

# **North Park Elementary School**



## **Emergency Response Plan**

**2017-2018**

2800 North 800 East  
North Logan, Utah 84341

(435) 752-5121

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Emergency Operation Plan Review

What follows is the updated version of the current Emergency Operation Plan in effect at North Park Elementary School. It is important to note that over the past few years, NPES has followed the direction of the Cache County School District in establishing procedures and policies designed to keep our students safe, be it in their day-to-day school experiences or in the event of an emergency.

The plan was developed from the Federal Emergency Management Agency (FEMA) and School Emergency Response Team (SERT) guidelines.

No emergency response plan is perfect nor is one ever complete. To be effective, plans need to be constantly reevaluated and allowed to continually evolve. Furthermore, it is nearly impossible to plan for every possible contingency. The “what if” process is an invaluable tool, but it can sometimes present an obstacle. It is important, however, to recognize the importance of taking whatever steps are available to us now.

Finally, the people who have helped put this package together recognize that this is a work in progress. This plan is the product of many drafts and is revised each year. While some may have more formal training than others, there are no experts among us. There will inevitably be flaws but our goal is to identify and address those flaws. So, if you disagree with something, let us know. If you feel there needs to be some additions, share that with us as well. The plan is not perfect, nor are we. As long as that is kept in mind, progress can be made.

Alden L. Jack  
*Principal*

**North Park Safety Committee Members**

Committee Chair  
Committee Members

Alden Jack  
Chad Hawkes  
Vardee Cole  
Scott Wallentine

# Emergency Preparedness Policy

Adoption Date: 7/1/2002  
SECTION I – V. I-VI: BOARD POLICIES

The purpose of this policy is to assure the safety of students and employees during any type of incident or emergency by ensuring that plans and procedures are formulated at the District, schools, and job sites; assignments and training is provided to individuals; and oversight and communication is established by the District.

## Policy

The Board recognizes that the safety of students and staff is best met by preparedness response which shall ensure that the health and safety of students and staff are safeguarded, any disruption to the education program is minimized, and students and employees are trained to respond to emergency situations.

### **1. Incident Preparedness Plans:**

To anticipate and prepare for such events, a District Emergency Operations Plan and Incident Command System shall be established and maintained which provides operational direction. The District Emergency Operations Plan is the implementing document for this policy and may be revised and updated as needed. It outlines the what, where, and when in relation to incident response in the District. A District Emergency Operations Committee will be established and maintained to create and review the District's Emergency Operations Plan. Individual School Plans will be prepared and kept current for each school and facility.

### **2. Standard Operating Procedures (SOPs):**

Each plan, either District or school level, will include documents outlining specific supporting tasks emphasizing who is responsible for the task with a general description of the task. These SOPs reflect how the District intends to do business in the event of an incident. Through these pre-event assignments, awareness is increased, confidence built, and smooth transition from daily to emergency operations is assured.

### **3. Training and Exercises:**

Training shall be provided in support of the plans and procedures. The plan and SOPs will be validated through conduct of exercises and drills which identify areas for additional training or revisions of procedures and also to ensure continued readiness.

### **4. District's Role in Cache County's Emergency Preparedness:**

The Board further recognizes its unique role in Cache County's Emergency Preparedness and Incident Response Plan. In the event of a major incident, once the safety and accountability of students is accomplished, District efforts and resources will be fully coordinated with and in support of the Cache County emergency efforts.

## **Authority and Responsibility**

### **1. Superintendent:**

The superintendent shall oversee procedures for handling of school incidents and emergencies which include a plan for the prompt and safe evacuation of the schools; other procedures deemed necessary to ensure safety of lives; protection of property; and continuity of operation.

### **2. Principals:**

The principal of each school, in coordination with local law and fire authorities, is responsible for the safety of all students and personnel on the school site. Site level plans will be developed and kept current. Training in the plan shall be conducted as well as emergency drills conducted on a regular basis. The principal shall designate a person who will be in charge of the school during his/her absence. In the event of an incident requiring police or fire response, full cooperation will be provided to those officials.

