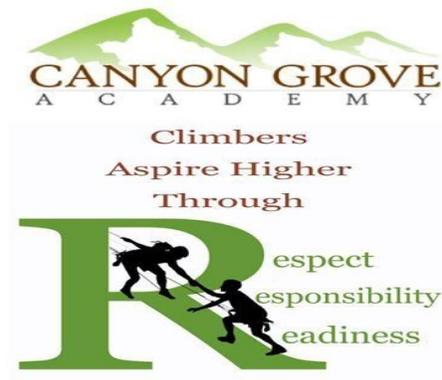


EMERGENCY PREPAREDNESS GUIDE: CANYON GROVE ACADEMY



Special thanks to:

Utah Department of Public Safety Division of Homeland Security
Office of Emergency Services (801) 538-3400 (800) 753-2858

HOW TO USE THIS GUIDE

A copy of this guide should be placed in every classroom, gym, cafeteria, office, and other prominent locations. The guide will be during staff training at the beginning of each year. In addition the procedures included will be reviewed with the entire staff so that everyone in the building understands his/her role in an emergency.

IMPORTANT DEFINITIONS AND DESCRIPTIONS

Lockdown: A common school security practice used to secure a building.

Description: A Lockdown will be implemented in the event of a campus emergency or crisis that requires students and staff to seek safety within the building.

- During this type of emergency, the safest place for students is locked securely in their classrooms inside the school building away from doors and windows. All outside doors and all classroom doors will be locked if the school is in Lockdown.
- During a Lockdown, *no one* except uniformed law enforcement will be allowed to enter the building. *This means that parents will not be admitted and students will not be released to parents while the school is under Lockdown.* No one will leave the building unless under the direction of emergency responders or until after local authorities give the all clear.

Shelter in Place: This procedure is used in the event that a threat is possible, but not imminent.

Description: All outside doors will be locked if the school is in Shelter-in-Place.

- Classes and movement within the school will carry on as usual with the exception that no students or staff will be permitted to leave the building.
- As in a Lockdown, *no one* except uniformed law enforcement will be allowed to enter the building. *This means that parents will not be admitted and students will not be released to parents while the school is under a Shelter-in-Place.*

STAFF RESPONSIBILITIES FOR ALL EMERGENCIES

Principal and Director

- Verify information.
- Call 911, if necessary.
- Seal off high-risk area(s).
- Notify students and staff.
- Contact Emergency Response Team and implement emergency response procedures.
- Evacuate students and staff, if necessary.

Teachers

- Warn students, if advised.
- Lock classroom doors.
- Account for all students.
- Stay with students during Lockdown, Shelter in Place, or evacuation.
- Keep class roster with you.

EMERGENCY TEAM MEMBERS 2016/2017

Position	Name	Work #	Cell#	Room #
Onsite Director	Becky Pili	801-785-9300	801-244-8450	Office
Distance Director	Rebecca Harrison	801-785-9300	385 625 9618	Office
Executive Director	Kim Goates		801 598 2605	
Business Manager	Donna Tuisamata		801 927 3579	
Facilities	Donna Tuisamata		801 927 3579	
6th Grade Teacher	Susan Martin	801 785 9300		
2 nd Grade Teacher	Sadie Pierce	801 785 9300		

PUBLIC INFORMATION

Principal will:

- Briefly describe school's plan for responding to emergencies.
- Make certain all information released is factual.
- Respect the privacy of affected persons and their families.
- Do not release names to the media.

**** All staff must refer all media to the Executive Director. If she is unavailable, refer them to the Director****

EVACUATION / RELOCATION PLAN

Principal and Director Responsibilities:

- Call 911, if necessary.
- Executive Director determines if students and staff should be evacuated outside of school building, or to a relocation center (Church or pond).
- Director Pili coordinates transportation if students are evacuated to a relocation center. She then contacts the Emergency Response Team members informing them that an evacuation is taking place.
- Director Harrison sends a mass text and email via CrisisGo and posts on Facebook informing all parents where students will be relocated.
- Executive Director identifies relocation center (church or pond).
- Directors directs students and staff to follow fire drill procedures and route. If normal route is too dangerous, follow alternate route (what will this be)?
- Close all windows; turn off lights, electrical equipment, gas, water faucets, air conditioning, heating, and ventilation, if possible.
- Executive Director will place evacuation sign in front window (e.g., 8 ½ x 11 paper with words "Evacuated to _____" in large, legible letters).

Teacher Responsibilities:

- Direct students to follow normal fire drill procedures unless principal alters route or normal route is too dangerous.
- Take class roster.
- Close classroom doors and turn out lights.
- When outside building, account for all students. Inform principal immediately if students are missing.
- If students are evacuated to a relocation center, stay with your class.
- Take roll again when you arrive at the relocation center.

