

GARFIELD COUNTY SCHOOL DISTRICT

Standardized Response Protocol

Antimony Elementary School

P.O. Box 60, 140 UT-22

Antimony, Utah 84712

Phone (435) 624-3221

“Safety brings First Aid to the uninjured” F.S. Hughes

“Prepare and Prevent, Don’t Repair and Repent” – Author Unknown

“At the end of the day, the goals are simple: safety and security.” – Jodi Rell

Prepared by:

C. Pete Peterson & Robin Gibbs

With assistance from the Garfield County Sheriff’s Office &

I Love You Guys



Emergency Operation Plan

Antimony Elementary School

140 UT-22, P.O. Box 60
Antimony, Utah 84776
AES: (435) 624-3221

2023-2024 School Year

This Emergency Operations Plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

SUPERINTENDENT OR DESIGNEE

DATE

LOCAL FIRE DEPARTMENT

DATE

LOCAL LAW ENFORCEMENT

DATE

GCSD BOARD OF EDUCATION DESIGNEE

DATE

At Antimony Elementary we subscribe to the *I Love You Guys* Foundation Safety Plan

Preparedness Checklist

School: **Antimony Elementary**

INCIDENT MANAGEMENT TEAM

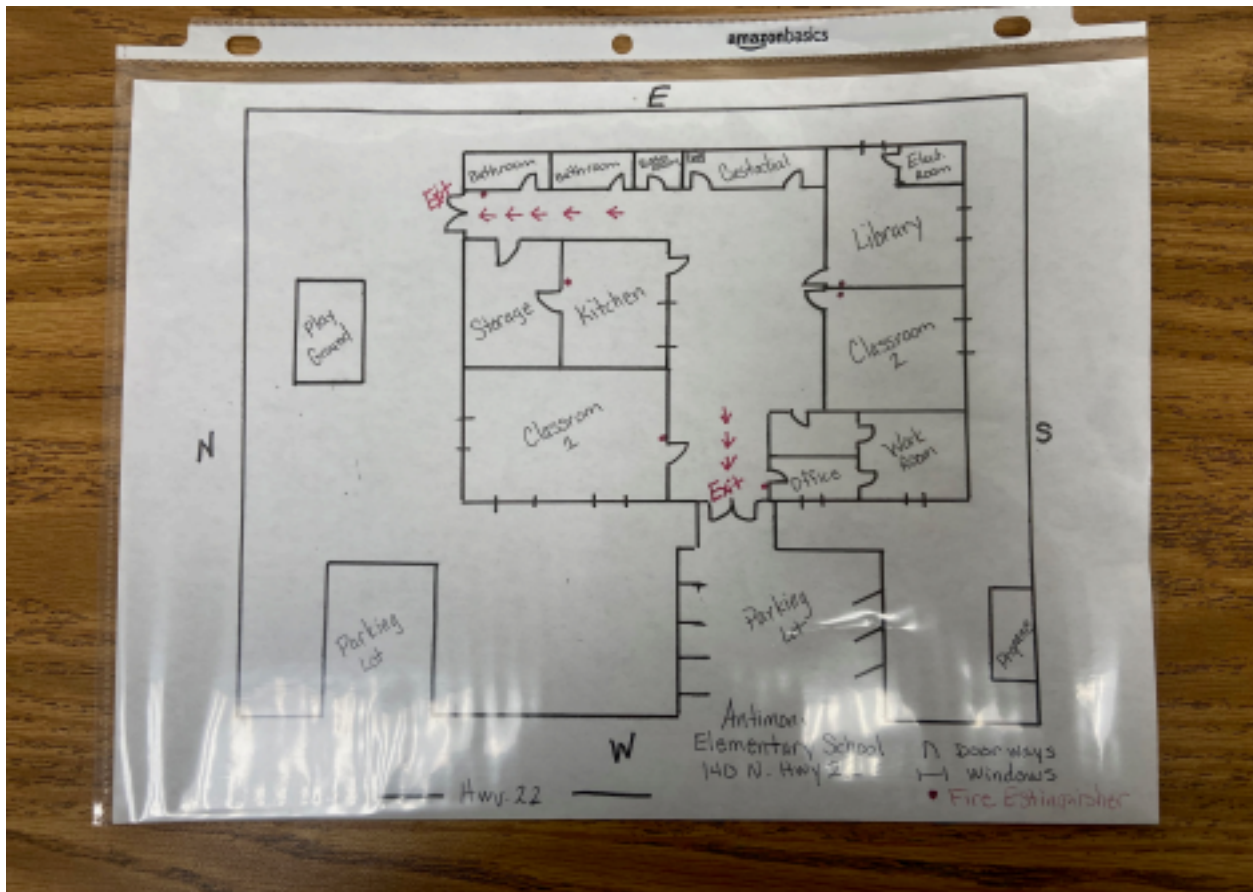
HEAD TEACHER: ROBIN GIBBS	PHONE: (435)691-3362
PRINCIPAL: C. PETE PETERSON	PHONE: (775) 962-1878
PRINCIPAL'S DESIGNEE: JANETTE LEE	PHONE: (435) 463-7130
SHERIFF OFFICE CONTACT:	
GARFIELD COUNTY SHERIFF OFFICE	PHONE: (435) 676-2678
SRO DESIGNEE: WES SYRETT	PHONE: (435) 990-1693
FIRE CONTACT: GCSO DISPATCH	PHONE: (435) 676-2678
FIRE CONTACT DESIGNEE: NOAH BENNETTE	PHONE: (435) 624-3352 (702) 250-2349
DISTRICT OFFICE: JOHN DODDS	PHONE: (435) 590-3832
CUSTODIAN: TIM WESTWOOD	PHONE: (435) 624-3249

INCIDENT COMMAND CENTER

PRIMARY LOCATION: **ANTIMONY ELEMENTARY OFFICE/COMMON AREA/CLASSROOM**

SECONDARY LOCATION: **ANTIMONY COMMUNITY CENTER**

BUILDING MAP



STUDENT EVACUATION LOCATION

AREA WHERE EVACUATED STUDENTS AND STAFF WILL BE MOVED TO ONCE IT IS DETERMINED THAT REENTRY INTO THE BUILDING IS NOT AN OPTION. MANAGEMENT OF STUDENT ACCOUNTING AND ORDERLY SUPERVISION, STUDENT TRANSPORTATION, STUDENT RELEASE TO PARENTS, AND OVERALL STUDENT SAFETY WILL BE MANAGED FROM THIS LOCATION. ALL STUDENTS AND STAFF SHOULD REMAIN AT THE EVACUATION LOCATION UNTIL RELEASED BY A MEMBER OF THE INCIDENT MANAGEMENT TEAM OR THEIR DESIGNEE.

PRIMARY LOCATION: [ANTIMONY COMMUNITY CENTER](#)

SECONDARY LOCATION: [ANTIMONY LDS CHURCH](#)

FAMILY INFORMATION/REUNION LOCATION

AREA WHERE PARENTS AND FAMILY MEMBERS WILL BE ASSEMBLED TO RECEIVE INFORMATION REGARDING THE EMERGENCY AND WHERE THE ORGANIZED RELEASE OF STUDENTS TO PARENTS WILL OCCUR. DEPENDING ON THE NATURE OF THE EMERGENCY, THIS AREA MAY REQUIRE MANAGEMENT ASSISTANCE FROM LAW ENFORCEMENT OR CRISIS MANAGEMENT PERSONNEL, THE IDENTIFICATION AND MANAGEMENT OF THIS AREA IS CRITICAL IN MAINTAINING PUBLIC SAFETY AND IN HELPING TO ASSURE THAT INTERFERENCE WITH THE MANAGEMENT OF THE EMERGENCY IS AVOIDED.