### **3. Sites other than schools:**

The superintendent shall designate a responsible individual for each District administrative facility, to be accountable in similar fashion to the principals as outlined in number 2 above.

### **4. Employees:**

In the event of a major disaster situation, employees will be required to provide for the safety of students and other employees. During such a disaster situation, employees are required to follow the instructions given by their supervisors. Failure to follow such instructions will be considered insubordination and will be grounds for discipline up to and including termination of employment.

Employees are strongly encouraged to take all steps necessary to provide for the wellbeing of their family in advance of any major disaster. This will hopefully moderate fears and concerns sufficient to permit rapid and effective completion of assigned tasks to ensure the wellbeing of students.

## Incident Command Team/ Explanation of Responsibilities

**Incident Commander (Principal) ..... Alden Jack**

Person in charge. Assesses the situation. Establishes objectives. Tracks resource availability. Develops and monitors the action plans. Ensures proper documentation. Appoints additional staff as necessary. Acts as public information officer unless delegated to district office PIO.

**Public Information Officer..... Alden Jack**

Most likely the incident commander or school principal. Will establish a designated area for communication with the media on school campus in the event of a school emergency. Will give periodic updates to media. Will consult with the district office public information officer prior to releasing information to the press.

**Safety Officer.....Chad Hawkes**

Insures the safety of students and staff and others on campus. Has the authority to halt any response activity that creates an unsafe situation or puts students, faculty, or others at risk. Voice of reason during crisis.

**Facilities Check Person Scott Wallentine/Chad Hawkes**

Survey the school site. Look for dangerous situations, structural defects, etc.. and suitability for student reentry. Shut off utilities as needed.

**Search and Rescue..... Chad Hawkes**

In charge of team who will search building for missing/injured/trapped students and staff. Need first aid/CPR training to triage and assist injured. Should be physically fit to move objects and persons.

**Medical Person.....Vardee Cole/All personnel**

First aide/CPR training. Administers first aid to any in need.

Student Care..... All teachers and Aides

Wait with and monitor students who are waiting to be picked up by parents. Treat minor injuries.

Student Release Person..... Patti Rash w/help from Paraprofessionals

Release students to parents or other authorized adult. Keep documentation on each release.

Supplies..... Scott Wallentine/Alden Jack

Knowledge of and access to any supplies that can be used in an emergency. Has keys to all parts of the building.

### Map of School Grounds Showing Incident Command Center



Information to

Media

Incident Command

Triage





First aide



Student meeting  
area

## **Emergency Response Procedures and Anticipated Emergency Events**

### **Emergency Response Procedures:**

1. Evacuation
2. Shelter in Place
3. Lock Down

**Anticipated Emergency Events**

**Response**

Medical Emergencies	Call 911
Power Outage	Evacuation if necessary
Natural Gas Leak	Evacuation
Chemical Spill/Airplane Crash	Shelter in Place or Evacuation
Earthquake.....	Evacuation or Shelter in Place
Hostage Situation/Intruder/Shooting	Lock Down
Fire	Evacuation
Civil Disturbance	Shelter in Place
Bomb Threat	Evacuation

**Evacuation**

Evacuation is used when the fire alarm sounds for any emergency. A gas leak, earth quake, or fire all require the building to be evacuated until the “all clear” is sounded or students are relocated to a secondary site.

