

# Emergency/Drill Procedures

(updated 4/14/15)

*Please remember that these procedures are for DRILLS to help prepare for emergencies. Not every scenario can be practiced and in a real emergency, procedures do not replace common sense.*

## **ACCOUNTABILITY SIGNS**

GREEN-All clear/everyone accounted for

YELLOW-Non-life threatening injury present

RED-Missing student(s)/life threatening injury present

ROOM EVACUATED-Door handle sign

ROOM EVACUATED-window sign

BLACK X-Active shooter is in your area or has passed your area

## **FIRE/EVACUATION**

1. Fire alarm or evacuation announcement begins procedure.
2. Exit room with class list, and **RADIO THAT IS TURNED ON.**
3. Place "Room Evacuated" sign on door handle and in outside window.
4. Shut door when leaving the classroom.
5. Proceed to primary evacuation route, or if that is inaccessible, use the secondary route.
6. Walk to designated area on the evacuation map, or to evacuation site designated by the Building Administrator.
7. Take attendance, establish class status, and hold up the appropriate card.
8. Report class status **when contacted** via radio.

## **Evacuation during Lunch or Encore:**

1. Lunch staff/adults on duty/encore instructors escort classes from the building using the lunchroom doors leading outside or route indicated on the classroom evacuation route, and proceed to the baseball diamond or the evacuation area designated on the map in the red safety folder.
2. The teacher of these students should evacuate through the nearest exit and meet with their students at the baseball diamond or the evacuation area designated on the map in the red safety folder.
3. Take attendance, establish class status and report attendance according to fire drill protocol.

## **Evacuation during Recess:**

1. In case of an emergency/drill that requires **evacuation** during recess, the teacher/adult on duty will blow the whistle and move students to the baseball diamond area. Teachers **not** on duty will evacuate the building through the nearest exit and collect their class at the baseball diamond. If possible, teachers will lead their class to their designated line-up spot to continue evacuation protocol and accountability.

## **ACTIVE SHOOTER LOCKDOWN**

### **Inside School:**

1. Announcement, "Active Shooter Lockdown"
2. Look in hallway, pull stray students inside
3. Close and lock all doors. Close blinds and turn lights off.
4. Move students to the most secure area in the room out of sight
5. Conduct student accountability. **DO NOT** place accountability sign outside the door
6. Keep students quiet and controlled.
7. Students are not to leave unless directed by office or police
8. Email class accountability to office [jbuzianis@tooeleschools.org](mailto:jbuzianis@tooeleschools.org) AND [lclegg@tooeleschools.org](mailto:lclegg@tooeleschools.org) using your personal smart phone or similar device.
9. **IF YOU ARE UNABLE TO E-MAIL CLASS ACCOUNTABILITY, TURN ON THE CLASSROOM RADIO AND WAIT FOR THE OFFICE TO CALL FOR YOUR CLASS ACCOUNTING.**
10. **BLACK X:** If possible, place on outside window if shooter is in your vicinity, or has passed your area, and it is same to do so. **DO NOT do this if you will be exposed to shooter.** The X alerts law enforcement to shooter's location. Use the one on your clipboard or use a marker.

### Outside School:

1. **ALWAYS** have radio on and with you while outside the building to receive instructions, or alert the office of danger, or in need of assistance.
2. **Reverse Drill:** If Building Administrator/Secretary/Incident Command announces "*Active Shooter Lockdown-Reverse Drill*" Direct students, staff, and visitors inside to a safe location-threat is outside the school.
3. **No Reverse Drill:** If Building Administrator/Secretary/Incident Command announces "*Active Shooter Lockdown-NO Reverse Drill*" Students, staff, and visitors outside the building **DO NOT ENTER THE BUILDING**. Move away from the building to an inside safe area. This may be a predetermined area, or a location given by Building Administrator/Secretary/Incident Command, or on-site Law Enforcement.
4. **Student Accountability:** Take student accountability and be ready to report information to Building Administrator/Secretary/ Law Enforcement or other appropriate entity.

### Lockdown during Lunch:

5. In case of an emergency/drill that requires **lockdown** during lunchtime, adults should help move students to the kitchen area first and then the lost and found area. Doors are shut/locked and lights are off. Follow lockdown reporting protocol.

### INTRUDER

*If an intruder (unauthorized person who enters school property) is detected:*

### Armed or Violent Intruder:

1. Notify Building Administrator, Secretary, Incident Command, or District Incident Command immediately
2. If Building Administrator/Secretary/Incident Command cannot be reached, call 911
3. Do not attempt to disarm the intruder
4. Do not initiate a lockdown
5. **Remember that only Building Administrators/Secretary/Incident Commander, Emergency Responders or District Incident Command can initiate Lockdowns.**
6. Building Administrator initiating a Lockdown where intruder is still on the premises broadcasts, "Intruder alert (give description and last known location in the building/on school grounds) initiating Lockdown procedures".

