



EMERGENCY RESPONSE PLAN

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SCHOOL EMERGENCY RESPONSE PLAN (ERP) AUGUST 2012

Introduction

Destructive, dangerous and violent events will occur in our lifetimes. Preparation will improve our response to these situations, helping to dispel fear of these situations. Individual staff members should prepare to be as self-reliant as possible in times of emergency so they may assist in securing the safety of NPA's young people, staff and school property.

School staff must understand that school administrators have the authority to direct efforts in an emergency response. School leaders should understand that civil authorities have priority in directing efforts to respond to emergencies once on scene. All staff members should act under the direction of public agencies when they are assigned. **No staff members are permitted to speak with the media during or after an emergency situation** except those administrators who are assigned this responsibility by the school's Governing Board.

Objectives of the Emergency Response Plan

The Emergency Response Plan is designed to provide support to school occupants in the event an emergency situation occurs. Team members should understand that the plan is designed to protect both life and property. The primary concern of school staff is to get themselves and the students for whom they are responsible to safety, and keep them there until the emergency is over. Staff must always know who they are responsible for, and be able to verify that all such students are safe. Do NOT allow staff or students to joke or otherwise act casually about emergency response plan practice.

The most likely emergency situations to occur at or within the school are:

- A fire
- An intruder posing a threat to school safety, life and/or property
- A student abduction or attempted abduction
- A violent act by a staff member, student or visitor
- Crime, or other act of terrorism
- A bomb threat

- Medical emergency
- A student run-away
- An intoxicated or otherwise impaired person demonstrating disruptive behavior
- Non-hostile or semi-hostile threat
- Suicide attempt
- Hazardous material exposure
- Suspicion of child abuse
- Utility failure
- An earthquake
- A flood caused by heavy rain
- A tornado or micro-burst causing significant property damage and/or threat to life
- Excessive snowfall
- Extreme temperatures (high or low) for a significant period of time
- Poor air quality

School Emergency Response Plan Summary

The School Emergency Response Team (ERT) will be led by the Director or in the Director's absence or incapacity, an administrative assistant(s). The ERP organizational structure will be followed. The Director (or others) will maintain leadership and management responsibilities.

The Director has assigned to her/his ERT members appropriate areas of situation management. These areas are outlined in this plan and may include, but are not limited to the following:

- Evacuation of the school
- Procurement and/or disbursement of emergency water and food supplies
- Physical facilities for shelter
- Protection from the elements (heat, cold, etc.)
- First Aid and medical services coordination
- Transportation coordination
- Communications network and equipment
- Communication and coordination with local, county, state and federal authorities or agencies
- Public relations and media coordination

ERT members and staff members will be given specific responsibilities and assignments as dictated by the nature of the emergency situation. Staff members will be responsible for carrying out specific duties as directed by the ERT members. Staff members will be required to account for all students, staff members and visitors immediately upon school evacuation and report results to the Director or other members of the ERT.

School Emergency Response Team Members

When an emergency has been declared, the Emergency Response Team will be alerted by a method appropriate to the situation. ERT members are required to communicate with the Director (or others) immediately. The ERT consists of:

Director	Judy Farris
Administrative Assistants:	Treasure Hatch Shawna Pierce
Team Members:	Al Aranda Jeffrey Lambson Justin Anderson John Tyler IV

When applicable and after evacuation procedures, the school's ERT will assemble at the front office (interior setting) or the North end of the property on the grass berm (exterior setting), if they are accessible. ERT members should bring appropriate emergency equipment to the home base if the situation deems it necessary. Each ERT member is required to meet at the home base to provide input and receive instruction, *unless otherwise instructed by the Director, or the life or safety of others will be compromised by leaving their current location*. A messenger must be sent to confirm the whereabouts of a member not present.

Zones have been identified in the school building. An ERT member is assigned to a specific zone as a Zone Leader. See p. 5 #8

Shawna Pierce	Zone: Center
Custodial/maintenance	Zone: South
Treasure Hatch	Zone: North

Specific duties of the Zone Leaders will be determined by the Director (or others) and will include timely evacuation within their zone when appropriate. It is essential that, in an emergency, Zone Leaders go immediately to their zones to coordinate ERP efforts in those areas, including evacuation of all rooms, closets and restrooms when appropriate. Zone Leaders must immediately report to the Director upon complete evacuation of the school.