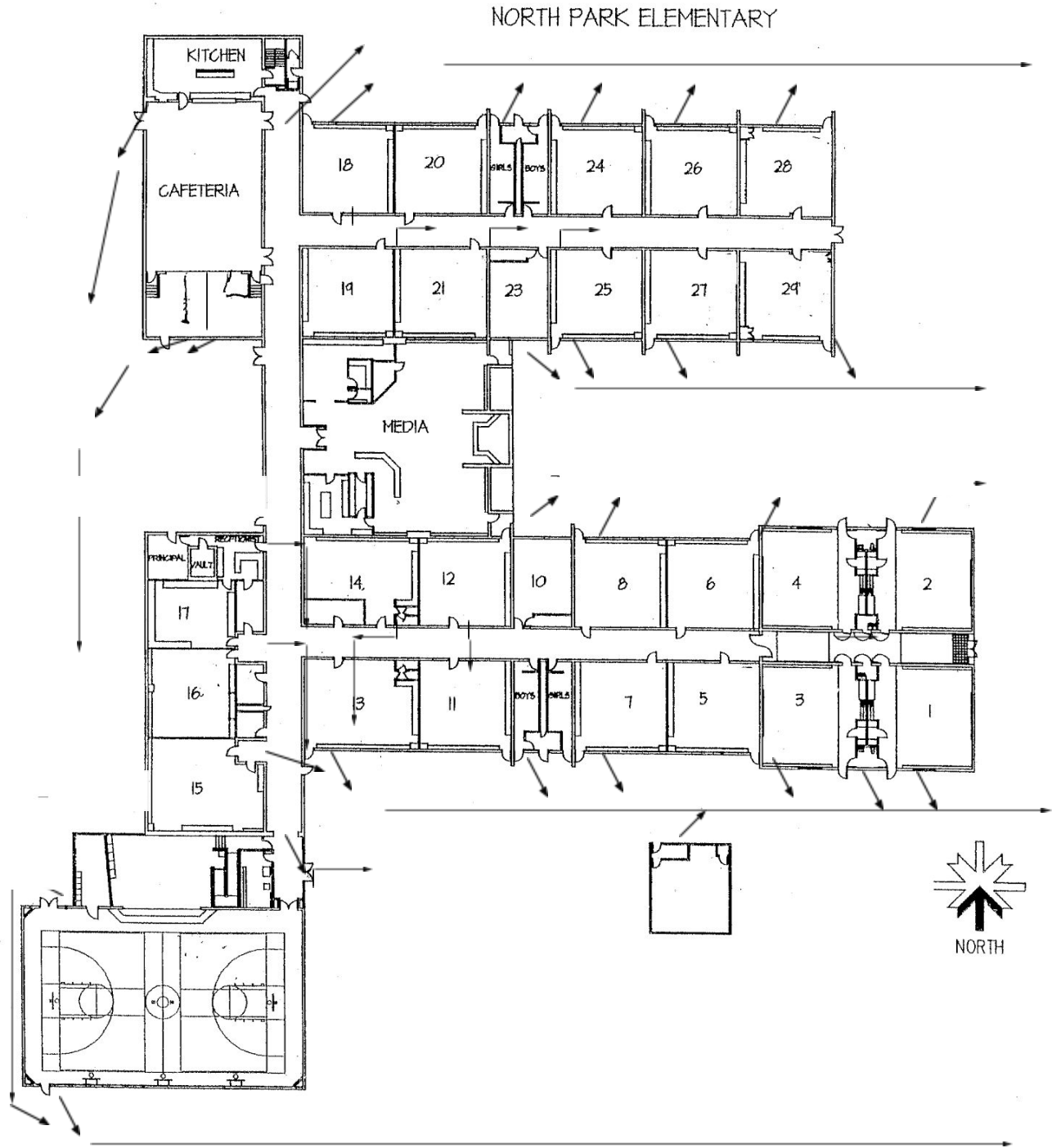
1. Evacuation is generally ordered by the principal and initiated (usually) through the use of the fire bell.
2. The principal calls for evacuation in those situations when the interior of the building may not be safe.

3. Teachers are to check safety of their specific routes before evacuating students.
4. Evacuation routes should minimize exposure to hazardous situations. Move away from buildings. If possible, avoid walking under covered walkways, power lines, along block walls.
5. Each area should have a primary and secondary evacuation route. Evacuation routes are to be posted in each room.
6. Evacuation drills should include the use of both primary and secondary routes.

