

## EMERGENCY NUMBERS

Emergency ..... **9-911** *Fire*

### *Law Enforcement*

B.I.A.

Emergency .....(435) 722-2911

Non-Emergency .....(435) 722-2012

Duchesne Co. Sheriff .....(435) 738-2015 or 722-4444

Naples Police Department.....(435) 789-9449

Roosevelt Central Dispatch.....(435) 722-4558

Roosevelt City Police Department.....(435) 722-4558

Uintah County Sheriff.....(435) 789-2511 or 781-5409

Vernal Cent. Dispatch - Animal Control... (435) 789-4222

Vernal City Police Department .....(435) 789-5835

Jensen Fire Department.....(435) 781-6755

Lapoint-Tridall Fire Department.....(435) 247-2577

Naples Fire Department .....(435) 789-5645

Roosevelt City Fire Department .....(435) 722-4558

Uintah Fire District .....(435) 781-6755

Ute Tribe-Randlett Fire Department .....(435) 722-2911

Vernal Fire Department.....(435) 789-0988



**Medical**

Ashley Regional Medical Center .....(435) 789-3342  
 Gold Cross Ambulance .....(435) 789-6907  
 Poison Control .....1-800-222-1222  
 Roosevelt City Ambulance.....(435) 722-4558  
 Tribal Ambulance.....(435) 722-4558  
 Tri-County Health .....(435) 247-1177  
 Uintah Basin Medical Center.....(435) 722-4691  
 State Red Cross .....(801) 323-7000

**Utilities**

Ashley Valley Water & Sewer .....(435) 789-9400  
 Basin Propane .....(435) 789-8466  
 DCFS Vernal .....(435) 789-4250  
 Emergencies.....(435) 621-3449  
 Maeser Water Improvement District.....(435) 789-2353  
 Moon Lake Electric.....(435) 722-5400

Questar Gas.....(435) 789-2011  
 Roosevelt .....(435) 722-2521  
 Rocky Mountain Power .....(435) 781-5602 or  
 1-888-221-7070  
 Tridell-Lapoint  
 Water Improvement District.....(435) 247-2475  
 Ute Tribe Domestic Water Systems .....(435) 722-4879  
 Vernal City Public Works.....(435) 789-6924

**Social Services**

Child Protective Services .....(435) 781-4250  
 Emergency .....(435) 621-3449  
 DCFS Roosevelt.....(435) 722-6550  
 Emergency .....(435) 722-7434  
 Northeastern Counseling Center  
 Vernal .....(435) 789-6300  
 Roosevelt .....(435) 722-6300  
 Ute Family Center .....(435) 722-6440

## LOCKDOWN PROCEDURES (SHELTER IN PLACE)

### *Reportable Incident*

A Lockdown is declared when, in the opinion of the Administrator, a situation exists threatening the safety of students and staff and requires that they remain in their classrooms.

#### **Administrator's Responsibilities**

- Immediately declare “**Lockdown**” (Shelter in Place).
- Call **9-911**, if necessary.
- Direct the school bells to be turned off.
- Escort any students in the hallways to a safe location.
- Identify the problem area.
- Activate Crisis Management team.
- Coordinate with Emergency Response personnel.

- Call District Office at (435) 781-3100.
- Activate student action plan and evacuation plan.

#### **Staff's Responsibilities**

- Immediately do a quick sweep of your hallway and instruct any students nearby to come into the room.
- Lock your classroom door. Doors must never be opened. Proper authorities will have keys.
- Stay with and direct students, take roll and provide assistance. Report missing or extra student's to the administration.
- Keep students quiet and out of the line of sight from interior windows. Turn off all classroom lights and close all windows. ▶▶▶

- Activate student action plan and evacuation plan.
  - Display red or green card.
  - Stay calm in the classroom – keep all students; no hall passes.
  - Teachers remain calm; students will model your behavior.
  - Separate students from cell phones and back packs.
  - Make sure cell phones are powered off.
  - Listen for announcements for further instructions, e.g., continue classroom instruction, reporting of missing students, etc., and **“All Clear.”**
  - Wait with the students until a uniformed officer or school official known to you invites you out. Do not respond to the fire alarm during a lockdown unless a known Administrator makes a supporting announcement.
- Teachers without a class during a lockdown should do a quick sweep of the hallway, instruct students to come into their rooms, record their names, and remain in a secure location to await further instruction.

**Non School Hours Building Supervisor Responsibilities**

- In the absence of an Administrator or supervisory staff member, the custodial staff will declare a **“Lockdown”** with specific reason, i.e., **“Lockdown – Take Cover.”**
- Call **9-911**, if necessary.
- Call the **“On-Call” Supervisor** for further direction.
- Assist Emergency Response personnel.

## EVACUATION PROCEDURES

### Administrator's Responsibilities

- Signal an evacuation from the building by using the fire alarm.
- Activate the Crisis Management Team.
- Call **9-911**.
- Call District office at (435) 781-3100.
- Call Transportation at (435) 781-3180.
- If an off-site evacuation is needed, request transportation at (435) 781-3180 to the designated site.
- Coordinate your effort with District Office and Emergency Response personnel.
- Activate student action plan and evacuation plan.
- Take the Emergency Supply Kit.
- Take Emergency Response Manual book.
- Take the student directory and contact numbers.