Communications

Communication during an emergency situation is critical to the success of any emergency response plan. Staff members must communicate with others, including local community leaders, in order to ensure all students, staff and visitors are safe and secure. Communications include:

- Telephone (cell phones)
- Motorola two-way radios
- Verbal and written correspondence
- Megaphone
- Air horn
- Hand signals
- E-mail
- Whistles

In the event the local telephone network is not functional, cellular phones should be used (see chart below).

Communication devices will be used for the purpose of ensuring and determining the safety and status of each person on school grounds, and for communicating assignments to that end.

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Known Hazards to NPA

Railroad Tracks
Airport

Specific Emergency Situations and Appropriate Responses

As in all school activities and situations, please be considerate of persons with disabilities and tailor your response to them as appropriate. Please be considerate of individual abilities and additional time requirements; however, use common sense to determine an appropriate response in life threatening situations.

FIRE OR OTHER EVACUATION

The chain of events that must occur during any evacuation are:

1. Report fire or other threat to Administration and pull the red fire alarm handle. Use the Intercom or air horns if necessary.
2. Close all windows and doors to contain the fire.
3. Call 911.
4. Teachers must take their ERP clipboards, including class lists and communication cards (Red and Green) with them during the evacuation.
5. Staff must assist with the evacuation of the building through available exits and move all persons to a distance of at least 300 feet from the building.
6. Teachers and instructors must remain with their students at all times.
7. Staff must account for all persons for whom they are responsible using classroom, staff and visitor lists and rolls. Report to administration by holding up green and red cards indicating all is well, or you need help locating someone.
8. ERT Zone Leaders must sweep their zones inside the building, checking all restrooms (including stalls); closets, classrooms, breakout rooms and other areas to ensure all persons are evacuated. All interior doors must be shut during this sweep.
9. Students needing special evacuation arrangements will be assigned to a specific staff member, with two back-up staff members, to assist with their evacuation.
10. Office staff will take Volunteer/Guest Lists, 2-way radios, Student Registration Binder, Health Conditions Report, 1st Aid Kit and other devices listed under Communications in the this Plan.

Any person identifying evidence of a fire or other abnormal (dangerous) heat source must act IMMEDIATELY. If flames are seen, the person must immediately pull the red fire alarm handle or inform administration via any available means. If there is

uncertainty regarding the source of some physical evidence of an abnormal situation, the person must notify another responsible person, investigate immediately, and report to administration without delay.

◆ **HOSTILE THREAT—INTRUDER OR HOSTAGE SITUATION, ABDUCTION, ATTEMPTED ABDUCTION, VIOLENT ACT W/ MALICE (ASSAULT), DEADLY WEAPON, GANG VIOLENCE, CRIME OR OTHER ACT OF TERRORISM OR LAW ENFORCEMENT DIRECTIVE** on campus or in close proximity to school

To avoid undue anxiety, students should not be informed of the situation unless not knowing will jeopardize immediately their safety, or the safety of others. Determine who is involved in the situation (offender, hostages, # of students/staff, etc.). Staff will be advised as prudent by LEA, designee, or law enforcement officers.

The chain of events that must occur during a hostile threat are:

1. The staff member initiating the lock-down procedure will call 911 immediately, or designate someone to do so.
2. Perform a school lock-down or evacuation as thoroughly as possible, discreetly if necessary.
3. Keep students and staff calm.
4. Perform CPR and/or First Aid immediately (if needed) when appropriate.
5. Provide multiple copies of the school's floor plan to authorities.

◆ **LOCK-DOWN PROCEDURE (IF REQUIRED):**

1. Call 911. Provide details about the problem.
2. If you hear the lockdown phrase from an administrator or staff member through the phone system (or by any other means), please IMMEDIATELY insure that all students and staff enter a classroom and lock the door. Instruct students to sit on the floor away from doors and windows.
3. Lock all exterior doors (Director, Maintenance Tech or designees).
4. Close and lower all window blinds and shades.
5. Staff will direct all students who are outside of the building or that are in areas where "all call" is not easily heard or accessible (gym, MPR, and breakout rooms) to a safe place and will stay with those students until additional information is given or until the all-clear is called.
6. Direct all students/non-admin staff into classrooms and lock classroom doors.
7. When safe, check common areas (restrooms, etc.) and other rooms to insure complete lockdown.
8. Staff will use the white communication card attached to their ERP clipboard **ONLY** if the intruder(s) are located in their classroom during lockdown. Place the card under a door, in a window or by any place deemed safe in order to alert authorities of the situation.
9. Maintain a list of witnesses.
10. Encourage everyone to remain clam and stay quiet.
11. Stay in the locked room until someone in authority comes to the classroom and/or announces the all-clear code word.
12. Keep laptops/e-mail and staff cell phones available for emergency communication.

