



Career Path High

EMERGENCY RESPONSE AND PREPAREDNESS PLAN

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INTRODUCTION

Career Path High is a 9-12th charter school located at 550 East 330 South, Kaysville, Utah.

The school site is located on the Davis Technical College Campus. This Emergency Plan is a companion to the Davis Technical College Emergency Operations Plan. The school's enrollment is approximately 200 students and approximately 13 staff members.

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 flood water, 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 53A-3-402(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 & CONTROL

The Administrator 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 & MAINTENANCE

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

The school's committee will review the plan at least every three (3) years, update information, and suggest any changes that may be necessary to maintain the plan's usefulness.

Assignments and other information in the plan will be reviewed every year.

NOTICE

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 website.

SUPERVISION OF STUDENTS 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. Students who are currently not on campus will be notified via email and/or telephone so they can make plans to avoid the emergency situation.

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, and safety measures. The school will designate an emergency preparedness week prior to April 30 of each school year for the purpose of educating, and distributing current and relevant information. R277-400-4(C)

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

DRILLS

The school will conduct emergency drills at least once each month during the school year. Fire drills be held at a minimum of every two months and include a flow test quarterly. The first fire drill will be within the first ten days of the school year. Emergency drills occurring opposite of the fire drills may include other security or safety drills, including shelter-in-place, earthquake, or lockdown drills. The school will hold at least one drill for school violence emergencies each year. A debriefing will be conducted after each drill to receive feedback from all participants on the effectiveness of the plan.

Evacuation drills will include the complete evacuation of all persons from the building except staff members responsible for notifying the fire department and handling emergency communication.

Fire drills will be initiated by activation of a warning bell.

The school will communicate with Davis Tech Security, local law enforcement and public safety representatives regarding the school's emergency drills.

FUNDS FOR EMERGENCIES

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

TRAFFIC PLAN

- Parents must drop off and pick up students at the curb of the P5 designated parking area.
- For safety reasons, you must drop-off and pick-up your students in the designated drop-off and pick-up zone. Please do not have your children meet you at other locations or have them walk across the parking lot or across the street to your vehicle.
- Students must not be dropped off earlier than 7:00 AM or picked up later than 4:00 PM (12:30 on Fridays) on designated school days. They will not be supervised outside of this time.
- Students who drive themselves to school must do so in accordance to state licensing regulations. They must park in the P5 parking area.
- If you have an emergency and will be late in picking up your student(s), you must call the main office to notify the office staff.
- At the agreed upon time, students will be required to go immediately to the pick-up area and stay in that area until they have been picked-up.

SAFE WALKING/BIKING PROCEDURES

Career Path High is located on the Davis Technical College Campus. Students may drive, walk, bike, or use skateboards to arrive at school. Students are expected to use sidewalks and right of ways whenever possible and not interfere with the flow of traffic. Upon arrival, bicycles must be securely locked on the bike rack closest to the P5 parking area.

Parents who choose to allow their students to walk or bike to and from CPH will assume responsibility for all risks involved. Travelers should obey all traffic lights, laws, signs, and signals and cross carefully and legally to enter school grounds. If parents choose to allow their students to walk or bike to school, they should keep the following in mind:

- Career Path High is only responsible for students while they are on Career Path High School grounds.**
- Parents should review their children's walking/biking route with them and teach them to be safe.
- All routes to Career Path High have stretches with no sidewalk, and intersections without a crossing guard. Students should be cautious, 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 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. A bike rack to lock up bikes is available at the front of the school area.
- Students may carry skateboards / longboards / scooters inside as long as it is brought directly to the school office and left there until the student is ready to leave campus.
- Students using public transportation are expected to walk directly from/to Career Path High area from/to the bus stop.

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 P5 parking 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.

- 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 name tag. 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 displayed, they should be directed to the front office for proper sign in.

Authorized Visitors register their presence with the school office, wear school-issued 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.

- 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 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.

MEDIA

All staff must refer media inquiries to the school spokesperson.

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

- The Administrator 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.

School spokesperson: Stacey Hutchings, 801-593-2440

Alternate School spokesperson: Jerry Stevenson, 801-678-3147

- The Administrator or his/her designee also coordinates with emergency responders.

During an emergency, adhere to the following procedures:

- Administrator 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 Administrator.
- Call 911 or police if necessary. Administrator 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.
- Administrator 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 Administrator.
- Call 911.
- Administrator orders evacuation of all persons inside school building(s).

Evacuation procedures:

- Use standard fire drill procedures.
- Direct students to take their belongings.
- Students and staff must be evacuated to a safe distance from school building. Administrator may move students to the LDS institute building area north of campus 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.
- Administrator notifies students and staff of termination of emergency.
- Resume normal operations.

