

# **Gateway Preparatory Academy EMERGENCY RESPONSE PLAN**

## **And Safety Handbook**

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# INTRODUCTION

## What is an Emergency?

- A. A duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons or property caused by air pollution, fire, flood or floodwater, storm, epidemic, riot, earthquake, intruder, or other causes. This may be beyond the control of the services, personnel, equipment and facilities of the school and may require the combined efforts of the State or other political subdivisions. Gateway Preparatory Academy facilities must be prepared to respond to an emergency or traumatic event in an organized and timely manner so students and staff can continue to function effectively without additional trauma or the development of additional emergencies.
- B. Gateway Preparatory Academy emergencies can be small and easily managed, or they can be large and difficult to manage. Every Gateway Preparatory Academy emergency must be managed in a way that ensures the safety of everyone involved. In order to provide a safe and secure teaching and learning environment, personnel must plan for the management of emergency events that cannot be predicted or prevented. This plan is designed to help do that.

## Purpose:

- A. To effectively handle an emergency, this Emergency Response Plan was developed by the Board and school administration to organize and train all staff members in order to effectively prepare for maximum safety, efficiency, and communication in the event of an emergency.
- B. Students and parents must also understand contingency preparation and procedures are necessary and are conducted for their safety and well-being. An overview of the plan will be explained and distributed to parents.
- C. Planning, preparation, and training will help staff personnel learn the proper course of action in an emergency. This manual will provide step-by-step guidelines to help deal with emergencies that may occur. This manual cannot foresee all possible circumstances of an emergency. Staff must be prepared to evaluate all the circumstances and make sound judgments based on the situation. Staff will receive annual training in the emergency response plan.
- D. Procedures will be developed to provide for disabled and non-English speaking students and staff.
- E. This plan shall be reviewed annually by the Board and administration and updated to maintain current procedures.
- F. Drills will be conducted periodically to test the plan's effectiveness. After each drill, a debriefing will be conducted to receive feedback from all participants on the plan's effectiveness. Identified weaknesses will be addressed to strengthen the plan.
- G. Each classroom will be supplied with a Classroom Emergency Response Guide that provides instructions on how to respond to specific events.

- H. This plan will address provisions for off-campus emergencies (e.g., bus accidents, field trips, off-campus school activities...).
- I. A copy of this plan will be filed in the Gateway Preparatory Academy office.

### Definitions:

- A. **Hold** is the protocol used when hallways need to be kept clear of occupants.
- B. **Secure** is the protocol used to safeguard people within the building.
- C. **Lockdown** is the protocol used to secure individual rooms and keep occupants quiet and in place.
- D. **Evacuate** may be followed by a location, and is used to move people from one location to a different location in or out of the building.
- E. **Shelter** is called when specific protective actions are needed based on a threat or hazard.

# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE! Get inside. Lock outside doors.**

### **STUDENTS**

Return to inside of building  
Do business as usual

### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazard  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

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## BASIC PLAN

## A. SITUATION AND ASSUMPTIONS

### 1. Situation

- a. The school is located at 201 E Thoroughbred Way, Enoch, UT 84721. The school consists of 1 building and two portables. There is an average onsite daily membership of 550 students and 120 staff members at Gateway each school day.
- b. The Academy Director is responsible for developing and implementing the Emergency Response Plan and executing the policies developed by the Board.
- c. School personnel and/or local fire and law enforcement agencies handle most emergencies on school grounds.

### 2. Assumptions

- a. During an emergency, centralized direction and control is the most effective approach to the management of emergency operations.
- b. In case of an emergency that is beyond the school's capabilities to handle, school personnel will coordinate with local emergency response agencies. This may include having a staff member or members act as liaisons with responding agencies.

## B. COMMUNICATIONS

### 1. Emergency Communications

When an emergency condition exists, the Incident Commander (school director, administrator, or school counselor) will notify the necessary personnel to respond to their area of assignment. The methods of communication listed below in descending order will be used (***a.*** being the primary mode of communication followed by alternative modes). Notifications will be given in plain language. **Code words shall not be used.**

- a. Intercom/Walkie Talkies
- b. Telephone
- c. Runners

### 2. Media Relations

In the event media covers any school emergency, the school director shall deal with the media.

## 1. Emergency Contact Numbers

Public Safety Agencies	Number
General Emergency	911*
Police/Sheriff/Fire	911*
Poison Control	1-800-362-0101
Local Hospital	435-868-5000
School Contacts	Number
School phone number	435-867-5558
Executive Director-Dave Armour	435-867-5558 x306
Other Administrators	
Amy Gibson, Assistant Director	435-867-5558 x307
Adam Bealer, Maintenance and Custodial Director	435-867-5558 x313
Jonada Munk, Business Administrator	435-867-5558 x303
Please have all cell phone numbers saved in your devices	

### C. SCHOOL ASSIGNMENTS AND STAGING AREAS

<b>Crisis Team-On School Locations and Staging Areas</b>			
	<b>Primary</b>	<b>Alternate</b>	<b>Alternate</b>
On School Command Post	Dave Armour	Amy Gibson	Erin Waldman
Student Care	Mary Mitchell	Joni O'Hanlon	Amy Gibson
First Aid	Mary Mitchell	Joni O'Hanlon	Amy Gibson
Student Request	Joni O'Hanlon	Mary Mitchell	Dave Armour
Student Release	Joni O'Hanlon	Mary Mitchell	Dave Armour
Media Staging	Dave Armour	Amy Gibson	Ada Munk
Law Enforcement Staging	Dave Armour	Amy Gibson	Ada Munk
Fire Staging	Adam Bealer	Amy Gibson	Ada Munk
Public Works Staging	Adam Bealer	Ada Munk	Dave Armour
Utility Staging	Adam Bealer	Ada Munk	Dave Armour
Student Relocation Center	Dave Armour	Amy Gibson	Erin Waldman



d. **Staff Emergency Assignments**

<b>POSITION</b>	<b>1<sup>ST</sup> (Primary)</b>	<b>2<sup>ND</sup> (Alt)</b>	<b>3<sup>rd</sup> (Alt)</b>
<b>Incident Commander</b>	Dave Armour	Amy Gibson	Ada Munk
Safety & Security	Adam Bealer	Amy Gibson	Dave Armour
Information Officer	Dave Armour	Amy Gibson	Jonada Munk
Search & Rescue	Dave Armour	Amy Gibson	Adam Bealer
Medical/First Aid	Mary Mitchell	Joni O'Hanlon	Amy Gibson
Student Supervision	Erin Waldman	Dave Armour	Level Leaders
Student Request	Joni O'Hanlon	Mary Mitchell	Dave Armour
Student Release	Joni O'Hanlon	Mary Mitchell	Dave Armour
Runners	Dave Armour	Erin Waldman	Mary Mitchell

**Notes:**

e. **EVACUATION CHECKLIST**



**Evacuate-To a Location-**

**Evacuation is called when there is a need to move people from one location to another for safety reasons.**

**1. Evacuation**

- ☐ Incident Commander (IC) initiates evacuation procedures.
- ☐ IC determines if students and staff should be evacuated outside of the building or to the emergency relocation center.

