

2012-13 Canyon Rim Academy Emergency Preparedness Plan

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I. EMERGENCY TEAM MEMBERS

A. Principal, Assistant Principal, Business Manager, Front Office Staffers, and Head Custodian.

B. Principal assumes command in emergency. If Principal is absent, Assistant Principal assumes command. If Assistant Principal is absent, Business Manager assumes command.

II. EMERGENCY TEAM DUTIES

A. Principal – Merry Fusselman

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 – David Garrett

1. Maintain warning systems.
2. Monitor news outlets for news and emergency warnings.
3. Provide Board members with a copy of the plan.
4. Report to Principal.
5. Notify agencies such as Unified Fire Authority and 911.

C. Assistant Principal – Leslie Evans

1. Ensure building is empty upon evacuation. Report all clear to Principal.
2. Ensure no one re-enters building without approval.
3. Report to Principal.

D. Front Office Staff – Debbie Stevens

1. Communicate with parents via phone and email blasts.
2. Report to Principal

E. Front Office Staff – Shawnette Abraham

1. Take backpack, sign-in log and directory when evacuating.
2. Receive roll from Teachers. Report any missing to Principal.

3. Report to Principal.
- F. Head Custodian – Chad Larsen
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 shall not be turned off unless odors are detected.
 7. Report to Business Manager

III. OTHER PERSONNEL DUTIES

- A. Teachers
1. Keep emergency bag available. Take when evacuating along with roll book.
 2. Teacher is at the end of the student line and ensures all students exit building. First student from your class out 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 and use red/green card to quickly convey results to Shawnette Abraham. Use attendant form to communicate missing (not absent) and injured information to Shawnette Abraham.
 5. Keep emergency information and class lists available at all times.
 6. Take responsibility for students for duration of emergency.
 7. Teach students chair carry for use under teacher's direction.
 8. 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, communication will be by messenger or megaphone.
- B. Emergency team members will have walkie-talkies and cell phones.
- C. Principal will 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 and via 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 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 shall turn off lights and pull the door closed. Follow route set out in attachment “A.”
- 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 out 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 and will take nothing else with them (except needed medical items that are in the classroom). Teachers will take only the emergency backpack and class roll.
- F. If exit is blocked, teacher will reverse march and use 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.

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 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 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) Two minutes after shaking stops, the fire bell will sound. If power is lost, the teacher will give the command to evacuate.
 - b) Use the fire building 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) Shawnette Abraham will inform Granite Police. 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 Granite 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 shall 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 shall be kept in the office and will contain a Red Cross booklet. Classrooms will have first aid items in their backpack.
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 or by messenger.
2. Do visual sweep of immediate areas for student and staff.
3. Gather in classrooms quickly, lock door and drop window shade.
4. Do not open classroom doors for any reason. Stay in lockdown until door is opened from the outside by administrator with key.
5. Report a missing student through the PA.
6. **Visitors, teachers, staff and students shall not use cell phone or any other type of communication to contact anyone outside the building during lockdown. Emergency information will be communicated by front office.**

G. **Shelter-In-Place**

1. Follow lockdown procedures with the exception that learning activities proceed like normal within each classroom & school. ALL outside doors will be locked.

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 Questar.
- 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 and 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.