



Uintah School District

EMERGENCY PROCEDURES MANUAL

EMERGENCY TELEPHONE NUMBERS

EMERGENCY	911	CENTRAL DISPATCH	789-4222
UINTAH SCHOOL DISTRICT	781-3100	DISTRICT SECURITY	781-7320
VERNAL FIRE DEPARTMENT	789-0988	ROOSEVELT FIRE DEPARTMENT	722-4558
VERNAL AMBULANCE	789-3342	ROOSEVELT AMBULANCE	722-4893
GOLD CROSS AMBULANCE	789-6907	TRIBAL AMBULANCE	722-2285
NORTHEASTERN COUNSELING (Vernal)	789-6300	NORTHEASTERN COUNSELING (Roosevelt)	725-6300
UINTAH COUNTY SHERIFF	789-2511	DUCHESNE COUNTY SHERIFF	738-2015
VERNAL POLICE DEPARTMENT	798-5835	ROOSEVELT POLICE DEPARTMENT	722-4558
CHILD/FAMILY SERVICES	781-4250	B.I.A. POLICE	722-2911
POISON CONTROL	1-(800) 222-1222	TRI COUNTY HEALTH	781-5475

ASHLEY VALLEY REGIONAL HOSPITAL 789-3342

UINTAH BASIN MEDICAL CENTER 722-4691

WATER COMPANY _____ Ph. # _____

FUEL COMPANY _____ Ph. # _____

POWER COMPANY _____ Ph. # _____

SCHOOL COMMUNITY COUNCIL PRESIDENT _____ Ph. # _____

EMERGENCY TELEPHONE NUMBERS

SCHOOL _____ **Rm. #:** _____

INSTRUCTIONS

This Emergency Preparedness Manual specifies certain **Actions** and **Procedures**.

Actions contain instructions for teachers and students in responding to various emergencies.

Procedures provide guidelines for implementation of the "Actions".

Alarms used to implement various actions may be any one or a combination of the following: bell, alarm, siren, announcement, or series of 3 short whistle blasts. Announcements may be made over the P.A. system, by megaphone, or by runner.

The Actions are as follows:

- (1) Action: Cancel School
- (2) Action: Shelter/Remain in Building
- (3) Action: Drop and Cover
- (4) Action: Evacuation/Relocation
- (5) Action: Lockdown

Each school will submit an Emergency/Crisis Plan yearly to the district for approval. This will include responsible persons, duties and designated building areas in the event of a crisis or emergency.

INSTRUCTIONS

ACTION: CANCEL SCHOOL

1. The Principal will contact the superintendent or his designee for authorization to cancel school or close school early: Uintah District Office 781-3100. When the decision is made to close school or schools, the Superintendent or his designee will notify the local radio station(s) to make appropriate public service announcements. Calls will also go out through the district school messenger system.

2. The principal will contact the Community Council president or designee. The Community Council will initiate the volunteer calling plan to contact as many parents/guardians as possible using the pre-designed phone tree system. Students 8th grade and under are not to be released until parents or other designated persons have been notified.

3. The school secretary will contact the parents of any children arriving or any children remaining at school to arrange for their return. If parents cannot be reached, other persons designated on data cards will be contacted. (For additional help call Uintah District Transportation Department 781-3180. The building is to remain open and the principal or his/her designee is to remain on site until the safe arrival home of all students is assured.

4. In the event children must leave the building under circumstances that time or conditions would not allow parent notification, each school will designate an alternate location to temporarily house children until appropriate communications are completed.

Alternate Location _____

5. Teachers will assist as directed until specifically released by the principal.

6. Call **789-4222** and inform Central Dispatch that school is cancelled at your location.

ACTION: CANCEL SCHOOL

ACTION: SHELTER/REMAIN IN BUILDING

1. This action will be implemented by an announcement or a member of the emergency/crisis team.
2. All students and teachers will report to the classroom. Teachers will account for each student and lock windows and exterior classroom doors.
3. Students will be moved away from windows and follow all directions.
4. Students will remain in classrooms until further notice by announcement or a member of the emergency/crisis team. Restrooms and fountains may be used unless otherwise indicated by the principal, teacher, or other circumstances.
5. Classroom activities, games, etc., will be conducted in as normal a manner as possible.
6. The custodian will report to the principal to determine whether or not to lock all exterior doors to the school. In the event doors are locked by the custodian, principal and/or teacher, they will not be chained.
7. When the principal or his designee determines that it is safe to leave the building, teachers will be notified by an announcement or by a member of the emergency/crisis team.