**LDS Church on 3600 N and Minersville Hwy**

**(Adam Christensen 435-590-5936)**

- ☐ Incident Commander notifies relocation center.
- ☐ Direct students and staff to follow evacuation drill procedures and routes. If the normal route is too dangerous, follow an alternate route.
- ☐ Turn off lights, electrical equipment, gas, water faucets, air conditioning, and heating systems.
- ☐ Lock doors.

**2. Teachers:**

Direct students to follow normal evacuation drill procedures unless IC alters route.

- ☐ Take classroom roster and attendance signal (red/green) card.
- ☐ Close classroom doors and turn out lights.
- ☐ When outside the building, account for all students. Inform Incident Commander immediately of missing student(s) using attendance signal card.
- ☐ If students are evacuated, stay with class unless relieved by buddy teacher. Take roll again when you arrive at the relocation center.

**3. Relocation Centers**

Primary Relocation Center: **LDS Church on 3600 N and Minersville Hwy**

Secondary Relocation Center:

## HOLD/ LOCKDOWN

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



### **HOLD-In Your Room or Area-**

**Teachers and students are to remain in their classroom or area, even if there is a scheduled class change, until the all-clear is announced. An altercation in the hallways or a medical emergency may require hallways to be kept clear.**



### **LOCKDOWN-Locks, Lights, and Out of Sight-**

**A lockdown is called when there is a threat or hazard inside the school building. Parental custody disputes or intruders are considered lockdown situations.**

- ☐ Incident Commander (IC) will issue a lock-down order by announcing a warning over PA system, sending a messenger to each classroom or other alternate method.
- ☐ Direct all students, staff and visitors into classrooms or secure rooms.
- ☐ Lock classroom doors.
- ☐ Cover windows of classrooms.
- ☐ Move all persons away from windows and doors.
- ☐ Have all persons get down on the floor.
- ☐ Allow no one outside of classrooms until the Incident Commander gives the all-clear signal.

f. **SECURE**

Secure/Shelter-in-place provides refuge for students, staff and public within school buildings during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency. Be prepared to go into lockdown/shelter-in-place once inside.



**SECURE-Get inside Lock Outside Doors-**

**The Secure Action is called when there is a threat or hazard outside of the school building. In the event of a dangerous animal outside or criminal activity in the neighborhood, Secure uses the physical facility to act as protection.**

- ☐ Identify safe areas in each school building.
- ☐ Incident Commander warns students and staff to assemble in safe areas. Bring all persons inside the building(s).
- ☐ Teachers take class roster.
- ☐ Close all exterior doors and windows.
- ☐ Turn off any ventilation leading outdoors.
- ☐ Cover up food not in containers or put it in the refrigerator.
- ☐ If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- ☐ Teachers should account for all students after arriving in the safe area.
- ☐ Office personnel must contact each teacher/classroom for a headcount.
- ☐ All persons must remain in safe areas until notified by Incident Commander or emergency responders.

## **ANIMAL ATTACK**

- ☐ Ensure the safety of students and staff first.
- ☐ Call 911, if necessary.
- ☐ Notify CPR/first aid certified persons in school building of medical emergencies (names of CPR/first aid certified persons are listed in Disaster Team Members section).
- ☐ Notify Incident Commander. Incident Commander assembles Disaster Team Members.
- ☐ Seal off area if animal(s) still present.
- ☐ Incident Commander notifies Board President and parents of students involved.
- ☐ Assess counseling needs of victim(s) or witness(s). Implement post-crisis procedures.

## **ASSAULT/FIGHTS**

- ☐ Ensure the safety of students and staff first.
- ☐ Call 911, if necessary.
- ☐ Notify CPR/first aid certified persons in school building of medical emergencies (names of CPR/first aid certified persons are listed in Crisis Team Members section).
- ☐ Notify Incident Commander. Incident Commander assembles Crisis Team Members.
- ☐ Seal off area where assault took place.
- ☐ Defuse the situation, if possible.
- ☐ Incident Commander notifies police if weapon was used, victim has physical injury causing substantial pain or impairment of physical condition, or assault involves sexual contact (This includes touching of sensitive areas covered by clothing).
- ☐ Incident Commander notifies parents of students involved in assault.
- ☐ Document all activities. Ask the victim(s)/witness(es) for their account of the incident.
- ☐ Assess counseling needs of victim(s) or witness(es). Implement post-crisis procedures.

## **BOMB THREAT**

### **Upon receiving a message that a bomb has been planted in school:**

- ☐ Use bomb threat checklist. (Page 34 of Emergency Response Plan)
- ☐ Ask where the bomb is located, when it will go off, what materials are in the bomb, who is calling, and why the caller is doing this.
- ☐ Listen closely to caller's voice and speech patterns and to noises in background.
- ☐ After hanging up phone, immediately record number from Caller ID.
- ☐ Notify Incident Commander or designee.
- ☐ Incident Commander orders evacuation of all persons inside school building(s).
- ☐ The Incident Commander notifies the police (call 911) and the Board President. The Incident Commander or the person who received the threat must report the incident to the police.

### **Evacuation procedures:**

- ☐ Incident Commander warns students and staff. Do not mention "Bomb Threat". Use standard fire drill procedures.
- ☐ Direct students to take their belongings.
- ☐ Students and staff must be evacuated to the Relocation Center.
- ☐ Teachers take roll after being evacuated.
- ☐ No one may re-enter the building(s) until fire or police personnel declare them safe.
- ☐ Incident Commander notifies students and staff of termination of emergency. Resume normal operations.

## **BUS/CARPOOL INCIDENT**

### **Bus/Car Driver/Monitor**

- ☐ Ensure the safety of students and staff first.
- ☐ Call 911, if necessary.
- ☐ Notify Incident Commander. Incident Commander assembles Crisis Team Members.

### **School Personnel**

- ☐ Notify CPR/first aid certified persons in school building of medical emergencies (names of CPR/first aid certified persons are listed in Crisis Team Members section).
- ☐ Assess counseling needs of victim(s) or witness(s). Implement post-crisis procedures.
- ☐ Incident Commander notifies Board President and parents of students involved.
- ☐ Identify location(s) where injured are taken.