- Take your record/attendance books, your "Emergency Response Manual" and exit to your designated area.
- Close your classroom doors when leaving the room.
- Once outside, take roll call.
- Report missing student(s) or extra student(s) ASAP to the Administrator/Emergency Responder.
- Activate student action plan and evacuation plan.
- Remain with classes and await further instructions from the Administrator.

### Non School Hours Building Supervisors Responsibilities

- Same as Administrator's Responsibilities.
- Call District Office at (435) 781-3100.
- Call the "On-Call" Supervisor for further direction.

### Staff's Responsibilities

- Follow the evacuation routes posted in the room unless otherwise advised.

**UTILITY EMERGENCY >>>**

## UTILITY EMERGENCY

### *A utility emergency constitutes any of the following:*

- Water Leak
- Gas Leak
- No Heat
- Power Outage
- Hazardous Materials, and
- Sewer Back-Up

### **Administrator’s Responsibilities**

- Identify the problem and location.
- Notify Maintenance at (435) 781-3181 so that they can call the utility company.
- Meet with Head Custodian to determine the extent of loss and subsequent actions.
- Notify faculty, staff, and students concerning information regarding power outages, dangerous situations, utility failures, or information concerning the closing of the school due to power outage.

- Order the evacuation of an affected building to ensure the safety and welfare of the occupants due to special circumstances which may exist as a result of the emergency (primarily natural gas leaks).
- Keep District Office informed and consult with the Superintendent or designee for further instructions.
- If one part of the building is affected by the emergency, find alternate locations.

### **Staff’s Responsibilities**

- Notify the Administrator.
- Evacuate students to an alternate location, if necessary.
- Wait for further instructions from the Administrator.

### **Non School Hours Building Supervisor Responsibilities**

- Same as Administrator’s Responsibilities.
- Call the “On-Call” Supervisor.

## INTRUDER/TRESPASSING

### *Reportable Incident*

#### **Administrator's Responsibilities**

- Assess the situation.
- Determine the location of the person and his/her description.
- If appropriate, declare “**Lockdown.**”
- Call **9-911** if appropriate.
- Meet the Emergency Response personnel and direct them to the location.
- Call District Office at (435) 781-3100.
- When the situation is stabilized, announce “**All Clear.**”

#### **Staff's Responsibilities**

- Report the intruder to the office, with his/her description, location and other facts.
- Do not leave students unsupervised and do not send a student to the office.

- Keep classrooms/students secure. If necessary, move to a safer area.
- Teachers follow your students out of the classroom.
- Wait for the “**All Clear**” announcement.

#### **Non School Hours Building Supervisors Responsibilities**

- Same as Administrator's Responsibilities.
- Call the “On-Call” Supervisor ASAP for further direction.

All visitors must check in the office and display a visitor's pass.

**UNIDENTIFIED PERSON ON SCHOOL SITE >>>**

## UNIDENTIFIED PERSON ON SCHOOL SITE

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### Administrator's Responsibilities

- Identify the problem and the location.
- Approach the subject and determine the nature of their business within the building.
- Ask for their identification.
- Request for them to accompany you to the office. If the suspect is looking for a specific student, check their file for court orders, e.g. personal protection orders, custody orders.
- If there is no acceptable reason to be in the building, ask the intruder to leave the building site.
- If they refuse to leave:
  - Call **9-911**.
  - Call District Office to report the incident. Provide the suspect's description.
  - Coordinate with Emergency Response personnel.
  - If appropriate, declare "**Lockdown**."
  - Activate your Crisis Management Team.

### Staff's Responsibilities

- Approach the subject and determine the nature of their business.
- Request that the subject report to the office.
- If at all possible, accompany the person to the office.
- Notify the Administrator ASAP.

### Non School Hours Building Supervisor Responsibilities

- Identify the problem and the location.
- Approach the subject and determine the nature of their business.
- Call the police if you suspect a problem at **9-911** and provide the suspect's description.
- Call the District Office.
- Call the "On-Call" Supervisor.



## DEATH ON SCHOOL SITE (NATURAL CAUSES, ACCIDENTAL, SUICIDE OR HOMICIDE)

### *Reportable Incident*

Survey scene to determine safe approach.

#### **Administrator’s Responsibilities**

- Identify the problem and the location. Secure and isolate the area. Determine if there is to be a lockdown.
- Call **9-911**.
- Call District Office at (435) 781-3100.
- Immediately activate support services for students/ staff through the Crisis Management Team.
- Assist the Emergency Response personnel in locating and identifying possible suspect(s)/ victim(s) and witness(s).
- Assess whether the suspect(s) can be safely isolated/detained.
- Secure emergency information on the suspect(s)/ victim(s) and witness(s), if possible.
- Provide the Emergency Response personnel with emergency information.
- Discourage discussion.
- Prepare to meet with victim(s) families.

- Police will notify the proper authorities.
- Verify the facts in writing.

#### **Staff’s Responsibilities**

- Identify the problem and the location. Secure and isolate the area.
- Identify and secure the suspect(s), victims(s) and witness(s).
- Call **9-911**.
- Notify the Administrator.
- Calmly remove the students from the area.
- Discourage discussion.
- Wait for the Emergency Responders to arrive.
- Identify students in need of immediate support.