PRIMARY LOCATION: ANTIMONY COMMUNITY CENTER

SECONDARY LOCATION: ANTIMONY LDS CHURCH

COMMUNICATION SYSTEM

DATE AUGUST 2023

PRIMARY SYSTEM: CELL PHONE, SCHOOL BINDER, PARENT LINK, GROUP MESSENGER

PRIMARY PARENT/STUDENT COMMUNICATION SYSTEM: SCHOOL BINDER, PARENT LINK

BACK-UP SYSTEM: SOCIAL MEDIA (FACEBOOK, INSTAGRAM, ETC.)

PORTABLE EMERGENCY OPERATION KIT (BACKPACK) FOR OFFICE.

- COPY OF EMERGENCY OPERATIONS PLAN
- PRINTED CLASS ROSTER
- MAP OF SCHOOL WITH EACH AREA EVACUATION ROUTES AND UTILITY SHUT-OFF MARKED
- FIRST AID KIT
- TELEPHONE LIST: EMERGENCY #'S, ADMINISTRATORS #'S TEACHERS #'S, ETC.

HOLD PROCEDURE

LEVEL 1/LOW LEVEL/ HOLD

HOLD IN YOUR ROOM OR AREA! CLEAR THE HALLS!



THERE ARE SITUATIONS THAT REQUIRE STUDENTS AND STAFF TO REMAIN IN THEIR CLASSROOMS OR STAY OUT OF ACCESS AREAS. FOR EXAMPLE, AN ALTERCATION IN THE HALLWAY MAY REQUIRE KEEPING STUDENTS OUT OF THE HALLS UNTIL IT IS RESOLVED. A MEDICAL ISSUE MAY REQUIRE ONLY ONE AREA TO BE CLEARED, WITH HALLS STILL OPEN IN CASE OUTSIDE MEDICAL ASSISTANCE IS REQUIRED. THERE MAY BE A NEED FOR STUDENTS WHO ARE NOT IN A CLASSROOM TO PROCEED TO AN AREA WHERE THEY CAN BE SUPERVISED AND REMAIN SAFE.

WHEN A LEVEL 1 HOLD IS ANNOUNCED:

- 1.** A STATEMENT SUCH AS “**HOLD** IN YOUR ROOM OR AREA, CLEAR THE HALLS” ALONG WITH OTHER APPROPRIATE DESCRIPTIVE INFORMATION WOULD ANNOUNCE A HOLD.
- 2.** ALL STUDENTS AND STAFF WILL **HOLD** IN THE ROOM OR AREA WHERE THEY ARE AT. INDIVIDUAL STUDENTS AND STAFF SHOULD MOVE FROM HALLWAYS INTO CLASSROOMS WHERE THERE IS STAFF SUPERVISION. STAFF SHOULD CHECK HALLWAYS AND EITHER BRING STUDENTS INTO CLASSROOMS OR MAKE SURE THEY ARE IN THE CLASSROOM WHERE THEY SHOULD BE.
- 3.** ADDITIONAL AND SPECIFIC INSTRUCTIONS WILL BE ANNOUNCED OVER THE INTERCOM AS THE NEED ARISES, BUT REGULAR CLASSROOM ACTIVITIES WILL CONTINUE AS NORMAL.

4. MOVEMENT WITHIN THE BUILDING WILL BE LIMITED AND UNDER THE DIRECTION OF STAFF. IF THE “HOLD” HAPPENS TO EXTEND OVER A PASSING TIME, INSTRUCTIONS WILL BE GIVEN TO EITHER CONTINUE TO HOLD IN PLACE OR GO AHEAD AND MOVE TO THE NEXT CLASS PERIOD. REGULAR NORMAL MOVEMENT (RESTROOM, SPED, SPECIALISTS, ETC) IS ALLOWED IF THE SITUATION PERMITS.

5. STUDENTS AND CLASSES WHO ARE OUTSIDE OF THE BUILDING SHOULD REMAIN OUTSIDE, CONTINUING THE ACTIVITY UNLESS SPECIFICALLY TOLD OTHERWISE.

6. BUILDING WILL REMAIN IN HOLD/SECURE UNTIL INSTRUCTED BY THE PRINCIPAL OR MEMBER OF THE INCIDENT MANAGEMENT TEAM ON HOW TO PROCEED. A HOLD CAN BE RELEASED OVER THE INTERCOM, BY PHONE, TEXT, OR FACE TO FACE.

7. EXAMPLES OF SITUATIONS WHEN A HOLD MAY BE INITIATED: MEDICAL ISSUES, ALTERCATIONS BETWEEN STUDENTS, OTHER SITUATIONS WHERE THE NEED TO CLEAR HALLWAYS AND OPEN SPACES IS NECESSARY, BUT SEVERE IMMEDIATE THREATS TOWARDS SCHOOL POPULATION DO NOT EXIST.

SECURE PROCEDURE

LEVEL 2 /SECURE

SECURE! GET INSIDE! LOCK DOORS!



THE **SECURE** ACTION IS CALLED WHEN THERE IS A THREAT OR HAZARD OUTSIDE OF THE SCHOOL BUILDING. WHETHER IT'S DUE TO VIOLENCE OR CRIMINAL ACTIVITY IN THE IMMEDIATE NEIGHBORHOOD, A DANGEROUS ANIMAL IN THE AREA, OR PLANNED LAW ENFORCEMENT ACTIVITY IN THE AREA, **SECURE** USES THE SECURITY OF THE PHYSICAL FACILITY TO ACT AS PROTECTION. THIS ACTION IS TYPICALLY REPORTED TO THE SCHOOL OFFICE BY LAW ENFORCEMENT, BUT CAN BE CALLED TO THE OFFICE BY STUDENTS AND STAFF IF SOMETHING IS DIRECTLY OBSERVED NEAR THE SCHOOL CAMPUS. STAFF MAY BE ASKED TO PLACE SIGNS ON DOORS TO NOTIFY INDIVIDUALS OUTSIDE OF THE BUILDING THAT WE ARE IN **SECURE**.

WHEN A LEVEL 2 LOCKDOWN IS ANNOUNCED:

1. AN ANNOUNCEMENT SUCH AS “**SECURE!** GET INSIDE, LOCK OUTSIDE DOORS.

SECURE! GET INSIDE, LOCK OUTSIDE DOORS.” “STUDENTS AND STAFF, THE SCHOOL IS CURRENTLY IN THE **SECURE ACTION** DUE TO [CAUSE] IN THE NEIGHBORHOOD. NO ONE IS ALLOWED IN OR OUT OF THE BUILDING AT THIS TIME. STAY INSIDE AND CONTINUE WITH YOUR DAY.”

2. THE **SECURE** ACTION DEMANDS BRINGING PEOPLE INTO A SECURE BUILDING AND LOCKING ALL OUTSIDE ACCESS POINTS. STAFF IMMEDIATELY BRING STUDENTS INTO THE NEAREST CLASSROOM, OR STUDENTS ARE TAUGHT TO GO TO THE NEAREST CLASSROOM. ALL OUTSIDE ENTRANCE DOORS ARE LOCKED WITH THE MASTER OVERRIDE CARD.

3. CLASSROOM DOORS ARE LOCKED AND REGULAR CLASSROOM ACTIVITIES ARE CONTINUED WITHIN THE CLASSROOM. IF A CLASS IS OUTSIDE, THEY ARE TO MOVE IMMEDIATELY TO THE NEAREST BUILDING, AND IF POSSIBLE, CONTINUE ACTIVITIES WITHIN THE BUILDING.