## **FIRE**

### **In the event a fire or smoke from a fire has been detected:**

- ☐ Activate fire alarm.
- ☐ Evacuate students and staff to a safe distance outside of building.
- ☐ Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- ☐ Teachers take class roster.
- ☐ Incident Commander notifies police (call 911) and Board President. Incident Commander must report incident to Fire Marshal.
- ☐ Teachers take roll after being evacuated and report attendance to administration using the attendance signal card.
- ☐ Incident Commander may move students to Relocation Center if weather is inclement or building is damaged.
- ☐ No one may re-enter building(s) until entire building(s) is declared safe by fire or police personnel.
- ☐ Incident Commander notifies students and staff of termination of emergency. Resume normal operations.

## **GAS LEAK**

### **If gas odor has been detected in the building:**

- ☐ Evacuate students and staff to a safe distance outside of building.
- ☐ Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- ☐ Teachers take class roster.
- ☐ Incident Commander notifies police and fire (call 911) and Board President.
- ☐ Teachers take roll after being evacuated and report attendance to administration using the attendance signal card.
- ☐ Incident Commander may move students to Relocation Center if weather is inclement or building is damaged.
- ☐ No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- ☐ Incident Commander notifies students and staff of termination of emergency. Resume normal operations.

### **If gas odor has been detected outside the building:**

- ☐ The Incident Commander notifies the police, fire department (call 911), and Board President. The Incident Commander must also report the incident to the Fire Marshal.
- ☐ Incident Commander determines whether to shelter in place or evacuate. Fire personnel will assist with decision. Incident Commander may move students to Relocation Center if weather is inclement or building is damaged.
- ☐ No one may re-enter building(s) until fire or police personnel declare entire building(s) safe.
- ☐ Incident Commander notifies students and staff of termination of emergency. Resume normal operations.

## **GENERAL EMERGENCY**

- ☐ Notify 911 (if necessary) and the Incident Commander. Incident Commander notifies Board President.
- ☐ Notify CPR/first aid certified persons in school building of medical emergencies, if necessary. Names of CPR/first aid certified persons are listed in Crisis Team Members section.
- ☐ Seal off high-risk area.
- ☐ Take charge of area until incident is contained or relieved.
- ☐ Assemble Crisis Team.
- ☐ Preserve evidence. Keep detailed notes of incident.
- ☐ Refer media to director or designated spokesperson.

## **HAZARDOUS MATERIALS EVENT**

### **Incident occurred in school:**

- ☐ Call 911.
- ☐ Notify Incident Commander.
- ☐ Incident Commander notifies Board President.
- ☐ Seal off area of leak/spill.
- ☐ Take charge of area until fire personnel contain incident.
- ☐ Fire officer in charge will recommend shelter or evacuation actions.
- ☐ Follow procedures for sheltering or evacuation.
- ☐ Notify parents if students are evacuated.
- ☐ Resume normal operations after consulting with fire officials.

### **Incident occurred near school property:**

- ☐ Fire or police will notify director.
- ☐ Fire officer in charge of scene will recommend shelter or evacuation actions.
- ☐ Follow procedures for sheltering or evacuation.
- ☐ Notify parents if students are evacuated.
- ☐ Resume normal operations after consulting with fire officials.

## INTRUDER/HOSTAGE

### Intruder- An unauthorized person who enters school property:

- ☐ Notify Incident Commander.
- ☐ Ask another staff person to accompany you before approaching guest/intruder.
- ☐ Politely greet guest/intruder and identify yourself.
- ☐ Ask guest/intruder the purpose of his/her visit.
- ☐ Inform guest/intruder all visitors must register at the main office.
- ☐ If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

If intruder refuses to leave:

- ☐ Warn intruder of consequences for staying on school property.
- ☐ Notify security or police and Incident Commander if intruder still refuses to leave. Give police full description of intruder. **(Keep intruder unaware of call for help if possible)**
- ☐ Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package, etc).
- ☐ Maintain visual contact with intruder from a safe distance.
- ☐ Incident Commander notifies Superintendent and may issue lock-down procedures (see Lock-Down Procedures section).

### Hostage:

- ☐ If hostage taker is unaware of your presence, do not intervene.
- ☐ Call 9-911 immediately. Give dispatcher details of situation; ask for assistance from hostage negotiation team.
- ☐ Seal off area near hostage scene.
- ☐ Notify Incident Commander.
- ☐ Incident Commander notifies Superintendent.
- ☐ Give control of scene to police and hostage negotiation team.
- ☐ Keep detailed notes of events.

### If taken hostage:

- ☐ Follow instructions of hostage taker.
- ☐ Try not to panic. Calm students if they are present.
- ☐ Treat the hostage taker as normally as possible.
- ☐ Be respectful to hostage taker.
- ☐ Ask permission to speak and do not argue or make suggestions.

## MEDIA

### **All staff must refer media to director or designated spokesperson.**

Gateway Preparatory Academy, Law Enforcement and Fire assume responsibility for issuing public statements during an emergency. (This responsibility shall be pre-determined during the planning process)

- ☐ The Academy Director serves as school spokesperson unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.

#### **During an emergency, adhere to the following procedures:**

- ☐ Incident Commander or designee relays all factual information.
- ☐ Establish a media information center away from school.
- ☐ Update media regularly. **Do not say "No comment"**.
- ☐ Do not argue with media.
- ☐ Maintain log of all telephone inquiries. Use scripted response to respond to inquiries.

#### **Media statement**

- ☐ Create a general statement before an incident occurs. Adapt statement during crisis.
- ☐ Emphasize safety of students and staff first.
- ☐ Briefly describe school's plan for responding to emergency.
- ☐ Issue brief statement consisting only of the facts.
- ☐ Respect privacy of victim(s) and family of victim(s). **Do not release names to media.**
- ☐ **Refrain from exaggerating or sensationalizing crisis.**

## **RADIOLOGICAL EVENT**

### **Sheltering Notification:**

- ☐ Bring all persons inside building(s).
- ☐ Lock all exterior doors and windows.
- ☐ Turn off any ventilation leading outdoors.
- ☐ Cover up food not in containers or put it in the refrigerator.
- ☐ If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.

### **Evacuation Notification:**

- ☐ Incident Commander contacts Board President and informs him/her that evacuation is taking place.
- ☐ Incident Commander notifies students, staff and relocation center.
- ☐ Close all windows.
- ☐ Turn off lights, electrical equipment, gas, water faucets, air conditioning and heating system.
- ☐ Lock doors.

