

# 2018-19 Canyon Rim Academy Emergency Preparedness Plan

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I. EMERGENCY TEAM MEMBERS

- A. Principal, Business Manager, Front Office Personnel, and Custodian.
- B. Principal assumes command in emergency. If Principal is absent, Business Manager assumes command.

II. EMERGENCY TEAM DUTIES

A. Principal

- 1. Conduct monthly drills.
- 2. Inform Board officers of situation.
- 3. Report missing persons to emergency personnel.
- 4. Provide staff with copies of the plan and conduct training.
- 5. Ensure building is empty upon evacuation.

B. Business Manager

- 1. Maintain warning systems.
- 2. Monitor news outlets for news and emergency warnings.
- 3. Provide Board members with a copy of the plan.
- 4. Ensure building is empty upon evacuation. Report all clear to Principal.
- 5. Ensure no one re-enters building without approval.
- 6. Report to Principal.

C. Front Office Staff

- 1. Communicate with parents via phone, text message or email blasts.
- 2. Report to Principal

D. Front Office Staff

- 1. Take backpack, sign-in log and directory when evacuating.
- 2. Receive attendance report from Teachers. Report any missing to Principal.
- 3. Report to Principal.
- 4. Notify agencies such as Unified Fire Authority and 911.

E. Head Custodian –

- 1. Assume responsibility for building safety.
- 2. Report structural defects to Business Manager.
- 3. Assume responsibility for maintenance of firefighting equipment.

4. Chart shutoff valves and switches for gas, water, and electricity.
5. Assist in checking for power line or building damage.
6. Shut off gas and electricity if needed. As the school may be used as a shelter, gas will not be turned off unless odors are detected.
7. Report to Business Manager

### III. OTHER PERSONNEL DUTIES

#### A. Teachers

1. Keep emergency bag available and take with you when evacuating.
2. Ensure all students exit building. First student from your class exiting the outside doors is an outside door holder for your class.
3. Make special provisions to assist disabled students in evacuating.
4. Take roll upon evacuation. Hold up a green card if all attending students are present; hold up a red card if an attending student is missing, injured or you need help. If you hold up a red card office personnel will come to you.
5. Keep emergency information and class lists in your emergency bag and available at all times.
6. Take responsibility for students for duration of emergency.
7. Integrate emergency preparedness into classroom instruction.

#### B. Food Services Director

1. Maintain enough food and water for emergency for two days.
2. Distribute food and water if school is used as a shelter.
3. Report to Business Manager.

### IV. COMMAND CENTER

#### A. The command center will be in one of three locations:

1. The front office.
2. Tennis Courts
3. The LDS Church on 2900 East.

### V. COMMUNICATIONS

- A. The PA system will be used for announcements inside. If the PA is inoperative or not reasonable to use, communication will be by staff text, messenger or megaphone.
- B. Emergency team members will have walkie-talkies and cell phones.
- C. Principal may take megaphone to address students.

### VI. ALARM SIGNALS

- A. Bomb Threat — Open PA and announce “Everyone please evacuate the building.” Ring fire alarm.
- B. Civil Disturbances — Open PA and announce, “A lock-down is in effect. Lock your doors & windows, close blinds and do not open them to anyone.”
- C. Early Closing of School — Announce instructions over PA, text and email.
- D. Earthquake — No audible signal. Teachers give instructions to “duck and cover.”
- E. Fire Alarm — Continuous ringing of fire alarm bell.
- F. Other Emergencies —the fire alarm will be used.
- G. Terrorist or Hostage Situation — Use PA, text or runners to relay messages. Go into lock down.

#### VII. BUILDING EVACUATION

- A. Evacuate via prearranged routes quickly, quietly, and in a single file. The last person out of the room will turn off lights and pull the door closed. Follow fire drill procedures.
- B. Students with special needs will be assisted by one or two other students.
- C. Teacher ensures all students exit building. First student from your class exiting the outside doors is an outside door holder for your class.
- D. Students in non-classroom areas will exit the building via closest exit and rejoin their homeroom class.
- E. Students will grab coats by door (if needed for weather) and will take nothing else with them (except needed medical items that are in the classroom). Teachers will take only the emergency backpack including class roll and contact information.
- F. If exit is blocked, teacher will use an alternate exit.
- G. During recess, students & teachers report to blacktop east of school.

#### VIII. RELEASE OF STUDENTS TO PARENTS

- A. Parents will be notified of early closure by phone, email blast, text & radio.
- B. Each teacher will have in backpacks parent or guardian names & phone numbers. Students will be released to authorized individuals that the child knows and recognizes.
- C. Teachers must stay with the students until all their students are picked up or the Principal approves of their release.

#### IX. UNUSUAL START AND STOP TIMES

- A. If early dismissal occurs, students will be sheltered and supervised, but the responsibility for safely getting them home is the parents.
- B. Heavy snowstorms or high winds are hazardous. In such conditions, a “NO SCHOOL” announcement will be made by phone, text and email blast. In most instances we will follow the closure days of Granite School District.

## X. EMERGENCY SITUATIONS

### A. **Bomb Threat**

1. The person receiving the threat should remain calm and courteous. Write down the message. Don't interrupt. Quietly inform others of the call. Make mental notes about the caller including details such as gender, age, origin of call, voice characteristics, accent and background noises.
2. Convey information to Principal who will notify authorities.
3. Principal will call for a building evacuation.
4. Teachers will quickly check rooms for unfamiliar objects while exiting. They will not touch unknown objects.
5. Personnel will notify Principal of any suspicious objects.
6. Under no circumstances will personnel touch or allow students to touch any object deemed to be suspicious.