ACTION: SHELTER/REMAIN IN BUILDING

ACTION: DROP AND COVER

1. This action may be called for by an announcement or by the nature of the emergency itself (such as an earthquake or explosion).
2. Students will drop to the floor or ground and cover themselves as much as possible by moving to a protected place and covering their faces and necks with their hands.
 - a. Classroom-drop under desks/tables and face away from windows
 - b. Media center-drop under tables
 - c. Lunchroom-drop under tables
 - d. Hallways-drop to a corner or under a doorway
 - e. Multipurpose room-drop to the floor by an inside wall
 - f. Restroom-drop to floor by an inside wall or under sinks
 - g. Outside-stay away from the building, drop flat on the ground
3. Students must remain down and covered until directed to do otherwise by announcement or a member of the emergency/crisis team.
4. Teachers will emphasize the need for students to remain quiet and calm.

ACTION: DROP AND COVER

ACTION: EVACUATION/RELOCATION

1. Notification will be given through the initiating of the fire alarm or by the principal or designee announcing, "**Evacuate the Building**". All children and adults will file out of the building in a quiet and orderly manner using fire drill routes unless otherwise instructed.
2. Students will not take any personal items.
3. Designated crisis team members will check the restrooms and other school common areas.
4. Students who are at recess will report to their pre-assigned areas immediately.
5. Teachers will make special provisions to assist handicapped students in evacuating the building.
6. Teachers will make sure lights are out and windows/doors.
7. Teachers will carry a class list with them and will follow their classes out of the building.
8. Once outside, teachers will lead their classes to a pre-designated area at least 300 feet away from the building or to the relocation center if instructed.
9. Students will remain quiet and orderly. Teachers will take roll and report any missing students to the principal or his designee.

Reporting Procedure: _____

10. The custodian will immediately report to the principal upon the announcement of an evacuation.
11. When the principal or designee determines that it is safe to re-enter the building, teachers will be notified by megaphone announcement or by a member of the crisis team.
Bells, sirens, and whistles will not be used to announce re-entry of the building.

ACTION: EVACUATION/RELOCATION

ACTION: LOCK-DOWN

1. The principal or designee will announce, "This is a Lock-down".
2. All students and staff will be directed into classrooms.
3. All classroom doors will be locked and windows covered (including windows in the door).
4. All persons will move away from windows.
5. Teachers will place appropriate Health/Safety cards under the door and in the window.
(Green card signals everyone is okay, Red card signals there is a health/safety need).

* Be certain to leave the edge of the card being placed under the door in the classroom in the event that the situation changes and the card needs to be updated.
6. No person is allowed outside of the classroom until the principal or an emergency/crisis member announces that all is clear.

ACTION: LOCK-DOWN

SEVERE WEATHER PROCEDURES

BEFORE SCHOOL:

If the weather is too severe to open school, "ACTION: CANCEL SCHOOL" will be implemented after appropriate authorization from the superintendent or his designee. Uintah School District **781-3100**.

DURING SCHOOL:

If severe weather creates a need to close school early, "ACTION: CANCEL SCHOOL" will be implemented after appropriate authorization from the superintendent or his designee. Uintah School District **781-3100**; Uintah District Transportation **781-3180**.

FLOODS:

In the event of flooding caused by weather conditions, the Severe Weather Procedures as noted above would be followed. If flooding is caused by dam or water line breakage, procedure "ACTION: LEAVE THE BUILDING" or "ACTION: REMAIN IN THE BUILDING" would be followed, depending on the threat to the local building.

LIGHTNING:

All outdoor activities will cease when lightning is present. Students will be taken indoors.