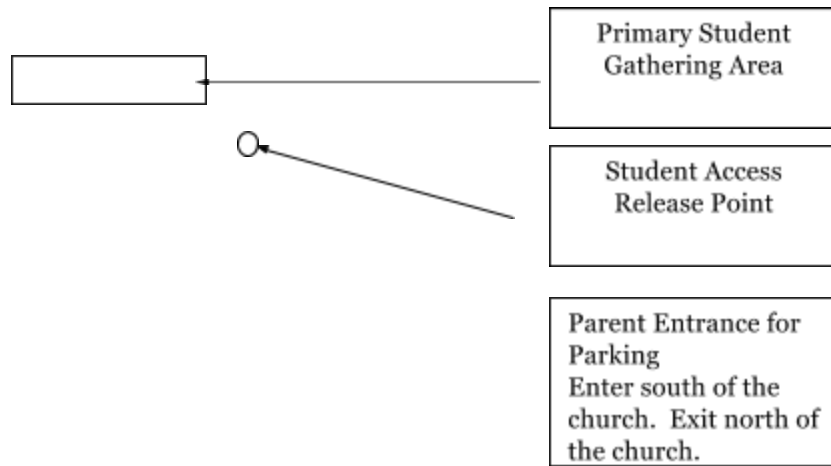
### **Procedures:**

1. Remain calm
2. Account for your students
3. Access your Emergency Backpack/Bucket. Designate a student to close the door behind the class as you lead your students to your assigned area. If possible, injured students should not be left alone.
4. Follow exit routes out of the building. **BE ALERT!** As you evacuate your students, watch for suspicious objects or activities. If you see a threat and can avoid that area, do so and then notify the principal as soon as possible.
5. Proceed to designated staging area at the southeast corner of the school property (adjacent to the LDS church property separated by chain-linked fence). Hang your name sign on the chain-linked fence.
6. Account for students and keep students quiet.
7. All walkie-talkie radios must be turned on.
8. Once in the assembling area, the grade level teachers should account for all of their students, check on each other to determine health status, need to assist with injuries, need to stay with injured students, and report students accounted for to the grade level rep.
  - The grade level rep will hold up a green card if all students on that grade level are accounted for. An office person will acknowledge that grade level through the walkie-talkie by stating, “\_\_\_ grade, your report is green” and will place a check by their name on the reporting sheet (see addendum #1).
  - If students are missing, the grade level rep will hold up a red card. An office person will meet with that grade level to determine further actions.
9. If possible, have your students sit down and **be quiet**. Do NOT let students wander around.
10. If it appears that you will be out of the building for long, assign student buddy teams. (It is much easier to monitor 15 buddy pairs than 30 individual students. Additionally, assigning a job can actually help prevent students from going into shock because it gives them something to focus on other than the emergency itself.)
11. Relocation of Students: If it is determined that the situation is not safe to remain evacuated on the school grounds, relocation may be necessary.