### **Teacher responsibilities during evacuation:**

- ☐ Return to homeroom or keep classes intact.
- ☐ Take roll.
- ☐ Explain procedures to students. Instruct students to take belongings.
- ☐ Wait in classroom until Incident Commander or designee informs teachers that buses have arrived.
- ☐ Take class roster.
- ☐ Take roll again after arriving at the relocation center.

## **SERIOUS INJURY/DEATH**

### **If incident occurred in school:**

- ☐ Call 911.
- ☐ Notify CPR/first aid certified persons in school building of medical emergencies (names of CPR/first aid certified persons are listed in Crisis Team Members section).
- ☐ If possible, isolate affected student/staff member.
- ☐ Notify Incident Commander.
- ☐ Activate school crisis team. Designate staff person to accompany injured/ill person to hospital.
- ☐ Incident Commander notifies parent(s) or guardian(s) of affected student.
- ☐ Direct witness(es) to school psychologist/counselor. Contact parents if students are sent to psychologist/counselor.
- ☐ Determine method of notifying students, staff and parents.
- ☐ Refer media to director or designated spokesperson

### **If incident occurred outside of school:**

- ☐ Activate school crisis team.
- ☐ Notify staff before normal operating hours.
- ☐ Determine method of notifying students and parents. Announce availability of counseling services for those who need assistance.
- ☐ Refer media to director or designated spokesperson

### **Post-crisis intervention:**

- ☐ Meet with school counseling staff and School Director to determine level of intervention for staff and students.
- ☐ Designate rooms as private counseling areas.
- ☐ Escort affected students, siblings, close friends, and other “highly stressed” students to counselors.
- ☐ Debrief all students and staff.
- ☐ Assess stress level of all students and staff.
- ☐ Recommend counseling to overly stressed students and staff.
- ☐ Follow-up with students and staff who received counseling.
- ☐ Designate staff person(s) to attend funeral.
- ☐ Allow for changes in normal routines or test schedules to address injury or death.



## **EARTHQUAKE PROCEDURES**

**In case of an earthquake all students are to remain with their teacher (s) and be evacuated to the nearest, strongest and safest location. It is not recommended to have students sit under desks, in stairways or in a doorway. If anything from the upper levels or ceiling falls it can have the potential to crush anything under the desks or in the stairways and doorways. Any location next to a desk or anything heavy that will withstand weight children and adults should sit or lay next to. By doing so, it will create a safe pocket (triangle) for the student and/or adult to place themselves until help arrives.**

- ☐ Notify Incident Commander.
- ☐ Call 911 (if necessary).
- ☐ Notify Board President
- ☐ Notify students and staff (depending on emergency; students may be notified by teachers).
- ☐ Incident Commander warns students and staff to assemble in safe areas. Bring all persons inside building(s).
- ☐ Evacuate students and staff if necessary.
- ☐ Refer media to school spokesperson (or designee).
- ☐ Convene crisis team and implement crisis response procedures.
- ☐ Implement post-crisis procedures.
- ☐ Keep detailed notes of crisis event.
- ☐ Identify safe areas in each school building/level.
- ☐ Teachers take class roster.
- ☐ Teachers should account for all students after arriving in safe area.
- ☐ All persons must remain in safe areas until notified by Incident Commander or emergency responders.

## SHELTERING PROCEDURES

Sheltering provides refuge for students, staff and public within school building during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency.



### **SHELTER-State the Hazard and After Strategy-**

**Shelter is called when specific protective actions are needed based on a threat or hazard.**

- Hazards may include severe weather, wildfires, flooding etc.
- Strategies may include evacuating to a sheltered area, sealing the room, or getting to high ground

- ☐ Identify safe areas in each school building/level.
- ☐ Incident Commander warns students and staff to assemble in safe areas. Bring all persons inside building(s).
- ☐ Teachers take class roster.
- ☐ Close all exterior doors and windows.
- ☐ Turn off any ventilation leading outdoors.
- ☐ If advised, seal doors, windows, and vents with plastic sheets and duct tape.
- ☐ Cover up food not in containers or put it in the refrigerator.
- ☐ If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- ☐ Teachers should account for all students after arriving in safe area.
- ☐ All persons must remain in safe areas until notified by Incident Commander or emergency responders.

## **STAFF RESPONSIBILITIES**

### **Incident Commander or designee:**

- ☐ Verify information.
- ☐ Identify Command Post.
- ☐ Call 911 (if necessary).
- ☐ Seal off high-risk area.
- ☐ Convene crisis team and implement crisis response procedures.
- ☐ Notify Board President.
- ☐ Notify students and staff (depending on emergency; students may be notified by teachers).
- ☐ Evacuate students and staff if necessary.
- ☐ Refer media to school spokesperson (or designee).
- ☐ Notify community agencies (if necessary).
- ☐ Implement post-crisis procedures.
- ☐ Keep detailed notes of crisis event.

### **Teachers:**

- ☐ Verify information.
- ☐ Lock classroom doors, unless evacuation orders are issued.
- ☐ Warn students, if advised.
- ☐ Account for all students.
- ☐ Stay with students during an evacuation. Take class roster.
- ☐ Refer media to school spokesperson (or designee).
- ☐ Keep detailed notes of crisis event.

## **STUDENT UNREST**

- ☐ Notify police, if necessary.
- ☐ Ensure the safety of students and staff first.
- ☐ Contain unrest. Seal off area of disturbance.
- ☐ Notify Incident Commander.
- ☐ Incident Commander notifies Board President.
- ☐ Warn staff. Incident Commander may issue lock-down (see Lock-Down Procedures section).
- ☐ Move students involved in disturbance to an isolated area.
- ☐ Meet with student representatives to address issues.
- ☐ Document incidents with cassette recorder or take detailed notes.

### ***Teachers:***

- ☐ Keep students calm.
- ☐ Lock classroom doors.
- ☐ Do not allow students to leave the classroom until you receive an all-clear signal from Incident Commander.
- ☐ Make a list of students that are absent from classroom. Document all incidents.

## **SUICIDE**

### **Suicide Attempt in School:**

- ☐ Verify information.
- ☐ Call 911.
- ☐ Notify Incident Commander and or school nurse
- ☐ Incident Commander notifies director and parent(s) or guardian(s) if suicidal person is student. Incident Commander may schedule meeting with parents and school psychologist/counselor to determine course of action.
- ☐ Calm suicidal person.
- ☐ Try to isolate suicidal person from other students.
- ☐ Stay with person until counselor/suicide intervention arrives. **Do not leave suicidal person alone.**
- ☐ Determine method of notifying staff, students and parents. Hold daily staff debriefings before and after normal operating hours as needed.
- ☐ Activate school crisis team to implement post-crisis intervention. Determine level of intervention.