SEVERE WEATHER AND FLOOD PROCEDURES

EMPLOYEE WALKOUT PROCEDURES

BEFORE SCHOOL:

If it is known that employees will not report for work, "ACTION: CANCEL SCHOOL" will be implemented after appropriate authorization from the superintendent or his designee. Uintah School District **781-3100**.

DURING SCHOOL:

If employees leave school while school is in session the principal or his/her designee will decide if it is feasible to keep school in session. If it is not, the "ACTION: CANCEL SCHOOL" will be implemented after appropriate authorization from the superintendent or his designee. Uintah School District **781-3100**; Uintah School District Transportation **781-3180** will be notified.

EMPLOYEE WALKOUT PROCEDURES

CIVIL DISTURBANCE PROCEDURES

1. The school secretary or principal will call Emergency: **911**. The caller will stay on the telephone as long as possible to receive instruction from, and keep emergency agencies informed.
2. For a CIVIL DISTURBANCE outside the building, an announcement will be made to implement **ACTION: SHELTER/REMAIN IN BUILDING.** The principal may direct the custodian and/or teachers to lock all outside doors. Doors will not be chained.
3. The superintendent or designee will be notified by the principal or other responsible person, call **781-3100**.

NOTE: In cases where students or other personnel have been subject to, or have witnessed or experienced trauma as a result of violence, etc., the superintendent or designee will contact Northeastern Counseling **789-6300** or **725-6300**.

CIVIL DISTURBANCE PROCEDURES

WEAPONS, VIOLENT ACTS, THREATS AND HOSTAGE PROCEDURES

1. The principal or secretary or other responsible person will call Emergency: **911**.
2. The caller will then give the school name and Uniform Alert Code: "SCHOOL IN TROUBLE."
3. The caller will stay on the line as long as needed (possible) and will explain the situation in brief, indicating weapons, threats, persons and/or hostage situation, etc., giving the location of the incident and such other information as needed.
4. The caller, if possible, will arrange to meet the responding Law Enforcement Agent at a location agreed upon during the call.

NOTE: In cases where students or other personnel have been subject to, or have witnessed or experienced trauma as a result of violence, etc., the superintendent or designee will contact Northeastern Counseling **789-6300** or **725-6300**.

WEAPONS, VOILENT ACTS, THREATS AND HOSTAGE/INTRUDER PROCEDURES

FIRE PROCEDURES

1. The person locating a fire will sound the school fire alarm. This will implement "ACTION: EVACUATION/RELOCATION".
2. The secretary will notify: CENTRAL DISPATCH: **911**
3. Central Dispatch will notify the superintendent or his designee.
4. The principal or his/her designee will meet a representative of the responding agencies at the command area.
5. The principal will determine whether "ACTION: CANCEL SCHOOL", or any further ACTION should be implemented.

FIRE PROCEDURES

CHEMICAL SPILLS PROCEDURES

1. If the chemical spill endangers children in the building, the principal will implement "ACTION: EVACUATION/RELOCATION".
2. If the chemical spill endangers children outside the building, the principal will implement "ACTION: SHELTER/REMAIN IN BUILDING"
3. The secretary will contact Central Dispatch **911**.
4. The Central Dispatch and Principal will contact the superintendent or his designee to inform him and discuss the need for further action. When the superintendent determines that the situation merits closure of school, then "ACTION: CANCEL SCHOOL" will be followed. Uintah School District **781-3100**.
5. The custodian will report to the principal.

CHEMICAL SPILLS PROCEDURES

EXPLOSION AND/OR FALLEN AIRCRAFT PROCEDURES

1. When an explosion or plane crash occurs or is imminent, the teacher or responsible adult will give the signal for "ACTION: DROP AND COVER".
2. The principal will determine what additional ACTION, if any, should be implemented.
3. If the explosion is on or close to school property, the secretary will call Central Dispatch **911**.

All students will be kept at a safe distance from the explosion.

4. If the explosion occurs in or on the school building, the alarms will sound and "ACTION: LEAVE BUILDING" will be implemented. The secretary will notify Central Dispatch **911**.
5. The Central Dispatch and the Principal will notify the superintendent or his designee and determine the necessity of any further ACTION. Uintah School District **781-3100**.