## **North Park Elementary Evacuation Map**

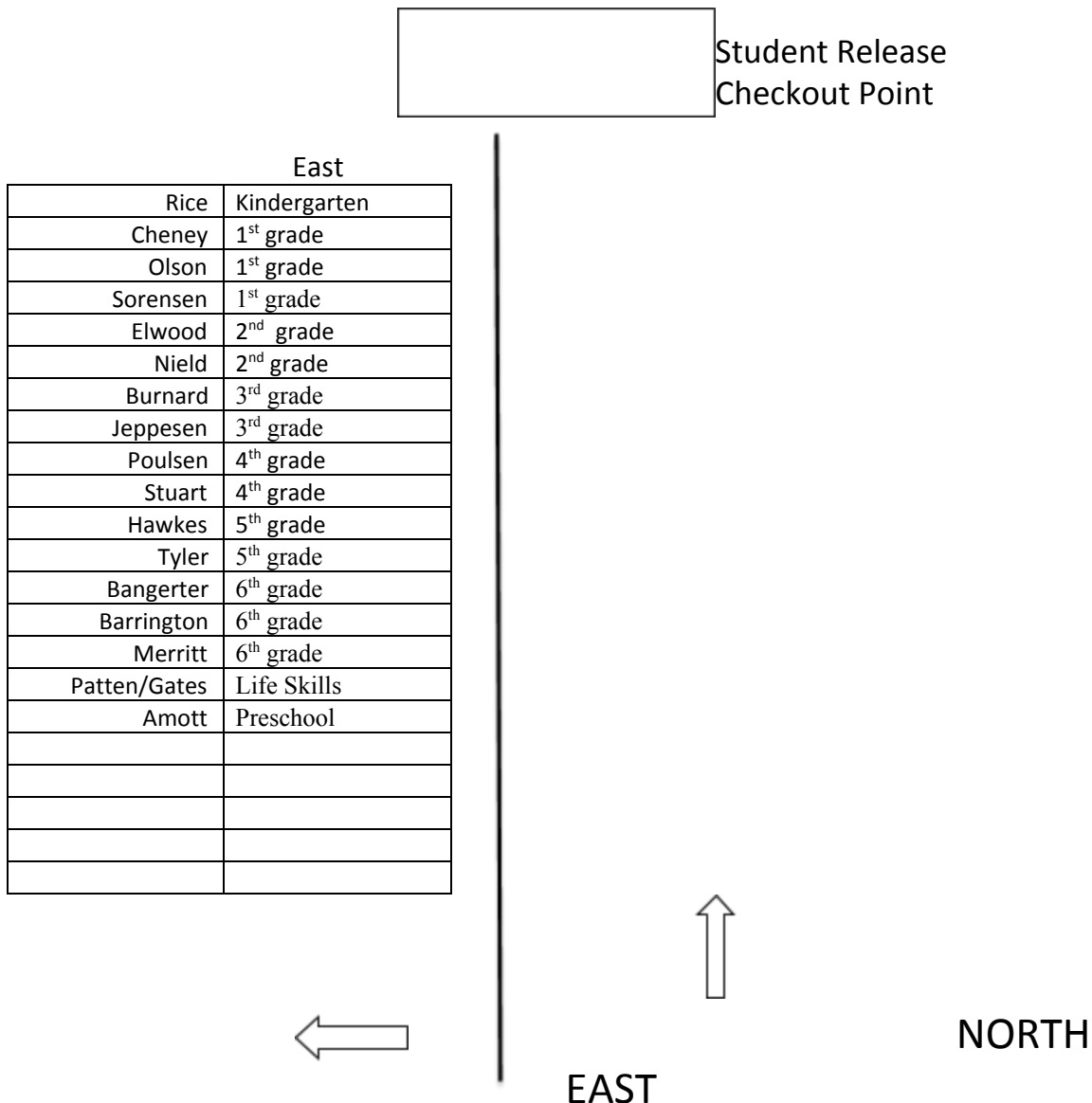


### Map of School Grounds for Emergency Student Release Protocol

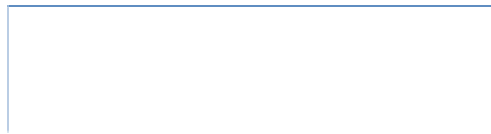


## Reunification Outside of School Emergency Pick-up

- Classes will be lined up by the south fence according to grade level. Teachers name tag will be on the fence in front of their class.
- Parents will park in the church parking lot, walk to the fence, and report to their child’s teacher or person in charge of that class. (The person picking the student up **MUST** be listed on the emergency form.)
- The teacher will use the student emergency forms in their yellow folder to circle the name of the person who is picking the student up. The teacher will check the student’s name off of their class roster and give the emergency form to the student.
- The student will walk to the east end of the fence. They will give the emergency release form to the person collecting them at the East end of the fence. The student will then be released to the person picking them up.