#### **Non School Hours Building Supervisor Responsibilities**

- Same as Administrator’s Responsibilities.
- Call the “On-Call” Supervisor.

**WHEN A TRAUMA OR LOSS OCCURS >>>**

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## WHEN A TRAUMA OR LOSS OCCURS

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### Administrator's Responsibilities

- Contact emergency responders if necessary.
- Secure the area and limit student movement.
- Contact School Crisis Management Team.
  - Central Office
  - Counselors
  - Social Worker
  - Psychologist
  - Nurse
- Appoint or act as the Incident Response Coordinator.
- Verify the facts in writing.
- Develop appropriate communication for students, staff and parents.
- Contact the Superintendent who will inform the School Board and act as Spokesperson to the media.

## SEVERE WEATHER

**Tornado Watch:** Conditions are right for a tornado.

**Tornado Warning:** A funnel cloud has been sighted. Take cover.

**At the first sign of lightning, all students should be inside the building.**

### Administrator’s Responsibilities

- Office staff to monitor the Early Warning Weather.
- Administrator should monitor developing weather conditions.
- Order students and staff to proceed to the shelter in place area.
- If there is an emergency call **9-911**.
- Call Transportation at (435) 781-3180.
- Call District office at (435) 781-3100.
- Administrator announces when students/staff are to return to their rooms.
- If damage has occurred to the building, the Administrator is to evacuate the affected areas/ campus.
- Discourage the release of students until the severe weather passes.

### Staff’s Responsibilities

- Shelter in place, or proceed to other areas of the building as directed.
- Account for all classroom occupants.
  - Remain calm.
  - Close windows and doors; do not lock.
  - Take your record/attendance book and “Emergency Response Manual.”
  - Report to your designated area and call roll.
  - If you have additional or missing students, notify the Administrator/emergency responders.
  - Await further instruction from the Administrator.
  - Return to your designated area when “**All Clear**” is announced.



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### **PM Custodial Responsibilities**

- Monitor developing weather conditions.
- Contact the “On-Call” Supervisor for direction.
- If conditions warrant, protective measures should be taken.
- Order students and staff to proceed to the shelter in place area.
- If there is a medical emergency, call **9-911**.
- If damage has occurred to the building, evacuate the affected areas/campus.

## BOMB THREAT CHECKLIST (PHONE)

### *Reportable Incident*

1. Stay Calm. Take a deep breath and focus on what the caller says.
2. Keep the caller on the phone as long as possible.
3. Ask the questions in the Bomb Threat Checklist on this card.
4. Complete the Bomb Threat Checklist on this card.
5. Immediately contact the designated Administrator who will call **9-911**.
6. Cell phones and electronic devices must not be used. They can trigger some types of bombs.
7. DO NOT TOUCH anything suspicious.
8. Lockdown the building according to instructions from your Administrator.

### **Bomb Threat Checklist (Phone)**

(Make copies of this page for reporting purposes and retain a copy for school file.)

Date of call: \_\_\_\_\_

Exact words of caller: \_\_\_\_\_

Exact time of call: \_\_\_\_\_

### **Questions to Ask Caller:**

1. When is the bomb going to explode?  
\_\_\_\_\_ a.m. p.m.
2. Where is the bomb? \_\_\_\_\_  
\_\_\_\_\_
3. What does the bomb look like? \_\_\_\_\_  
\_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_  
\_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_  
\_\_\_\_\_
6. Did you place the bomb?    Yes    No
7. Why? \_\_\_\_\_  
\_\_\_\_\_
8. Where are you calling from? \_\_\_\_\_  
\_\_\_\_\_
9. What is your address? \_\_\_\_\_  
\_\_\_\_\_
10. What is your name? \_\_\_\_\_  
\_\_\_\_\_



**Background Sounds**

- Street noises
- Phone booth
- Voices
- PA system
- Music
- Long distance
- Office machinery
- Other: \_\_\_\_\_
- Factory machinery
- Animal noises
- Clear
- Static
- House noises
- Local call
- Motor

If voice is familiar, whom did it sound like? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person receiving call: \_\_\_\_\_

Telephone number call received at: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

**Caller's Voice**

- Normal
- Slow
- Slurred
- Deep
- Loud
- Sincere
- Angry
- Stressed
- Calm
- Crying
- Stutter
- Broken
- Giggling
- Rapid

Sex \_\_\_\_\_

Age \_\_\_\_\_

Accent \_\_\_\_\_

**Threat Language**

- Well spoken (educated)
- Incoherent
- Taped
- Foul Language
- Irrational
- Message scripted by threat maker

## **BOMB THREAT PROCEDURES (DEVICE LOCATED)**

### *Reportable Incident*

#### **Overall Procedures**

1. Upon discovery of a suspicious device, immediately notify the Administrator.
2. If a device is located in a classroom, immediately and calmly evacuate.
3. Lockdown the school immediately and calmly.
4. Evacuate the building immediately and calmly.