EXPLOSION AND/OR FALLEN AIRCRAFT PROCEDURES

NUCLEAR ATTACK PROCEDURES

1. If there is sufficient time after a warning is received, the principal will respond to directions of the superintendent or his designee, if possible, and "ACTION: CANCEL SCHOOL" will be implemented. Uintah School District **781-3100**.
2. If a blast occurs with no prior warning or with insufficient time to disperse students to their homes, the procedures for "ACTION: DROP AND COVER" will be implemented.
 - a. If school, district, and/or civil officials feel there is sufficient time before fallout arrives "ACTION: CANCEL SCHOOL" will be implemented.
 - b. If there is not sufficient time to disperse students to their homes before fallout arrives, students will be kept in the school as long as necessary.

NUECLEAR ATTACK PROCEDURES

EARTHQUAKE PROCEDURES

1. When an actual earthquake occurs, students will implement "ACTION: DROP AND COVER".
2. Three minutes after the shaking has stopped, the principal will implement "ACTION: EVACUATION/RELOCATION" or other ACTION by alarm or by announcement over the P.A. system. If there is no alarm or announcement, the teachers should evacuate the building through their fire drill door and not re-enter the building until it has been declared safe.
3. Do not light any fires after the earthquake.
4. Avoid touching electrical wires which may have fallen.
5. The school will call Central Dispatch **911** giving brief information about the:
 - a. Injuries
 - b. Structural soundness
 - c. Electrical wiring
 - d. Oil, gas, and other fuel systems
 - e. Water distribution
 - f. Boiler and heating systems
6. The principal will determine the advisability of "ACTION: CANCEL SCHOOL" and will make appropriate contact with the superintendent or his designees.
7. The custodian will report to the principal and notify the utility companies of disrupted service or breaks in gas, water or electrical lines.

Power _____ Fuel _____ Water Company _____

8. The building, if damaged, will be re-occupied only after it has been declared safe by qualified personnel who have inspected:
 - a. Structural soundness
 - b. Electrical wiring
 - c. Oil, gas, and other fuel systems
 - d. Water distribution
 - e. Boiler and heating systems

EARTHQUAKE PROCEDURES

POWER OUTAGE PROCEDURES

DURING SCHOOL

1. When a power outage occurs for more than fifteen minute duration, the principal will contact the power service company to determine the extent of the problem:
Power Company and Ph. # _____
2. Teachers will remain in their classrooms with their students. Communication with classes will occur through the use of student runners, or with a megaphone. Teachers should prepare emergency plans for activities that can be conducted in the dark. Candles, lanterns, or any open flame are **not** to be used.
3. If the problem will last several hours and/or if classrooms become uncomfortably cold, students in portables will be brought into the main building.
4. The principal will notify the superintendent or his designee if further action may be necessary. Uintah School District **781-3100**.
5. Every effort will be made to keep the children in school until the regular closing time. In extreme circumstances, the Superintendent may decide to close school early, at which time "ACTION CANCEL SHOOOL" will be implemented.

BEFORE SCHOOL

1. When a serious power outage occurs before school, the Community Council president or custodian will contact the principal before 6:30 a.m. (or as soon as possible). Attempts will be made to determine from the Power Company the anticipated duration of the problems.
2. If the problem is expected to extend beyond school starting time, the principal will notify the superintendent. If the principal is not available, the Community Council president or custodian will contact the superintendent. If it is the decision of the superintendent not to open school, "ACTION: CANCEL SCHOOL" will be implemented. Uintah School District **781-3100**.