Relocation Centers:

Primary: Manilla Creek Pond W 3300 N Pleasant Grove, UT 84062

Secondary: Church of Jesus Christ of Latterday Saints 3396 N 900 W, Pleasant Grove, UT 84062

LOCK-DOWN PROCEDURES

Lock-down procedures may be implemented in situations involving dangerous intruders or other incidents that may result in harm to persons inside the building.

- Principal will issue lock-down notification / procedures by announcing, "This is a Lockdown" warning over the P.A. system, or by sending a messenger to each classroom.
- Principal makes a P.A. announcement, "This is a Lock Down".
- Direct all students, staff, and verified volunteers into classrooms.
- Lock classroom doors.
- Cover windows of classrooms, including the window in the door.
- Move all persons away from windows and doors.
- Once all are secure in the classroom, DO NOT let anyone else inside or outside of classroom until the principal gives an all-clear over P.A.

SHELTER IN PLACE PROCEDURES

Shelter in Place procedures may be implemented in situations involving imminent danger that is outside the building/community such as a chemical/gas leak.

- School schedule continues INSIDE the building. However, no one comes in or out.
- Principal warns students and staff to remain INSIDE the building. Bring all persons inside school building.
- Teachers have class roster and should account for all students after Shelter In Place is communicated by principal.
- Close and lock all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Cover up food not in containers, or put it away in a refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels, or tissues.
- All persons must remain in the school until notified by the principal or emergency responders.

INTRUDER

Definition and Procedures

Intruder: An unauthorized person who enters school property.

Procedure:

- Ask another staff member to accompany you and approach the intruder.
- Politely greet intruder, identify yourself, and ask the purpose of their visit.
- Inform intruder that all visitors must register at the main office and receive a "Visitor" badge.
- Accompany the intruder to office.
- Notify principal IF the intruder refuses to leave.

If the intruder refuses to leave, the principal or director will:

- Warn the intruder that the police will be called.
- Over the PA, "This is a Lock-down".
- Notify police.
- Provide a full description of intruder to police.

Hostage: Students and/or staff are held against their will by an intruder.

Hostage Procedure:

- If hostage taker is unaware of your presence, do not intervene. Go to a safe location and notify the principal.
- Call or text 911 immediately. Provide details of situation, ask for assistance.
- Seal off area near hostage scene.
- Give control of scene to police and hostage negotiation team.
- Keep detailed notes of events and actions.

If taken hostage:

- Follow instructions of hostage taker.
- Keep calm. Calm students if they are present.
- Be respectful to hostage taker.
- Ask permission to speak; do not argue or make suggestions.

FIRE

In the event that a fire, smoke from a fire or gas odor has been detected, follow the fire drill procedure.

- Teachers bring a class roster and account for all students. Roll must be taken after evacuation to the South playground.
- Immediately notify the principal names of any missing students.
- Director calls 911.
- If necessary, Executive Director will relocate students and staff to a relocation center at The Church of Jesus Christ of Latterday Saints 3396 N 900 W, Pleasant Grove, UT 84062 if building is damaged or weather is inclement.
- Director sends mass text and email to all parents via CrisisGo and posts on Facebook of relocation center.
- Executive Director identifies relocation center (church or pond).
- Executive Director coordinates transportation if students are evacuated to a relocation center.
- Executive Director will place evacuation sign in front window (e.g., 8 ½ x 11 paper with words "Evacuated to _____" in large, legible letters).
- Director notifies students and staff when emergency is over and it is safe to return to school.

SEVERE STORM

- Monitor Emergency Alert Stations or NOAA Weather Stations (National Weather Service, Weather Channel).
- Bring all students and staff inside building. Move to safe areas (Away from windows and doors with glass.
- Review "drop and cover" procedures if tornadoes threaten.
- Close windows; avoid outside walls and windows.
- Teachers take class rosters; account for all students.
- Immediately report the names of any missing students to the principal.
- Be ready to move quickly if flooding threatens.
- Remain in safe areas until principal issues warning(s) expire or emergency "all clear".

EARTHQUAKE

During an Earthquake:

- DROP to the ground (before the earthquake drops you!).
- Take COVER by getting under a sturdy desk or table, and
- HOLD ON to it until the shaking stops.
- If there isn't a table or desk near you, drop to the ground in an inside corner of the building and cover your head and neck with your hands and arms. Do not try to run to another room just to get under a table.
- If no protection is available, drop to the floor and cover your head with your hands. Make sure students are in "drop and cover" positions.
- The electricity may go out, the fire alarm may sound, or sprinklers go on.

After an Earthquake:

- Keep students safe and calm.
- Principal and Director determine if it is safe to move students and staff.
- Teachers take class rosters and account for all students.
- Teachers notify the principal immediately if students are missing.
- Do not move the seriously injured unless they are still in danger.
Administer first aid, if necessary.
- Watch out for fallen obstacles and broken glass.
- Do not use the telephone, light switches, matches, candles, or other open flame unless you are absolutely certain there is not natural gas leaking.
- Do not touch electrical power lines or broken electrical equipment.
- Be prepared for aftershocks and then repeat DROP, COVER, and HOLD ON procedures.