safety representatives each year.

3. Procedure:

a. Definitions

- Active Shooter Exercise: A drill or exercise wherein a school or facility utilizes simulated gunfire, mock weapons, or violence to give personnel experience to know how to react in the event of an active shooter emergency. These are not routine drills and must follow the protocols identified below.
- Emergency Preparedness Plan: Developed by an LEA or school to prepare and protect students and staff in the event of school violence emergencies.
- Emergency Preparedness Planning and Response Committee (EPPR): A committee consisting of teachers, administrators and others which regularly certify that *Emergency Preparedness Plans* are being practiced, presented to and reviewed by LEA's. The Committee also reviews and makes recommendations regarding emergency preparedness and security needs at schools.

- Fire (Evacuation): Called to move students and staff from one location to another.
- LEA: Local Education Agency
- Lockdown: Called when there is a threat or hazard inside of the building.
- Lockout: Called when there is a threat or hazard outside of the building.
- Reunification: Includes preparing procedures and standards for how to reunite students with parents in an orderly manner when school is released at an irregular time due to an emergency, lockdown and/or lockout. Reunifications are generally conducted in conjunction with Lockdowns or Lockouts.
- Rally Point: A location away from the school where students and parents will be reunited.
- Shelter: Called when the need for personal protection is necessary. Examples of relevant hazards may include but are not limited to earthquakes, hazardous materials, and other natural disasters.

b. Emergency Preparedness Plans:

- Shall contain measures that assure that school children will receive emergency preparedness training.
- Students shall be provided with training appropriate to their ages in safety measures appropriate for specific emergencies, and other emergency skills.
- Should be on file in the office of the principal and the School District office. It shall be updated annually, and as the need arises due to structural changes, employment turnover, etc.
- Principals shall review the Emergency Plan with staff at the beginning of each year.
- Each LEA shall review the plan(s) at least once every three years with the Emergency Preparedness Planning and Response Committee (EPPR)

c. Safety Drills

- Drills that may be performed in LEAs include but are not limited to the following: Fire, Lockdown for violence, Lockout, Shelter in place, Active Shooter, Family reunification, Bomb threat, Civil Disturbance, Flood,

Tornado, Earthquake, Hazardous Material spill, Utility failure, Severe weather, Shelter and mass care and other drills that may be appropriate. n

- Administrators are encouraged to periodically perform drills during non-instructional time such as during lunch, between classes, etc.
- Frequency:
 - For middle schools, junior highs and high schools, there must be an emergency evacuation fire drill held every two months, for a total of four a year. State law permits that the second and fourth drills “may be substituted” with a safety drill for sheltering in place, earthquake or lockdowns for violence or active shooter.
 - Schools shall conduct fire drills once a quarter starting in August.
 - The first fire drill must be held in the first 10 days of the school year.
- Execution:
 - During all safety drills, attendance should be taken at the beginning of class, and again after the drill has concluded.
 - Drills should occasionally be conducted before or after school, during lunchtime or between classes.
- Fire (Evacuation)
 - Fire drills shall include the complete evacuation of all persons from the school building or the portion of the building used for educational purposes (R277-400-6D(1)).
 - Students are not to bring personal items like backpacks during an evacuation. Personal items must be left behind.
- Reasonable Delay
 - When a fire alarm sounds, students should stand and stage themselves to evacuate the building in an orderly manner. It is appropriate for staff members to briefly delay evacuation to verify that the alarm was not pulled in order to draw staff and students out of the safety of their classrooms.
 - Unless a staff member has reason to believe that the alarm was pulled to draw staff and students from the safety of their classrooms, facilities must always be evacuated when a fire alarm sounds.

- Fire alarms are for use during fire drills and fire emergencies. They should not be utilized for non-fire emergencies.
- Lockdown
 - The following announcement should be made over the PA system:
“Lockdown! Locks, lights, out of sight”
 - Classroom doors must be locked, lights must be turned off, and windows should be covered.
 - Hallway doors (not to be confused with classroom doors) should latch, but not lock so as to allow law enforcement the ability to access all parts of the building.
 - Students and staff are gathered to an interior wall out of sight.
 - Staff and students must remain quiet.
 - Unless otherwise instructed, bells, alarms, PA announcements and *knocking on classroom doors should be ignored.*
 - Schools are strongly encouraged to partner with law enforcement when conducting lockdown drills.
 - No one should be allowed in or out of the classroom until a uniformed policeman or school administrator opens the door.
- Lockout
 - The following announcement should be made over the PA system:
“Lockout! Secure the perimeter.”
 - Students must be moved inside of the building.
 - Classroom doors should be locked.
 - All exterior doors must be locked, and access into or out of the school must be restricted.
 - Continue with normal activities as much as the situation allows, but no one should be permitted to leave the building’s interior until the lockout has been lifted.
- Parental notification of certain incidents and threats.
 - UMA will use expedient mobile device, Robo call and group email notification means to inform parents of serious issues or events which

may necessitate the need to evacuate the school and unite with students.

