

### REFERENCES

- Utah State Law R277-400
- Utah State Fire Code 15A Chapter 5 Section 202
- I Love You Guys Foundation (<http://iloveguys.org>)
  - Provides free materials including printable posters, graphics, and procedures that should be followed when faced with an emergency situation
- Multi-colored flipcharts provided in all classrooms as a reference and at <http://www.gwacademy.org/800-safety-policies/>

### POLICY

George Washington Academy (GWA) is required to prepare a standard emergency plan. In accordance with state and federal law, this plan regulates the operation of schools during an emergency occurring within the school. Compliance with this plan will aid the school in protecting and caring for students, staff, and patrons, before, during, and immediately after a threatened or actual emergency or disaster. Relevant information from this plan must be shared in a standardized format with parents and school community councils because effective emergency preparedness planning and response requires the coordination, cooperation, and participation of not only school and support personnel, but also students, parents, guardians, community organizations, and individuals. The school shall establish close working relationships with various entities that are responsible for directing and coordinating emergency services in order to ensure proper collaboration and support in the event of an emergency.

The purpose of this policy is to promote the safety and welfare of students and staff, protect school facilities, and ensure school cooperation with public safety entities.

#### I. PROCEDURES

##### Definitions

- “Emergency Preparedness Plan” is developed by the Campus Management Committee to prepare and protect students and staff in the event of school violence emergencies.
- “Campus Management Committee” is a committee consisting of teachers, administrators, parents, local law enforcement, and public safety representatives that convenes regularly to certify that the Emergency Preparedness Plan is being practiced, presented to and reviewed by GWA. The Committee also reviews and makes recommendations regarding emergency preparedness and security needs at the school.
- “Fire (Evacuation)” is called to move students and staff from one location to another.
- “Lockdown” is called when there is a threat or hazard inside of the building.
- “Secure” is called when there is a threat or hazard outside of the building.
- “Reunification” includes preparing procedures and standards for how to reunite students with parents in an orderly manner when school is released at an irregular time due to an emergency, lockdown and/or secure. Reunifications are generally conducted in conjunction with Lockdowns or Lockouts.
- “Shelter in Place” is called when the need for personal protection is necessary. Examples of relevant hazards may include but are not limited to earthquakes, hazardous materials, and other natural disasters.

### **Standard Emergency Plan**

- A. GWA will appoint a committee to review and develop or modify the standard emergency plan to be used by the school.
  - i. The committee will consist of appropriate school and community representatives, including school administrators, teachers, parents, community and municipal governmental officers, and fire and law enforcement personnel.
  - ii. The committee will review the standard emergency plan at least once every three years to ensure compliance with state law.
- B. The standard emergency plan shall:
  - i. establish a uniform response format that is the same as schools in this area;
  - ii. outline the procedures to be followed by GWA during emergencies;
  - iii. provide guidelines to assist GWA in identifying and incorporating specific school information into the standard emergency plan;
  - iv. contain measures which assure that students receive reasonably adequate educational services and supervision during school hours during an emergency, and appropriate education services in an extended emergency situation;
  - v. outline evacuation procedures that include reasonable care and supervision of students until that responsibility has been assumed by another responsible party;
  - vi. address access to the school building during an emergency by specific groups including, students, community members, lessees, invitees, and others;
  - vii. identify resources and materials available for emergency training for all employees;
  - viii. establish a means of updating the plan as needed;
  - ix. provide general emergency resource and reference information, phone numbers, and other contact information specific for the school;
  - x. outline procedures to notify students, to the extent practicable, who are off campus at the time of the emergency;
  - xi. contain measures which assure that students receive emergency preparedness training;
  - xii. contain procedures for assessing and providing school facilities, equipment, and personnel to meet public emergency needs;
  - xiii. delineate communication channels and lines of authority within the school, city, county, and state; and
  - xiv. address procedures for recording school funds expended for emergencies, for assessing and repairing damage, and for seeking reimbursement for emergency expenditures.
- C. At the beginning of each school year, GWA shall notify its parents and staff of the relevant sections of its emergency plan.

## **II. Emergency Preparedness Training and Emergency Response Review and Coordination**

- A. GWA shall provide students with age appropriate training in rescue techniques, first aid, safety measures appropriate for specific emergencies, and other emergency skills.
- B. By October 1 of each year, GWA shall provide all employees with training on employees' roles, responsibilities and priorities in the standard emergency plan.

- C. GWA shall designate an Emergency Preparedness/Emergency Response week that will occur prior to April 30 of each school year. Community, student, and teacher awareness and training may be offered during the week.
- D. GWA must review existing security measures and procedures within the school and make adjustments as needed, adjustments are subject to available funding.