◆ HOSTILE THREAT—BOMB THREAT

The chain of events that must occur in the event of a bomb threat are:

1. The person receiving the call/communication regarding the threat must be certain to remember as much detail about the threat maker as possible including: Gender, approximate age, voice accent, background noise, type of phone that the caller is using, state of mind of the caller (depressed, angry, excited, agitated). A member of administration will conduct an interview of the recipient of the communication following the outline in Appendix D.
2. Assess the evidence available about the person making the threat to determine if the fire alarm system should be used to begin evacuation. Use other means as necessary to evacuate the building. Fire evacuation procedures are utilized to evacuate the building.
3. Administrative assistants must bring student emergency contact information with them during evacuation by bringing the ERP binder (containing all contact information).
4. Call 911.
5. Staff must remain calm and maintain order among the student body during the entire experience.
6. **Do not allow yourselves or students to joke or otherwise act casually about the experience.** Look and listen for clues as to who might be responsible for the threat during the experience.
7. Administration, after consulting with authorities, will determine if school will be cancelled.
8. In the event of cancellation, the parent notification system will be initiated to begin carpool.

◆ MEDICAL EMERGENCY

The chain of events that must occur during a medical emergency are:

1. Determine if the injury/medical emergency is critical or non-critical.
2. Minimize additional injury to the victim or others.
3. Notify Administration immediately
4. Call 911 if necessary.
5. Consult the student/staff member's file if appropriate to obtain pertinent medical information.
6. Contact the victim's parent/guardian/emergency contact to inform and obtain additional medical information.
7. Insure that a CPR/First Aid trained staff member handles the situation, if available.
8. Only use basic supplies to treat the person, limiting cleaning with sterile materials, soap and water only.
9. Handle the situation and minimize further injury until authorities arrive.
10. Document the experience.

◆ **STUDENT RUNAWAY**

The chain of events that must occur during a student runaway are:

1. Notify Administration immediately to inform them of the runaway, tell where he or she was last seen, and describe the student and clothing.
2. Administration will make arrangements to go after the student.
3. Administration will contact the Police.
4. Administration will contact the parents/legal guardian.
5. Interview witnesses and friends of the student.
6. Maintain order among the student body. As appropriate, discourage students from talking about the event.

◆ **NON-HOSTILE OR SEMI-HOSTILE THREAT—SERIOUS INJURY, ILLNESS, ACCIDENT, ASSAULT (MINOR STUDENT ALTERCATION), INTOXICATION**

The chain of events that must occur during a non-hostile or semi-hostile threat are:

*Identify witnesses for future questioning throughout the situation

1. Inform Administration of the incident and remove other students from the incident scene.
2. Contact appropriate emergency personnel. Dial 911; seek help of trained CPR/First Aid providers (see list included in this ERP appendix B).
3. In the case of intoxication, students are not allowed to leave with an intoxicated or otherwise impaired person, even if they are the parent/legal guardians. Call the Police for assistance.
4. School administrative assistants, as directed by the Director (or others), should contact parent or legal guardian.
5. If persons are transported to hospitals, maintain a list of names with hospital locations.

◆ **SUICIDE INTERVENTION**

If any person has knowledge, direct or indirect, that a person is in danger of harming themselves, that person is to report the situation immediately to the Director or SPED Coordinator. Persons of responsibility (staff members, adult volunteers) are to intervene immediately.

The chain of events that must occur during a suicide attempt, or high suicide potential at school are:

1. Do not leave the suicidal student alone. However, clear other students from the area, as appropriate.
2. Contact the student's parent/legal guardian. Two persons must witness the call if possible.
3. Crisis counseling techniques are appropriate to try to defuse the situation.
4. ERT members will collaborate about the results of a risk assessment to determine the severity of the situation.

