

Emergency Preparedness Procedures for Cyprus High School 2018-2019

The safety, protection, and security of our students and staff is a responsibility that we all share. In order to ensure that we are able to accomplish this task all teachers, students, and staff members need to follow the procedures outlined in the Cyprus High School emergency and evacuation plan. During the 2019 – 2020 school year we will be having 2 fire drills, 2 lockdown drills (one shelter in place and one lockdown with cover), and an earthquake drill.

In the event that we experience an emergency, or an evacuation drill, requiring the evacuation of the building please follow the following guidelines:

1. Direct your students to evacuation area.
2. Take attendance.
3. Report to your zone leader (hold up green paper for “all clear”. Hold up red paper if there are any problems).

Zone One Evacuation Plan – Area one is located in the northwest parking lot (north of the re-locatable units). When evacuating, use the northwest stairwell and report to **Jolene Nelson (backup is Sonja Richardson)**. The following room numbers and buildings are to report to area one:

- All science building classrooms
- Instrumental room #101 A/Stage crew
- Career Center
- Main building rooms 105, 214, 213, 217, 211, 314, 313, 312, 311, 310

Zone Two Evacuation Plan – Area two is located on the street east of the school next to the seminary building and parking lot. Be sure to move all students away from the building and onto the street to free up Buccaneer Drive east of the school. When evacuating use the northeast/southeast stairwell and report to **Cindy Huff (backup is Amanda Johnson)**.

The following room numbers are to report to area two using the northeast stairwell:

- Main building rooms 309, 308, 306, 305, 303, 208, 207, 204, 206
- Media Center
- Main office and counseling offices

The following room numbers and building are to report to area two using the southwest stairwell:

- Main building rooms 302, 301, 325, 324, 227, 229, 225, 201, 205, 106, 108A
- Choir Room, Drivers Ed. Hall/Dance studio rooms 118 B, 118 C, 120, 122, 116

Zone Three Evacuation Plan – Area three is located west of the school on the street that is between the practice field and the LDS Church building. When evacuating use the southwest stairwell and report to **Audrey Price (backup is Stephanie Rodriguez)**. The following room numbers and buildings are to evacuate the report to area three:

- Main building rooms 315, 317, 319, 321, 219, 221, 223, 226, 224
- Industrial Arts building
- Main building cafeteria

Zone Four Evacuation Plan – Area four is located on the southwest end of the football field. When evacuating to this area please report to **Brittany Jolley (backup is Corinne Jones)**. The following room numbers and buildings are to report to area four:

- Room numbers 130, 132, 134
- Weight room #131
- Wrestling room #133
- Main gym and Aux gym
- Swimming pool #125 B

Zone Five Evacuation Plan – Area five is located on the lawn on the west entrance of the Brockbank campus. When evacuating to this area, please report to **Val Liggett (backup is Jared Benware)**. The following room numbers and buildings are to report to area five:

- Brockbank Gym
- Brockbank Main office
- Faculty PD Room
- Cyprus Brockbank building rooms 604, 605, 606, 607, 608, 610, 627, 628, 629, 630, 631, 632, 633, 634, 635

Zone Six Evacuation Plan – Area six is located on the south athletic field of the Brockbank campus. When evacuating to this area, please report to **Cheyenne Ashton (backup is Melinda Campbell)**. The following room numbers and buildings are to report to area six:

- Brockbank cafeteria
- Brockbank faculty room
- SBO room
- Cyprus Brockbank building rooms 609, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620

Zone Seven Evacuation Plan – Area seven is located on the east athletic field of the Brockbank campus. When evacuating to this area, please report to **Monika Andreason (backup is Val Liggett)**. The following room numbers and buildings are to report to area seven:

- Brockbank Science building
- Cyprus Brockbank building rooms 621, 622, 623, 624, 625, 626

Emergency Procedures

Active Shooter

If you are exposed and not behind locked doors when an active shooter situation occurs, consider doing the following:

- Run
 - Have an escape route and plan in mind
 - Leave your belongings behind
 - Keep your hands visible
- Hide
 - Hide in an area out of the active shooter's view
 - Keep quiet
 - Block entry to your hiding place and lock the doors
- Fight
 - As a last resort and only when your life is in imminent danger
 - Attempt to incapacitate the active shooter
 - Act with physical aggression; your life may depend on it

Shelter-In-Place:

- When the announcement is made for a shelter in place, all school activities will go on usual within the building. All students in detached facilities will remain in those facilities until notified otherwise. No outside activities are permitted.
- All exterior doors will be locked with the exception of the front door which will be monitored by officer/admin.
- Ground floor windows need to be closed and locked.

Lockdown:

- Outside activities are immediately canceled. Return to building or proceed to designated alternative gathering point as situation warrants.
- Gather all students, staff, and approved visitors to nearest room that is lockable and lock the door.
- Regular classroom activities may continue unless/until instructions are given to "take cover." (Refer to LOCKDOWN WITH COVER)
- Persons shall not leave the room for any reason.
- Ground floor windows shall be closed and locked, with all blinds or curtains open and obstructions removed.
- Discourage the use of personal phones for calls or texts.
- If possible, take roll and email the office noting any missing or additional persons.
- Do not open the door for anyone. Police or emergency responders will have a key to the door for entry and will "knock and announce" before entering.
- Do not react to class bells or fire alarms. Announcements via the PA system will give evacuation directions if appropriate or possible.
- Seminaries, and where practical, other off campus activities will be notified and shall shelter in place.
- Transportation will be notified so that students are not picked up or dropped off at a facility lockdown.

Lockdown with Cover:

- Gather all students and staff to nearest room that is lockable and lock the door.
- Situate all persons in the area of the room that is least visible from the hallway door.
- Turn off room lights and unnecessary electronic devices.
- All persons remain absolutely quiet.

- Persons shall not leave the room for any reason.
- Ground floor windows shall be closed and locked, with all blinds or curtains open and obstructions removed.
- Discourage the use of personal phones for calls or texts.
- If possible, take roll and email the office noting any missing or additional persons.
- Place a green card under the doorway and in the exterior window if the situation in the room is stable.
- Place a red card under the doorway and in an exterior window if there is a problem in the classroom that needs prioritized response.
- Do not open the door for anyone. Police or emergency responders will have a key to the door for entry and will “knock and announce” before entering.
- Do not react to class bells or fire alarms. Announcements via the PA system will give evacuation directions if appropriate or possible.
- If an evacuation is ordered take student rolls with you.
- Seminaries and, where practical, other off campus activities will be notified and shall shelter in place.
- Transportation will be notified so that students are not picked up or dropped off at facility in lockdown.

Medical Emergency Procedures

In the event that you have a medical emergency in your room you need to send a student to get a First Responder. There is a First Responder on each floor who has a large red sign next to their nametag so they can easily be identified as a First Responder. At the same time, send another student to the admin office, or contact the administration secretary, to get the SRO and an administrator in your building.

Cyprus Main Building

1st floor - Officer Mike Russell and Nicki Graham, 105
 2nd floor – John Angell, room 208
 3rd floor – Travis Mehlhoff, room 324
 P.E./Health Hall – Corey Wales, weight room
 Science/Industrial Arts – Cassie Wales, room 501

Cyprus Brockbank Building

Main Office – Officer Allison Horn
 Office Hall – Melissa Dutkiewicz, room 606 and Kjera Miranda, room 606 and 628
 PE Hall – Susan Marshall, room 603
 History Hall – Jessica Jensen, room 633