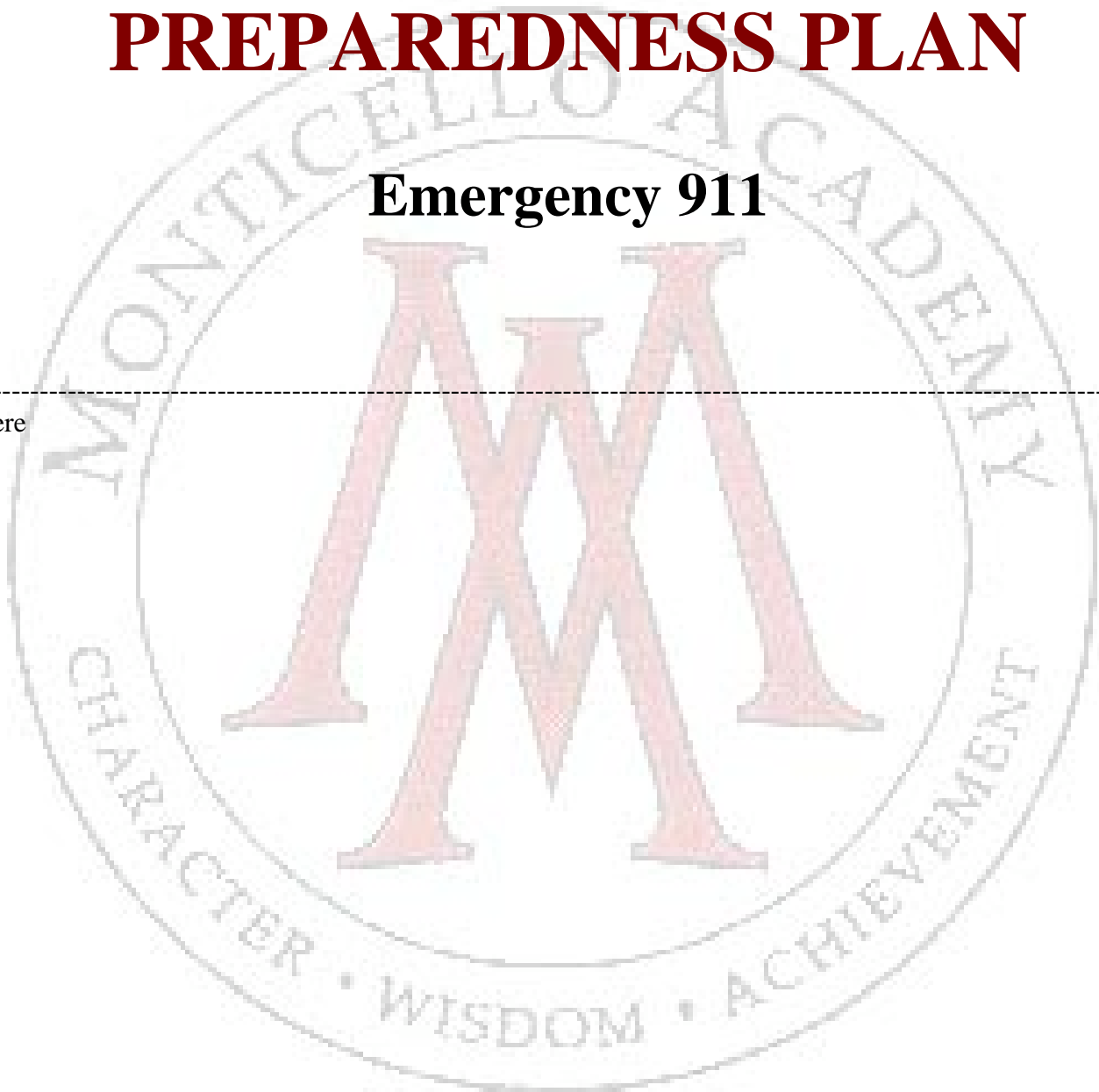


EMERGENCY PREPAREDNESS PLAN

Emergency 911

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INTRODUCTION

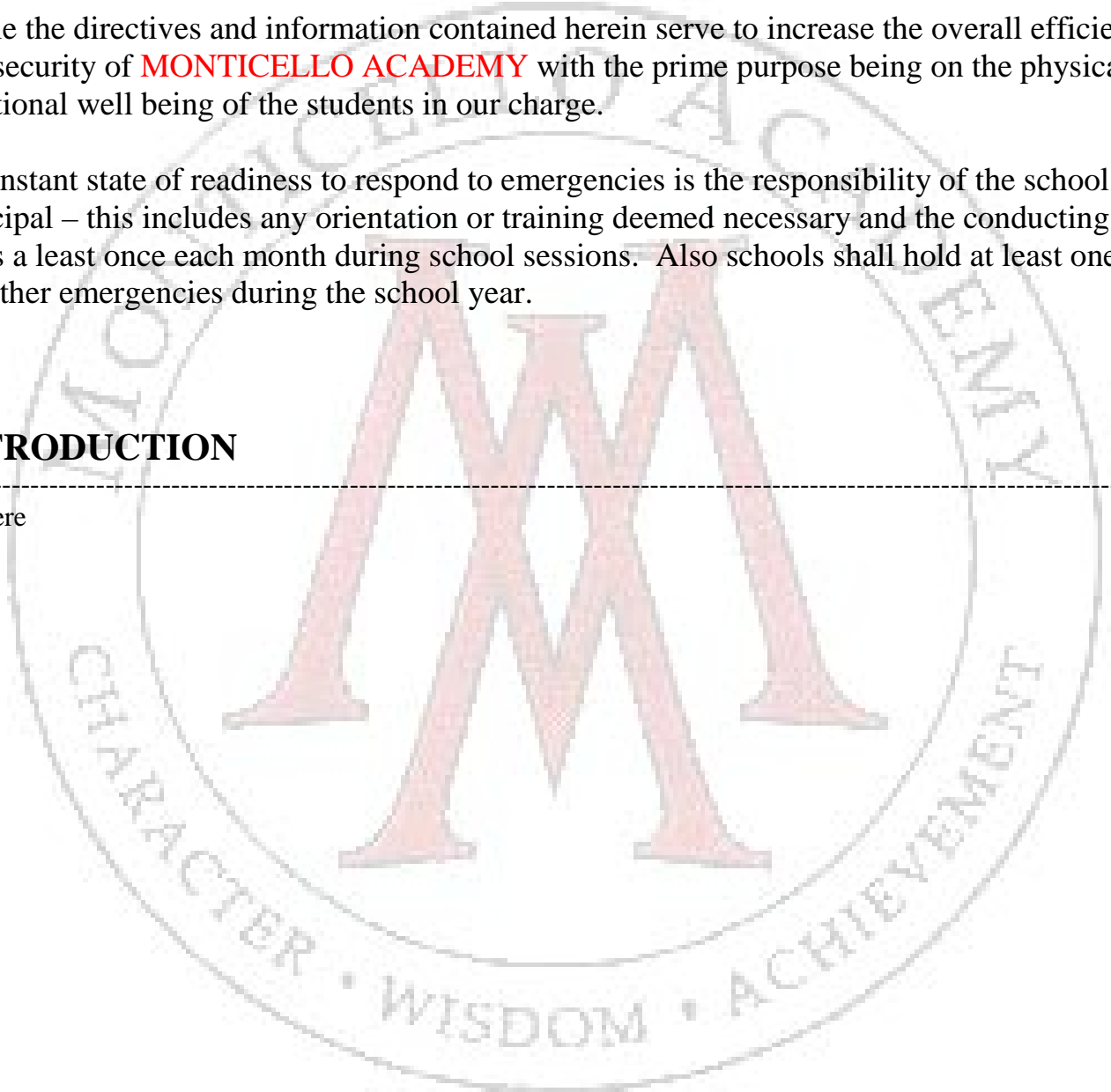
The purpose of this Emergency Preparedness Plan for **MONTICELLO ACADEMY** is to provide information and direction for all persons with emergency response tasks. This includes civil agencies, school administrators, teachers and support staff, students, and parents.