4. CLASSROOM ACTIVITIES CARRY ON AS NORMALLY AS POSSIBLE. IF NECESSARY, RESTROOM VISITS ARE ALLOWED UNDER THE SUPERVISION OF STAFF, BUT NO ONE IS ALLOWED INTO OR OUT OF THE BUILDING. SINCE WE ARE AN OPEN CAMPUS, NOTIFICATION TO THOSE STUDENTS WHO ARE OFF CAMPUS FOR VARIOUS REASONS SHOULD BE MADE CLEAR ALSO.

5. BUILDING WILL REMAIN IN LOCKDOWN UNTIL INSTRUCTED BY THE PRINCIPAL OR MEMBER OF THE INCIDENT MANAGEMENT TEAM ON HOW TO PROCEED.

6. WE RESERVE THE OPTION TO TRANSITION FROM “NO ONE IN OR OUT” TO A CONTROLLED RELEASE AND ENTRY. THIS DECISION WILL ONLY BE MADE AFTER MONITORING THE EVOLVING SITUATION. ANY MOVEMENT WILL BE UNDER CONSTANT AND STRICT SUPERVISION OF STAFF, ONLY WHEN THE SITUATION IS DEEMED APPROPRIATE FOR SUCH A RESPONSE. LAW ENFORCEMENT MAY BE REQUIRED TO AID IN THE ENTRY AND EXIT OF INDIVIDUALS, AS WELL AS RELEASE OF STUDENTS TO PARENTS. AGAIN THESE DECISIONS WILL BE MADE AS THE SITUATION DICTATES.

7. THE SECURE CAN BE RELEASED OVER THE INTERCOM, BUT MAY BE RELEASED DOOR TO DOOR ALSO. A STATEMENT LIKE “THE SECURE IS RELEASED. ALL CLEAR. THE SECURE IS RELEASED. ALL CLEAR.” WILL BE THE SIGNAL.

LOCKDOWN PROCEDURE

LEVEL 3 LOCKDOWN



LOCKDOWN

“LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT! LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT!”

LOCKDOWN IS CALLED WHEN THERE IS A THREAT OR HAZARD INSIDE THE SCHOOL BUILDING. FROM PARENTAL CUSTODY DISPUTES TO INTRUDERS TO AN ACTIVE ASSAILANT, **LOCKDOWN** USES CLASSROOM AND SCHOOL SECURITY ACTIONS TO PROTECT STUDENTS AND STAFF FROM THE THREAT.

1. THE **LOCKDOWN** ACTION DEMANDS LOCKING INDIVIDUAL CLASSROOM DOORS, OFFICES AND OTHER SECURABLE AREAS, MOVING OCCUPANTS OUT OF THE LINE OF SIGHT OF CORRIDOR WINDOWS, TURNING OFF LIGHTS T

2. THE **LOCKDOWN** CAN BE REPORTED BY ANYONE, SINCE THESE SITUATIONS WILL BE OBVIOUS. STUDENTS SHOULD REPORT TO A TEACHER OR OFFICE STAFF, WHICHEVER IS QUICKEST. OFFICE STAFF WILL IMMEDIATELY USE THE INTERCOM TO ANNOUNCE THE **LOCKDOWN** ACTION.

3. THE CLASSROOM TEACHER IS RESPONSIBLE FOR IMPLEMENTING THEIR CLASSROOM **LOCKDOWN**. IF IT IS SAFE TO DO SO, THE TEACHER SHOULD GATHER STUDENTS INTO THE CLASSROOM PRIOR TO LOCKING THE DOOR. THE TEACHER SHOULD LOCK ALL CLASSROOM ACCESS POINTS AND FACILITATE MOVING OCCUPANTS OUT OF SIGHT. STUDENTS AND STAFF WHO ARE IN THE HALLWAY OR OTHER AREAS OF THE SCHOOL FOR

WHATEVER REASON SHOULD MAKE EVERY EFFORT TO GET INTO THE **NEAREST** CLASSROOM OR AREA WHERE A MEMBER OF STAFF CAN LOCK DOORS.

4. NO INDICATION OF OCCUPANCY SHOULD BE REVEALED UNTIL FIRST RESPONDERS OPEN THE DOOR. ONCE CLASSROOM DOORS OR DOORS TO SAFE AREAS ARE LOCKED, DOORS SHOULD NOT BE OPENED FOR ANY REASON, UNTIL NOTIFIED BY APPROPRIATE ADMINISTRATORS OR LAW ENFORCEMENT ACCOMPANIED BY A SCHOOL OFFICIAL. THESE OFFICIALS WILL HAVE THE ABILITY TO OPEN THE DOORS ON THEIR OWN AND WILL ANNOUNCE THEMSELVES APPROPRIATELY.

5. ALL STUDENTS SHOULD BE ACCOUNTED FOR, INCLUDING ANY THAT HAVE BEEN BROUGHT INTO A CLASSROOM WHERE THEY ARE NOT IN THE CURRENT CLASS. FACULTY AND STAFF SHOULD USE CELL PHONES TO COMMUNICATE THIS INFORMATION SO THAT ALL STUDENTS ARE ACCOUNTED FOR AS QUICKLY AS POSSIBLE.

6. COMMUNICATE THE NAMES OF STUDENTS WHO ARE NOT ACCOUNTED FOR TO ADMINISTRATION/OFFICE STAFF AS SOON AS POSSIBLE, PREFERABLY THROUGH TEXT IF ABLE. PREFERABLY, THIS COMMUNICATION WOULD INCLUDE EVERY STAFF MEMBER SO THAT ALL WILL BE ABLE TO INDICATE KNOWLEDGE OF STUDENT LOCATIONS.

CONTINGENCIES

STUDENTS AND STAFF WHO ARE OUTSIDE OF CLASSROOMS WHEN A **LOCKDOWN** IS ANNOUNCED SHOULD TRY TO GET INTO THE CLOSEST AVAILABLE CLASSROOM, OR ROOM WITH A DOOR THAT CAN BE SECURED. IN THE EVENT SOMEONE CANNOT GET INTO A ROOM BEFORE DOORS ARE LOCKED, THEY SHOULD BE INSTRUCTED ABOUT OTHER OPTIONS. IN

THIS SITUATION, STUDENTS AND STAFF SHOULD BE TRAINED TO HIDE OR EVEN EVACUATE THEMSELVES AWAY FROM THE BUILDING OR AREA. STUDENTS AND STAFF SHOULD RECEIVE TRAINING ON WHERE TO GO IF THEY SELF-EVACUATE SO THEY CAN BE SAFE AND ACCOUNTED FOR. AN EXPECTATION IS ALSO IN PLACE FOR THOSE INDIVIDUALS WHO FIND THEMSELVES IN THIS SITUATION TO REPORT TO SCHOOL ADMINISTRATION, OFFICE STAFF, OR TEACHERS IMMEDIATELY AFTER REACHING A SAFE PLACE.

IF DURING A **LOCKDOWN** AN ADDITIONAL HAZARD MANIFESTS INSIDE THE SCHOOL SUCH AS A FIRE, FLOOD, OR HAZMAT INCIDENT, THEN SITUATIONAL DECISIONS MUST BE MADE. THERE SHOULD BE DISCUSSIONS ABOUT REACTING TO A FIRE ALARM IF IT IS ACTIVATED DURING A **LOCKDOWN**. THIS MAY REQUIRE FOLLOWING ADDITIONAL DIRECTIVES OF THE SRP.

EXAMPLES OF LOCKDOWN CONDITIONS

THE FOLLOWING ARE A FEW EXAMPLES OF WHEN A SCHOOL OR EMERGENCY DISPATCH MIGHT CALL FOR A **LOCKDOWN**.

