

## **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)**

#### Premises Evacuation Procedures:

- Students will be led out of the building by teacher using the primary/secondary evacuation routes.
- Teachers will account for all students. If a student is missing, the office staff will be notified to assist with locating the student.
- 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.
  - Primary Off –Premises Evacuation Location  
Diamond Fork Junior High School  
50 North 900 East  
Spanish Fork, Utah, 84660  
Phone #: 798-4052  
Principal: Troy Peterson
  - Secondary Off-Premises Evacuation Location  
Mapleton Junior High School  
362 East 1200 North  
Mapleton, Utah, 84664  
Phone #: 489-2892  
Principal: Suzanne Kimball

### **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:

- Teacher shuts blinds, turns off lights, locks doors, and moves students to a section of the room where they cannot be seen from outside the room.
- If all students are accounted for, a card is placed in the window of the door that indicates that all students are inside the classroom.
- If a student is missing or unaccounted for or an extra student is in the room, the teacher will notify the office staff, and the names of missing / additional students will be shared. The office secretarial staff will work to identify the location of all students and report back to teachers.
- The principal and custodian will contact the authorities and address the situation which necessitated the lock down.