While the directives and information contained herein serve to increase the overall efficiency and security of **MONTICELLO ACADEMY** with the prime purpose being on the physical and emotional well being of the students in our charge.

A constant state of readiness to respond to emergencies is the responsibility of the school principal – this includes any orientation or training deemed necessary and the conducting of fire drills a least once each month during school sessions. Also schools shall hold at least one drill for other emergencies during the school year.

INTRODUCTION

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POWER OUTAGE

Administration:

- 1) Contact Power Company to determine extent of power outage.
Rocky Mountain Power Co. 1 (877) 548-3768
- 2) Communicate with Chief Administrative Officer as to length and extent of problem.
- 3) Obtain Directive from Chief Administrative Officer whether to dismiss or finish school day.
- 4) If evacuation is necessary, follow EVACUATION PLAN.

Teachers:

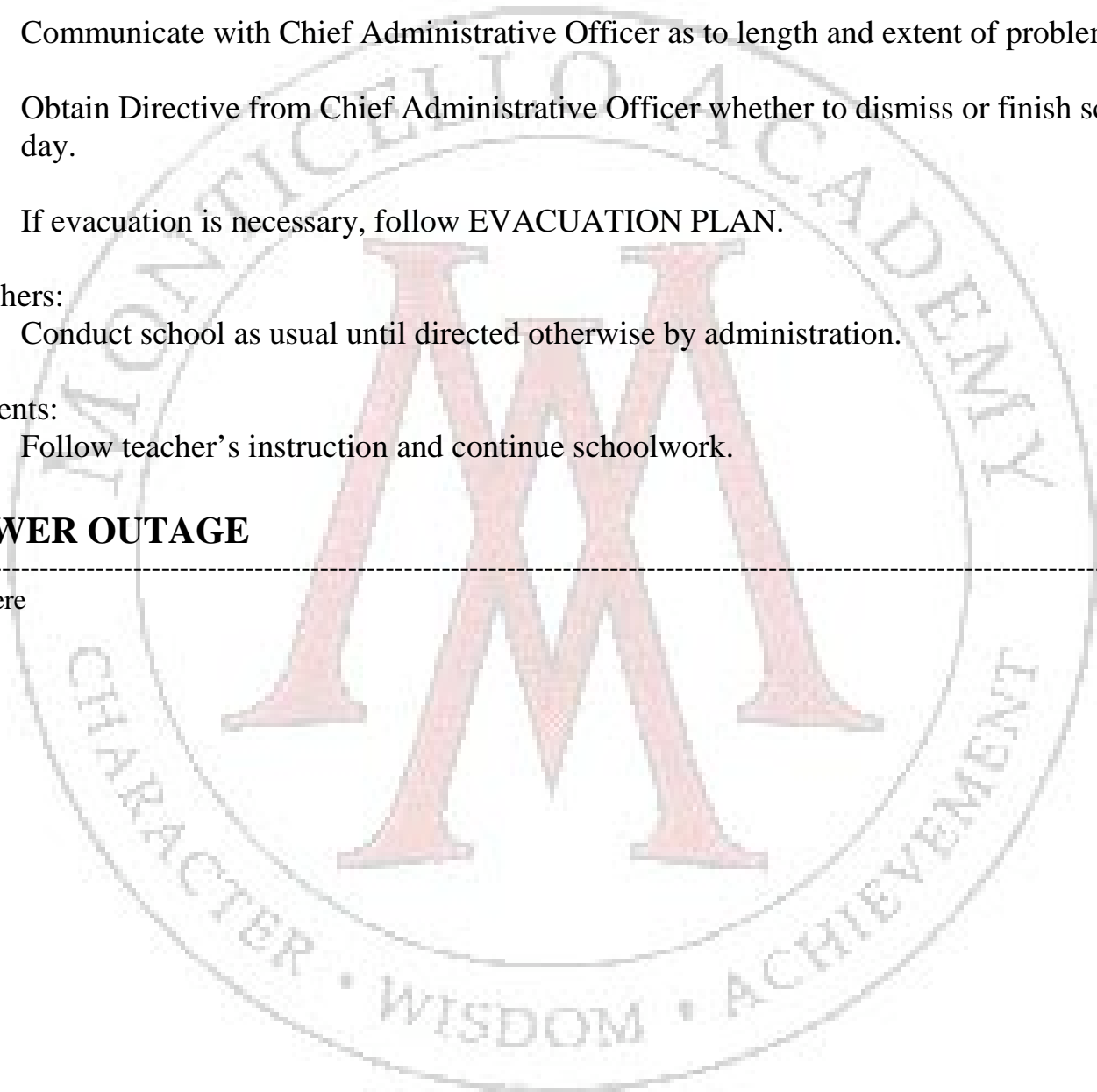
- 1) Conduct school as usual until directed otherwise by administration.