BOMB THREAT CHECKLIST

<p>Description Detail Report</p> <p>Questions to ask:</p> <p>1) When is the bomb going to explode?</p> <p>2) Where is it right now?</p> <p>3) What does it look like?</p> <p>4) What kind of bomb is it?</p> <p>5) What will cause it to explode?</p> <p>6) Did you place the bomb?</p> <p>7) Why?</p> <p>8) What is your address?</p> <p>9) What is your name?</p> <p>Exact wording of the threat:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Sex of Caller: _____ Race: _____</p> <p>Length of call: _____ Age: _____</p>	<p>Callers Voice - Circle as applicable:</p> <ul style="list-style-type: none"> • Calm • Angry • Excited • Slow • Rapid • Soft • Loud • Nasal • Stutter • Lisp • Raspy • Deep • Ragged • Clearing Throat • Deep Breathing • Cracked Voice • Disguised • Accent • Familiar <p>If voice is familiar, who did it sound like?</p> <p>_____</p>
	<p>Background Sounds:</p> <ul style="list-style-type: none"> • Street Noises • Animal Noises • Clear • Static • Music • House Noises • Motor • Other • Factory Machinery • Voices • PA System • Local Call • Long Distance • Phone Booth • Office Machinery

Date:	Time:	Threat Language:	
Number at which call was received:		- Well Spoken (educated) - Incoherent - Foul	- Taped - Message read - Irrational

COMMUNICATION (EMERGENCY)

When an emergency condition exists, the Administrator 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. Code words will not be used.

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

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 Administrator.
- 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.
- Administrator may move students to the LDS Institute building area north of campus, 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.
- Administrator notifies students and staff of termination of emergency.
- Resume normal operations.

Signal: Warning bell- or 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

- Administrator is responsible for assessing situation and issuing evacuation order.
- Administrator will determine whether to evacuate to primary relocation center outside of building or to secondary relocation center at the LDS Institute building area north of campus.
- In the event of evacuation to secondary relocation center, Administrator 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 - LDS Institute building area north of campus
- Secondary Relocation Center – LDS Chapel, north of the LDS Institute building

3. Teachers

- Direct students to follow normal evacuation drill procedures unless Administrator alters route
- Take classroom roster and emergency bucket.
- Close classroom doors and turn out lights.
- When outside building, account for all students. Signal Red card to inform Administrator immediately of missing student(s) or Green Card if all accounted for.

- 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 will be excused to individuals identified in SIS. It is the parents' responsibility to keep SIS emergency contacts updated.
- When allowed, parents will be asked to sign their children out. Parents and others allowed to pick up students should bring photo ID.

EVACUATION MAP

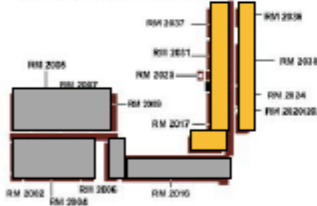


DAVIS TECH - MAIN BUILDING EVACUATION QUICK REFERENCE



Area Coordinator	Area Evacuation Teams
Wes Hobbs	John Page John Riley Bryce Chapman Steven Allcott
Dina Nielsen	Drew Johnson Amanda Bockish
Greg Scherer	Josh Pay Jeff Lund
Kellie Rhoe-Collins	Carol Anderson Shelly Morgan Dan Czech
Leslie Mock	Dee Weaver Adam Peek Renee Madnison
Lance Eastman	Gentry Phillips Mark Jeppesen (ADA Rescue) CPH—Admin
Amanda Altene	Thomas Kimber Curt Cooper (ADA Rescue)

SECOND FLOOR



Emergency Operations Center Personnel (Portable P-4)

Mike Bouwhuis 801-888-3288	Russ Galt 801-888-1808	Kim Ziebarth 801-548-1886	V.P. Quality/Dev	Wendee Cole 801-583-2310
Bryce Fox 801-558-8648	Kevin Cummings 801-488-9620	Melanie Hall 801-268-8055	Andrew Fresh 801-880-8001	Maria Artie 801-430-8827

Emergency Numbers

Police/Fire Emergency 911
 Police/Fire Non Emergency
 801-451-1450
 Kaysville Power
 801-544-8925
 Kaysville Public Works
 801-544-8112

