

EMERGENCY RESPONSE PLAN

PUBLIC HEALTH OUTCOME:

Respond appropriately to student and public health emergencies and disasters as part of a community emergency response system.

The Board of Education of Syracuse Arts Academy intends to provide a consistently safe working environment for its students and employees. Doing so may require us to respond to emergency situations to protect our employee's health and safety as well as to respond to the health and safety of our students and community. The following policy is developed to provide our employees with a quick and more meaningful response to these extraordinary situations. The provisions of this policy are also included as part of your expected job duties.

1. **Training-** All employees will receive orientation and training with regard to Emergency Response Protocol.
2. **A Sign-in/out System-** Employees/visitors/students/substitutes must sign out when leaving our facilities; they will provide travel location and anticipated return date and time. Substitutes are to sign in for the teacher they are subbing for.
3. **Communication-** Communication devices provided to employees such as pagers, cell phones radios will be turned on and available throughout the duration of the work schedule or as determined by administrator.

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Policy

4. **EMERGENCY-** All employees will respond to emergency response drills when they are exercised.
5. **CALL-DOWN LIST-** Call-down lists will be made available to all staff. These confidential lists are to be utilized only to contact other staff of the school during times of emergency. Personal numbers and addresses are not to be distributed outside of the school. These lists will be updated as needed. Additionally, all staff must report to their administrator/supervisor any changes in personal telephone numbers and addresses.
6. **RESPONSE-** All employees will function as a part of the local emergency response, including using the call-down list per protocol.
7. **DUTY STAFF-** An individual will be assigned to be responsible for the implementation of the emergency response protocol. This individual may be anyone from within the school/department who is available and prepared to implement emergency procedures and response. The individual will be identified on the sign-out board.
8. **POWER OUTAGES-** In the event of a power failure, the staff needs to remain calm and reassure students.

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Attach school maps for exit routes fire extinguishers and other pertinent information:

Policy

9. **SEVERE/CATASTROPHIC WEATHER-** All employees will remain on the job site, but they are to move themselves and students away from windows. The administrator will determine whether or not the students will be dismissed from school. In the event the severe weather occurs before work hours, the call-down list will be activated with instructions for work duties.

Remember – During an Emergency:

1. **First, take care of yourself**
2. **Make sure of students' welfare and needs**
3. **Check on your family's welfare and needs**
4. **If called by an administrator/supervisor to come in, you are expected to report for emergency duty at the assigned workstation.**

Policy

MEDICAL EMERGENCY (Code Blue)

- First staff on scene YELLS for help and stays with victim
- Playground Monitors use two-way radio for communication with the office
- In house staff should keep victim warm and comfortable until EMT's arrive
- Teachers use room phone to notify the office

Medical Emergency (Code Blue)

HELP NEEDED

(Code Green)

Use in any area when encountering a person or persons that are or become extremely agitated, irrational or violent.

Call in by phone or runner: **(Code Green)**

1. "Help needed" (give location)
 - All available personnel should respond by going to the area specified.
 - If the situation cannot be resolved and escalates, call 911. Pre-assign this duty.

2. **If attack is imminent, this now becomes a BARRICADE/SECURE/SHELTER (GIVE LOCATION)**
 - See Barricade/secure/shelter section for further instructions.

Help Needed (Code Green)

MISSING CHILD ALERT (Code Pink)

STAFF

- Call by phone or runner: **(Code Pink)** "Missing Child Alert" (give location)

ADMINISTRATOR/SUPERVISOR

- At the beginning of the year, designate which staff will be assigned at specific outside entrances/exits.
- Designate which staff will search each area of the building.
- Call 911 if the child is not found.
- Coordinate search effort.