### **Suicidal Death/Serious Injury:**

- ☐ Verify information.
- ☐ Activate school crisis team.
- ☐ Incident Commander notifies Superintendent.
- ☐ Notify staff in advance of next school day following suicide or attempted suicide.
- ☐ Determine method of notifying students and parents. Do not mention “suicide” or details about death in notification. Do not hold memorials or make death appear heroic. Protect privacy of family.
- ☐ Implement post-crisis intervention.

### **Post-crisis Intervention:**

- ☐ Meet with school counseling staff and School Director to determine level of intervention for staff and students.
- ☐ Designate rooms as private counseling areas.
- ☐ Escort siblings, close friends, and other “highly stressed” students to counselors.

- ☐ Assess stress level of staff. Recommend counseling to overly stressed staff.
- ☐ Refer media to Director. Do not let media question students or staff.
- ☐ Follow-up with students and staff who received counseling. Resume normal routines as soon as possible.

## **TERRORIST EVENT**

Weapons of mass destruction likely to be employed by terrorists fall into four basic categories: nuclear, biological, chemical, and conventional. The below outlined procedures will protect students and staff should such attacks occur.

### **Nuclear:**

Defense against nuclear weapons depends primarily on distance from the point of detonation. If time permits:

- ☐ Move students and staff to interior hallways.
- ☐ Close all doors leading into hallways to minimize flying glass.
- ☐ All people assume the duck, cover and hold position on the ground.
- ☐ Shut down all utility systems to the building. (Gas and electricity are the priorities)
- ☐ Shelter in place to protect from fall out if attack is far enough away.
- ☐ Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities

### **Biological:**

Defense against biological attacks is difficult. Awareness of an attack is usually not possible for days or weeks. The first signs may emerge as personnel notice a higher than usual incidence of various symptoms. Should an attack be discovered while in progress the school should:

- ☐ Reverse-evacuate all people into school buildings.
- ☐ Shelter in place. (Do not use basements or lowlying areas)
- ☐ Close all doors and windows.
- ☐ Shut down the HVAC system. (Limit airflow from outside)
- ☐ Seal doors, windows, and vents with plastic and duct tape.
- ☐ Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management, or military authorities.

### **Chemical:**

- ☐ Reverse-evacuate all people into school buildings.
- ☐ Shelter in place. (Do not use basements or low lying areas)
- ☐ Close all doors and windows.
- ☐ Shut down the HVAC system. (Limit airflow from outside)
- ☐ Seal doors, windows, and vents with plastic and duct tape.
- ☐ Be prepared to treat students and staff who experience a reaction to the chemical agent.
- ☐ The decision to evacuate should be made after consulting with public safety, emergency management, or military authorities.

### **Conventional:**

The danger from the blast effect of conventional explosive devices is similar to nuclear devices with a higher rate of survivability. If responding to the threat of an imminent blast nearby:

- ☐ Move students and staff to interior hallways.
- ☐ Close all doors leading into hallways to minimize flying glass.
- ☐ All people assume the duck, cover, and hold position on the ground.
- ☐ Shut down all utility systems to the building. (Gas and electricity are the priorities)
- ☐ Shelter in place to protect from fall out if attack is far enough away.
- ☐ Keep students and staff inside buildings. Allow parents to pick up their children at their own discretion once cleared to do so by public safety, emergency management or military authorities

### **If the school is the target:**

- ☐ Evacuate to pre-designated off school location(s)

## **WEAPONS**

- ☐ Call police if a weapon is suspected to be in school.
- ☐ Ask another administrator to join you in questioning suspected student or staff member.
- ☐ Accompany suspect to private office to wait for police.
- ☐ Conduct search with police.
- ☐ Inform suspect of his/her rights and why you are conducting search.
- ☐ Keep detailed notes of all events and why search was conducted.
- ☐ Notify parent(s) or guardian(s) if suspect is a student. Explain why search was conducted and results of the search.
- ☐ If suspect threatens you with a weapon, do not try to disarm them. Back away with your arms up. Remain calm.



## WEATHER

### ***Severe Weather Watch has been issued in an area near school***

- ☐ Monitor Emergency Alert Stations (see EAS section) or NOAA Weather Stations (National Weather Service, Weather Channel).
- ☐ Bring all persons inside building(s).
- ☐ Close windows and blinds.
- ☐ Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks and in hallways away from windows and large rooms.
- ☐ Review **drop, cover** and **hold** procedures with students.

### ***Severe Weather Warning has been issued in an area near school or severe weather has been spotted near school***

- ☐ Shut off gas.
- ☐ Move students and staff to safe areas.
- ☐ Remind teachers to take class rosters.
- ☐ Ensure that students are in “drop, cover and hold” positions.
- ☐ Account for all students.
- ☐ Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.

### ***Severe Flood Warning has been issued in an area near school or severe flooding has been spotted near school during dismissal time***

- ☐ Students will remain in classrooms
- ☐ PA system to dismiss afterschool students, if no PA walkie talkies will be used (one per environment).
- ☐ Level lead will combine classes and take their environments bussing students down.
- ☐ Admin and support staff will call down students as parents pick up using walkie talkies.
- ☐ When carpool is complete, teachers will account for all students. Teachers will call guardians of any remaining students.

## Appendix: Forms

### BOMB THREAT CHECKLIST

#### Description Detail Report

##### Questions to ask:

- 1) When is the bomb going to explode?
- 2) Where is it right now?
- 3) What does it look like?
- 4) What kind of bomb is it?
- 5) What will cause it to explode?
- 6) Did you place the bomb?
- 7) Why?
- 8) What is your address?
- 9) What is your name?

Exact wording of the threat: \_\_\_\_\_

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Sex of Caller: \_\_\_\_\_ Race: \_\_\_\_\_

Length of call: \_\_\_\_\_ Age: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number at which call was received: \_\_\_\_\_

##### Notes:

#### Callers Voice - Circle as applicable:

- |            |                   |
|------------|-------------------|
| • Calm     | • Nasal           |
| • Angry    | • Stutter         |
| • Excited  | • Lisp            |
| • Slow     | • Raspy           |
| • Rapid    | • Deep            |
| • Soft     | • Ragged          |
| • Loud     | • Clearing Throat |
| • Laughter | • Deep Breathing  |
| • Crying   | • Cracked Voice   |
| • Normal   | • Disguised       |
| • Distinct | • Accent          |
| • Slurred  | • Familiar        |

If voice is familiar, whom did it sound like? \_\_\_\_\_

#### Background Sounds:

- |                 |                     |
|-----------------|---------------------|
| • Street Noises | • Factory Machinery |
| • Animal Noises | • Voices            |
| • Clear         | • PA System         |
| • Static        | • Local Call        |
| • Music         | • Long Distance     |
| • House Noises  | • Phone Booth       |
| • Motor         | • Office Machinery  |

• Other \_\_\_\_\_

#### Threat Language:

- |                              |                |
|------------------------------|----------------|
| • Well Spoken (educated)     | • Taped        |
| • Incoherent                 | • Message read |
| • Foul                       |                |
| • Irrational by threat maker |                |

Remarks: \_\_\_\_\_

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## Notice of First Aid Care

DATE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

Dear Parent:

\_\_\_\_\_ was injured at school and has been given first aid. If you feel further care is necessary, please consult your family physician.