### III. Drills and Reporting

Schools shall conduct emergency and fire drills in accordance with state law.

Emergency drills are drills that may be performed at GWA include but are not limited to the following:

- Fire
  - Lockdown for violence
  - Secure
  - Shelter in place
  - Family reunification
  - Bomb threat
  - Civil Disturbance
  - Flood
  - Hazardous Material spill
  - Utility failure
  - Severe weather
  - Shelter and mass care
- a. Other drills that may be appropriate for the school's location
  - b. GWA will periodically perform drills during non-instructional time such as during lunch, between classes, etc.
  - c. Frequency
    - a. GWA shall conduct fire drills every other month starting in August.
    - b. The first fire drill must be held in the first 10 days of the school year.
    - c. GWA shall perform another type of safety drill on the months that fire drills are not conducted.
    - d. GWA will complete 10 safety drills total (one each month) throughout the course of the school year.
  - d. Execution
    - a. During all safety drills, attendance should be taken at the beginning of class, and again after the drill has concluded.
    - b. Drills should occasionally be conducted before or after school, during lunchtime or between classes.
    - c. Fire (Evacuation)
      - i. Fire drills shall include the complete evacuation of all persons from the school building or the portion of the building used for educational purposes (R277-400-6D(1)).
      - ii. Students are not to bring personal items like backpacks during an evacuation. Personal items must be left behind.

- d. Reasonable Delay
  - i. When a fire alarm sounds, students should stand and stage themselves to evacuate the building in an orderly manner. It is appropriate for staff members to briefly delay evacuation to verify that the alarm was not pulled in order to draw staff and students out of the safety of their classrooms.
  - ii. Unless a staff member has reason to believe that the alarm was pulled to draw staff and students from the safety of their classrooms, facilities must always be evacuated when a fire alarm sounds.
  - iii. Fire alarms are for use during fire drills and fire emergencies. They should not be utilized for non-fire emergencies.
- e. Lockdown
  - i. The following announcement should be made over the PA system: “Lockdown! Locks, lights, out of sight”
  - ii. Classroom doors must be locked, lights must be turned off, and windows should be covered.
  - iii. Hallway doors (not to be confused with classroom doors) should latch, but not lock so as to allow law enforcement the ability to access all parts of the building.
  - iv. Students and staff are gathered to an interior wall out of sight.
  - v. Staff and students must remain quiet.
  - vi. Unless otherwise instructed, bells, alarms, PA announcements and knocking on classroom doors should be ignored.
  - vii. Schools are strongly encouraged to partner with law enforcement when conducting lockdown drills.
  - viii. No one should be allowed in or out of the classroom until a uniformed policeman or school administrator opens the door.
- f. Secure
  - i. The following announcement should be made over the PA system: “Secure! Secure the perimeter.”
  - ii. Students must be moved inside of the building.
  - iii. All exterior doors must be locked, and access into or out of the school must be restricted.
  - iv. Continue with normal activities as much as the situation allows, but no one should be permitted to leave the building’s interior until the secure has been lifted.
- g. Reunification
  - i. Establish a Parent Check-In Location.
  - ii. Deliver the students to the student staging area, beyond the field of vision of parents/guardians. “Greeters” direct parents/guardians to the Parent check-In location, and help them understand the process.
  - iii. Parents/guardians complete Reunification Cards.
  - iv. Procedure allows parents/guardians to self-sort during check in, streamlining the process.
  - v. Runner recovers student from the student staging area and reunites student and parent at the reunification area.

- vi. Additional information, including reunification written material, are available at <http://iloveguys.org>
- h. Shelter in Place
  - i. The following announcement should be made over the PA system: “Shelter for --- (type) and (method)”
- i. Earthquake/Severe Weather
  - i. The following announcement should be made over the PA system; “Shelter for earthquake! Drop, cover, and hold.
  - ii. Staff and students should drop to the ground and cover under a desk or table until the earthquake is over.
  - iii. Shelter drills are not limited to earthquake preparedness. These drills may also be used to practice emergency preparedness skills for most natural disasters.

**A. Reporting**

- i. GWA must keep track of all fire and other emergency drills that have been conducted.
  - 1. Completion of school safety drills are to be recorded on Google Spreadsheets as well as a printed copy of the Safety Drills can be found in the front office.
- ii. By June 15 of each year, GWA will submit copies of their Emergency Preparedness Certification form to the Executive Director.
- iii. By July of each year, GWA will certify to appropriate governmental entities, including the Utah State Board of Education, that the school has presented their emergency plans to teachers, staff, and students, and their plans have been practiced at the school level and have been made available to parents, local law enforcement, and public safety representatives.