Missing Child (Code Pink)

BARRICADE (Code Orange)

Armed dangerous intruder, hostage situation, or terrorist

- Announce by phone or runner: **(Code Orange)** “Barricade” (give location)
- If you cannot reach the office, call 911, notify authorities that there is an armed or dangerous intruder in the building, provide as much detail as possible, i.e. location in the building, number and description of intruders, type of weapon used, number of staff and students in the area.
- Implement SECURE AREA protocols:
 - a) Move all staff, students and visitors to a safe area away from the dangerous situation.
 - b) Secure entrances to the area. Lock all doors.
 - c) Barricade door with any available materials, i.e. students’ desks, chairs, etc.
 - d) Move away from doors and windows.
 - e) Duck and cover. Kneel on floor under desks or other sturdy furniture with head low, cover head with hands.
 - f) Removed barricade only when “all clear” message is received.
 - g) Remain in place until escorted out of the building by law enforcement officials.

All- Clear Message: “All Clear- Barricade.”

Barricade

SECURE AREA

Unarmed, dangerous individual inside the building or dangerous situation outside the building.

- Announce by phone or runner: **(Code Orange)** “Secure Area” (give location)
- If you cannot reach the office, call 911, notify the authorities of the situation; provide as much detail as possible.
- Clear hallways and common areas, move students and guests into offices and classrooms.
- Secure all entrances, close and lock all doors and windows.
- Keep everyone away from doors and windows.
- Stay in place until all-clear message is received.

All-Clear Message: “All Clear- Secure Area”

Secure

SHELTER-IN-PLACE

Hazardous materials plume or toxic fumes outside the building

- Announce by phone or runner: **(Code Orange)** "Shelter-in-Place"
- Go inside a solid structure that can protect you from the outside air. Automobiles are a poor choice as they are not airtight.
- Turn-off building ventilation system fans or blowers.
- Close and lock all outside doors, windows, fireplace dampers and air conditioning/heating inlets.
- Move to the center-most, above ground room and close the doors behind you.
- Plan to remain inside until you hear the all-clear signal or you are told by police, fire, or other emergency officials that it is okay to leave.
- Be ready to leave the building (evacuate) when you are told it is safe outside.
- Take your radio with you or tune to an EAS station (KLO 1430 AM) and follow official emergency instructions.
- If emergency instructions tell you to evacuate the area, do not attempt to pick-up children from school unless directed to do so. School officials have plans to care for school children in emergencies.

All-Clear Message: "All Clear-Shelter-In-Place"

Shelter

Barricade/Secure Area/Shelter in Place (Code Orange)

Evacuate

1. Announce by PA or runner: **(Code Red)** "to evacuate"
2. Take rolls with you.
3. Close the doors.
4. Clear the hallways of visitors and students.
5. Evacuate according to school map to assigned area.
6. Administrators check bathrooms and common areas.
7. Reassure students and visitors.
8. Keep communication lines open (avoid making calls).
9. Know your closest source of escape.
10. Assemble in designated assembly points- Teachers are to take roll-call of students and notify principal/administrator of any persons that are missing.

Evacuate

Fire (Code Red)

1. Call 911
2. Announce by Public Address or runner: **(Code Red)** "Fire" (give location)/ if the fire is small (no larger than a garbage can), attempt to extinguish with a fire extinguisher.
3. Make sure the entire building has been evacuated.
4. Account for all staff and students.
5. Report missing staff/students to fire department.
6. Do not re-enter the building, until authorized by the person in charge.
7. Ensure all persons are returned to building, sheltered, or dismissed.

Fire

EARTHQUAKE

In the event you are indoors:

1. Stay inside and take cover inside a doorframe, under desks or furniture, or against an inside wall.
2. After the shaking stops, assist students and visitors in an evacuation to your assigned assembly area.
3. Treat the injured. Prepare for aftershocks.
4. Request assistance and report any damages to gas, water, or power and/or fires immediately.
5. Do not re-enter the building until given proper authorization.

In the event you are outdoors:

- Stay outside and move away from buildings, overhanging structures, and power lines.

In the event you are driving in your car:

1. Pull to the right side of the road and stop.
2. Don't stop on or under an overpass.
3. Stay in your car.

Refer to evacuation procedures.