- DANGEROUS ANIMAL WITHIN A SCHOOL BUILDING
- INTRUDER
- AN ANGRY OR VIOLENT PARENT OR STUDENT
- REPORT OF A WEAPON
- ACTIVE ASSAILANT

CELL PHONES DURING A LOCKDOWN

IT IS NOT UNCOMMON FOR SCHOOL ADMINISTRATORS TO BAN CELL PHONE USE DURING A LOCKDOWN. PARENT INSTINCTS MAY BE AT ODDS WITH THAT BAN. OFTEN, ONE OF THE FIRST THINGS A PARENT WILL DO WHEN THERE IS A CRISIS IN THE SCHOOL IS TEXT OR CALL THEIR CHILD. IN EVALUATING ACTUAL LOCKDOWN EVENTS, THE INITIAL CRISIS MAY ONLY TAKE MINUTES. AFTER THE THREAT IS MITIGATED, LAW ENFORCEMENT TYPICALLY CLEARS THE SCHOOL ONE CLASSROOM AT A TIME. THIS PROCESS MAY TAKE SIGNIFICANT TIME. DURING THIS TIME, BOTH PARENTS AND STUDENTS CAN REDUCE STRESS THROUGH TEXT COMMUNICATIONS. THIS ALSO PROVIDES A CLASSROOM MANAGEMENT STRATEGY. SELECTING THREE OR FOUR STUDENTS AT A TIME, A TEACHER MAY ASK STUDENTS TO TEXT THEIR PARENTS WITH A MESSAGE LIKE THIS: "WE'RE IN LOCKDOWN. I'M OKAY AND I'LL UPDATE YOU EVERY 5 MINUTES." CERTAINLY, IF A THREAT IS IMMINENT, TEXTING WOULD BE DISCOURAGED. THERE IS ALSO AN OPPORTUNITY TO ASK THE STUDENTS TO TEXT THEIR PARENTS WITH CRAFTED MESSAGES AS AN EVENT UNFOLDS. FOR EXAMPLE, "PICK ME UP AT LINCOLN ELEMENTARY IN ONE HOUR. BRING YOUR ID," MIGHT BE RECOMMENDED FOR STUDENT-PARENT REUNIFICATION. IT MAY ALSO BE BENEFICIAL TO HAVE STUDENTS TURN OFF BOTH WI-FI AND CELLULAR DATA SERVICES IN ORDER TO FREE UP BANDWIDTH FOR FIRST RESPONDERS, WHILE STILL ALLOWING SMS TEXT MESSAGING.

THE DURATION OF A LOCKDOWN

A QUESTION THAT OCCASIONALLY ARISES IS "HOW LONG DOES IT TAKE TO RELEASE A LOCKDOWN?" THE ANSWER IS, "THAT DEPENDS, BUT PROBABLY LONGER THAN YOU WANT TO HEAR." THE FOUNDATION HAS HEARD ACCOUNTS OF A LOCKDOWN LASTING FOR HOURS. IN ONE CASE - A WEAPON REPORT - THE SCHOOL WAS IN LOCKDOWN FOR OVER

THREE HOURS. IN ANOTHER, AN ACTIVE ASSAILANT WAS IN THE BUILDING - IT TOOK ABOUT AN HOUR AFTER THE ISSUE WAS RESOLVED FOR LAW ENFORCEMENT TO CLEAR THE CLASSROOMS.

RED CARD/GREEN CARD

RED CARD/GREEN CARDS SHOULD **NOT** BE USED FOR A **LOCKDOWN**. BASED ON A NUMBER OF TACTICAL ASSESSMENTS, THE OVERWHELMING CONSENSUS IS THAT THIS PRACTICE PROVIDES INFORMATION TO AN INTRUDER THAT THERE ARE POTENTIAL TARGETS IN THAT ROOM.

EVACUATION

IF AN ACTUAL VIOLENT INCIDENT OCCURRED, EXPECT THAT THE BUILDING WILL BE EVACUATED BY LAW ENFORCEMENT SINCE IT HAS BECOME A CRIME SCENE. IN THIS SCENARIO, THE EVACUATION COULD EXTEND FOR SEVERAL HOURS.



POLICE LED

Evacuation after a Lockdown

POLICE LED EVACUATION

IN THE RARE SITUATIONS WHERE LAW ENFORCEMENT IS CLEARING CLASSROOMS AND ESCORTING STUDENTS AND STAFF OUT OF THE CLASSROOM AND THROUGH THE BUILDING, IT IS IMPORTANT TO HAVE PROVIDED ADVANCE INSTRUCTION ON WHAT TO EXPECT.

PUBLIC ADDRESS

THERE MAY OR MAY NOT BE ANY PUBLIC ADDRESS NOTIFYING STUDENTS AND STAFF THAT LAW ENFORCEMENT IS PERFORMING THESE ACTIONS.

ACTIONS

AS OFFICERS ENTER THE CLASSROOM, STUDENTS AND STAFF MUST KEEP THEIR HANDS VISIBLE AND EMPTY. IT IS UNLIKELY THEY WILL BE ABLE TO BRING BACKPACKS, PURSES OR ANY PERSONAL ITEMS WITH THEM DURING A POLICE LED EVACUATION. STUDENTS MAY BE INSTRUCTED TO FORM A SINGLE FILE LINE AND HOLD HANDS FRONT AND BACK, OR

STUDENTS AND STAFF MAY BE ASKED TO PUT THEIR HANDS ON THEIR HEADS WHILE EVACUATING.

WHAT TO EXPECT

PREPARE STUDENTS AND STAFF THAT DURING A **POLICE LED EVACUATION**, OFFICERS MAY BE LOUD, DIRECT AND COMMANDING. STUDENTS AND STAFF MAY ALSO BE SEARCHED BOTH IN THE CLASSROOM AND AGAIN AFTER EXITING THE BUILDING.

EMOTIONAL RESPONSIBILITY

THERE IS A CONVERSATION OCCURRING WITH LAW ENFORCEMENT REGARDING THEIR ROLE IN POST-EVENT RECOVERY. THIS IS A GROWING CONCERN, AND WARRANTS CONVERSATIONS BETWEEN SCHOOLS, DISTRICTS, AND AGENCIES ABOUT HOW TO KEEP STUDENTS SAFE, AND REDUCE TRAUMA THAT MIGHT BE ASSOCIATED WITH A **POLICE LED EVACUATION**.

EVACUATE (TO A LOCATION)

EVACUATE IS CALLED WHEN THERE IS A NEED TO MOVE PEOPLE FROM ONE LOCATION TO ANOTHER FOR SAFETY REASONS. AN **ON-SITE** EVACUATION IS CONDUCTED USUALLY BECAUSE OF A MECHANICAL FAILURE THAT WOULD DISRUPT THE SCHOOL DAY, SUCH AS A POWER OUTAGE. IF IT CAN'T BE RESOLVED QUICKLY, THE SCHOOL MAY HAVE TO PLAN FOR EARLY DISMISSAL.

AN OFFSITE EVACUATION MAY BE NECESSARY WHEN IT'S NO LONGER SAFE TO STAY IN THE BUILDING SUCH AS A GAS LEAK OR BOMB THREAT. IN THIS CASE, PEOPLE WILL BE ALLOWED TO BRING THEIR PERSONAL ITEMS WITH THEM. IF THERE HAS BEEN A VIOLENT EVENT AT THE SCHOOL, AN OFF-SITE EVACUATION WILL ALMOST ALWAYS BE NECESSARY SINCE THE SCHOOL WILL BE DEEMED A CRIME SCENE. PEOPLE MAY OR MAY NOT BE ABLE TO BRING THEIR PERSONAL ITEMS WITH THEM.