Students:

- 1) Follow teacher's instruction and continue schoolwork.

POWER OUTAGE

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NATURAL GAS LEAK

- 1) Convey warning to school personnel through intercom, messenger, or through another communication source.
- 2) Instruct custodial staff to shut off natural gas to the building. (School principal will shut of gas if custodian is not available.)
- 3) Evacuate building as per predetermined plan.
- 4) Assemble students and staff as far away from building as safely possible.
- 5) Notify Gas Company, fire department, local police, and other appropriate agencies.
- 6) Notify Chief Administrative Officer.
- 7) Teachers will account for all students under their supervision.
- 8) **Signal or alert: Automatic release or manual pull of alarm system.**
- 9) **Action is: Evacuate to Primary or Secondary gathering points (upwind).**
 - a. **No one shall use, turn on, or turn off any electronic devices until they reach the designated gathering point.**

NATURAL GAS LEAK

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CHEMICAL SPILLS

- 1) Convey warning to school personnel through intercom, messenger, or another communication source.
- 2) Contact law enforcement and/or fire department (911). Determine action to be taken.
- 3) Announce emergency response to be taken as one of the following:
 - In-house shelter – shut windows and doors, and turn off outside vent fans.
 - Temporary evacuation – avoid contaminated area while evacuating school; do not reenter until spill is cleaned up by trained personnel.
 - School evacuation and closure – evacuate school and arrange for students to be sent home by predetermined emergency procedures.
- 4) Inform Chief Administrative Officer.
- 5) Teachers will be directed to account for all students under their supervision.
- 6) If evacuation is necessary, use the primary or secondary* gathering area (*Verizon Cell parking lot immediately North West of school property) depending on which location is up wind of the spill area. Prevailing winds are a consideration.
- 7) **Signal or alert: Notify affected rooms**
- 8) **Action is: Follow directions of Chief Administrative Officer**

CHEMICAL SPILL

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NUCLEAR PROBLEMS

- 1) Convey warning to school personnel through intercom, messenger, or another communication source.
- 2) Coordinate emergency response with law enforcement (911) and other local authorities.
- 3) Teachers will be notified to close doors and windows.
- 4) Students will be asked to take cover as in an earthquake, and to refrain from looking outside.
- 5) Teachers will account for and control all students until they are otherwise instructed.
- 6) Administration will maintain contact with current information by way of radio.
- 7) If evacuation is required, procedures will follow predetermined routines.
- 8) **Signal or alert is: Notification from credentialed agency of threat or release**
- 9) **Action is: Shelter in place until otherwise directed**

NUCLEAR PROBLEMS

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EARTHQUAKE

- 1) When an earthquake strikes, assume the preferred defensive position: kneeling under a desk or table, while holding tightly to its legs.
- 2) If it is not possible to respond in the preferred manner, an appropriate defensive position may be up against a wall or in a doorway, squatting and covering one's head.
- 3) If possible, stay away from windows.
- 4) Remain in these positions until you are reasonably certain the quaking has stopped or until further instructions have been given from the school office.
- 5) Evacuate the school building when it has been deemed safe and appropriate as predetermined evacuation procedures.
- 6) Once outside, stay clear of building, trees, poles, and power lines.
- 7) Assemble in predetermined areas and account for all students.
- 8) Remain in assembly areas until situation is assessed and further directions are given.
- 9) Coordinate further response with authorities, including Chief Administrative Officer.