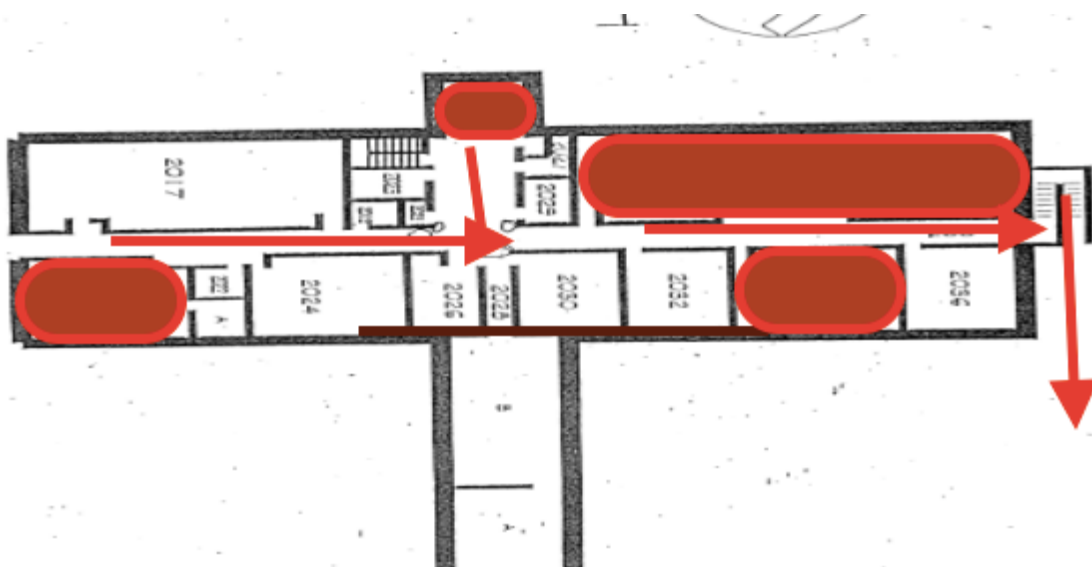
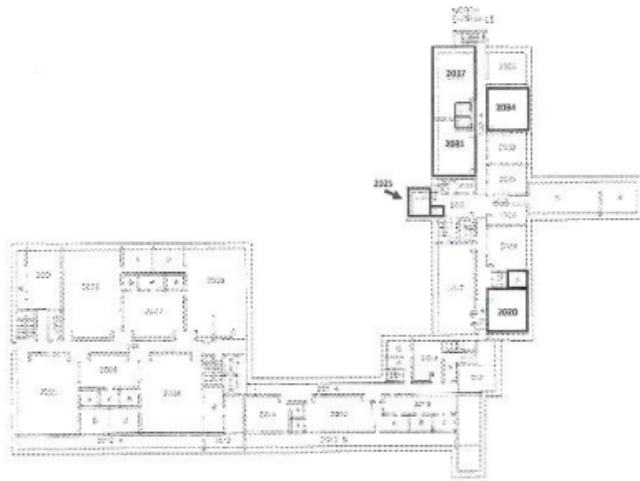
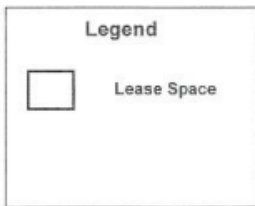
Emergency Contact List

MAINTENANCE	SECURITY	FACILITIES	ADMINISTRATION
Alan Neal 801-726-6666	Andrew Fresh 801-690-6001	Bryce Fox 801-558-8646	Russ Galt (VP) 801-636-1808

Response Team Members

Craig Caldwell	Kevin Roes	Darby Gardner	Alan Neal	John Morehead
Gordon Terry	Jim Mikkelsen	Bryce Fox	Andrew Fresh	Shawn Swapp

Career Path High Blue Prints



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.
- Administrator 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 Administrator immediately of any missing students.
- All persons must remain in safe areas until notified by Administrator 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.
- Signal Red card to inform Administrator immediately of missing student(s) or Green Card if all individuals are accounted for.
- Notify Administrator immediately of any missing students.
- Administrator may move students to the LDS Institute building area north of campus 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.
- Administrator 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 Administrator immediately of any missing students.
- Administrator may move students to the LDS Institute building area north of campus 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.
- Administrator notifies students and staff of termination of emergency.
- Resume normal operations.

If gas odor has been detected outside the building:

- Administrator calls 911.
- Administrator determines whether to shelter in place or evacuate. Fire personnel will assist with decision.
- Administrator may move students to the LDS Institute building area north of campus, 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.
- Administrator notifies students and staff of termination of emergency.
- Resume normal operations.

GENERAL EMERGENCY

- Call 911 if the Administrator 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 Administrator.