5. Do not allow the student to go home unsupervised. A parent/legal guardian must assume direct responsibility for the student before allowing him/her to leave school.
6. If it is determined that the parent/legal guardian's response is damaging to the child or likely to cause a suicide attempt, the situation should be reported to the police. Instructions from law enforcement take precedence and are to be followed by school staff.
7. If the student's parent/legal guardian cannot be reached, the administration may call police and/or the nearest mental health center. to make arrangements for the student. By law, a student may be hospitalized for up to 72 hours without parent/legal guardian consent.
8. Teachers involved with the student will be assisted in appropriately dealing with the student.
9. Referral sources may be given to the parent/legal guardian. Students who are suicidal may not be safe at school. A parent/guardian will be contacted to arrange for treatment through outside sources. Failure to provide professional support may result in school officials reporting this information to appropriate authorities and/or recommending that the child not return to school until his/her safety is assured in writing by authorities and/or relevant medical professionals.
10. Confidentiality shall be maintained throughout these procedures unless the safety of the student is at risk.

◆ **DEATH AT SCHOOL—NATURAL, ACCIDENTAL, SUICIDE OR HOMICIDE**

The chain of events that must occur following a death at school are:

1. An ERT Director must be notified immediately.
2. Students, staff and visitors must be moved to a safe environment by evacuation or lock-down where appropriate.
3. Appropriate authorities will be notified immediately. Civil authorities will have priority in directing efforts when on scene.
4. Staff members must evacuate the area of all students and unnecessary adults directly surrounding the deceased within 75 feet where possible. Care should be taken to shield from view any unsightly or soiled articles, fluids, weapons, etc.
5. Appropriate crisis intervention (counseling) will be provided for students and staff, as necessary.

◆ **EARTHQUAKE**

The chain of events that must occur during an earthquake are:

1. Students and staff must Drop and Cover under desks, tables, doorways, etc. close to where they are located. Stay away from windows and fallen wires. If outside, move away from buildings, overhead power lines and other tall items.
2. Two minutes after quaking has stopped, all persons must exit the building quickly using the school's evacuation plan (see classroom signage).
3. Students and staff should not evacuate to areas where power lines are present and should not touch downed power lines or electrical wires of any kind.

4. Administrator, Maintenance Custodian or ERP Designee will turn off utility connections as necessary to minimize risk to life or property (gas and electric connections are on the south side of the school).
5. Administration will determine if school is to be cancelled and will utilize the calling tree to begin carpool.

◆ **HAZARDOUS MATERIAL EXPOSURE**

The chain of events that must occur in an internal or external hazardous material exposure are:

1. Notify Administration.
2. Call 911.
3. Evacuate the building as necessary, moving cross-wind (not with or against the wind).
4. Take roll to account for all persons.
5. (Internal) Locate materials packaging for instructions on emergency procedures for exposure to the hazardous material.
6. Insure that the exposure is exactly what is suspected through quick interviews of victims and/or witnesses before following packaging instructions.
7. Follow packaging instructions EXACTLY to minimize further injury.
8. Maintain the comfort of the victim(s) until authorities arrive.
9. Contact the victim(s) parent/legal guardian/emergency contact.
10. Document the experience.

◆ **SUSPECTED CHILD ABUSE**

If you have **reasonable suspicion** that a child has been abused:

1. Maintain confidentiality.
2. Notify the school Director or in the Director's absence, the Special Ed Coordinator immediately.
3. Employee, Director, or SPED Coordinator may notify DCFS in a timely manner and will follow DCFS procedures as outlined.

◆ **OUT-OF-SESSION BUILDING EMERGENCY**

An out-of-session building emergency is any event that occurs outside of in-session (regular) school hours that threatens life or property. The chain of events that must occur during an out-of-session building emergency are:

1. Call the police or fire department as necessary.
2. Call the Director at the contact numbers outlined in the Communications section of this plan. If no one is available, call an administrative assistant or any other ERT member until someone is reached to handle the situation.

◆ **POWER OUTAGE—DURING SCHOOL**

Communication will occur by megaphone or messages delivered by other verbal or written means. The chain of events that must occur during a power outage are:

1. Teachers must remain with their classes and use teaching materials prepared in advance for such an occurrence (presentation on a battery powered laptop, for example).
2. Administration will be responsible for checking restrooms, paying particular attention to the grade school restrooms (including kindergarten). Portable lighting will be placed in restrooms after five minutes.
3. The power company will be contacted by Administration after five minutes of outage.
4. After one hour, Administration will contact the power company for an update and will determine if school will be cancelled. Every effort will be made to keep the school open.
5. If school is canceled, parents will be contacted by “One Call Now” automated calling system to initiate carpool.
6. Staff members will prepare children for departure and help them to exit the building orderly.
7. Students who are not picked up will wait quietly in the Gym for their carpool ride.