**Under no condition, attempt to touch or move the device.**

**Turn off cell phones or electronic devices – they can activate explosive devices.**

#### **Administrator’s Responsibilities**

- Upon notification of a device located:  
Don’t forget... there may be more than one device.
- Call **9-911**; use only landlines.
- Notify District Office at (435) 781-3100.
- Activate Bomb Threat Response Protocol.
- Immediately initiate Crisis Management Team.

#### **Staff’s Responsibilities**

- Call or notify front office on **school telephone, or school radio, not cell phone.**
  1. Wait for decision on whether to lockdown or evacuate.
  2. If lockdown is ordered, follow lockdown procedures.
  3. If evacuation is ordered, follow evacuation procedures as directed by the Administrator.
  4. Staff should look for and report all suspicious objects to the Administrator immediately.
  5. Turn school radios off at this time.
  6. Once evacuated, stay in your designated areas until you are told it is safe to return to the building.

#### **Non School Hours Building Supervisor Responsibilities**

- Same as Administrator’s Responsibilities and call District Office at (435) 781-3100.
- Call the “On-Call” Supervisor for further direction.



**Threat Levels**

*Possible Responses to Threat Levels (Always Consider Totality of Circumstances)*

	<i><b>LOW</b></i>	<i><b>MEDIUM</b></i>	<i><b>HIGH</b></i>
Full Evacuation	Consider	Consider	Strongly Consider
Partial Evacuation	Consider	Consider	Strongly Consider
Explosives Detection Canine	Consider	Strongly Consider for Lockers	Strongly Consider for Common Areas/Parking Lot
Secure Mode – Remain in Secure Location	Strongly Consider	Strongly Consider	Strongly Consider
Protracted Secure Mode – Limited Class Changes – Limited School Access from outside	Consider	Consider	Strongly Consider
Access Control	Consider	Strongly Consider	Strongly Consider
VBIED's (perimeter) Counter Measures	Consider	Consider	Strongly Consider



## FIRE

### *Reportable Incident*

Fire means the unauthorized starting of a fire on school property.

#### **Administrator's Responsibilities**

- Evacuate the building by using the fire alarm.
- Call **9-911**; give the specific location, if known.
- Determine if students/staff need to evacuate campus, call Transportation at (435) 781-3180 to the designated site.
- Call District Office at (435) 781-3100.
- Initiate Crisis Management Team.
- Activate student action plan and evacuation plan.
- Clear fire lane to building.
- Assist the Emergency Response personnel as needed, with locating the utilities.
- Verify evacuation of students (where they need to go).
- To have missing and extra students reported to them.
- Ensure the building is evacuated.
- Signal an “**All Clear**” when appropriate.

#### **Staff's Responsibilities**

- Close windows and doors; do not lock.
- Be alert to assist any student with a disability, if needed.

- Activate student action plan and evacuation plan.
- Evacuate students quietly and in an orderly fashion.
- Bring “Emergency Response Manual” and Roster.
- Report to your designated area and call roll.
- Report any missing student or extra students to the Administrator.
- Return in designated area until an Administrator gives the “**All Clear**” signal.

#### **Non School Hours Building Supervisor Responsibilities**

- Evacuate the building by using the fire alarm.
- Call **9-911**; give specific location, if known.
- Call the “On-Call” Supervisor.
- Assist the Emergency Response personnel in locating the utilities.
- Ensure the building is evacuated.
- Reoccupy the building when given an “**All Clear**.”

#### **If Arson is Suspected**

- Inform the responding police/fire personnel.
- Assist the police/fire department.
- Help locate any possible suspect and/or witness(es).
- If the fire was extinguished, still report the fire to the fire department for investigation.



## CHEMICAL/BIOCHEMICAL/RADIOLOGICAL/NUCLEAR (CBRN) ATTACKS

### *Reportable Incident*

**Chemical:** The deliberate release of a toxic gas, liquid or solid that can poison people and the environment.

**Biological:** An attack that is deliberate release of germs or other biological substances that can make you sick.

**Radiological:** The use of common explosives to spread radioactive materials over a targeted area.

**Nuclear:** An explosion with intense light and heat, a damaging pressure wave and widespread radioactive material that can contaminate the air, water and ground surfaces for miles around.

#### **Administrator's Responsibilities**

- In the event of an incident or attack, the first few moments are critical.
- It is essential that all personnel are sheltered in place and are not allowed to contaminate others.
- Call **9-911**.
- Inform all building occupants that help is on the way and that the power will be shut down.
- Building personnel will be shutting down all ventilation systems.
- You may lose electrical power in order to decrease the likelihood of the agent spreading unnecessarily. **Do not panic!**
- The fire department will be following specific procedures in order to ensure that everyone is decontaminated appropriately.

#### **Staff's Responsibilities**

Remain calm and

- Notify the principal's office immediately.
  - Advise of injuries/anyone in immediate danger.
  - If evident, notify principal's office of adverse physical symptoms present.
- Immediately begin lockdown procedures.
- Take attendance and do not allow anyone to exit or enter the room.
- Have students cover nose and mouth with handkerchief or other material.
- Await further instructions.
- Ensure that students do not chew gum, eat, drink or place objects in their mouth (radiological or nuclear only).