## Church Parking lot



## Reunification Inside of Church Pick-up

- Classes will be lined up in the gym according to grade levels (see map below). Teachers will place emergency buckets with name tags in the front of their class.
- Parents will park in the church parking lot and enter through the north doors. (The person picking the student up **MUST** be listed on the emergency form.)
- The teacher will use the student emergency forms in their yellow folder to circle the name of the person who is picking the student up. The teacher will check the student's name off of their class roster and give the emergency form to the student.
- The student will hand the emergency form to the person collecting them at the south door. The student will then be released to the person picking them up.

## East side of Gym

STAGE AREA

Nield – 2 <sup>nd</sup> grade Elwood – 2 <sup>nd</sup> grade Sorensen – 1 <sup>st</sup> grade Olsen – 1 <sup>st</sup> grade Cheney – 1 <sup>st</sup> grade		3 <sup>rd</sup> grade – Burnard 3 <sup>rd</sup> grade – Jeppesen 4 <sup>th</sup> grade – Poulsen 4 <sup>th</sup> grade – Stuart 5 <sup>th</sup> grade – Hawkes

Rice - Kindergarten Patten/Gates – Life Skills Amott – Preschool Flores – Preschool speech		5 <sup>th</sup> grade – Tyler 6 <sup>th</sup> grade – Bangerter 6 <sup>th</sup> grade -- Barrington 6 <sup>th</sup> grade – Merritt

## Shelter in Place

Shelter in place is used when movement throughout the school needs to be contained. Examples include taking cover in severe weather conditions, gathering in a safety area of the school, or taking precautions against civil disturbances in the neighborhood. The nature of these emergencies are not considered to be life threatening. The words “Shelter in Place” will be a non-life threatening signal for teachers and students to respond in the following way.

- All students will move out of the hallways immediately
- Teachers will lock classroom doors
- Teachers will email the secretary to inform her of missing or extra students, or if all students are present. If a teacher has students in their classrooms who are regularly scheduled to be there, do not count them as extra students.
- No students will leave the secured classroom area until all clear is sounded
- Teachers will continue to present planned curriculum
- Teachers will turn on walkie-talkies

### Shelter in Place in the Gym

- Students will sit as if in an assembly
- Doors will be shut and taped; outside venting will be turn off



## **Lock Down**

Lock Down is reserved for the most severe emergency responses. The word “lock down” is used only in situations that are considered to be life threatening. A Lock Down can/will be declared in the event of a hostage situation, an armed intruder, shooting, or other emergencies in which it would be safer for the students to remain locked in class. Upon hearing the announcement of “Lock down” teachers will proceed to:

1. Lock any exterior doors to the building that are not locked
2. Move all students out of the hallways immediately
3. Lock interior doors to individual classrooms
4. Follow the procedure for accounting for students using the instructions posted on the green/red card envelope near the classroom door.

- *place the green card from the envelope by the classroom doorway under your door if you have accounted for all of your students. Write the names of students who are absent.*
  - *Place a red card under your door if you are missing students who should be in your classroom or if you have extra students in your classroom. Implement the plus sign/minus sign on the red card. A plus sign will be followed by the names of extra students you have in your classroom. A minus sign will be followed by the names of students that are missing from your class.*
5. No teacher instruction will be performed during this emergency situation. All students should be directed to an assigned area in the classroom and remain quiet.
  6. Turn on your computer/laptop/iPad and enable your e-mail system. Turn on your walkie-talkie to receive communications.
  7. Exterior blinds or window curtains should be closed depending on the nature of the emergency.
  8. Do not open your door until the clear call has been given.
  9. Administrators will identify themselves and open your door manually if need be with their master key.
  10. Listen for instructions.
  11. Be ready to move from the classroom quickly if given the instructions by law enforcement.