“EVACUATE! (TO A LOCATION) EVACUATE! (TO A LOCATION)”

THE CLASSROOM TEACHER OR ADMINISTRATOR IS USUALLY RESPONSIBLE FOR INITIATING AN EVACUATION. THE DIRECTIVES OR ACTIONS MAY VARY FOR FIRE, BOMB THREAT, OR OTHER EMERGENCIES. OTHER DIRECTIONS MAY BE INVOKED DURING AN EVACUATION, AND STUDENTS AND STAFF SHOULD BE PREPARED TO FOLLOW SPECIFIC INSTRUCTIONS GIVEN BY STAFF OR FIRST RESPONDERS.

EVACUATION PREPARATION INVOLVES THE IDENTIFICATION OF FACILITY EVACUATION ROUTES, EVACUATION ASSEMBLY POINTS AND EVACUATION SITES, AS WELL AS STUDENT, TEACHER, AND ADMINISTRATOR TRAINING. AN EVACUATION SITE USUALLY BECOMES THE REUNIFICATION SITE, SO PLAN ACCORDINGLY. IDEALLY, PLAN TO HAVE AN OFFSITE EVACUATION FACILITY THAT'S WITHIN WALKING DISTANCE AND ANOTHER FATHER AWAY FROM THE SCHOOL IN CASE THE HAZARD IS IN THE IMMEDIATE AREA.

AN EVACUATION PLAN MUST INCLUDE HAVING ALL SUPPLIES THAT PEOPLE WITH DISABILITIES MAY NEED SUCH AS MEDICATIONS, SUPPLEMENTARY MOBILITY DEVICES AND ACCESSIBLE ROUTES FOR MOBILITY-IMPAIRED PEOPLE.

CONTINGENCIES

STUDENTS ARE TRAINED THAT IF THEY ARE SEPARATED FROM THEIR CLASS DURING AN EVACUATION, THEN JOINING ANOTHER GROUP IS ACCEPTABLE. THEY SHOULD BE INSTRUCTED TO IDENTIFY THEMSELVES TO THE TEACHER IN THEIR GROUP AFTER ARRIVING AT THE EVACUATION SITE.

RED CARD/GREEN CARD/MED CARD

AFTER TAKING ROLL, THE RED/GREEN/MED CARD SYSTEM IS EMPLOYED FOR ADMINISTRATORS OR FIRST RESPONDERS TO QUICKLY VISUALLY IDENTIFY THE STATUS OF THE TEACHERS' CLASSES. TEACHERS WILL HOLD UP THE GREEN CARD IF THEY HAVE ALL THEIR STUDENTS AND ARE GOOD TO GO. THEY HOLD UP THE RED CARD IF THEY ARE MISSING STUDENTS, HAVE EXTRA STUDENTS OR ANOTHER PROBLEM, AND USE THE MED CARD TO INDICATE THEIR NEED FOR SOME SORT OF MEDICAL ATTENTION.

EVACUATION PROCEDURE

SAFETY MUST ALWAYS BE THE FOREMOST CONSIDERATION

EVACUATION ROUTES:

A MAIN EVACUATION ROUTE AND AN ALTERNATE ROUTE WILL BE ESTABLISHED FOR EACH ROOM OR AREA OF THE BUILDING. MAPS OF BOTH ROUTES SHOULD BE INCLUDED IN THIS SECTION. A MAP SHOWING BOTH ROUTES WILL BE POSTED IN EACH ROOM. ALL

OCCUPANTS OF EACH ROOM OR AREA WILL EXIT THE BUILDING USING THE MAIN EVACUATION ROUTE. IF THE MAIN ROUTE IS BLOCKED, THEN THE ALTERNATE WILL BE USED.

EVACUATION LOCATIONS:

UPON EVACUATION, STUDENTS WILL ASSEMBLE WITH THEIR CLASS AT A DISTANCE NOT LESS THAN 300 FEET FROM THE BUILDING IN AN AREA FREE FROM HAZARDS SUCH AS OVERHEAD POWER LINES, GAS LINES, TRAFFIC, ETC. WHEN INSTRUCTED TO DO SO, ALL STUDENTS AND STAFF WILL MOVE TO THE PRIMARY EVACUATION LOCATION ([ANTIMONY COMMUNITY CENTER](#)). IF NECESSARY, STUDENTS AND STAFF WILL MOVE TO THE SECONDARY ([ANTIMONY LDS CHURCH](#)) AS INSTRUCTED BY A MEMBER OF THE INCIDENT COMMAND TEAM.

EVACUATION PROCEDURE:

IMMEDIATELY UPON HEARING THE WARNING SIGNAL, STUDENTS, FACULTY, AND ALL OTHERS IN THE BUILDING SHALL EVACUATE THE BUILDING VIA THE ROUTE POSTED. TAKE THE PORTABLE EMERGENCY OPERATION KIT. NO ONE IS EXEMPT FROM LEAVING THE BUILDING. IF THE MAIN ROUTE IS BLOCKED, USE THE ALTERNATIVE ROUTE OR FOLLOW THE DIRECTIONS GIVEN BY THE TEACHER OR ADVISOR. THE FIRE ALARM IS ALWAYS THE SIGNAL TO EVACUATE THE BUILDING. ANNOUNCEMENTS OVER THE SCHOOL INTERCOM COULD ALSO SIGNAL AN EVACUATION.

CLASSROOM EVACUATION

1. TEACHERS WILL LEAD THE EVACUATION.
2. TEACHERS WILL TAKE ATTENDANCE RECORDS.
3. TAKE ONLY NECESSARY ITEMS. TAKE NOTHING WITH YOU THAT WOULD DELAY THE EVACUATION PROCESS.
4. LISTEN CAREFULLY TO INSTRUCTIONS AND FOLLOW THEM.
5. TEACHERS ENSURE THE DOOR IS LOCKED AND THE ROOM IS UNOCCUPIED.
6. TEACHERS WHO HAVE A ROOM NEXT TO A RESTROOM OR UNOCCUPIED ROOM SHALL CHECK THOSE AREAS AND INSTRUCT OCCUPANTS TO EVACUATE WITH THEIR CLASS TO THE DESIGNATED AREA. UPON REACHING THE DESIGNATED AREA, THE STUDENT WILL JOIN HIS/HER OWN CLASS.
7. PROCEED IMMEDIATELY TO THE EVACUATION POINT.
8. LEAVE THE BUILDING IN AN ORDERLY MANNER, QUICKLY BUT WITHOUT RUNNING, AND ASSEMBLE AT THE PREDETERMINED AREA.

ASSEMBLED AREA

1. TEACHERS WILL CHECK ATTENDANCE AND NOTE STUDENTS, NOT WITH THE CLASS.
2. TEACHERS WILL REPORT NAMES OF ABSENT STUDENTS TO THE INCIDENT MANAGEMENT TEAM UPON REACHING THE STUDENT EVACUATION LOCATION THROUGH CELL PHONE CONTACT (VOICE CALLS, OR TEXT)
3. GROUP WILL STAY TOGETHER UNTIL TOLD TO RETURN TO CLASS (FOLLOWING A DRILL) OR TOLD TO PROCEED TO STUDENT EVACUATION LOCATION (ACTUAL EMERGENCY)

4. NO ONE MAY RE-ENTER THE BUILDING FOLLOWING THE EVACUATION UNTIL PROPERLY AUTHORIZED TO DO SO.

RETURN TO BUILDING

1. DO NOT RETURN TO THE BUILDING WHEN THE ALARM STOPS
2. RETURN TO THE BUILDING ONLY WHEN INSTRUCTED TO DO SO BY THE PRINCIPAL OR DESIGNEE.
3. RETURN TO THE BUILDING IN THE SAME WAY YOU EXITED, QUICKLY, QUIETLY, AND IN AN ORDERLY MANNER UNDER THE DIRECTION OF THE TEACHER.