#### **Outside the Building**

- Begin lockdown procedures.
- Take attendance and do not allow anyone to exit or enter the room.
- Have students cover nose and mouth with handkerchief or other material.
- Remain calm and notify the principal's office of the following:
  - Advise of injuries/anyone in immediate danger.
  - Advise if any building occupants begin to experience adverse physical symptoms.
- Ensure that students do not chew gum, eat, drink or place objects in their mouth (radiological or nuclear only).

**GAS LEAKS >>>**

## GAS LEAKS

### *Reportable Incident*

Do not operate electrical devices or cell phones.

#### **Administrator’s Responsibilities**

- Call **9-911**.
- Contact the Custodian.
- Contact the Maintenance Department to address the problem.
- Notify the gas company.
- **Do not turn on or off electrical switches, devices or cell phones.**
- Evacuate the building immediately.
- Call District Office at (435) 781-3100.
- If students/staff need to evacuate the campus, request transportation to the designated site.
- Signal “**All Clear**” when appropriate.

#### **Staff’s Responsibilities**

- Notify the Administrator-in-Charge.
- **Do not turn on or off electrical switches, devices or cell phones.**
- Evacuate the building immediately.
- Await further instructions.
- When the “**All Clear**” is announced, re-occupy the building.

#### **Custodial Staff Responsibilities**

- Contact the Maintenance Department for direction.
- **Do not turn on or off electrical switches, devices or cell phones.**
- Ventilate the area via opening windows/doors.
- Assist the gas company in the location of the leak.
- Keep the building Administrator advised of the situation.

## ACCIDENTS/MEDICAL EMERGENCIES

### *Reportable Incident*

#### Administrator's Responsibilities

- Call **9-911**.
- Report to the scene. Secure and isolate the area.
- Trained staff to assist the Emergency Response team in first aid/CPR.
- Assign an individual to meet and escort the emergency medical responders to the scene.
- Notify the parent/guardian.
- Provide the Emergency Response team with information.
- Accompany the student/staff to the hospital if the parent/guardian/family member cannot be there.
- Call District Office at (435) 781-3100.
- Initiate support services for students/staff immediately through the Crisis Management Team if necessary.
- If any area is exposed, clean as soon as possible.
- If the scene is not safe wait for the Emergency Response Team.

#### Staff's Responsibilities

- Evaluate the accident scene. Isolate and secure the area.
- Direct any unaffected persons to a safe and secure area.
- Call **9-911**.
- Notify the Administrator. Advise them of the number of injured and of the situation. Give the location.
- If the scene is safe, proceed to the victim and assess the severity of the injury.
- Stabilize the victim and administer first aid, if needed.
- Use universal precautions when handling body fluids. (Notify Administration in cases of exposure.)
- Wash affected area and notify administration.
- If the scene is not safe wait for the Emergency Response Team.
- Assist the Emergency Response Team.

#### Non School Hours Building Supervisors Responsibilities

- Same as Administrator's Responsibilities.
- Call the "On-Call" Supervisor.
- Call the District Office at (435) 781-3100.



## UNAUTHORIZED REMOVAL/MISSING/ABDUCTED PERSON(S)

### *Reportable Incident*

#### **Overall Procedures**

- If abduction is observed or suspected, call **9-911**.
- Provide a detailed description of the abductor (physical appearance, type/color of clothing, and make/model/color/license number of any vehicle seen and direction of travel).
- If a person is missing/abducted, immediately notify the Administrator.
- Provide a detailed description of clothing/time/location when person was last seen, and photograph of the person.
- Print out the student's demographic chart for the Emergency Response Team.

#### **Administrator's Responsibilities**

##### *Missing Person(s)*

- Conduct an immediate search of the school/school grounds.
- Call **9-911**.
- Call District Office at (435) 781-3100.
- Contact the custodial parent/guardian of the missing student.
- Contact the Transportation Department (if after school hours) at (435) 781-3180.

##### *Abduction*

- Call **9-911** and provide suspect/vehicle information.
- Call District Office at (435) 781-3100.
- If abduction is witnessed by others, detain and isolate witnesses from each other for interviews with the Administrator/law enforcement.

#### **Staff's Responsibilities**

##### *Missing Student(s)*

- Notify the Administrator.
- Assist the Administrator with questioning friends/classmates.
- Maintain control of the remaining students.
- Assist the Emergency Response of the school grounds.

##### *Abduction*

- If abduction occurs during class, attempt to persuade the abductor not to commit the act, if possible.
- If abduction is witnessed by others, detain and isolate witnesses from each other for interviews with the Administrator/law enforcement.
- Do not place yourself or students in harm's way.

#### **Non School Hours Building Supervisors Responsibilities**

- Same as Administrator's Responsibilities.
- Call the "On-Call" Supervisor.
- Call the District Office at (435) 781-3100.





## **VIOLENCE IN THE WORKPLACE**

### *Reportable Incident*

#### **Administrator’s Responsibilities**

- Identify and document the problem.
- Determine type of threat (physical, emotional, verbal, etc.) (use threat assessment forms).
- Provide first aid and contact police at **9-911**.
- If a crime is suspected provide first aid and contact the police **9-911**.
- Have victims complete a Threat Assessment Form.
- Contact District Office at (435) 781-3100.
- Submit completed incident report form to Human Resources.

