

North Summit School District Emergency Action Plan

Fire

1. Gather class roster and accountability card packet.
2. Exit the building upon principal's command according to the established fire escape route. Teacher is LAST.
3. Upon reaching pre-determined "outside" class location, verify student accountability.
4. If all students are present, hold up green card.
5. If all students are not present or you have extra students, hold up red card and write names on post-it notes.
6. Send a designated runner with post-its to the Group Leader. The Group Leader will contact the teacher to determine possible locations of missing students.

Violence or Intruder

1. Upon hearing the activation of a "lock down", staff will immediately close all doors and windows leading to the outside environment.
2. Close all doors leading to a hallway or common area and lock if possible.
3. Move students to a safe place in the room where they will not be targets for people outside of the classroom.
4. Verify student accountability.
5. Wait for contact from Group Leader via the intercom system or other means.
6. Doors are to remain locked until the "all clear" sign is given.

Earthquake

1. At the first sign of an earthquake, all room occupants "drop, cover and hold" remaining in a sheltered position for at least 60 seconds. Do NOT automatically rush class into the corridor or outside the building.
2. Account for all students.
3. Gather the roster and accountability card packet for reporting to the Group Leader.
4. Exit the building when it is safe to do so. The teacher LEADS the way out.
5. When leaving the area, take injured students only if moving them will not cause further injury.
6. Assemble in a pre-designated location.
7. If all students are present, hold up green card.
8. If all students are not present or you have extra students, hold up the red card and write names on post-it notes.
9. Send a designated runner with post-its to the Group Leader. The group Leader will contact the teacher to determine possible locations of missing students.

Shelter in Place

1. Upon hearing the activation of a shelter in place event, staff will immediately close all doors and windows leading to the outside environment.
2. Close all doors leading to a hallway or common area.
3. Cover all openings with tape, paper, or other materials to prevent outside air from entering the room.

4. Verify student accountability.
5. Wait for contact from Group Leader via the intercom or other means.

Emergency Closure of School

In the event that schools should be closed or schedules changed for emergency reasons, such as storms, road conditions, unexpected hazards or health precautions, such information will be broadcast over radio station (Park City and KSL Radio) and by Power Announcement which will contact patrons by phone, text, or email. It is important for parents to keep such information current at their local school. Should school be dismissed early OR have a late start (2 hr. delay) due to inclement weather, all parents will be notified. Bus students will be bussed. Non-rider students need to be picked up/dropped off by parent or designated adult.