Earthquake

BOMB THREAT

(Code Red)

If you receive a bomb threat via the telephone:

1. **Stay calm and alert. Remember, 98% of all telephone bomb threats are hoaxes. However, we take all threats seriously.**
2. Keep the caller on the line as long as possible.
3. Attempt to get another staff person's attention and have them listen in, if possible.
4. Complete the Bomb Threat Checklist (located on the back of flip chart)
 - a. Listen carefully to everything the caller says
 - b. Listen closely to the caller's voice and any background noise
 - c. Note the time you answered the phone & when the caller hung up
 - d. Try to determine which lines it came in on and note that.
5. Call 911 and report, "This is (give name and address), and we have received a telephone bomb threat.

See evacuation procedures.

Bomb Threat

FLOOD

Before a flood:

All Personnel

1. ACT IMMEDIATELY when flood or flash-flood warnings are issued.
2. Move to high ground before access is cut off by flood water.
3. If possible, move valuable papers/records on top of filing cabinets, etc.
4. If possible, turn off electrical equipment.

Administrators/Supervisors

- If possible, shut off water main to isolate possible contaminated water from entering your water heater, which can be a source of emergency drinking water.

See evacuation procedures

After a flood:

1. Do not enter a flooded building until it has been cleared by the proper authorities.
2. Be sure drinking water is not contaminated. Do not drink water until the local water authority has issued a non-contaminated order.
3. Do not handle or operate electrical equipment in wet areas. The equipment should be dried and checked before being returned to service.

Flood

GAS LEAK (Code Red)

Gas has a distinct odor. If gas is detected:

1. Notify administrator/supervisor of gas detection.
2. Do not turn any light or appliance switches on or off (this can cause a spark). Leave the building to use the telephone.
3. Do not use any lighters or matches if a gas leak is suspected,
4. Open door.
5. Administrator/supervisor notify Questar Gas (800-541-2824) of gas leak.

See evacuation procedures

Gas Leak

Fire/Earthquake/Bomb Threat/Flood/Gas Leak (Code Red)

WEAPON OF MASS DESTRUCTION

(Code Yellow)

BIOLOGICAL

General

(Recommended)- Have a 72 hour kit available for several persons, including a sealed change of clothing for use after decontamination.

In case of identified threat or incident:

1. Avoid additional contamination. Secure area where persons have been contaminated and isolate.
2. Call 911
3. Collect all personal information on persons at the scene: Name, DOB, address, age, sex and phone number.

Biological

NUCLEAR/RADIOLOGICAL

(Code Yellow)

1. Call 911
2. Observe Time, Distance and Shielding
3. Administer first aid
4. Shelter in place
5. Tune to KLO 1430 AM or KSL 1160 AM

Nuclear

INCENDIARY

(Code Yellow)

1. Call 911
2. Protect yourself first, and then care for others
3. Administer first aid

Incendiary

CHEMICAL

(Code Yellow)

1. Protect yourself from skin exposure and breathing. Cover your mouth and nose with a damp handkerchief.
2. Call 911 and FBI 801-579-1400.
3. Notify hospital. Davis Hospital 807-1000 and Ogden Regional 479-2111 with information regarding what chemical was involved.

Chemical

EXPLOSIVE
(Code Yellow)

1. Call 911 and FBI 801-579-1400
2. Administer first aid.

Explosive

Biological/Nuclear/Incendiary/Chemical/Explosive (Code Yellow)

CRISIS PROCEDURES CHECKLIST

1. Verify and assess facts related to crisis event.
2. Notify law enforcement and emergency service, if needed.
3. Alert staff of crisis.
4. Convene and brief crisis teams, if needed, both local and system wide.
5. Direct staff and crisis teams to provide for:
 - a. Protection and evaluation.
 - b. Medical attention.
 - c. Information sharing with staff, students, parents and media
 - d. Counseling
6. Monitor interventions and coordinate with community agencies.
7. Signal "all clear.." to staff when appropriate.
8. Debrief crisis team and faculty.

EMERGENCY FIRST AID PROCEDURE

CHECK CALL CARE CALM

1. **CHECK** THE SCENE.
2. **CALL** EMERGENCY MEDICAL SERVICES (911) AND AcademicaWest.
3. PROVIDE **CARE** (TO THE LEVEL OF YOUR TRAINING)
4. **CALM** VICTIM.