### Unarmed and Non-Violent Intruder:

1. Ask another staff member to accompany you before approaching intruder.
2. Politely greet intruder and identify yourself.
3. Notice height, clothes, facial features, jewelry, identifying body features-anything that can be used to describe the intruder
4. Ask intruder the purpose of his/her visit
5. Inform intruder that all visitors must register at the main office.
6. If purpose is not legitimate, ask intruder to leave and inform intruder that police will be called if he/she does not cooperate.
7. Accompany intruder to office to register if purpose is legitimate ate, or to an exit if it is not.
8. Report incident to Building Administrator/Secretary afterwards and give as detailed a description as possible
9. If intruder refuses to leave, remain calm and use any means available to alert Building Administrator/Secretary/Incident Command.
10. Building Administrator initiating a Lockdown where intruder is still on the premises broadcasts, "Intruder alert (give description and last known location in the building/on school grounds) initiating Lockdown procedures".

### EARTHQUAKE

*Announcement of earthquake drill and starting of CD begins the drill.*

### Inside:

1. DROP- crouch down on the floor
2. DUCK-get under desk or nearby furniture
3. COVER-hold onto legs of chair

4. HOLD-stay in position until you receive the “all clear” from the office Secretary or Principal
5. If instructed to evacuate, follow the fire alarm procedure
6. Turn on the classroom safety radio
7. Take attendance and report accountability **WHEN CALLED** via the classroom two-way radio.
8. When given the “all clear” classes may resume their normal activities.

**Outside: (teacher on duty will already have their radio on and with them)**

1. Move students away from building and structures
2. DROP-crouch down on the ground
3. COVER-fold arms and place head on arms
4. HOLD-stay in position until the shaking stops or the CD recording is over.
5. Take students to their regular evacuation area.
6. Take attendance, and report accountability when called using the classroom two-way radio.
7. When given the “all clear” classes may resume their normal activities.

**BOMB THREAT**

*Once it is determined that a bomb may have been planted in the school, the Building Administrator/Secretary alerts staff my saying, “Teachers and staff, check your area, teachers and staff check your area”.*

1. Quickly and calmly survey classroom, hall or work area for suspicious/unfamiliar items.
2. If you see something unfamiliar, **DO NOT TOUCH IT.**
3. Notify the office by sending an **ADULT** runner (if an additional adult is not nearby, the teacher will stay with the unfamiliar item and send a student runner to a neighboring teacher who will serve as the adult runner)
4. **SHUT OFF ANY DEVICE THAT MAY TRANSMIT DETONATION SIGNALS!** (Radios, cell phones).
5. Establish student accountability.
6. Do not evacuate building unless directed by the Building Administrator/Secretary/Incident Command/Law Enforcement.
7. If Building Administrator/Secretary/Incident Command/Law Enforcement orders evacuation, follow evacuation procedures, placing evacuation signs on door and in window.
8. Building Administrator/Secretary/Incident Command/Law Enforcement will notify staff and students when emergency is terminated.

**SHELTER IN PLACE:**

*This procedure is initiated in the case of a **CHEMICAL EMERGENCY ONLY**. Announcement “Teachers and staff, shelter in place, teachers and staff, shelter in place” begins the drill.*

1. Students should remain in the classroom with the door closed (not necessary to lock).
2. If students are outside, a “Reverse Drill” should be initiated in which students are brought quickly back into the building.
3. Close all exterior windows and doors.
4. Turn off HVAC and any ventilation leading outside. (Custodian)
5. Seal exterior doors with plastic and tape. (Specifically assigned staff)
6. Report accountability via e-mail
7. **IF YOU ARE UNABLE TO E-MAIL CLASS ACCOUNTABILITY, TURN ON THE CLASSROOM RADIO AND WAIT FOR THE OFFICE TO CALL FOR YOUR CLASS ACCOUNTING.**

**REUNIFICATION SITES**

In case of an emergency/drill that requires **evacuation** from Copper Canyon Elementary to another site, these two areas are located within walking distance:

<p><b>Middle Canyon</b>  <b>Principal: Dave Whiting</b>  <b>435-833-1906</b>  <b>751 E. 1000 N</b>  <b>Tooele, UT 84074</b></p>	<p><b>UEC Theaters 9</b>  <b>1600 N. Pine Canyon Road</b>  <b>Tooele, UT 84074</b>  <b>435-843-5800</b>  <b>Contact: Dallin Lund</b>  <b>Phone: 435-843-5738</b></p>
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