#### **Staff’s Responsibilities**

- Report incident to Administration.
- Have victims complete a Threat Assessment Form.
- Provide report to Administration.
- Assist victim(s) as needed.

#### **Non School Hours Building Supervisors Responsibilities**

- Document and report incident.
- Report incident to the Administration.
- Provide a report to Administration.
- If a crime is suspected provide first aid and contact the police **9-911**.
- Call “On-Call” Supervisor.
- Call the District Office at (435) 781-3100.



## ARMED SUBJECT, ARMED ROBBERY OR HOSTAGE

### *Reportable Incident*

**Follow these procedures within building whenever a person:**

- Has a weapon.
- Says they have a weapon.
- Is holding another person against their will.

**Building moves to “lockdown” procedure immediately.**

#### **Overall Procedures**

1. Call **9-911**.
2. Notify the Administrator. Relay accurate information.
  - Where in the building is the event occurring?
  - How many are involved (perpetrators and hostages)?
  - What demands, if any have been made?
  - Is anyone injured?
3. Render the appropriate assistance.

#### **Administrator’s Responsibilities**

- Immediately declare “Lockdown” (Shelter in Place).
- Call **9-911**, if necessary.
- Direct the school bells to be turned off.
- Escort any students in the hallways to a safe location.
- Identify the problem area.
- Activate Crisis Management team.
- Coordinate with Emergency Response personnel.
- Call District Office at (435) 781-3100.
- Activate student action plan and evacuation plan.

#### **Staff’s Responsibilities**

- If a weapon has been seen, notify the Administration.

- Immediately do a quick sweep of your hallway and instruct any students nearby to come into the room.
- Lock your classroom door. Doors must never be opened. Proper authorities will have keys.
- Stay with and direct students, take roll and provide assistance. Report missing or extra students to Administration.
- Keep students quiet and out of the line of sight from interior windows. Turn off all classroom lights and close all windows.
- Activate student action plan and evacuation plan.
- Display red or green card.
- Stay calm in the classroom – keep all students; no hall passes.
- Teachers remain calm; students will model your behavior.
- Separate students from cell phones and back packs.
- Make sure cell phones are powered off.
- Listen for announcements for further instructions, e.g., continue classroom instruction, reporting of missing or extra students to Administration, wait for an “**All Clear.**”
- Wait with the students until a uniformed officer or school official known to you invites you out. Do not respond to the fire alarm during a lockdown unless a known Administrator makes a supporting announcement.
- Teachers without a class during a lockdown should do a quick sweep of the hallway, instruct students to come into their rooms, record their names, and remain in a secure location to await further instructions.



- Make a list of all students not in the classroom who should be when the lockdown was declared.
- Record the names of students who enter the room after the lockdown.
- If directed to leave your classroom, take your class record book with you, if possible.
- Do not attempt to contact the office unless you have pertinent information or require immediate medical attention.
- Await further instructions from the Administrator.

**Non School Hours Building Supervisors Responsibilities**

- Same as Administrator’s Responsibilities.
- Call the “On-Call” Supervisor.

**If Weapon is Found**

- Isolate the area.
- Do not touch the weapon, unless it is a threat.

**If Subject is Visible**

- Stay calm and do not approach.
- Do not attempt to confiscate the weapon.
- Communicate and cooperate with the subject.
- Stay calm! If a suspect threatens you with a weapon, follow the suspect’s directions.
- Do not try to be a hero.

## **BUS INCIDENT**

### *Reportable Incident*

In the event of a dangerous incident during school transportation, safety of the students and staff are the most important factor. Follow school district policy and refer to any of the previously mentioned school safety responses for direction. Calls to the bus garage, **911**, and/or the principal should occur in every emergency situation.

### **Bus Accident**

#### *Drivers*

- Check for injuries.
- Call dispatcher with the accident location and report any injuries.
- Secure vehicle and display warning signs.
- Keep all students on the bus unless it is unsafe to do so. If a threat of fire exists, move everyone to a safe location.
- Administer first aid, if necessary.
- Account for all students. Record extent of all injuries.
- Complete necessary incident(s)/report(s).

### **Bus Garage**

- If emergency call is received, record all accident information. Keep open communication with driver.
- Call **911** or local police if not already done by the driver.
- Notification of Director of Transportation or designee at (435) 781-3180.
- Director of Transportation will notify District Office at (435) 781-3100.
- Director of Transportation or designee will help to secure accident site.
- Provide another bus and driver to assist, if necessary.
- Fax/e-mail student rider list to school.
- Notify school of estimated time of arrival for students.

### **Principal's Office**

- Contact appropriate staff.
- Collect health information from student enrollment cards.
- Contact parent(s) and/or guardian(s) and inform them of the following:
  1. List of injured, once available.
  2. Medical facility injured transported to.

### **Superintendent's Office**

- Notify all principals of the accident, as appropriate, and provide updates when available.
- Obtain list of all students' names on the bus from bus route files.
- Obtain a list of injured students as soon as possible.