## **Outside Emergency Phone Numbers**

Principal (Alden Jack)	435-760-3974 (home)	435-535-6243 (cell)
Custodian (Scott Wallentine)	435 -752-7850 (home)	435-757-9083 (cell)
District Office	435-752-3925	
Dominion Energy	752-7751 (Logan)	1-800-767-1689
Rocky Mountain Power	877-548-3768	

Logan Regional Hospital	435-716-5450
Cache Valley Specialty Hospital	435-713-9700
North Logan Police	435-753-7600
Police/Fire/Emergency	911
Police/Fire/Non-Emergency	435-716-9400
Utah Poison Control Center	1-800-222-1222

## Emergency Alerts Through PowerSchool Parent Portal

Alert Solutions' Swift K12 school notification system is a service that allows parents, students, faculty/staff and community members to receive emergency e-mails, text, or voice messages sent from the school or district. This service is integrated with the Parent PowerSchool Portal.

Using their existing PowerSchool login credentials, parents can access SwiftK12 Parent Portal settings in order to:

1. Add or Update Contact Information

2. Specify Which Category of Messages They Want to Receive
3. Opt-Out of Certain Messaging Channels or Categories
4. View Previously Sent Messages

We encourage all parents to utilize their PowerSchool accounts to update contact information for emergency alerts.

In addition to receiving notifications about school emergencies, did you know that your parent PowerSchool account gives you access to: update personal contact information, grades & attendance, student usernames & passwords, email notification preferences, lunch balance, school contact information, ECollect forms, district/school alert preferences, student documents.

Access or create your PowerSchool account at <https://powerschool.ccsdut.org>.

If you have a Powerschool parent account and can't log in, please call 752-3925 x 2064 for assistance.

If you do not have a Powerschool parent account, please contact the school at 752-5121 and ask for a Parent Account Letter. This letter provides information required to create your account.

If you need to add a student to a current account, contact the school and ask for a Parent Account Letter for the missing student.

## **Teacher Emergency Bucket**

### **Description:**

An emergency bucket should be assigned to each classroom teacher. The bucket is used to store various emergency supplies needed to account for each student and to sustain the children in an emergency event.

### **Uses:**

The emergency bucket serves as a storage container for all classroom emergency supplies. The bucket also serves as a sign to organize and signal other faculty/staff members and parents of the whereabouts of each class. The teacher’s last name should also be color coded by grade level and displayed in large print on the side of the bucket.

**Contents:**

- Walkie-talkie radio, tuned to channel 2 (will need fresh batteries!)
- pry bar
- cotton gloves
- safety goggles
- black plastic
- duct tape (2 rolls)
- pair of scissors
- towels (to put at the bottom of doors)
- flashlight and batteries (2 AA size)
- hand sanitizer
- toilet supplies (toilet paper and plastic bags)
- latex gloves
- space blankets
- clipboard, paper, and pencils
- hard candy or dum dum suckers
- four liters of water
- paper cups
- first aid kits

**Paperwork in backpack - to be supplied by the teacher:**

- Yellow folder containing
  - Student emergency forms
  - Class roster
  - A class roster for each teacher on your grade level
- Student activities (age appropriate)
- Walkie-talkie
- Pencils

**Recording Sheet to be Used by Office**

Grade Level	Green Card	Red Card	Actions taken for Red card

Pre-school			
Life Skills			
Kindergarten			
1 <sup>st</sup> grade			
2 <sup>nd</sup> grade			
3 <sup>rd</sup> grade			
4 <sup>th</sup> grade			
5 <sup>th</sup> grade			
6 <sup>th</sup> grade			

### Recording Sheet to be Used by Office

<b>Grade Level</b>	<b>Green Card</b>	<b>Red Card</b>	<b>Actions taken for Red card</b>
Pre-school			
Life Skills			
Kindergarten			
1 <sup>st</sup> grade			
2 <sup>nd</sup> grade			
3 <sup>rd</sup> grade			
4 <sup>th</sup> grade			
5 <sup>th</sup> grade			
6 <sup>th</sup> grade			

The following pages are classroom rosters and student emergency forms.

*\* The classroom teacher should ensure that the consumables are replaced in this folder after each use.*