EVACUATION AFTER SEVERE STRUCTURAL DAMAGE OR CIVIL DISTURBANCE

IF BOTH PREDETERMINED ROUTES ARE BLOCKED, THE TEACHER OR ADVISOR WILL DETERMINE THE BEST ESCAPE ROUTE TO USE OR, IF NECESSARY, STAY IN PLACE. IN THE EVENT OF A CIVIL DISTURBANCE OR FOLLOWING A BUILDING LOCKDOWN, AREAS WILL BE EVACUATED ONE AT A TIME UNDER THE DIRECTION OF A MEMBER OF THE INCIDENT MANAGEMENT TEAM. BE AWARE THAT IF THE BUILDING IS DETERMINED TO BE A CRIME SCENE, SUCH AS THE SITE OF A CIVIL DISTURBANCE, VIOLENT CRIME, ETC., EVACUATION UNDER THE DIRECTION OF LAW ENFORCEMENT PERSONNEL WILL FOLLOW A VERY STRICT PROTOCOL. STUDENTS MAY BE SEARCHED AS THEY EVACUATE, BE ORDERED TO EVACUATE WITH HANDS-ON HEADS, ETC. STUDENTS SHOULD BE AWARE OF THE NEED FOR THESE EXTREME MEASURES AND COMPLY FOR THEIR OWN SAFETY AND THE SAFETY OF OTHERS.

SHELTER PROCEDURE

SHELTER IS CALLED WHEN SPECIFIC PROTECTIVE ACTIONS ARE NEEDED BASED ON A THREAT OR HAZARD. TRAINING SHOULD INCLUDE RESPONSE TO THREATS SUCH AS TORNADOES, EARTHQUAKES, HAZARDOUS MATERIALS SITUATIONS OR OTHER LOCAL THREATS.



STATEMENTS USED OVER THE INTERCOM MIGHT INCLUDE THE FOLLOWING:

“SHELTER FOR AN EARTHQUAKE! SHELTER FOR AN EARTHQUAKE!”

OR

“SHELTER FOR EXTREME WINDS! SHELTER FOR EXTREME WINDS!”

AND ETC...

SPECIFIC INSTRUCTIONS WILL BE GIVEN FOR EACH SITUATION THAT REQUIRES STAFF AND STUDENTS TO **SHELTER**. THESE SITUATIONS MAY INCLUDE (BUT ARE NOT LIMITED TO):

HAZARDS MAY INCLUDE:

- TORNADO
- SEVERE WEATHER
- WILDFIRES
- FLOODING
- HAZMAT SPILL OR RELEASE
- EARTHQUAKE
- TSUNAMI

SAFETY STRATEGIES MAY INCLUDE

- EVACUATE TO SHELTER AREA
- SEAL THE ROOM
- DROP, COVER AND HOLD
- GET TO HIGH GROUND

RESPONSIBILITY

SHELTERING REQUIRES THAT ALL STUDENTS AND STAFF FOLLOW RESPONSE DIRECTIVES. DISTRICTS SHOULD HAVE PROCEDURES FOR

ALL FORESEEABLE LOCAL HAZARDS AND THREATS WHICH INCLUDE PROVISIONS FOR THOSE INDIVIDUALS WITH ACCESS AND FUNCTIONAL NEEDS.

EARTHQUAKE PROCEDURE

DURING THE SHAKE IF YOU ARE INDOORS:

- 1. STAY WHERE YOU ARE.**
- 2. DROP AND COVER. TAKE COVER UNDER DESKS, TABLES, OR OTHER HEAVY FURNITURE OR IN INTERIOR DOORWAYS OR NARROW HALLS. STAY AWAY FROM WINDOWS AND BE AWARE OF FALLING OBJECTS.**
- 3. STAY UNDER SHELTER UNTIL SHAKING STOPS.**
- 4. BE QUIET AND LISTEN FOR INSTRUCTIONS.**

IF YOU ARE OUTDOORS:

- 1. STAY IN THE OPEN. MOVE AWAY FROM BUILDINGS IF POSSIBLE. AVOID UTILITY POLES, OVERHEAD WIRES, TREES, ETC., STAY AWAY FROM WINDOWS AND MASONRY WALLS.**
- 2. STAY IN THE OPEN UNTIL THE SHAKING STOPS.**
- 3. BE QUIET AND LISTEN FOR INSTRUCTIONS.**

AFTER SHAKING STOPS

- 1. TEACHERS: TRY TO REMAIN CALM AND IN CONTROL.**
- 2. ASSESS THE EXTENT OF INJURIES AND CAPABILITY OF EVACUATION.**
- 3. ASSESS THE ENVIRONMENT. IS THE ROOM STABLE? DAMAGE? FIRES?**
- 4. IF THE ROOM IS STABLE, FIX THE CRITICALLY INJURED SO THEY ARE STABLE. EVACUATE LEAVING THE CRITICALLY INJURED. REPORT THEIR INJURIES AND CONDITION TO INCIDENT COMMAND. EMS WILL CONDUCT THE RESCUE.**
- 5. IF THE ROOM IS NOT STABLE, FIX THE CRITICALLY INJURED THE BEST YOU CAN. EVACUATE, TAKING THE CRITICALLY INJURED WITH YOU.**
- 6. ASSESS EVACUATION ROUTES. EVACUATE USING THE SAFEST EVACUATION ROUTE. DO NOT USE OPEN FLAMES.**
- 7. AS YOU EVACUATE, MAKE NOTE OF BLOCKED EVACUATION ROUTES, TIRES, BROKEN WATER LINES, TRAPPED INDIVIDUALS, ETC. REPORT TO INCIDENT COMMAND.**

EXPLOSION PROCEDURE

- 1. UPON THE OCCURRENCE OF AN EXPLOSION, THE FIRE ALARM WILL SOUND. (IF THE ALARM DOES NOT AUTOMATICALLY SOUND, IT CAN BE MANUALLY ACTIVATED BY AN ADMINISTRATOR OR DESIGNEE)**
- 2. EVACUATE THE BUILDING.**
- 3. CALL 911.**
- 4. SHUT OFF UTILITIES. (CUSTODIAN, ADMINISTRATOR, OR DESIGNEE)**
- 5. NOTIFY THE DISTRICT OFFICE.**

6. UPON ARRIVAL, THE FIRE DEPARTMENT AND LAW ENFORCEMENT WILL ASSESS THE SITUATION AND ACTIVATE AN INCIDENT COMMAND SYSTEM.

FIRE PROCEDURE

- 1. UPON DETECTION OF SMOKE OR FIRE, THE FIRE ALARM WILL SOUND AUTOMATICALLY (IF THE ALARM DOES NOT AUTOMATICALLY SOUND, IT CAN BE MANUALLY ACTIVATED BY AN ADMINISTRATOR OR DESIGNEE)**
- 2. IF A FIRE STARTS IN YOUR ROOM OR AREA, FOLLOW THE EVACUATION PROCEDURE AND NOTIFY THE FRONT OFFICE.**
- 3. EVACUATE THE BUILDING.**
- 4. INVESTIGATE THE SOURCE OF THE ALARM AND CONFIRM THAT THERE IS, OR IS NOT, EVIDENCE OF A FIRE IN THAT AREA. (ADMINISTRATOR OR DESIGNEE)**
- 5. IF THERE IS A FIRE, **CALL 911**. (ADMINISTRATOR OR DESIGNEE)**
- 6. SHUT OFF UTILITIES, IF POSSIBLE. (CUSTODIA, ADMINISTRATOR, OR DESIGNEE)**
- 7. UPON THE ARRIVAL OF THE FIRE DEPARTMENT, ADVISE THEM OF THE SITUATION AND ACTIVATE THE INCIDENT. COMMAND SYSTEM, IN WHICH THE FIRE DEPARTMENT DESIGNEE WILL BECOME THE INCIDENT COMMANDER**