Destination: (If not presently on school) \_\_\_\_\_

Transporting Agency: (if not presently on school) \_\_\_\_\_

Time: \_\_\_\_\_

Remarks:

Please sign and return one copy to school. Retain a copy for your records.

\_\_\_\_\_  
PARENT'S SIGNATURE

\_\_\_\_\_  
SCHOOL REPRESENTATIVE'S SIGNATURE

Note: 1 copy goes home with student  
1 copy stays with teacher or medical treatment team records

## Public Information Release

Date:

Time:

NOTE: If this is used as a script, read only those items checked. Make no other comments.

(Check off, fill in, and cross off as appropriate.)

\_\_\_\_\_ has just experienced a(n)\_\_\_\_\_

- The (students/employees) [(are being) or (have been)] accounted for.
- No further information is available at this time.
- Emergency medical services [(are here) or (are on the way) or (are not available to us)].
- Police [(are here) or (are on the way) or (are not available to us)].
- Fire Dept./paramedics [(are here) or (are on the way) or (are not available to us)].

\_\_\_\_\_ [(are here) or (are on the way) or (are not available to us)].

- Communication center(s) for parents (is/are) being set up at  
to answer questions about individual students.
- Communication center(s) for families (is/are) being set up at

to answer questions about individual employees.

- Injuries have been reported at \_\_\_\_\_ and are being treated at the school by  
(staff/professional medical responders). (#) \_\_\_\_\_ reported injured.
- Students have been taken to a safe area, and are with [(classroom teachers/staff) or ( )].
- (#) Students have been taken to the local emergency room for treatment of serious injury.
- Parents of injured students should go to the emergency room at
- (#) Confirmed deaths have been reported at \_\_\_\_\_.
- **Names cannot be released until families have been notified.**
- Structural damage has been reported at the following schools: .

Release restrictions

No

Yes

If yes, what?

Released to the public as Public Information Release #

Date/Time:



[Date]

Dear Parents:

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the school has made preparations to respond effectively to such situations. In fact, Gateway Preparatory Academy is built to meet stringent construction standards and may be safer than your own home in the event of a disaster.

Should we have a major disaster during school hours, your student(s) will be cared for at Gateway Preparatory Academy. Gateway Preparatory Academy has a detailed disaster plan which has been formulated to respond to a major catastrophe.

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at their school until they are picked up by an identified, responsible adult who has been identified as such on a Gateway Preparatory Academy emergency release form which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
  - He/she is 18 years of age or older.
  - He/she is usually home during the day.
  - He/she could walk to school, if necessary.
  - He/she is known to your child.
  - He/she is both aware and able to assume this responsibility.
3. Listen to the radio for emergency announcements. If students are to be kept at school, radio stations will be notified.
4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified on the emergency release form. During an extreme emergency, students will be released at designated reunion gates located on school campuses. Parents should become familiar with the School Emergency Disaster plan and be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives. Because local telephone service may be disrupted, also list an out-of-area or state contact on the emergency release form, as calls may still be made out of the area while incoming calls are affected.

The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, radio stations will be notified. In the event that a natural disaster takes place during the time students are being transported, students will be kept on in their perspective car pool vehicles and the driver will ask for assistance through radio contact with the school and school personnel. Any child who is home waiting for the bus/carpool parent will not be picked up (if roads are impassable) and remains the responsibility of the parent or guardian. In the event a natural disaster occurs in the afternoon, the car pool driver will make every attempt to continue delivering the students to their homes

In case of a hazardous release event (chemical spill) near the school area, Shelter-in-Place procedures will be implemented to provide in place protection. All students and staff will clear the fields, report to their rooms and all efforts will be made to prevent outside air from entering classrooms during the emergency. "Shelter-in-Place" signs will be placed in classroom windows or hung outside classroom doors during a drill or emergency. Students arriving at school during a Shelter-in-Place drill or event should report to the school office or to a previously designated area at the school because classrooms will be inaccessible. When the dangerous incident has subsided, an all-clear signal will be given.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Sincerely,

Dave Armour  
Executive Director  
Gateway Preparatory Academy

## Search and Rescue Teams

### SEARCH AND RESCUE (S & R) TEAM LEADER

**Note:** Number of teams will vary depending on size of campus.

		NAMES	R a d i o	K e y s	H a r d H a t	G o g g l e s	B u c k e t	V e s t	C l i p b o a r d	B a c k p a c k
S & R TEAM #1 NOTES:	1									
	2									
S & R TEAM #2 NOTES:	1									
	2									
S & R TEAM #3 NOTES:	1									
	2									
S & R TEAM #4 NOTES:	1									
	2									
S & R TEAM #5 NOTES:	1									
	2									

- Assign teams based on available manpower; minimum 2 persons. Attempt to place one experienced person on each team.
- Perform visual check of outfitted team leaving Command Post (CP); include radio check. Advise teams of known injuries.
- Remain at Command Post table.
- Be attentive to all S&R related communications.
- Utilize boxes above to record location of injured students. Example: report of 2 injured students in Room 20 would be recorded as "S/2 = RM 20" in box under team #3.



- Utilize manpower pool to aid S&R (i.e., request for backboard and carryout or request for rescue equipment).