POWER OUTAGE PROCEDURES

BOMB THREAT PROCEDURES

1. When a bomb threat is received by telephone, see and follow Telephone Bomb Threat Instruction and Questions (next page). Proceed with items 2-6 below.
2. All Bomb Threats will be treated as a Possible Real Bomb Threat.
3. POSSIBLE REAL BOMB – procedure
 - a. An announcement will be made over the Intercom that says “Teachers--A complete inventory of your room will be due in 20 minutes.”
 - b. The principal will notify the superintendent or his designee.
 - c. Teachers will search their teaching areas and other personnel will search their assigned areas without disrupting classes or opening doors.
 - d. All personnel will report their findings to the principal within 20 minutes of the announcement.
 - e. Strange objects should not be moved or touched by school personnel.
 - f. “ACTION LEAVE BUILDING” will be implemented when it is determined safe to do so.
 - g. Police, fire, and school administrative or designated personnel will search the building.
 - h. Strange objects should not be moved or touched by school personnel.
4. School personnel should try to minimize publicity and discussion of bomb threats to avoid spreading the idea to others. Television, radio, or newspaper personnel should be referred to the principal.

BOMB THREAT PROCEDURES

TELEPHONE BOMB THREAT INSTRUCTIONS AND QUESTIONS

INSTRUCTIONS:

1. Do not interrupt the caller.
2. Try to keep the caller talking.
3. Listen calmly and courteously.
4. Inform the caller that detonation could cause serious injury or death.
5. Try to quietly attract the attention of someone nearby and indicated to them the nature of the call.
6. Have them call Central Dispatch **911** on alternate line.

SUGGESTED QUESTIONS TO ASK IF THE CALLER IS AGREEABLE TO FURTHER CONVERSATION:

1. When will it go off?

2. Where is it located?

3. What kind of bomb is it? (What does it look like, what is it in, how does it work)?

4. Why are you doing this?

5. How do you know so much about the bomb?

6. What is your name?

7. What is your address?

AFTER THE CALL – Call Central Dispatch **911**

Instructions:

1. Notify the principal immediately. If he/she is unavailable, notify the assistant superintendent.
2. Talk to no one else unless otherwise instructed.
3. Write out the caller's message in its entirety.
4. Write any comments on separate sheet of paper.
5. Fill out the checklist on the following page.

THESE INSTRUCTIONS SHOULD BE COPIED, LAMINATED AND DISPLAYED NEAR RECEPTIONISTS AND/OR SECRETARIES TELEPHONE IN MAIN OFFICE.

TELEPHONE BOMB THREAT INSTRUCTIONS AND QUESTIONS

BOMB THREAT CHECKLIST

1. NAME OF CALLER _____ TIME _____ DATE _____

2. CALLER IDENTITY: M _____ F _____ ADULT _____ JUVENILE _____ AGE _____

3. ORIGIN OF CALL: LOCAL _____ LONG DISTANCE _____ BOOTH _____ IN BLD. _____

4. VOICE CHARACTERIZATION:

_____ loud _____ deep
_____ high pitch _____ pleasant
_____ raspy _____ other
_____ intoxicated

5. SPEECH

_____ fast _____ distorted
_____ distinct _____ nasal
_____ stutter _____ lisp
_____ slurred _____ other
_____ slow

6. LANGUAGE

_____ excellent
_____ fair
_____ foul
_____ good
_____ poor

7. ACCENT

_____ Local
_____ foreign region
_____ race
_____ can't discern
_____ not local

8. MANNER

_____ calm
_____ rational
_____ coherent
_____ deliberate
_____ righteous
_____ angry
_____ irrational
_____ incoherent
_____ emotional
_____ laughing

9. BACKGROUND NOISE

_____ factory machine _____ office machine
_____ mixed _____ traffic
_____ trains _____ animals
_____ quiet _____ planes
_____ voices _____ bedlam
_____ party atmosphere

10. Did the caller seem familiar with the building by his description of the location of the bomb? _____

11. Attach all documents and papers and deliver them to the principal, the assistant superintendent or the police.

BOMB THREAT CHECKLIST

EMERGENCY PHONE TREE

TO BE COORDINATED THRU THE PARENT TEACHERS ASSOCIATION IN EACH SCHOOL.

EMERGENCY PHONE TREE

SCHOOL FLOOR PLAN

A FLOOR PLAN FOR THE SPECIFIC SCHOOL IS TO BE ATTACHED.

SCHOOL FLOOR PLAN