HAZARDOUS MATERIALS EVENT

Incident occurred in school:

- Call 911.
- Notify Administrator.
- 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 Administrator.
- 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 procedures

INTRUDER / HOSTAGE

Intruder: An unauthorized person who enters school property:

- Notify Administrator.
- 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 Administrator if intruder still refuses to leave. Give Administrator 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.
- Administrator 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 Administrator.
- 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

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

- Administrator will issue lockdown order by announcing a warning over PA system, sending a messenger to each classroom or other alternate method.
- Direct all students, staff and visitors into classrooms.
- 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.
- Lock classroom doors.
- Cover windows of classrooms.
- Move all persons away from windows and doors.
- Have all persons get down on the floor.
- Allow no one outside of classrooms until the Administrator gives the “all-clear” signal.

Signal: Announcement of “Please bring the red typewriter to the office.”

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

SOFT LOCKDOWN

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

- Administrator 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.
- Place clipboard at bottom of door window with Green side up if the intruder is not in your room* (if able)
- Take attendance, email the front office indicating if you have everyone, missing a student, or have extra students (do not call!)
- Continue teaching classes. Do not release students at breaks or for bells.
- Allow no one outside of classrooms until the Administrator gives the “all-clear” signal. Follow any additional directions from Administration or emergency response personnel.

Signal: Announcement of “Soft, Soft, Soft”

Action: Initiate lockdown procedures—lock doors,

SERIOUS INJURY / DEATH

If incident occurred in school:

- Call 911.
- Notify Administrator.
- 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).
- If possible, isolate affected student/staff member.
- Activate school crisis team.
- Designate staff person to accompany affected person to hospital.
- Administrator 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 Administrator.

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 Administrator.

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 Administrator and school counselor.
- Administrator notifies parent(s) or guardian(s) if suicidal person is student. Administrator 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 Administrator.
- Follow-up with students and staff who received counseling.
- Resume normal routines as soon as possible.

STUDENT UNREST

- Notify Administrator.
- Notify police, if necessary.
- Ensure the safety of students and staff first.
- Contain unrest. Seal off area of disturbance.
- Warn staff. Administrator 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 Administrator 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” or “Soft, Soft, Soft” depending on need.

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.
- 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 Administrator 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

Administrator (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, and notify Administrator immediately of missing students.
- Refer media to school spokesperson (or designee).
- Keep detailed notes of crisis event.

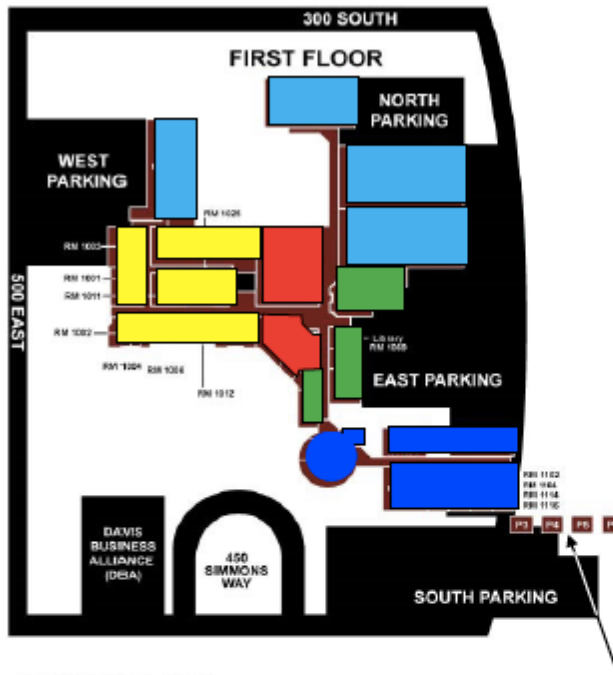
APPENDICES & ATTACHMENTS

EMERGENCY PHONE NUMBERS

Public Safety Agencies	Number
Numb	
General Emergency	911
Police/Sheriff/Fire	911
Poison Control	800-222-1222
Davis Hospital and Medical Center	801-807-1000
Davis County Health Department	801-525-5000
Davis County Mental Health (assist someone in crisis)	801-773-7060
School Resource Office / Non emergency Dispatch	801-546-1131
Kaysville City Police Chief	801-546-1131
Fire Chief	801-546-1235
Other Agencies	
Administrator	n/a
Davis Technical College	801-593-2440
Utah Transit Authority (801-RIDE-UTA)	801-743-3882
Risk Management	801-538-9583
Questar (for gas shut off)	800-323-5517
Kaysville City Water Services (for water shut off)	801-451-2190
Kaysville City Power (Report Outages)	801-544-8925
Kaysville City Power - after hours	801-299-7735
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 (DCFS)
Services for People with Disabilities	801-538-4200

