

SCHOOL SAFETY PLAN

FHEE

PURPOSE OF POLICY:

Pursuant to Utah Code 53A-3-402, and in the interest of welfare of students and employees of the school district, the board deems it advisable to direct schools in the school district to adopt a school safety plan in accordance with this policy.

RESPONSIBLE PERSONNEL:

The principal of each school is responsible to insure that the school safety plan is distributed to every employee in that principal's school and to provide in-service training for all personnel and students on an annual basis and is set forth in the Emergency Preparedness Plan. In addition, the principal of each school shall appoint a designee to coordinate emergency response to the school with local law enforcement and other public safety representatives.

INSTRUCTIONS:

See North Summit School District's Emergency Preparedness manual located in every room, in every building of the district. The principal and director of each building and location of North Summit School District shall follow the manual in the interest and welfare of students and employees of North Summit School District.

NORTH SUMMIT SCHOOL DISTRICT



Information contained within this plan is provided to staff as a reference guide of procedures for responding to emergencies. This guide is intended to be a reference and should not replace sound judgment and common sense. The plan should be placed in a readily accessible location and should not be shared with students or persons not employed by the North Summit School District.

**North Summit School District
Emergency Quick Reference Chart**

Emergency Telephone Numbers

Emergency 911

Police	911
Fire Department	911
Ambulance/EMT	911
Summit County Sheriff	435-336-3600
Coalville City (Water Leaks)	435-336-5981
Rocky Mountain Power	877-221-7070 or 435-336-3339
Questar Gas (Leaks)	800-323-5517 or 435-336-5968
Poison Control	800-222-1222

RESPONSE TO ANY EMERGENCY

_____ Notify the Principal and 911, if necessary. The Principal notifies the Superintendent, if needed.

_____ Ensure the safety of students and staff.

_____ Seal off the high-risk area(s).

_____ Take charge of the area(s) until the incident is contained, or relieved by School Administration.

_____ Preserve any evidence, if possible. Keep detailed notes of the incident.

_____ Refer any media to the School or District Spokesperson.

EVACUATION/RELOCATION

_____ Call 911, if necessary.

_____ Direct the students to follow normal Fire Drill procedures, unless the Principal alters the normal route, or normal route is too dangerous.

_____ Take a class roster.

_____ Close classroom doors and turn off the lights.

_____ When safely outside the building, account for all students. Inform the Principal immediately, if any of the students are missing.

_____ If the students are evacuated to a relocation center, or rally point, stay with your class. Take roll again, when you arrive at the relocation center, or rally point.

LOCK DOWN PROCEDURES

_____ Lock Down notification will be announced over the PA System, or by sending a messenger to the classes.

_____ Quickly direct all students, staff, and authorized visitors into classrooms.

_____ Lock all classroom doors.

_____ Move all persons away from windows and doors.

_____ If possible, cover all windows, including the window in the door.

_____ DO NOT open the door, or allow anyone outside of the classroom, until the Principal gives an all-clear signal.

ASSAULTS/FIGHTS

_____ Ensure the safety of the uninvolved students and staff.

_____ Call 911, if necessary, or if any weapons are involved.

_____ Notify the Principal.

_____ De-escalate and defuse the situation, if safely possible.

_____ Document all actions. Ask victim(s) and/or witness(es) for their account of the incident.

STUDENT UNREST/UNRULY STUDENT

_____ Ensure the safety of the uninvolved students and staff members.

_____ Notify Police, if necessary.

_____ Move involved student(s) to a separate, secure area. If unable to safely move unruly student(s), move uninvolved students to a safe, separate area.

_____ Notify the Principal.

FIRE/SMOKE/GAS

_____ Pull the Fire Alarm.

_____ Follow the normal Fire Drill routine. If the normal route(s) are too dangerous, follow an alternate route.

_____ Evacuate students and staff to a safe distance outside of the building, or to a safe relocation center, or rally point.

_____ Teachers should take a class roster and account for all students. Roll is to be taken after the evacuation.

_____ No one should re-enter the building(s) until declared safe by Fire Service personnel.

MEDICAL EMERGENCY

_____ Assess the scene to determine what is needed. Quickly direct uninvolved students away from the emergency, and/or victim.

_____ Assess the victim (ABC – Airway, Breathing, Circulation). If it is a life threatening situation, contact **911**. Administer First Aid until Emergency Medical Personnel arrive. If the situation is non-life threatening begin First Aid.

_____ Notify the School Nurse and the School Administration.

_____ Notify the parents of the student(s) involved, as soon as is reasonable.

INTRUDER

_____ Notify the Principal.

_____ Have another staff member accompany you before approaching the intruder.

*_____ Walk away from the intruder if he/she indicates potential for violence. (Be cautious of weapons, actions, packages, etc.) Call **911**.

_____ Politely greet the intruder and identify yourself.

_____ Ask the intruder the purpose of his/her visit.

_____ Inform the intruder that all visitors must register at the main office.

_____ If the intruder's purpose is not legitimate, ask the intruder to leave.

_____ Accompany the intruder to the exit, and verify the intruder leaves School Property.

If the intruder refuses to leave

_____ Warn of the consequences for staying on school property. Inform the intruder that Police will be notified.

_____ Notify the Principal and Police the intruder refuses to leave. Provide a full description of the intruder.

_____ Lock Down procedures may be initiated.

BOMB THREAT

_____ Use the Bomb Treat Telephone Form.

_____ Ask where the bomb is located, when the bomb will go off, what materials are in the bomb, who is calling, and why is the caller doing this.

_____ Listen closely to the caller's voice, speech patterns, and for background noises.

_____ After hanging up, immediately dial *57 to trace the call.

_____ Immediately notify the Principal.

_____ The Principal will determine whether a Lock-Down or Evacuation will be utilized.

_____ Notify Police. **(911)**

_____ If Lock Down procedures are used, follow the Lock Down guideline. If Evacuation procedures are used, follow the Evacuation guideline. Direct the students to take their personal belongings with them.