CALL EMERGENCY MEDICAL SERVICES (911) IF THE VICTIM:

- Is unconscious, unusually confused, or seems to be losing consciousness
- Has trouble breathing or is breathing in a strange way
- Has persistent chest pain or pressure
- Has pressure or pain in the abdomen that does not go away
- Is vomiting or passing blood
- Has seizures, severe headache or slurred speech
- Appears to have been poisoned
- Has an injury to the head, neck, or back

USE UNIVERSAL PRECAUTIONS WHEN DEALING WITH BLOOD AND CERTAIN BODY FLUIDS

- Use protective rubber gloves.
- Provide gauze to student or apply pressure, if appropriate.
- Wipe up spill with absorbent towel, if small spill. Place towel on larger spills.
- Call custodian to disinfect surface.
- Dispose of used materials in plastic bag.
- Remove protective rubber gloves, inside out. Place in plastic bag.
- Wash hands with soap and water, or use alcohol wipes until you can wash your hands.

PROCEDURES FOR WORKING WITH LAW ENFORCEMENT

It is the Board's policy that we be fully cooperative with law enforcement during a crisis. Once law enforcement personnel have arrived on campus, they are the authority agency and are immediately in charge. Be prepared to discuss exactly what happened and in what order. If you know any detail, please advise the Crisis Team so they may inform law enforcement or arrange coverage for your class. Use the following procedures when dealing with law enforcement.

1. **When** contacting law enforcement, **DESIGNATE** only one person to act as liaison and report exactly what happened. Answer all questions.
2. **Provide** exact location of crisis and location of students and staff that may be in immediate danger or in violation of the law.
3. **Provide** law enforcement with a copy of the floor plan of building, which will include but not limited to: entrances, exits, chemical storage closets or other dangerous materials, location of lawnmowers/gasoline, gardening equipment, boiler units, phone/data jacks, electrical outlets, and air handling equipment and ducts.
4. **If the crisis** warrants, provide master schedule list and mark where current empty rooms are located.
5. **Provide** a designated workspace with telephone for law enforcement (away from the media and other visitors) to be used as a temporary headquarters.
6. **Remember** that once a crisis becomes a law enforcement matter, it is law enforcement that determines what information can be released; otherwise the investigation might be impeded or compromised.

PROCEDURES FOR WORKING WITH EMERGENCY MEDICAL PERSONNEL

It is the policy of the Board of Education to fully cooperate with emergency medical personnel. They have been specifically trained to perform their tasks. Use the following procedures when dealing with emergency medical personnel.

1. **Administrator/designee** will call (9) 911; report exactly what happened, and request medical on-line technical assistance.
2. **Administrator/designee** will obtain specific instruction on medical procedures to follow until the rescue vehicle arrives.
3. **Administrator/designee** will assign one crisis team member to meet the rescue vehicle as it enters school property to provide directions.
4. **Administrator/designee** will notify an injured person's family member and inform them that emergency services have been called.
5. **Crisis Team Member** will escort medical personnel to the injured upon arrival.
6. **The Emergency Medical Services (EMS) Team** will have authority to determine whether or not the person should be transported immediately to the hospital.
7. **School Personnel** will provide the emergency card information to the EMS.
8. **Administrator/designee** will accompany staff or students if transported to the hospital and remain with them until the person's family member arrives. If the person's family member cannot be located or does not respond to the request to come to the hospital, administrator/designee will contact the Davis County Department of Family Services.
9. **School Personnel** will withhold names of injured juveniles from the media. Names of injured adults will only be released after the person's family member has been notified.