## DRIVE-BY SHOOTING/SHOTS FIRED ON SCHOOL SITE

### *Reportable Incident*

#### Administrator's Responsibilities

- Declare a "lockdown."
- If shots are heard, instruct the students/staff, **"Drop to the floor/ground."**
- Identify the problem and the location. Secure and isolate the area.
- Call **9-911**.
- Call District Office at (435) 781-3100.
- Assist the Emergency Response Team in locating and identifying the possible suspects and victims.
- Promote emergency information on suspects, victims or witnesses.
- Provide the Emergency Response Team with emergency information.
- Immediately initiate support services for students and staff through the Crisis Management Team.
- Direct the school bells to be turned off.
- Escort any students in the hallways to a safe location.
- Identify the problem area.
- Activate Crisis Management team.
- Coordinate with Emergency Response personnel.
- Activate student action plan and evacuation plan.

#### Staff's Responsibilities

- If shots are heard, instruct the students, **"Drop to the floor/ground."**
- If possible, while on the ground, move the students to a safe area.
- Notify the Administrator.
- Advise them of any injuries/property damage.
- Take attendance. Report any missing or extra student(s) to the Administrator/Designee.
- Discourage discussion and cell phone usage.
- Report any incidents on victim(s) and suspect(s) to Administration.
- Immediately do a quick sweep of your hallway and instruct any students nearby to come into the room.

- Lock your classroom door. Doors must never be opened. Proper authorities will have keys.
- Stay with and direct students, take roll and provide assistance. Report missing or extra student's to the administration.
- Keep students quiet and out of the line of sight from interior windows. Turn off all classroom lights and close all windows.
- Activate student action plan and evacuation plan.
- Display red or green card.
- Stay calm in the classroom – keep all students; no hall passes.
- Teachers remain calm; students will model your behavior.
- Separate students from cell phones and back packs.
- Make sure cell phones are powered off.
- Listen for announcements for further instructions, e.g., continue classroom instruction, reporting of missing students, etc., and **"All Clear."**
- Wait with the students until a uniformed officer or school official known to you invites you out. Do not respond to the fire alarm during a lockdown unless a known Administrator makes a supporting announcement.
- Teachers without a class during a lockdown should do a quick sweep of the hallway, instruct students to come into their rooms, record their names, and remain in a secure location to await further instruction.

#### PM Custodial Responsibilities

- Same as the Administrator's Responsibilities.
- Call **9-911**.
- Call the "On-Call" Supervisor for further direction.
- Assist the police in locating and identifying any possible suspects and victims.
- Call the District Office at (435) 781-3100.





## WEAPONS ON SCHOOL PROPERTY

### *Reportable Incident*

Follow these procedures within the building whenever you know or suspect a student may have a weapon in a locker, car, or anywhere else on school property.

#### **Administrator’s Responsibilities**

- Declare a “Lockdown” if the situation appears threatening to the safety of the building.
- Call **9-911**.
- Contact the Emergency Response Team.
- Call District Office at (435) 781-3100.
- Determine if a reasonable suspicion exists to search for a weapon.
- Evacuate if necessary.

#### **Staff’s Responsibilities**

- Notify the Administrator.
- **If a weapon is found, isolate the area and do not touch the weapon, unless it is a threat. Police will secure it for evidence.**
- Await further instructions from the Administrator.

#### **Non School Hours Building Supervisors Responsibilities**

- Same as Administrator’s Responsibilities.
- Call **9-911**.
- Call the “On-Call” Supervisor for further direction.
- Call the District Office at (435) 781-3100.



# HARASSMENT: BULLYING/HAZING/STALKING/ETHNIC INTIMIDATION

## *Reportable Incident*

### Definitions

#### *Bullying*

Bullying is defined as the repeated intimidation of others by real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender-based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within the school.

Students who engage in any act of bullying while at school, at any school function in connection to or with any District sponsored activity or event, or while enroute to or from school are subject to disciplinary action, up to and including suspension or expulsion.

**Note: If harassing, bullying or threatening remarks, which reflect potential violence, are made and/or heard, the administration should be contacted so interviews can be conducted.**

#### *Hazing*

Hazing means any intention, knowing or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the District and whose membership is totally or predominately other students from the District.

#### *Stalking*

Stalking is a “willful course of conduct” involving repeated or continuing harassment against another individual that would cause a reasonable person to feel any one or more of the following:

- Terrorized
- Frightened
- Intimidated
- Threatened
- Molested

#### **Stalking occurs in many forms, such as:**

- Following or appearing with the sight of another.
- Approaching or confronting another individual in a public or private place.
- Appearing at the workplace or residence of another.
- Entering or remaining on an individual’s property.
- Contacting by telephone.
- Sending mail or electronic mail.

#### *Ethnic Intimidation*

Ethnic Intimidation occurs when a person maliciously, and with specific intent, intimidates or harasses another person because of that person’s:

- Race
- Color
- Religion
- Gender
- National Origin
- Sexual Orientation

#### **The conduct of the offender must:**

1. Involve physical contact with another.
2. Damage, destroy, or deface any real or personal property of another; or
3. Threaten, by word or act, to do an act described in (1) or (2) if there is reasonable cause to believe that an act in (1) or (2) will occur.

**When the conduct of the offender meets this criteria, notify the police.**

## **CHILD PROTECTION LAW AND ITS REQUIREMENTS**

### *Reportable Incident*

#### **Purpose**

To provide for the protection of children who are abused by requiring certain identified persons and encouraging others to report suspected child abuse and neglect.