UTILITY FAILURE

EACH SCHOOL NEEDS TO IDENTIFY A LOCATION THAT SCHOOL
COULD RESUME IN THE EVENT OF A LONG-TERM SHUTDOWN

LOCATION: ANTIMONY COMMUNITY CENTER

STREET ADDRESS: 140 N HWY 22, ANTIMONY, UTAH 84712

ELECTRICAL SYSTEM FAILURE

1. EVALUATE THE PROBLEM.
2. CONTACT THE POWER COMPANY AND OBTAIN NECESSARY INFORMATION AS TO THE NATURE OF THE POWER FAILURE. (ADMINISTRATOR OR DESIGNEE)

***CALL 911** IF DEEMED NECESSARY.
3. NOTIFY THE DISTRICT OFFICE.
4. RESUME OR CEASE BUILDING OPERATION AS NECESSARY.
5. IF IT IS DETERMINED THAT SCHOOL SHOULD NOT BE HELD BEFORE SCHOOL BEGINS, THE DISTRICT OFFICE WILL ASSIST IN NOTIFYING THE TRANSPORTATION DIRECTOR, PARENTS, STUDENTS, AND STAFF OF THE PROBLEM. PERSONNEL SHOULD BE POSTED AT THE SCHOOL TO NOTIFY STAFF AND STUDENTS AS THEY ARRIVE AT THAT SCHOOL THAT IT WILL NOT BE HELD THAT DAY. WHEN NORMAL ACTIVITY CAN RESUME, STAFF, PARENTS, STUDENTS, AND TRANSPORTATION WILL BE NOTIFIED.

OTHER UTILITY FAILURE **WATER, SEWER, HEATING**

1. EVALUATE THE PROBLEM. (ADMINISTRATOR OR CUSTODIAN)

***CALL 911** IF DEEMED NECESSARY.

2. CONTACT THE UTILITY PROVIDER AND ADVISE THEM OF THE PROBLEM.

3. ADVISE STUDENTS AND STAFF AS NECESSARY. MOVE FACULTY AND STAFF FROM AREAS AFFECTED BY FAILURES, SUCH AS WATER OR SEWER LINE BREAKAGE. REMOVE EQUIPMENT SUCH AS COMPUTERS FROM AREAS WHERE THEY MAY BE DAMAGED. (CUSTODIAN, ADMINISTRATOR, OR DESIGNEE)

4. CONTACT THE DISTRICT OFFICE. (ADMINISTRATOR OR DESIGNEE)

5. COURSE OF ACTION TO BE DETERMINED BASED ON THE NATURE AND SEVERITY OF THE PROBLEM.

6. IF IT IS DETERMINED THAT SCHOOL SHOULD NOT BE HELD BEFORE SCHOOL BEGINS, THE DISTRICT OFFICE WILL ASSIST IN NOTIFYING THE TRANSPORTATION DIRECTOR, PARENTS, STUDENTS, AND STAFF OF THE PROBLEM. PERSONNEL SHOULD BE POSTED AT THE SCHOOL TO NOTIFY STAFF AND STUDENTS AS THEY ARRIVE THAT SCHOOL WILL NOT BE HELD THAT DAY. WHEN NORMAL ACTIVITY CAN RESUME, STAFF, PARENTS, STUDENTS, AND TRANSPORTATION WILL BE NOTIFIED.

PROPANE GAS LEAK

NOTIFY THE DISTRICT OFFICE.

1. RESUME OR CEASE BUILDING OPERATION AS NECESSARY.

2. IF IT IS DETERMINED THAT SCHOOL SHOULD NOT BE HELD BEFORE SCHOOL BEGINS, THE DISTRICT OFFICE WILL ASSIST IN NOTIFYING THE TRANSPORTATION DIRECTOR, PARENTS,

STUDENTS, AND STAFF OF THE PROBLEM. PERSONNEL SHOULD BE POSTED AT THE SCHOOL TO NOTIFY STAFF AND STUDENTS AS THEY ARRIVE THAT SCHOOL WILL NOT BE HELD THAT DAY. WHEN NORMAL ACTIVITY CAN RESUME, STAFF, PARENTS, STUDENTS, AND TRANSPORTATION WILL BE NOTIFIED. THE FIRE ALARM WILL ACTIVATE AUTOMATICALLY IF GAS FUMES ARE PRESENT (IF THE ALARM DOES NOT AUTOMATICALLY SOUND, IT CAN BE MANUALLY ACTIVATED BY AN ADMINISTRATOR OR DESIGNEE)

IF SOMEONE DETECTS GAS FUMES AND THE FIRE ALARM DID NOT ACTIVATE, THEY WILL NOTIFY THE ADMINISTRATOR. THE ADMINISTRATOR OR CUSTODIAN WILL CONDUCT A QUICK INSPECTION AND IF DETERMINED NECESSARY WILL MANUALLY ACTIVATE THE ALARM. (ADMINISTRATOR OR CUSTODIAN)

- EVACUATE THE BUILDING.
- SHUT OFF THE GAS. (CUSTODIAN)
- CONTACT THE GAS COMPANY (ADMINISTRATOR, DESIGNEE, OR CUSTODIAN)
- **CALL 911**, IF DEEMED NECESSARY (ADMINISTRATOR, DESIGNEE, OR CUSTODIAN)
- NOTIFY THE DISTRICT OFFICE. (ADMINISTRATOR OR DESIGNEE)
- RESUME OR CEASE BUILDING OPERATIONS AS NECESSARY.
- IF IT IS DETERMINED THAT SCHOOL SHOULD NOT BE HELD BEFORE SCHOOL BEGINS, THE DISTRICT OFFICE WILL ASSIST IN NOTIFYING THE TRANSPORTATION DIRECTOR, PARENTS, STUDENTS, AND STAFF OF THE PROBLEM. PERSONNEL SHOULD BE POSTED AT THE SCHOOL TO NOTIFY STAFF AND STUDENTS AS THEY ARRIVE THAT SCHOOL WILL NOT BE HELD THAT DAY. WHEN NORMAL ACTIVITY CAN RESUME, STAFF, PARENTS, STUDENTS, AND TRANSPORTATION WILL BE NOTIFIED.

FLOOD

1. EVALUATE THE PROBLEM
2. **CALL 911**, IF DEEMED NECESSARY.
3. NOTIFY THE DISTRICT OFFICE.
4. RESUME OR CEASE BUILDING OPERATION AS NECESSARY.
5. IF IT IS DETERMINED THAT SCHOOL SHOULD NOT BE HELD BEFORE SCHOOL BEGINS, THE DISTRICT OFFICE WILL ASSIST IN NOTIFYING THE TRANSPORTATION DIRECTOR, PARENTS, STUDENTS, AND STAFF OF THE PROBLEM. PERSONNEL SHOULD BE POSTED AT THE SCHOOL TO NOTIFY STAFF AND STUDENTS AS THEY ARRIVE THAT SCHOOL WILL NOT BE HELD THAT DAY. WHEN NORMAL ACTIVITY CAN RESUME, STAFF, PARENTS, STUDENTS, AND TRANSPORTATION WILL BE NOTIFIED.

WIND OR OTHER TYPES OF SEVERE WEATHER

- EVALUATE THE PROBLEM
- **CALL 911** IF DEEMED NECESSARY.

HAZARDOUS MATERIALS SPILL

1. EVALUATE THE PROBLEM
2. **CALL 911**, IF DEEMED NECESSARY.
3. NOTIFY THE DISTRICT OFFICE.

4. RESUME OR CEASE BUILDING OPERATION AS NECESSARY.

5. IF IT IS DETERMINED THAT SCHOOL SHOULD NOT BE HELD BEFORE SCHOOL BEGINS, THE DISTRICT OFFICE WILL ASSIST IN NOTIFYING THE TRANSPORTATION DIRECTOR, PARENTS, STUDENTS, AND STAFF OF THE PROBLEM. PERSONNEL SHOULD BE POSTED AT THE SCHOOL TO NOTIFY STAFF AND STUDENTS AS THEY ARRIVE THAT SCHOOL WILL NOT BE HELD THAT DAY. WHEN NORMAL ACTIVITY CAN RESUME, STAFF, PARENTS, STUDENTS, AND TRANSPORTATION WILL BE NOTIFIED.