◆ **POWER OUTAGE—OUT-OF-SCHOOL HOURS**

If an outage is discovered by the first person to enter the building in the morning, that staff member must immediately contact the power company to determine the expected duration of the outage. The Director or others must be contacted to determine if school will open on a late schedule or be cancelled.

If an outage occurs after school, the chain of events that must occur during the power outage are:

1. Director or staff members present in the building must secure the safety of students, staff children and visitors to the school, paying particular attention to restrooms.
2. After five minutes, the Director or a staff member must contact the power company.
3. After one-half hour, the Director or a staff member must decide if an event or activity should be cancelled or rescheduled, and the building secured.
4. The Director or a staff member must secure a ride for each person in the building needing assistance. No persons other than staff members are to remain in the building unsupervised.
5. Before leaving, the building must be secured manually by locking each door with a key.

◆ **OTHER UTILITY FAILURE—GAS OR WATER LINE BREAKAGE**

The chain of events that must occur during a utility interruption are:

1. If a gas line breakage, evacuate the school immediately. Fire evacuation procedures are utilized to evacuate the building with one exception; building

occupants must exit to the NORTH of the property. Do not utilize the south doors where the gas line enters the building.

2. No one must re-enter the building until such time as authorities have declared the building safe to occupy.
3. If a water line breakage, evacuate the building as necessary.
4. Administration will determine if school will be canceled.
5. The administrative assistants will initiate the parent notification system.

◆ **BAD WEATHER—EXCESSIVE SNOWFALL, EXCESSIVE WIND, EXTREME TEMPERATURES OR FLOOD**

The chain of events that must occur during a weather related emergency are:

1. When appropriate, students and staff will move to the center of the building (hallways) to avoid flying glass due to broken windows.
2. Administration will determine if school will be canceled.
3. Administrative assistants will initiate “One Call Now” parent notification system to begin carpool.
4. Students who remain at the school due to the inability to receive transportation will be kept in their respective classrooms or consolidated into fewer classrooms when appropriate.
5. Staff must remain with students when appropriate to insure safety.

◆ **POOR AIR QUALITY**

The chain of events that must occur during poor air quality are:

1. Air quality conditions will be determined by calling or checking the website of the Utah Division of Air Quality .
2. Parents of students with health conditions may contact the school and request indoor recess on any day that an “unhealthy for sensitive groups” warning has been issued.
3. The Director will determine if inside recess is appropriate to avoid hazardous air quality for individual students, or for the school at large.

◆ **SCHOOL PANDEMIC INFLUENZA PREPAREDNESS GUIDELINES**

- I. Goals in a Pandemic
 - A. Limit illness and emotional trauma
 - B. Preserve continuity of essential school functions
 - C. Minimize social and educational disruption
- II. Planning and Coordination
 - A. Collaboration and coordination with parents
 - B. Collaboration and cooperation with local and state agencies

◆ **PREVENTION PLAN**

- I. Infection Control

- A. Review and implement hygiene practices
 - 1. Handwashing/sanitizing
 - 2. Coughing/sneezing
 - 3. Do not share food
- B. Clean sanitized school
 - 1. Bathrooms
 - 2. Water Fountains
- C. Isolate ill students until parents can pick them up
- D. Communicate information and resources to parents

II. NPA Board will further develop Pandemic Response Plan/Policies

III. Information Sources:

- A. <http://health.utah.gov/>
- B. <http://www.slvhealth.org/>
- C. <http://www.flu.gov/plan/school/index.html>

CPR/First Aid Trained Staff Members

JUDY FARRIS
TREASURE HATCH
SHAWNA PIERCE
DENISE FARRINGTON
JILL NEFF
JANE STOLL
HELEN BAIZE
MEAGAN THORUP
TEMPL CORBIT
JAYNE CORBETT
AMANDA BOND
ANNE BROWN
STEVEN JARVIS
KATHY DAUT
HEIDI ODULIO
KIM SCOTT
LINDA FRANCOM
WEDNESDAE MILLER
JACKIE CASDORPH
KATRINA HOLLIMAN
KRISTI MATHEWS
DANIELLE PACKHAM
AL ARANDA
KATIE KELLY
JOHN TYLER IV
TRACI SKEEN
JAMES SAMFORD
JEFF LAMBSON