#### **Child Abuse**

Harm or threatened harm to a child's health or welfare by a parent, legal guardian, or any other person responsible for the child's health or welfare, or by a teacher or teacher's aide, which occurs through non-accidental physical or mental injury; sexual abuse; sexual exploitation; or maltreatment.

#### **Procedures for Reporting Suspected Child Abuse**

Any school employee who has reason to believe that a child has been subject to incest, molestation, sexual exploitation, sexual abuse, physical abuse or neglect, or who observes a child being subjected to conditions or circumstances which would reasonably result in sexual abuse, physical abuse, or neglect shall immediately notify the nearest peace officer, law enforcement agency, or office of the Division of child and Family Services. (62A-4A-403)

For more information see Policy 007.0710 (Child Abuse – Neglect Reporting).

## SCHOOL MAP(S)

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Card - Left

Card - Right



**School Numbers**

**Administrative Service Center  
District Office**

- Superintendent’s Office.....(435) 781-3100 Ext. 1002
- Student Services.....(435) 781-3100 Ext. 1010
- Business Department .....(435) 781-3100 Ext. 1020
- Human Resources .....(435) 781-3100 Ext. 1005
- Curriculum Department .....(435) 781-3100 Ext. 1030
- Safety Department .....(435) 781-3100 Ext. 2808

**Schools**

- Uintah High School.....(435) 781-3110
- Athletics Department .....(435) 781-3110 Ext. 3246
- Guidance Department .....(435) 781-3110 Ext. 2620
- Ashley Valley Educational Center.....(435) 781-4675
- Middle School.....(435) 781-3140
- Junior High School .....(435) 781-3130
- Ashley Elementary School.....(435) 781-3170
- Davis Elementary School.....(435) 781-3155
- Discovery Elementary School.....(435) 781-3146
- Eagle View Elementary.....(435) 722-2247
- Lapoint Elementary School.....(435) 247-2638
- Maeser Elementary School .....(435) 781-3160
- Naples Elementary School.....(435) 781-3150
- Central Cove education Center .....(435) 781-3125

**Transportation Department**

- Transportation Department .....(435) 781-3180
- Coordinator .....(435) 781-3180 Ext. 2880
- Assistant Coordinator.....(435) 781-3180 Ext. 2888

**Maintenance**

- Maintenance.....(435) 781-3181
- Coordinator .....(435) 781-3181 Ext. 2861
- Assistant Coordinator.....(435) 781-3181 Ext. 2860

**Food Service**

- Food Service .....(435) 781-3185
- Foods Coordinator .....(435) 781-3185 Ext. 2870
- Assistant.....(435) 781-3185 Ext. 2872

**Bomb Threat Checklist**

The following is a checklist to be utilized by an operator or person receiving a call which threatens the safety or security of the facility.

**Checklist: (Complete all possible items immediately following the call.)**

1. Time call received: \_\_\_\_\_
2. Time call terminated: \_\_\_\_\_
3. Caller’s name and address (if known): \_\_\_\_\_  
\_\_\_\_\_
4. Sex:  Male  Female
5. Age:  Adult  Child
6. Bomb Facts (Questions to Ask)
  - a. When will it explode? \_\_\_\_\_
  - b. Where is the bomb right now? \_\_\_\_\_
  - c. What kind of bomb is it? \_\_\_\_\_
  - d. What does it look like? \_\_\_\_\_
  - e. Why did you place the bomb? \_\_\_\_\_
7. Voice Characteristics
 

<b>Tone</b>	<b>Speech</b>	<b>Language</b>
<input type="checkbox"/> Loud	<input type="checkbox"/> Fast	<input type="checkbox"/> Excellent
<input type="checkbox"/> Soft	<input type="checkbox"/> Slow	<input type="checkbox"/> Good
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Distorted	<input type="checkbox"/> Fair
<input type="checkbox"/> Low Pitch	<input type="checkbox"/> Cursing	
<input type="checkbox"/> Stutter	<input type="checkbox"/> Slurred	
<input type="checkbox"/> Raspy	<input type="checkbox"/> Lisp	
<input type="checkbox"/> Nasal	<input type="checkbox"/> Disguised	
	<input type="checkbox"/> Poor	
	<input type="checkbox"/> Pleasant	
8. Background Noise
 

<input type="checkbox"/> Music	<input type="checkbox"/> Traffic
<input type="checkbox"/> Voices	<input type="checkbox"/> Machines
<input type="checkbox"/> Cellular Phone	<input type="checkbox"/> Quiet
<input type="checkbox"/> Children	<input type="checkbox"/> Typing
<input type="checkbox"/> Other _____	
9. Person Receiving Call: \_\_\_\_\_  
Work Station: \_\_\_\_\_  
Date: \_\_\_\_\_

**In a Crisis, You Must ...**

1. Obtain medical attention for the injured immediately. Notify the police or fire department immediately by calling **9-911**.
2. Contact District Office at (435) 781-3100.

**Do not leave a voice mail at any time!**

**In Other Emergency Situations, Please Call:**

- Superintendent .....(435) 781-3100
- Other Important Telephone Numbers**
- Protective Services .....(435) 781-4250
- Health Department .....(435) 247-1177
- State Red Cross .....(801) 323-7000