EARTHQUAKE

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HOSTAGE SITUATION/INTRUDER IN BUILDING/SHOOTING

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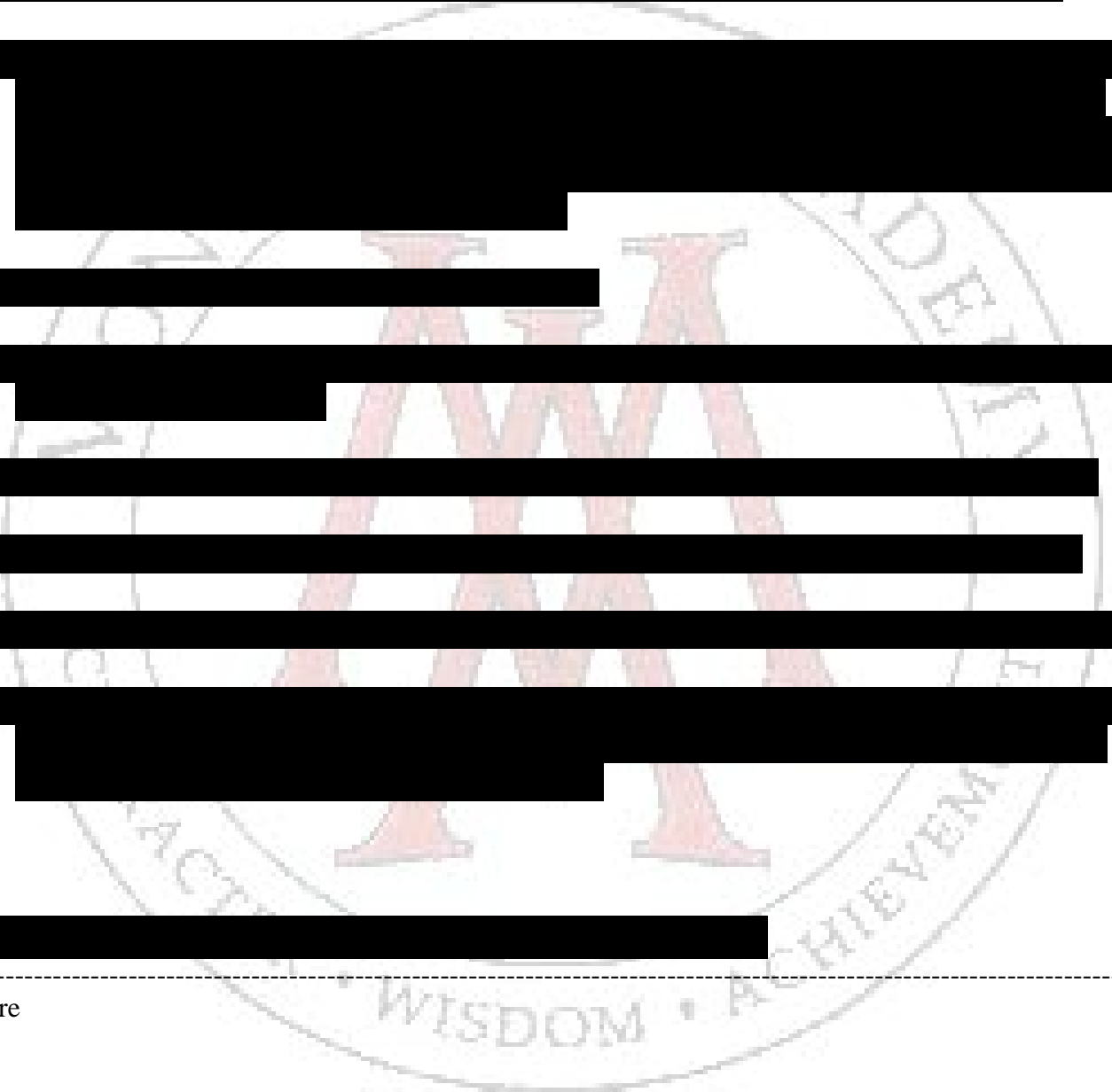
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EVACUATION ROUTES