BOMB THREAT

1. WHOEVER RECEIVES THE BOMB THREAT WILL USE THE INFORMATION SHEET AS THEY LISTEN TO THE CALL TO COLLECT AS MUCH INFORMATION AS POSSIBLE.

2. AS SOON AS YOU HANG UP, DIAL *57 ON YOUR PHONE. THIS WILL START A TRACE ON THE CALL. HANG UP. CALL 1-800-541-3386 (TRACE BUREAU, PHONE SECURITY DEPT.) AND TELL THEM WHY YOU ACTIVATED THE TRACE. NOTIFY THE ADMINISTRATOR OR DESIGNEE OF THE INFORMATION YOU GATHERED DURING THE CALL.

3. PRINCIPAL DETERMINES WHETHER A LOCK-DOWN OR EVACUATION IS THE APPROPRIATE COURSE OF ACTION.

***CALL 911**

4. THE INCIDENT COMMAND TEAM WILL DETERMINE THE COURSE OF ACTION. THIS MAY INCLUDE...

- SEARCH OF THE AREA ONLY
- PARTIAL EVACUATION AND SEARCH OF THE AREA
- PARTIAL LOCKDOWN AND SEARCH OF THE AREA
- ANY ACTION THEY DEEM APPROPRIATE

5. IF YOU SEE ANYTHING SUSPICIOUS, NOTE WHAT IT IS AND ITS LOCATION. REPORT IT IMMEDIATELY TO AN ADMINISTRATOR. **DO NOT TOUCH IT!!**

6. NOTIFY STAFF, PARENTS, AND STUDENTS AS TO WHAT OCCURRED AND WHAT ACTION IS TAKEN.

**SEE NEXT PAGES FOR THE BOMB THREAT
INFORMATION SHEET**

BOMB THREAT INFORMATION SHEET

BE CALM AND COURTEOUS. LISTEN! DO NOT INTERRUPT THE CALLER. QUIETLY ATTRACT THE ATTENTION OF SOMEONE NEARBY, INDICATING TO THEM THE NATURE OF THE CALL SO THEY CAN INFORM THE ADMINISTRATION.

TRY TO TAKE DOWN THE ENTIRE MESSAGE AS IT IS GIVEN. LISTEN FOR IDENTIFYING SPEECH CHARACTERISTICS AND BACKGROUND NOISE.

PERSON TAKING THE CALL: _____
DATE: _____ TIME: _____

MESSAGE

**TRY TO KEEP THE CALLER TALKING. GET AS MUCH INFORMATION AS POSSIBLE.
IF THE CALLER WILL CONTINUE TO TALK, ASK QUESTIONS LIKE...**

WHEN WILL THE BOMB GO OFF?

WHERE SPECIFICALLY IS THE BOMB LOCATED?

WHERE ARE YOU NOW?

DOES THE CALLER APPEAR TO BE FAMILIAR WITH THE BUILDING OR SCHOOL SITE BY HIS DESCRIPTION OF THE BOMB LOCATION(S)?

WHAT KIND OF BOMB IS IT?

HOW BIG OF AN EXPLOSION WILL IT CREATE?

HOW DO YOU KNOW SO MUCH ABOUT BOMBS?

WHY ARE YOU DOING THIS?

WHO ARE YOU?

BOMB THREAT INFORMATION SHEET ON THE NEXT PAGE...

BOMB THREAT INFORMATION SHEET

CIRCLE APPROPRIATE RESPONSES

CALLER IS?

- A. MALE
- B. FEMALE
- C. ADULT
- D. JUVENILE

ORIGIN OF CALL?

- A. LOCAL
- B. LONG DISTANCE
- C. WITHIN SCHOOL
- D. NUMBER ON CALLER ID _____

BACKGROUND NOISE?

- A. QUIET
- B. ROAD NOISE
- C. FACTORY
- D. MUSIC
- E. MIXED
- F. OTHER _____

CALLER'S VOICE?

- A. LOUD
- B. SOFT
- C. DEEP
- D. HIGH
- E. INTOXICATED

CALLER'S SPEECH?

- A. FAST
- B. SLOW
- C. SLURRED
- D. NASAL
- E. STUTTER
- F. DISTORTED
- G. OTHER _____

CALLER'S ACCENT?

- A. LOCAL
- B. FOREIGN _____

CALLER'S MANNER?

- A. IRRATIONAL
- B. ANGRY
- C. EMOTIONAL
- D. INCOHERENT
- E. OTHER _____

OTHER INFORMATION:

EMERGENCY DRILL LOG

SCHOOL: _____

YEAR: _____

DATE: ____ / ____ / ____ TIME: ____ : ____

TYPE OF
DRILL: _____

NOTES:

EMERGENCY DRILL LOG

SCHOOL: _____

YEAR: _____

DATE: ____ / ____ / ____ TIME: ____ : ____

TYPE OF
DRILL: _____

NOTES:

EMERGENCY DRILL LOG

SCHOOL: _____

YEAR: _____

DATE: ____ / ____ / ____ TIME: ____ : ____

TYPE OF
DRILL: _____

NOTES:

EMERGENCY DRILL LOG

SCHOOL: _____

YEAR: _____

DATE: ____ / ____ / ____ TIME: ____ : ____

TYPE OF
DRILL: _____

NOTES:

EMERGENCY DRILL LOG

SCHOOL: _____

YEAR: _____

DATE: ____ / ____ / ____ TIME: ____ : ____

TYPE OF
DRILL: _____

NOTES:

Introduction

The Antimony Elementary School Emergency Operations Plan (SEOP) is the result of a coordinated effort of “I Luv U Guys”, community members, local law enforcement, local fire departments, local health agencies, Garfield County School District, the Federal Emergency Management Agency (FEMA), the United States Department of Homeland Security, and the National Incident Management System (NIMS). School districts are considered “Local Authorities” and as such, must adopt NIMS and apply all related principals to their emergency management systems per Homeland Security Presidential Directive 5 (HSPD5) prior to July 1, 2005.

A standardized “All Hazards” school emergency operations plan addressing the four phases of emergency management, (Prevention/Mitigation, Preparedness, Response, and Recovery), is a NIMS concept and the recommended best practice. Presidential Policy Directive 8 (PPD8) also mandates an SEOP address the **Five Mission Areas: Prevention, Protection, Mitigation, Response, and Recovery**. The Federal Emergency Management Agency (FEMA) recommends that the SEOP is based on an assessment of the frequency and intensity of hazards facing a jurisdiction, and the emergency management program be based on that assessment.

Standardized emergency management provides a clear, consistent, and integrated response structure which includes: The National Incident Management System (NIMS), the Incident Command System (ICS), Multi-agency or Interagency Coordination (MACS), mutual aid agreements, and an Operational Area Concept. These principles are addressed in the GCSD SEOP and will be practiced in all district emergency management programs, operations, and training.

Emergency management based on the concepts and principles of NIMS and ICS provides a consistent template to enable all government, private sector, and nongovernmental organizations to work together during domestic emergency incidents. NIMS is a comprehensive approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. Incorporating NIMS and ICS into school emergency operations will allow GCSD to work together with emergency responders in planning for and accepting response to emergency incidents. Coordinated planning and response efforts have proven to be best practices for ensuring optimal school safety.