- When a parent has been notified by a school administrator of a threat or incident, the school administrator shall complete a *Record of Parent Notification of Student Threat or Incident* form.

- Reunification

- Establish a Parent Check-In Location or Rally Point.
- Deliver the students to the student staging area, beyond the field of vision of parents/guardians. “Greeters” direct parents/guardians to the Parent check-In location, and help them understand the process.
- Parents/guardians complete *Reunification Cards* (found in emergency pack).
- Procedure allows parents/guardians to self-sort during check in, streamlining the process.
- Runner recovers student from the student staging area and reunites student and parent at the reunification area.
- A critical aspect of crisis response is accountable reunification of students with their parents or guardians in the event of a school crisis or emergency.
- Once students are on site, notify parents of location.
- Controlled lines of sight allow for an orderly flow, and issues can be handled with diminished drama or anxiety.
- Medical, notification, or investigative contingencies are anticipated.
- Pedestrian “flows” are created so lines don’t cross.

- Shelter:

- The following announcement should be made over the PA system:
“Shelter for (type) and (method)”
- Shelter drills are not limited to earthquake preparedness. These drills may also be used to practice emergency preparedness skills for most natural disasters.

- Earthquake/Severe Weather:

- The following announcement should be made over the PA system;
“Shelter for earthquake! Drop, cover, and hold.”
- Staff and students should drop to the ground and cover under a desk or table until the earthquake is over.
- Tracking/Records:
 - Completion of school safety drills are to be recorded on Spreadsheets kept on file at the school and LEA.
- Where can students report issues?
 - Students are encouraged to use the **SafeUT** app.
 - The app, run by the state, allows students to anonymously chat with crisis counselors or report threats at their school.
 - This is crucial because students are on the ground and may see or hear of a threat before an administrator. Most school threats, another person knows about it before it happens.

4. Security Situations

- **Report** all suspicious or threatening activity immediately to [911](#)
- **Be Aware** of the location
- **Lock** office doors, desks, etc.
- **Secure** personal belongings – never leave unattended
- **Wear** your District ID at all times
- **Request** identification of unknown persons in your area
- **Stay Alert**

5. Acts of violence include any act where weapons or physical aggression is used against a person.

- **Active Shooter:** Utah allows teachers with concealed carry permits to carry weapons within a school. UMA acknowledges this law and allows teachers this privilege. Technically, the School cannot ask teachers who carry to disclose. UMA will provide specific “Safe to Learn, Safe to Teach.” training to all teachers.

- **Access points are places where people can enter a school, including doors and windows. And that's typically considered the place to start for school safety.**
- **UMA locks all doors and has doorbells and video cameras at entrances. The school funnel visitors there for screening before they can come inside.**
- **ACTIONS:** One must first **FIGURE OUT** what options there are and then take action:
 - **RUN (Self Evacuation)** - if possible, get out of harm's way.
 - **HIDE (Locks, Lights and Out of Sight)** - if getting out is not an option, close and lock doors where ever possible.
 - **FIGHT** - if confronted by the shooter, do everything possible not to be a victim.

6. Workplace Violence: Any behavior, action or statement made by an individual or group directed toward another individual, or group, that is threatening or intimidating and causes any reasonable individual to fear for their safety and/or property.

- **Violence in the UMA environment will not be tolerated in any form.**
- **Should workplace violence occur: Immediately notify your supervisor and Police at [911](#).**
- **For students exhibiting concerning, disruptive or threatening behaviors:**
Call for immediate administrative support.

7. Minor Chemical/Biological Spill

- Alert people in immediate area of the spill
- Deny entry to spill area
- Avoid vapors
- Wear appropriate protective equipment

8. Major Chemical/Biological Spill

- Attend to injured personnel and remove them from area
- Alert people in area to evacuate
- Immediately contact Risk Management at [801-402-5144](tel:801-402-5144).
- Close doors and deny entry to affected area(s)
- Have a person knowledgeable about the incident meet emergency response personnel.