A building evacuation map with all marked exits will be given to each staff member. The location of each staff member's classroom will determine which route they will take in order to exit the building. There will be a pre-designated location with an alternate location for all students/staff to assemble for roll call.

See map on the back of this packet for evacuation routes.

Things to Remember!

1. Get the classroom emergency folder and roll.
2. Respond to student injuries appropriately.
3. Evacuate the building by the predetermined route or by the safest route possible.
4. Check attendance as soon as the class has safely evacuated the building to the predetermined assembly area.
5. Keep the class together at all times.
6. Report attendance to the principal (by group leader)
7. Principal will instruct teachers to maintain current location, begin walking toward the alternate school location or to return to class.
8. All classes stay together with their teacher.
9. If needed: Take attendance when the class arrives at the alternative school location.
 - a. Report any attendance changes to the principal.
10. Release students to responsible adults according to school procedures.

EVACUATION ROUTES

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MEDICAL EMERGENCIES

- 1) Appropriate first aid for minor injuries, including small wounds, sprains, foreign bodies in the eye, minor burns, and fractures, requires proficiency with bandages and splints, and in applying dressings.
- 2) For major injuries, assess the situation and give immediate and appropriate treatment.
- 3) Take care to preserve life.
- 4) Take steps to prevent the condition from worsening.
- 5) Protect the individual from further harm.
- 6) Provide reassurance to the injured person.
- 7) Provide appropriate comfort for the injured person.
- 8) Call 911 if injury warrants immediate life-threatening treatment.
Be prepared to provide the following to the 911 Call taker:
 - Description of incident (what happened)
 - Age of patient
 - Status of Consciousness
 - Status of BreathingRealize the Emergency Medical Dispatcher is trained to provide life-saving instructions, so listen to what they tell you.
- 9) Notify parents of injuries that may require additional care.
- 10) Help arrange for the injured person to be seen by a physician or taken to the hospital.

Note: All staff should have regular training in first aid procedures for medical emergencies, including appropriate treatment for bleeding and fractures, as well as practice in transporting injured persons appropriately.

Emergency First-Aid Checklist and Accident - Injury Report forms can be found at the back of this packet. After using a form, be sure to get a replacement at the main office.

MEDICAL EMERGENCIES

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FIRE

- 1) Convey warning to school staff and students by alarm, a series of short bells, or some other appropriate signal.
- 2) Quickly and safely evacuate building as per predetermined evacuation routes to designated outside meeting areas at least 1000 feet from building.
- 3) Individual students or groups of students who are not in their classrooms should evacuate by moving immediately to the nearest safe exit.
- 4) First student to exit classroom should hold the door open until all students have departed from the classroom.
- 5) If possible, students should randomly grab coats as they exit the classroom.
- 6) Teacher should close door and exit last, being sure to take their emergency information folder, including attendance book and/or class list.
- 7) Doors should remain unlocked.
- 8) Account for all students, remaining calm while maintaining order.
- 9) Concurrent to evacuation, fire and police departments should be notified (911).
- 10) Concurrent to evacuation, Chief Administrative Officer should be notified.
- 11) Coordinate next response with authorities.
- 12) Notify authorities of unaccounted students.
- 13) **Signal or alert is: Automatic or manual release of alarm system**
- 14) **Action is: Evacuate immediately using predetermined routes**

FIRE

CIVIL DISTURBANCE

Civil Disturbance is defined as any assemblage on the school premises by unauthorized persons whose purpose and conduct is antagonistic with the orderly conduct of the schools and laws relating to the conduct of schools and the welfare of students.

