

Instructions for your Emergency Plan

1. Change The Ranches Academy to your school's name on the introduction page.
2. Read through each page and make sure it communicates your school policies, change them as needed.
3. Note that this plan refers to an evacuation plan/map that you will need to attach at the back of this booklet.
4. After customizing the plan, print out a sample copy and make sure the cut lines are still aligned properly.
5. Once everything looks good; print, cut and assemble your school's Emergency Plan.
6. For multiple copies, print the booklet so that each page is printed separately. After this you can cut each stack of paper and then collate them.
7. A list of Emergency Phone Numbers should be made and printed on the back of the last sheet on this chart to identify the control and response agencies that should be notified for each emergency situation.

Note: alignment in Word is difficult to maintain when adding and subtracting information. This form was created in Word because it is the most compatible program, not because it is the easiest for creating a complex publication. If you have a problem with the cut lines becoming misaligned, the original locations of the cut lines start at 3.5" for the front page and go down in half-inch increments.

EMERGENCY PREPAREDNESS PLAN

Emergency 911

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INTRODUCTION

The purpose of this Emergency Preparedness Plan for THE RANCHES 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 THE RANCHES 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 director – this includes any orientation or training deemed necessary and the conducting of fire drills at 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.
Eagle Mountain City Utilities 1 (801) 789-6600
- 2) Communicate with Director as to length and extent of problem.
- 3) Obtain Directive from Director 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

Administration:

- 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. (Director will shut off 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.

Teachers:

- 1) Teachers will account for all students under their supervision.
- 2) **Signal or alert is announcement over the intercom**
- 3) **Action is to evacuate the building and move to either primary or secondary gathering area**

NATURAL GAS LEAK

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CHEMICAL SPILLS

Administration:

- 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 evacuations – avoid contaminated area while evacuating school; do not reenter until trained personnel clean up spill.
 - School evacuation and closure – evacuate school and arrange for students to be sent home by predetermined emergency procedures.

Teachers:

- 1) Teachers will be directed to account for all students under their supervision.
- 2) If evacuation is necessary, use the primary or secondary gathering area depending on which location is up wind of the spill area. Prevailing winds are a consideration.
- 3) **Signal or alert is announcement over the intercom**
- 4) **Action is to evacuate the building and move to either primary or secondary gathering area**

CHEMICAL SPILL

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NUCLEAR PROBLEMS

Administration:

- 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) Administration will maintain contact with current information by way of radio.
- 6) If evacuation is required, procedures will follow predetermined routines.

Teachers:

- 1) Teachers will account for and control all students until they are otherwise instructed.
- 2) Teachers will close all doors and windows.
- 3) **Signal or alert is announcement over the intercom**
- 4) **Action is to evacuate the building and move to either primary or secondary gathering area**

NUCLEAR PROBLEMS

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EARTHQUAKE

Administration and Teachers:

- 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.

EARTHQUAKE

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MEDICAL EMERGENCIES

Administration and Teachers:

- 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) Maximize comfort for the injured person.
- 8) Call 911 if injury warrants immediate life-threatening treatment.
- 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

HOSTAGE SITUATION/INTRUDER IN BUILDING/SHOOTING

Administration:

- 1) Call “911”. Take immediate cover. Avoid confrontation with the intruder before the police arrive.
- 2) Director will sound a *****
- 3) Refer media contacts to Director or lead teacher over safety.
- 4) Note the location, number of persons involved and a description of the suspect(s).
- 5) Remain calm and keep all conduct in line with best interest of students and staff.

Teachers:

- 1) Teachers should not allow students to leave the classroom and should direct them to be *****. Students should only be allowed to leave the classroom when *****.
- 2) Teachers take an accurate count of students
- 3) **Signal or alert is *******
- 4) **Action is follow Lock Down procedures**

HOSTAGE SITUATION/INTRUDER/SHOOTING

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EVACUATION ROUTES

A building evacuation map with all marked exits will be given to each staff member and posted in the room. Depending on the location of each staff member's classroom will depend on 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.