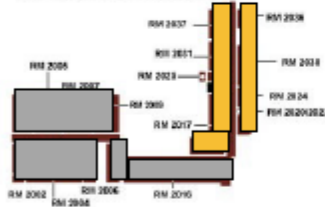


DAVIS TECH - MAIN BUILDING EVACUATION QUICK REFERENCE



Area Coordinator	Area Evacuation Teams
Wes Hobbs	John Page John Riley Bryce Chapman Steven Allcott
Dina Nielsen	Drew Johnson Amanda Bockish
Greg Scherer	Josh Pay Jeff Lund
Kellie Rhoe-Collins	Carol Anderson Shelly Morgan Dan Czech
Leslie Mock	Dee Weaver Adam Peek Renee Madnuson
Lance Eastman	Gentry Phillips Mark Jeppesen (ADA Rescue) CPH—Admin
Amanda Altzner	Thomas Kimber Curt Cooper (ADA Rescue)

SECOND FLOOR



Emergency Operations Center Personnel (Portable P-4)

Mike Bouwhuis 801-888-3289	Russ Galt 801-888-1808	Kim Ziebarth 801-548-1886	V.P. Quality/Dev	Wendee Cole 801-583-2310
Bryce Fox 801-556-8646	Kevin Cummings 801-488-8620	Melanie Hall 801-268-8066	Andrew Fresh 801-890-8001	Maria Artic 801-430-8827

Emergency Numbers

Police/Fire Emergency 911
Police/Fire Non Emergency
801-451-1450
Kaysville Power
801-544-8925
Kaysville Public Works
801-544-8112

Emergency Contact List

MAINTENANCE	SECURITY	FACILITIES	ADMINISTRATION
Alan Neal 801-726-6666	Andrew Fresh 801-690-6001	Bryce Fox 801-556-8646	Russ Galt (VP) 801-698-1808

Response Team Members

Craig Caldwell	Kevin Ross	Darby Gardner	Alan Neal	John Morehead
Gordon Terry	Jim Mikkelsen	Bryce Fox	Andrew Fresh	Shawn Swapp

FACULTY AND STAFF ROSTER

Director - Stacey Hutchings / Assistant Principal - Ryan Welch

Employee	Job Title/Responsibilities	FTE	Updates/Changes
Chandler, Jessika	ELA Instructor	1	
Barton, Alydia	Math Instructor	1	
Epperson, Joshua	Special Education Teacher	1	
Evans, Angela	Sped Para Pro	0.75	New position
Funn, Alyson	Counselor	1	
Hutchings, Stacey	Director	1	
Jenkins, Lisa	ELA Instructor		
Jones, Valerie	Lead Teacher	0.5	
Johnson, Allie	Math Instructor	1	
Kelsey, Dianne	Gen Ed Para Pro	0.75	New position
Kobayashi, Catherine	Office Manager	1	
Perkins, Lauren	PE/Health Instructor	0.5	
Stevens, Lisa	Social Studies Instructor	1	
Watts, Chelsea	Art Teacher/Parapro	1	
Welch, Ryan	Assistant Principal / SpEd Director	1	
Uriona, Anthony	Science Teacher	1	

Total - 16

MASTER SCHOOL SCHEDULE

Learning Center Hours -

Monday - Thursday

Study Hall - 7:00 - 8:00

Learning Centers Open - 8:00 - 11:45

Lunch: 11:45 - 12:30

Learning Centers Open - 12:30 - 3:00

Study Hall: 3:00 - 4:00

Fridays -

Study Hall - 7:00 - 8:00

Learning Centers Open - 8:00 - 12:00

School Office Hours -

7:00 am - 3:00 pm

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

SAMPLE EMERGENCY LETTER TO PARENTS

Dear Parents:

[Date]

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 will only 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.
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 LDS Institute building area north of campus. 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

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 administrator.

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:
Enrolled per register:
Students logged in to Time Station:

Date:
Reported by:
Received by:

Present now: _____

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

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

STUDENT RELEASE FORM

Please Print

Student's Name _____

Teacher _____

Grade _____

Requested By _____

To be filled in by Request Gate staff

Proof of I.D. Card _____

Name on Emergency

(yes) (no)

**Student's Status
To be filled in by teacher**

Sent with Runner Absent
Missing _____

First Aid

To be filled in by Request Gate staff

Proof of I.D.
(yes) (no)

Name on Emergency Card _____

**To be filled in by Requester
At Release Gate**

Requester Signature _____

Destination: _____

Date: _____

Time: _____

Notes:

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