- 1) Notify Law Enforcement Agency or School Resource Officer (dial “911”) of situation and request assistance.
- 2) The custodian or administrator will proceed to lock and secure all exterior doors, including restrooms, and remove trash containers and other burnable items from public access.
- 3) Teachers will be directed to lock and close their classroom doors.
- 4) Notify Chief Administrative Officer of situation.
- 5) Upon command from authority in charge (usually principal), all faculty members will keep their students within their locked classrooms until further notice regardless of the bells and schedule.
- 6) Drapes and/or blinds should be closed in rooms so equipped. Any other precautions should be taken to protect personnel from flying glass should the windows be broken.
- 7) Accurate records of events, conversations, and actions should be kept.
- 8) Authority in charge should proceed in good judgment on basis of police or other legal advice, in taking action to eliminate the situation.

Violence or Threats

- 1) Report all threats to your principal, teacher or advisor.
- 2) If immediate danger is present – LEAVE THE AREA. Do not attempt to control the violent person.
- 3) Call 911 and notify authorities of the situation. Notify co-workers.
- 4) Become aware of escape routes and use other protective measures.
- 5) STALKING is a form of violent threat. Report to administrator any stalking incident.

CIVIL DISTURBANCE

BOMB THREAT

[REDACTED]

BOMB THREAT

ENTER EVACUATION MAP HERE



EMERGENCY EVACUATION MAP

Emergency First-Aid Checklist

ACTIVITY	YES/NO	DUTIES AND PROCEDURES	DONE
		<ol style="list-style-type: none"> 1. Name and phone number of the victim(s)? 2. Location and number of victim(s)? 3. What happened to victim(s)? 4. Condition of victim(s)? 5. Approximate age and gender of victim(s)? 6. What is being done for the victim(s)? 	
Apply PPE		Gloves, mask, gown, respirator, or appropriate for the incident	
Check the victim		<p>Level of Consciousness Alert Responds to verbal command Responds to pain Unresponsive</p> <p>Airway Check for foreign material Check for tongue Tilt head back/lift chin (If no neck / spine injury)</p> <p>Breathing Look Listen Feel the chest for movement</p> <p>Circulation STOP ANY BLEEDING Temperature Warm, Hot, Cool, Cold Moist Wet, Dry Skin Pale, blue/grey, red, yellow</p>	
What happened? Contributing factors.		<p>S = S i g n s a n d S y m p t o m s A = A l l e r g i e s M = M e d i c a t i o n s P = P r e v i o u s P r o b l e m s E = E v e n t s l e a d i n g t o t h e s i t u a t i o n</p>	
Physical Examination		Pain When Touched Bleeding or other wounds Area swollen or deformed Abnormal sensation or movement	
Monitor		Monitor until help arrives / patient is stable	

PUBLIC SAFETY AGENCIES	NUMBERS
General Emergency	9-1-1
Police/ Medical/ Fire	9-1-1
Poison Control	(800) 362-0101
Emergency Medical Services	9-1-1
Pioneer Valley Hospital	964-3600
Health Department	468-2750
Mental Health Department (24 hour hot line)	261-1442
City Police Chief	963-3300
Valley Communication (Non-Emergent)	840-4000
City Fire Chief / Fire Marshall	284-6350
Salt Lake County Sheriff (Non-Emergent)	743-7000
Chief Administrative Officer (Kim Coleman)	865-8970 or 964-8970
Natural Gas Company	324-5111
City Transit Center or Authority	287-4650
Emergency Management Director (Wayne Pyle)	949-2458
Valley Mental Health (24 hour)	261-1442
Environmental Emergency Response (24 hour)	536-4123
Municipal Water Dept.	483-6700
Rocky Mountain Power Corp.	888-221-7070
Child and Family Services	281-5151
Utah Safe Kids	538-6852
Child Protection Hotline (24 hour)	281-5151

EMERGENCY PHONE NUMBERS