



# Garfield School District

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TO EMPOWER AND MOTIVATE LIFELONG LEARNERS

## Emergency Preparedness Plan

Garfield County School District works in partnership with local law enforcement, public safety, and county emergency management to prepare for emergencies conditions in our schools. Student safety is our focus and guides our decisions in all situations. For a complete checklist, please visit: <http://www.utah.gov/beready/school/documents/SCHOOLEmergencyChecklist.pdf>

**In the event of an emergency, school personnel shall maintain control of students and school buildings during the regular school day or until students are released to parents or legal guardians.**

Emergency Drills such as fire, earthquake, and lock downs will follow the Garfield County School District procedures listed below.

### 1- Fire Drill

- a) Maps showing the best exit route will be posted on all classroom doors.
- b) Each teacher will have a current class list and a laminated red and green card for communication purposes.
- c) The class list with the red and green cards are found in a transparent protective sleeve hanging next to the door that will be used for exiting in an emergency situation.
- d) If students are in the classroom when the fire alarm system is activated, students will line up behind their teacher and exit the building following the evacuation map.
- e) If students are in a lunch room or some location other than their classroom, the students will identify the closest exit and go to the same outside location that is used during the fire drill evacuations.
- f) When the teacher and students have arrived at the predetermined area, the teacher will use the class list to account for each student. If all students are present, the teacher will hold up a green card. If the teacher is missing a student they will hold up a red card.
- g) The acting building administrator will sweep the building with the custodian to verify all individuals have evacuated the building. The administrator will report to the designated safety area to visually inspect for red and green cards.
- h) If an administrator identifies a red card they will visit with the classroom to teacher to assess where the missing student might be

located and relay this information to emergency response personnel if needed.

- i) If the school truly has an emergency situation, the building administrator will use Parent Link to send information to the student's parents explaining the situation and plan to arrange for the student pick up.
- j) If the building administrator has deemed the building to be safe, the administrator will acknowledge the fire alarm and silence the fire system. The administrator will then allow the teachers and students to return to the building in an orderly fashion.

## **2- Lock Down**

Lock Downs will be in three forms: 1- Exterior lock down 2- Interior lock down, and 3- Internal lock down for drug searches. Administrators or secretaries will contact the District Office before conducting a lock down.

**Students will be notified, to the extent practicable, who are off-campus at the time of a school violence emergency because the student is either participating in a school-related activity or excused from school for released-time religious instruction. School will acquire student emergency contact phone numbers when students leave the campus.**

### *Exterior Lock Down*

- a) All external doors will be locked preventing anyone from entering the school.
- b) School will resume as normal, but students will not be allowed to leave campus.
- c) Classrooms will remain unlocked in an exterior lock down situation.
- d) Administrators will send a Parent Link message to all parents stating that the school is under an exterior lock down and identify the reason for the lock down.
- e) Administrators should let parents know that students are safe and that they will, if necessary, receive further instruction through Parent Link.
- f) Administrators will announce, over the intercom, in "plain talk" the reason for the lockdown.

### *Interior Lock Down*

- a) The building administrator or school secretary will announce that the school will be under lock down.
- b) The announcement will be in "plain talk" with no code words.
- c) All teachers must immediately lock their classroom doors, turn off the lights, and put the students in a location that is not visible by someone passing by their room.
- d) If the teacher has time, they will place a green or red card in a visible location or slide the card under the door, indicating that all students are accounted for if the green card is displayed.

- e) If the red card is displayed, this indicates that a student is not in the classroom and may be somewhere in the building.
- f) If the teacher knew the student was in the library for example, they could write this information on a piece of paper and display it in a visible location or slide it under the door.
- g) The teacher and students will not exit the building until a police officer escorts them to a safe location.

#### *Internal Lock Down for Drug Searches*

- a) The building administrator will announce, over the intercom, in "plain talk" that the building is currently in an internal lock down to allow drug dogs to check for illegal substances.
- b) Teachers will lock their doors but continue to teach in their classroom.
- c) Students will not be allowed to leave the classrooms unless there is an emergency. If a student leaves the classroom, the building administrator must be notified immediately.
- d) When the search is complete, the building administrator will announce, over the intercom, that the internal lock down for a drug search has been lifted and school will proceed as normal.

#### **Earthquake Drills**

Students and Staff will practice "Duck, Cover, & Hold" as a response to an earthquake.

*Duck-* DUCK or DROP down on the floor.

*Cover-* Take COVER under a sturdy desk, table, or other furniture. *If* that is not possible, seek cover against an interior wall and protect your head and neck with arms. Avoid danger spots near windows, hanging objects, mirrors, or tall furniture.

*Hold-* If you take cover under a sturdy piece of furniture, HOLD on to it and be prepared to move it. Hold the position until the ground stops shaking and it is safe to move. Close your eyes- Protect your eyes.

#### *Community Tips in an emergency:*

Be patient- your child's safety is our first priority

Check your phone for messages from Parent Link

Please do not call the school; it jams the phone lines

Be Patient- we will communicate with you as quickly as possible by phone

#### *How can families help during an emergency?*

Take care not to become part of the problem by rushing to the school. More traffic makes it difficult for emergency response teams. Keep your emergency contact phone numbers up to date in the SIS system including current cell phone numbers. All adults who are picking up students should remember to always bring photo identification.