Administration and Teachers:

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 Director
7. Director will instruct teachers to begin walking toward primary or secondary gathering area; a whistle will ring to indicate return to class.
8. All classes stay together with their teacher.
9. Walk to primary or secondary gathering area.
10. Take attendance when the class arrives at primary or secondary gathering area.
11. Report any attendance changes to the Director.
12. Release students to responsible adults according to school procedures.

EVACUATION ROUTES

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FIRE

Administration:

- 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) Take emergency fireproof lock box with student contact information.
- 5) Concurrent to evacuation, fire and police departments should be notified (911).
- 6) Coordinate next response with authorities.
- 7) Notify authorities of unaccounted students.

Teachers:

- 1) First student to exit classroom should hold the door open until all students have departed from the classroom.
- 2) If possible, students should randomly grab coats as they exit the classroom.
- 3) Teacher should close door and exit last, being sure to take their emergency information folder, including attendance book and/or class list.
- 4) Account for all students, remaining calm while maintaining order.
- 5) **Signal or alert is fire alarm**
- 6) **Action is evacuate building and move to designated areas**

FIRE

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CIVIL DISTURBANCE

Civil Disobedience 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.

Administration and Teacher:

- 1) Notify Law Enforcement Agency or School Resource Officer (dial “911”) of situation and request assistance.
- 2) The custodian or director 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 Director or Lead Teacher over Safety of situation.
- 5) Upon command from authority in charge (usually director), 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 Director, 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.
- 6) **Signal or alert is *******
- 7) **Action is to follow Lock Down Procedures**

CIVIL DISTURBANCE

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LOCK DOWN/SHELTER IN PLACE

Administration and Teachers: Shelter in Place

- 1) School Director, or acting representative, will issue Shelter in Place order by announcing over the PA system.
- 2) Direct all students, staff, and visitors into classrooms from hallways. Any persons in another room (library, bathroom, breakout room, etc.) **REMAIN** in the location with the door closed until an employee escorts him or her to a classroom.
- 3) If students are at recess, the staff will hear the announcement on the “walkie”. Students are to remain on the playground until an employee escorts the group to a classroom.
- 4) Campus visitors, staff, and students are **NOT** to use cell phones or other communication devices to contact outside during a Shelter in Place.
- 5) Lock classroom doors and cover windows in classroom. Account for all students, teacher, and teaching assistant assigned to the class. Notify administration by *****. If there is a bathroom emergency, call the office and if possible a staff member will escort the student or staff to the restroom. Do not allow anyone to leave the classroom without an escort from the office.

Administration and Teachers: Lock Down

- 1) School Director, or acting representative, will issue Lock Down by *****. If a staff member hears or witnesses an immediate danger, they may *****. **Any staff may call 911 for help.** Only the administration should communicate with the media.
- 2) All students, staff, and visitors should immediately enter the closest room that is open.
- 3) Any persons in library, bathroom, work room, etc. should *****
- 4) Shut locked doors, turn lights off, shut blinds, and sit in designated location. If possible, *****.
- 5) Everyone is to remain silent and *****
- 6) Staff members should *****.
- 7) If students are at recess, *****
- 8) If the intruder enters the room: *****
- 9) Remain in Lock Down until *****

SHELTER IN PLACE/LOCKDOWN



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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? 2. Location and number of victims? 3. What happened to victim? 4. Victim's condition? 5. Victim's approximate age and gender? 6. What is being done for the victim? 	
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 = Signs and Symptoms A=Allergies M= Medications P = Previous Problems E = Events leading to the situation</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	911
Police/ Sheriff/ Fire	911
Poison Control	(800) 362-0101
Insta Care Saratoga Springs	(801) 766-4567
Local Hospital- IHC American Fork	(801) 855-3300
Health Department	(801) 538-6101
Mental Health Department	(801) 538-3939
City Police Chief-Deputy Moulder	
City Fire Chief / Fire Marshall	
OTHER AGENCIES	
Director- Susie Scherer	
Natural Gas Company	
Eagle Mountain Utilities- Water Dept.	(801) 789-6600
Eagle Mountain Utilities- Electrical Power	(801) 789-6600
Eagle Mountain Utilities Dispatch	(801) 789-6684
Child and Family Services	(801) 538-4100

EMERGENCY PHONE NUMBERS