## School Status Report

TO: \_\_\_\_\_ FROM: (name) \_\_\_\_\_ LOCATION: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ PERSON IN CHARGE AT SCHOOL: \_\_\_\_\_

Message via: 2-way Radio \_\_\_\_ Telephone \_\_\_\_ Messenger \_\_\_\_

### **EMPLOYEE/STUDENT STATUS**

	Absent	Injured	# Sent to Hosp./med	Dead	Missing	Unaccounted for (Away from school)	# Released To parents	# Being supervised
Students								
School Staff								
Others								

### **STRUCTURAL DAMAGE** Check damage/problem and indicate location(s).

Check ✓	Damage/Problem	Location(s)
	Gas leak	
	Water leak	
	Fire	
	Electrical	
	Communications	
	Heating/cooling	
	Other (list):	

MESSAGE: (include kind of immediate assistance required; can you hold out without assistance/how long? overall condition of campus, neighborhood & street conditions; outside agencies on campus & actions; names of injured, dead, missing and accounted for ASAP)

## Staff Skills Survey & Inventory

Name & School \_\_\_\_\_ / \_\_\_\_\_ Room \_\_\_\_\_  
Name School

During any disaster situation, it is important to be able to draw from all available resources. The special skills, training and capabilities of the staff will play a vital role in coping with the effects of any disaster incident. These will be of paramount importance during and after a major or catastrophic disaster. The purpose of this survey/inventory is to pinpoint those staff members with equipment and the special skills that might be needed. Please indicate the areas that apply to you and return this survey to your administrator.

**PLEASE CHECK ANY OF THE FOLLOWING IN WHICH YOU HAVE EXPERTISE & TRAINING.  
CIRCLE YES OR NO, WHERE APPROPRIATE.**

____ First Aid (current card yes/no)	____ CPR (current yes/no)	____ Triage	____ Firefighting
____ Construction (electrical, plumbing, carpentry, etc.)	____ Running/Jogging		
____ Emergency Planning	____ Emergency Management	____ Search & Rescue	
____ Law Enforcement	Bi/Multi-lingual (what language (s)) _____		
____ Mechanical Ability	____ Structural Engineering	____ Bus/Truck Driver (Class 1 or 2 license yes/no)	
____ Shelter Management	____ Survival Training & Techniques	____ Food Preparation	
____ Ham Radio Operator	____ CB Radio	____ Journalism	
____ Camping	____ Waste Disposal	____ Recreational Leader	

DO YOU KEEP A PERSONAL EMERGENCY KIT? \_\_\_\_\_ in your car? \_\_\_\_\_ in your room? \_\_\_\_\_

DO YOU HAVE MATERIALS IN YOUR ROOM THAT WOULD BE OF USE DURING AN EMERGENCY?  
(i.e., athletic bibs, traffic cones, carpet squares) \_\_\_\_\_ Yes \_\_\_\_\_ No

DO YOU HAVE EQUIPMENT OR ACCESS TO EQUIPMENT OR MATERIALS AT CHARTER ACADEMY SCHOOL THAT COULD BE USED AN IN EMERGENCY? \_\_\_\_\_ YES \_\_\_\_\_ NO  
PLEASE LIST EQUIPMENT AND MATERIALS.

\_\_\_\_\_  
\_\_\_\_\_

COMMENTS \_\_\_\_\_

\_\_\_\_\_

WHAT WOULD MAKE YOU FEEL MORE PREPARED SHOULD A DISASTER STRIKE WHILE YOU WERE AT SCHOOL?

\_\_\_\_\_  
\_\_\_\_\_

# Student Release Form

(To be taken by Runner)

## Please Print

Student's Name

Teacher

Grade

Requested By

\*\*\*\*\*

### To be filled in by Request Gate staff

Proof of I.D.

Name on Emergency Release Form

(yes) (no)

\*\*\*\*\*

### Student's Status To be filled in by teacher

Sent with Runner

Absent

First Aid

Missing

\*\*\*\*\*

### To be filled in by Request Gate staff

Proof of I.D.

Name on Emergency release form

(yes) (no)

\*\*\*\*\*

### To be filled in by Requester At Release Gate

Requester Signature

Destination:

Date:

Time:

\*\*\*\*\*

## Notes:

# Daily Elementary Schedule SY26

Valo	Swapp	Ecplln	Corry	Meyers	Player	Hughes	Plep	Jackson	Glenn	Lindquist	Oyler	Smith	Weber	Heaton
										Computer Tech- T 8:30-9:10	Computer Tech- M 8:30-9:10 Science-T/Th 8:30-9:30	Computer Tech- T 8:30-9:10 Science-MW 8:30-9:30	Computer Tech- Th 8:30-9:10 Science-F 8:30-9:30	Art-F 8:30-9:35 Computer Tech- Th 8:30-9:10
										Science-M/Th 9:30-10:30			Science-T 9:30-10:30	Science- W 8:30-9:30 F 9:30-10:30
					Music-W 8:30-9:30 Art-F 10:30-11:30	Music-M 8:30-9:30	Math In-Th 10:30-11:30 Music-T 8:30-9:30	Music-Th 8:30-9:30	Math In-W 10:30-11:30 Music-F 8:30-9:30	Music T 10:35-11:35 Art-W 10:40-11:40	Music-W 10:35-11:35 Art-M 10:40-11:40	Music-Th 10:35-11:35 Art-Th 10:40-11:40	Music M- 10:35-11:35 Art-Th 10:40-11:40	Music-F 10:35-11:35
LUNCH & RECESS 11:05-11:45					LUNCH & RECESS 11:30-12:10					LUNCH & RECESS 11:55-12:35				
Art M 11:50-12:35 Math In-W 12:10-12:55 Music-F 11:50-12:50 (Stage)	Math In-M 12:10-12:55 Music T 11:50-12:50 Art-Th 11:50-12:35	Math In-T 12:10-12:55 Art F-11:50-12:35 Music-W 11:50-12:50	Art-W 11:50-12:35 Math In-F 12:10-12:55 Music Th 11:50-12:50	Music-M 11:50-12:50 Art-T 11:50-12:35 Math In-Th 12:10-12:55										
					Math In-T/Th 1:00-1:55	Art W 12:50-1:50	Art M 12:50-1:50 Math In-W 1:00-1:55	Art T 12:50-1:50	Art Th 12:50-1:50 Math In-M 1:00-1:55					
						Math In-T/Th 2:00-2:55		Math In-MW 2:00-2:55						