PROCEDURES FOR WORKING WITH MEDIA

1. **Administrator/designee** will notify the Supervisor of Public Relations, who is the designated spokesperson(s) for Syracuse Arts Academy, in times of crisis.
2. **The Supervisor of Public Relations** is to call out the crisis response team if necessary. If the Supervisor of Public Relations is not available to work with the media; the principal or designee will become the spokesperson.
3. **Do not** allow media to walk around campus unescorted. The Administrator/designee will set up a room or an area close to the entrance of the building, preferably away from the crisis event, to be used by the media. Media should not be allowed to walk around campus unescorted.
4. **Do not** permit interviews with students or staff on the premises during a crisis and do not permit filming inside the building unless approved by the Public Relations Supervisor.
5. **“Off the record”** speaking is nonexistent. The statement “no comment” is a red flag to the press that something is wrong.
6. **Staff** will direct all media inquiries to the designated spokesperson or to the administrator to avoid confusion and ensure consistency of information given to the media.
7. **The spokesperson** will respond to the media in a timely, professional manner. It is imperative that the school acknowledges the difficulty of the media’s role and takes a position of helpfulness.
8. **The spokesperson** will release factual information only and will not make assumptions. A written statement or notes for quick reference would be helpful.
9. **The spokesperson** will avoid jargon or “educational vocabulary” while communicating with the media during a time of crisis. Communication should flow in simple terms.
10. **Emphasis** should be given to what the school and the district are doing to contain and resolve the crisis.
11. In the event of **a youth crisis**, the administrator/designee can respond to the media with a statement similar to the following: **“This is an unexpected event that saddens all of us. We are not aware of all the details at this time. Our primary concern is the safety and welfare of our students.”**

CRISIS LOCKDOWN

When a crisis occurs that calls for the halting of all school activity for a period of time, facts must be conveyed in simple, easily understood, non-ambiguous language. Everyone needs to know that normal school day activities are stopping because there is a situation that needs immediate attention. Every staff person, substitute teacher, parent volunteer, itinerant teacher, educational assistant, and student needs to know what is expected of them during this “crisis” period. To avoid any confusion, it is recommended that a code word not be used, but rather state: **“Students and Staff, we have a (code word) Lockdown.”** It is absolutely essential that everyone working in, or attending school, know what they are to do in the event of a lockdown. This means these procedures MUST be practiced.

1. **Administrator/designee** will signal for crisis lockdown.
2. **Administrator/designee** will turn bell system off.
3. **Teachers** will close their doors and immediately create a list of names of students not in class.
4. **All adults** who do not have supervisory responsibility for students will report to a designated central location.
5. **Teachers** who have classes outside will keep them there unless instructed otherwise.
6. **Students** out of class are to go to nearest occupied classroom.
7. **Administrator/designee** will divide adults reporting to central location into teams with radios, if available. They will be briefed on what is known of the emergency situation.
8. **Administrator/designee** will deploy teams across campus checking for students not under control of an adult and for any outsiders. Students who are found will be identified and placed in the nearest classroom. Law enforcement and administration will be notified when outsiders are observed. As each classroom is checked, the team will obtain from the teachers a list of missing students and any students who joined their room when the lockdown was announced.
9. **Team members** will return lists to the designated central location where they will be compiled and missing/unaccounted for students identified.
10. **Administrator/designee** will make an “all clear” announcement when crisis is under control and normal activity can resume. Based on the situation, Administrator/designee may choose to speak to the incident.
11. **Administrator/designee** will debrief faculty to help ensure facts are presented and rumors are kept to a minimum.

QUICK REFERENCE of RESPONSIBILITIES by POSITION

Administrator/Designee

1. Gather factual information regarding the event.
2. Convene crisis team, if appropriate.
3. Direct staff and crisis team to provide for protections, evaluation, medical attention, information sharing, and counseling.
4. Address media if Public Relations Supervisor is not available.
5. Contact law enforcement and/or emergency services.
6. Plan logistics of counseling.
7. Coordinate counseling activities and follow up as needed.
8. Provide counseling for students.
9. Communicate with faculty, staff and students.
10. Provide information to parents.

School First Responder

1. Administer first aid.
2. Request emergency services as needed.
3. Secure student health information and Parent Permission Form. Send information with student to the hospital.
4. Base the order of transport on condition/need for treatment.

Faculty

1. Carry out duties as assigned by administrator/designee.
2. Announce events to students as appropriate or directed.
3. Lead class discussions.
4. Identify students in need of counseling.
5. Generate activities to reduce impact of trauma.
6. Structure and shorten assignments.

Clerical Staff

1. Make calls to appropriate parties as instructed by administrator/designee.
2. Keep telephone log of all calls.
3. Check Visitor Sign-in and verify who is in the building.
4. Compile/verify attendance data.
5. Issue badges as needed for identification.