### B. **Earthquake**

1. During Quake
  - a) REMAIN WHERE YOU ARE. Don't run or panic. If outdoors, stay outdoors; if indoors, stay indoors. In earthquakes, most injuries occur as people are entering or leaving buildings.
  - b) Teachers give "duck and cover signal."
  - c) Everyone get under desk, cover head, and grab legs of the desk. Otherwise, sit or stand against an inside wall or doorway. Stay away from windows, outside walls, and outside doors.
  - d) If outside, stay away from the building, electrical wires, or things that might shake loose. Look for open space and stay low.
2. After Quake
  - a) Soon after shaking stops, the fire bell will sound. If power is lost, the teacher will give the command to evacuate.
  - b) Use the fire drill evacuation plan.
  - c) Use extreme caution entering or working in buildings that may have been damaged or weakened by the disaster.
  - d) Stay away from fallen or damaged electrical wires.
  - e) Custodian will check for gas leaks and shut off main valve.
  - f) Business Manager will notify gas co., police, and fire dept.
  - g) Do not re-enter the building. A damaged structure may be re-occupied only after authorization by responsible local agency.

C. **Fire**

1. Sound the school fire alarm. Follow the Building Evacuation plan.
2. ***Keep 2900 East & access roads open for emergency vehicles.***
3. Natural Gas Fire — Sound alarm. Turn off main gas valves. Use a fire extinguisher if the fire is small and after the gas has been turned off.
4. Electrical Fire — Sound alarm. Turn off electricity. Do not use water or water-acid extinguisher on electrical supported fires
5. Kitchen Fire — Make sure that all kitchen personnel know where the extinguishers are located and how to operate them.
6. Fire Drills
  - a) Office personnel will inform State Fire. Drills will be held at varying times.
  - b) Drills will teach students to form ranks quickly and silently, and to follow teacher instructions. Running is prohibited.

D. **Hazardous Materials**

1. Evacuate if unsafe. Notify Salt Lake County Police and Salt Lake County Health. Don't reoccupy until deemed safe by fire or other authority.
2. If it is unsafe to evacuate:
  - a) Maintain communication with emergency services.
  - b) Shut off, lock, and close outside airways and vent sources.
  - c) Observe students and staff members for signs of adverse reactions or illness to the hazardous material.
  - d) Render first aid.

E. **Medical Emergencies**

1. Canyon Rim Academy will be prepared to provide basic first aid, while summoning necessary emergency assistance.
2. An Emergency Release list will be maintained for each student with emergency numbers to call in case of an accident, injury or illness. Parents will always be notified as soon as possible during any event.
3. A first aid kit will be kept in the office and will contain a Red Cross booklet. Classrooms will have first aid items in their red emergency bags.
4. A first aid station is always maintained in the office.
5. The gym will be used as a sick area overflow as needed.
6. In the event of a serious injury:
  - a) Unless the victim is in further danger, do not move them. Call 911 if the person needs immediate medical intervention.

- b) Check to see if victim is breathing. Control serious bleeding. Check for poisoning. Treat for shock.
  - c) Keep comfortable and maintain normal body temperature.
  - d) Notify parents or emergency contact.
7. In the event of a non-critical illness or injury:
- a) Administer first aid.
  - b) Notify parents or emergency contact.
  - c) Lie student down in the sickroom or send the student back to class if the injury doesn't warrant observation.
  - d) When parents cannot be notified, keep a record of time of injury, what first aid was administered and at what time.

F. **Lockdown**

1. Principal announces lock down over PA, staff text, or by messenger. Principal will communicate if students need to be in a low visibility place in the room.
2. Gather together in the classroom.
3. Teachers will do a visual sweep of hallway & bring any children from the hall inside your classroom (even if they are not your students).
4. Lock door, close windows and shades, place covering over window of hallway door; Green = all students & TA in classroom; Yellow = change in attendance (student missing or extra student(s) or adults in classroom; Red = medical emergency and/or need help now; inform the office of emergency needs and report missing students through the intercom or text.
5. Do not open classroom doors for any reason. Stay in lockdown until door is opened from the outside by administrator with key.
6. **Teachers can text or email to communicate with the office. Teachers, staff and students will not use cell phones or any other type of communication to contact anyone outside the building during lockdown (unless instructed to do so). Emergency information will be communicated by front office.**

G. **Shelter-In-Place**

All outside doors are locked. No students leave the building. Classes and regular day schedule continues inside the building. Further instructions are given as needed.

H. **Utility Failure**

1. Power Outage

- a) Teachers and students stay where they are.
- b) Custodian checks breakers to find problem.
- c) Business Manager contacts Power Company if needed.
- d) After determining power failure extent, staff will be notified of expected duration.
- e) If power failure occurs when students are at recess or in another area, they are to quickly return to classrooms. Teachers who are on a preparation period will return to their class.
- f) "Early Dismissal Plan" will be implemented if warranted.

2. **Gas Leak**

- a) Business Manager notifies Dominion Energy.
- b) The fire alarm will be sounded and school evacuated. If gas is off temporarily, classes will continue. If for an extended time, "Early Dismissal Plan" may be implemented.

3. **Severe Weather**

- a) Principal will determine if closure is warranted. If so, parents and staff will be notified by phone, text or email blast.

4. **Fallen Power Lines**

- a) Teach students proper respect for downed lines.
- b) Students to stay in classrooms until problem is resolved.
- c) In the event of downed power lines, TAs will be positioned to keep children a safe distance from the problem.
- d) Business Manager notifies power co. and city officials.