

**EMERGENCY MANAGEMENT PLAN
REES ELEMENTARY SCHOOL**

In the event of an emergency at Rees Elementary School or near the school that requires school staff to take action, the following procedures will be followed.

All staff members and students will become familiar with the following emergency procedures through direct instruction, reviews, and regular emergency drills.

Building Evacuation (Fire and Other Hazardous Situations)

On Premises Evacuation Procedures:

- Students will be led out of the building by teacher using the primary/secondary evacuation routes. Teachers will take their evacuation folder with current class list and red and green papers.
- Teachers will lead classes to assigned places on the North Field and have students line up. Teachers will account for all students. Teachers will hold up the green paper if all students are accounted for, or a red paper if students are missing. Office staff will get the names of any missing students and use the radio to locate them.
- Resource teachers and technicians working with students will evacuate the building with students and once outside take them to their regular classroom.
- Classes will assemble in the primary (secondary, if required) premises gathering location.
- Information / directions will be provided by Emergency Officials / School Administrators.

Off-Premises Evacuation

- • If situations/circumstances necessitate that students and staff be evacuated to an off-premises location, coordinated efforts will continue amongst school and district officials and staff, municipality authorities, and district transportation personnel to maintain student and staff safety and to ensure communication.

<p>Primary Off –Premises Evacuation Location Sierra Bonita Elementary 53 S 1800 East Spanish Fork, UT 84660 Phone: 801-798-4480 Principal: Garrett Anderson</p>	<p>Secondary Off-Premises Evacuation Location · Secondary Off-Premises Evacuation Location Maple Mountain High School 51 N. 2550 E. Spanish Fork, Utah, 84660 Phone #: 794-6740 Principal: DeAnn Nielsen</p>
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Earthquake

Procedures:

- All students will get under desks and cover heads with hands and arms.
- Teachers will protect themselves by standing in a doorway or getting under a table. The teacher will continually assess the situation and will act in the best interests of all students.
- Students will remain under the protection of the desks until receiving the "All Clear" notification.
- If evacuating the building brings about increased safety, all students and staff will evacuate the building following the "Building Evacuation" procedures.
- Further instructions and information will be provided.

Lock Down

Procedures:

1. If you hear, "LOCKDOWN" over the intercom or an administrator announces the lockdown in person:

a. Everyone is to stay where they are.

b. Classroom teachers are to:

- Quickly glance outside the room to direct any students or staff members in the hall into your room immediately.
- Lock your door.
- Lower or close any blinds.
- Place students against the wall, or other secure area of the room so that the intruder cannot see them looking in the door.
- Look for the 'Safe Corner'.
- Turn out lights and computer monitors.
- Keep students quiet.

****Note:** All staff members should locate and hold on to their roll book prior to turning out the lights. This will aid in accounting for all students should an evacuation be necessary. Cell phones may also be helpful to have in emergency situations.

c. Physical education classes being held in the gym should move into a secure location, lock all doors, and find a safe area.

d. Planning time teachers should keep current classes with them and follow the procedures for classroom teachers in section b.

e. Any students in the cafeterias should stay in the cafeteria and move to a secure location, lock doors and find a safe area.

f. If students and teachers are outside the school building, they should stop, drop, and remain still.

g. You will be directed where to relocate depending on the situation.

- h. If teachers and students are in the bathrooms, they should move to a stall, lock it and stand or bring their feet up on the toilet.
 - i. Anyone in the hallway should move to the closest classroom immediately.
 - j. Nurses/cafeteria workers/support staff should stay in the area they are in, secure the doors, and turn out the lights.
 - k. Students and staff in the library should remain in the library. Librarians should lock the doors, turn out the lights, and locate a safe area.
2. Stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm. For further directives, law enforcement officers and administrators will slide identification under the door or use keys to enter your classroom.
3. When possible, an administrator will signal all personnel if the lockdown has been lifted.
4. If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or administrator to a safe location. Once evacuated from the building, teachers should take roll to account for all students present in class. Administrators will divide and keep in communication with cell phones.

LOCKOUT:

Procedures

- Similar to a lockdown only instead of an imminent threat this is a perceived or precautionary threat.
- The lockout will be announced using the intercom. It will be straightforward; Example: "We will be going to lockout mode"
- Classes and school will be conducted as usual except for the following exceptions:
 - Lock your door
 - Continue with regular classroom activities (Remember classroom is kept secure). Students are not to be left unattended in halls and playgrounds..
 - All outside school doors will be locked and monitored.
 - Open door only to a police officer and follow his instructions
 - If told to evacuate take your Emergency Folder and Roll
 - Open door if Principal announces an "All Clear"
 - If students are outside and teacher receives a "Lockout" message immediately reenter the building to their classroom and secure the room.