# MIDDLE SCHOOL SCHEDULE SY26

	A Day	8 CORE 113 LAR RON	8 CORE 111 DAVE'S	C Group	D Group	MATH 210 RAIL	ELA 214 WALKER	CTE 112 LIBERATOR	88 215 BULLOCK	PE GYM208 WILSON	82 211 LEFFRYE	CHEN POD	TBA STAGE	ART 212 COWLEY	POD N. 809 FERGUSON	Study Hall MANLEY LIB	Study Skills McMillin TIS	MUSIC STAGE	VARIOUS	VARIOUS	VARIOUS
8:30-9:25	1	A Group	B Group	Art/Ferguson	PE/HEALTH- Librarians	7 A Group	7 B Group	8th PE/HEALTH- (D Group)	8 B Group	PE 8 Yellow	8 Red	2nd/3rd 8:30-9:30 M.F.	PREP MWFP	Comp Tech 405 M.F.	6th ART (C Group)						
9:30-10:25	2			PE/HEALTH- Librarians	Computer-Dig L.L. Conley	7 B Group	7 A Group	8th PE/HEALTH- (Group C)	8 A Group	PE 8 Green	8 Green	prep	10:00-10:30 Wed Only	110 Computer-Dig L.L. (D Group)	110 10:00-10:30 Thursday Only						
10:30-11:25	3			CORE MUSIC-Chen	CORE SUPPORT Monley	8 A Group	8 B Group	7 Blue	7 Green	PE 7 S1 Red S2 Yellow	7 S1 yellow S2 Red	8th MUSIC- (C Group)	4th/5th 10:35-11:35 M.F.	K11 Art M.F. (11:00-11:45)	Lunch 11:00-11:45	CORE SUPPORT (C Group)	CORE SUPPORT IEP (D Group)				
11:30-12:25	4			B Group	Group A	CORE SUPPORT Monley	CORE MUSIC-Chen	8 B Group	8 A Group	7 Green	7 Blue	Health 7 S1 Yellow S2 Red	7 S1 Red S2 Yellow	8th MUSIC- (D Group)	K11A 11:50-12:50 M.F.	Lunch 11:00-11:45	45 Art 10:40-11:40	CORE SUPPORT (C Group)	CORE SUPPORT IEP (C Group)		
12:25-1:00	Lunch											Lunch		Transition 11:45-12:00	Lunch 12:00-12:50						
1:05-2:00	5	B Group	A Group	ELECTIVE	ELECTIVE	prep	Reading Support	prep	prep	Spanish	prep	Advanced Band		2nd/3rd M.F. (12:50-1:50) # (10:25-11:20)	Bag Drama 110	Study Hall	Study Skills	Advanced Orchestra	Adv Dance	Peer Tutoring 105	TA
2:05-3:00	6			ELECTIVE	ELECTIVE	Math Support	prep	FACS 6/8	Study Hall	prep	Math Support	Beginning Band		Digital Graphics 209	Illustration 212	DBT	Study Skills	Beginning Orchestra	Peer Tutoring 105	Computer Science	TA
Time	B Day	8 CORE 113 LAR RON	8 CORE 111 DAVE'S	A Group	B Group	MATH 210 RAIL	ELA 214 WALKER	CTE 112 LIBERATOR	88 215 BULLOCK	PE GYM 208 WILSON	82 211 LEFFRYE	MUSIC CHEN POD	MUSIC SHELLEY STAGE	ART 212 COWLEY	ART / TECH / DRAMA / PERFORMAN	Study Hall MANLEY LIB	Study Skills McMillin TIS	VARIOUS	VARIOUS	VARIOUS	
8:30-9:25	1	C Group	D Group	Art/Ferguson	PE/HEALTH- Librarians	7 A Group	7 B Group	8th PE/HEALTH- (Group B)	8 B Group	PE 8 Red	8 yellow	2nd/3rd 8:30-9:30 M.F.	10:15 Annual TM	Comp Tech 405 M.F.	6th ART (A Group)						
9:30-10:25	2			PE/HEALTH- Librarians	Computer-Dig L.L. Conley	7 B Group	7 A Group	8th PE/HEALTH- (Group A)	8 A Group	PE 8 green	8 blue	prep		110 Computer-Dig L.L. (B Group)	110 10:35-11:35 M.F. (11:00-11:45)	45 Art 10:45-11:40 Art Room	CORE SUPPORT (B Group)	CORE SUPPORT IEP (B Group)			
10:30-11:25	3			CORE MUSIC-Chen	CORE SUPPORT Monley	8 A Group	8 B Group	7 Yellow	7 Red	PE 7 S1 Green S2 Blue	7 S1 Blue S2 green	8th MUSIC- (A Group)	4th/5th 10:35-11:35 M.F.	K11 Art M.F. (11:00-11:45)	Lunch 11:00-11:45	CORE SUPPORT (B Group)	CORE SUPPORT IEP (B Group)				
11:30-12:25	4			D Group	C Group	CORE SUPPORT Monley	CORE MUSIC-Chen	8 B Group	8 A Group	7 Red	7 Yellow	Health 7 S1 Blue S2 Green	7 Green S1, blue S2	8th MUSIC- (B Group)	K11A 11:50-12:50 M.F.	Lunch 11:00-11:45	45 Art 10:45-11:40	CORE SUPPORT (A Group)	CORE SUPPORT IEP (A Group)		
12:25-1:00	Lunch											Lunch		Transition 11:45-12:00	Lunch						
1:05-2:00	5	D Group	C Group	ELECTIVE	ELECTIVE	Coding	prep	prep	prep	PE Elective	prep	Guitar	Lunch	2nd/3rd M.F. (12:50-1:50) # (10:25-11:20)	Adv Drama 110	Study Hall	Study Skills	TA	Peer Tutoring 105	Intro to Dance	
2:05-3:00	6			ELECTIVE	ELECTIVE	Math Support	Creative Writing	FACS 6/8	Study Hall	prep	Math Support	Percussion	Choir	Stagecraft Art	Digital Animation		Study Skills	TA	Peer Tutoring 105		

8/24/2020: Modified A & B days with 1 period every other row & B with alternate 7th/8th period

## Emergency Response Drill Log

**School:**

**School:**

[illegible]

# Annual School Plan Review

Each school emergency response plan must be reviewed at least once each year. It is recommended that this review be conducted prior to the start of each school year. Additionally, the plan must be reviewed anytime weaknesses in the plan are identified during a drill, exercise or an actual emergency event. Schools should include their local emergency response, emergency management and public health agencies in the review process.

<input type="checkbox"/>	Review plan for compliance with the Utah minimum requirements.
<input type="checkbox"/>	Review ICS assignments and responsibilities, update as needed.
<input type="checkbox"/>	Ensure National Approach to Incident Management (NIMS) compliance for all personnel assigned responsibilities in the ICS structure.
<input type="checkbox"/>	Review on and off-school assignments and staging areas. Make contact with any identified off-school locations to ensure permission to use those locations is still in effect.
<input type="checkbox"/>	Review existing emergency procedures. Are the procedures adequate to address identified hazards/threats? Have new hazards/threats developed that you must plan for?

[illegible]

<b>Date of Review:</b>	<b>Reviewer:</b>	<b>Reviewer:</b>
	<b>Reviewer:</b>	<b>Reviewer:</b>