



**Granite School District**

**Instructions and Template for Preparing**

# **School Emergency Response Plan**

2018



Administrators,

Because we care about the safety, protection and security of our students and staff, Granite School District has provided the following school emergency response plan.

State law requires that each school/location has an emergency response plan. You and your school safety committee are responsible for creating that plan. Your emergency response plan must be kept current and up to date. This template is designed to satisfy that requirement. It will need to be reviewed annually. This template is a fillable form designed to satisfy this requirement. Your School Accountability Director will review each school's emergency response plan online to confirm that the schools in Granite District are in compliance with the state law.

Because of staff size, you may not be able to assign separate individuals to each task in section 'C' of the School Emergency Plan template. Be aware that it is your responsibility to meet all of the needs in that section.

Thank you,

Emergency Response Committee

**Granite School District  
Emergency Response Committee**

Curt Hansen and Kieth Bradshaw, Committee Co-Chairmen  
Curt Hansen, Director, Prevention & Student Placement  
Kieth Bradshaw, Director, Property Safety & Student Accounting  
Donald Adams, Assistant Superintendent, Support Services  
Alan Parrish, Director, High Schools, School Accountability Services Annette  
Duzett, Director, Jr. High Schools, School Accountability Services Jane  
Lindsay, Director, Elementary Schools, School Accountability Services  
Douglas R. Larson, Director, Policy and Legal Services  
Ben Horsley, Director, Communications  
Dr. Garrett Muse, High School Principal  
Mark Grant, Jr. High School Principal  
Jadee Talbot, Elementary School Principal  
Randy Johnson, Chief of Police, Granite School District Kurt Fisher, Fire  
Marshal, Granite School District Cescilee Rall, Granite School District Nurse  
Verne Larsen, Safe and Drug-Free Schools Coordinator, U.S.O.E.  
Lisa Schwartz, Parent/Intermountain Healthcare Emerg. Response Coord.  
Rosanne Orgil, Parent/Granite School District, PTSA Safety Representative  
Wade Watkins, Emergency Preparedness Coordinator for Salt Lake County  
Debbie Allen, Administrative Secretary, Prevention & Student Placement

## Definitions:

**Emergency:** A sudden, generally unexpected occurrence demanding immediate action. An emergency may involve one person, family, class, or school. Outside emergency responders are likely to be available within a short time.

**Disaster:** A happening that causes great harm or damage. Outside emergency responders may not be available for hours or days depending on the severity of the disaster.

**Crisis Team:** A group of trained persons designated to be available to respond immediately when an emergency or disaster strikes. This group may include First Responders, persons trained in First Aid and/or CPR, CERT, EMT or other medically trained individuals that respond to medical problems. You might include Social Workers, Counselors and Psychologists for events requiring emotional support and counseling. Consider also including School Resource Officers, District or Local Police or others with helpful skills.

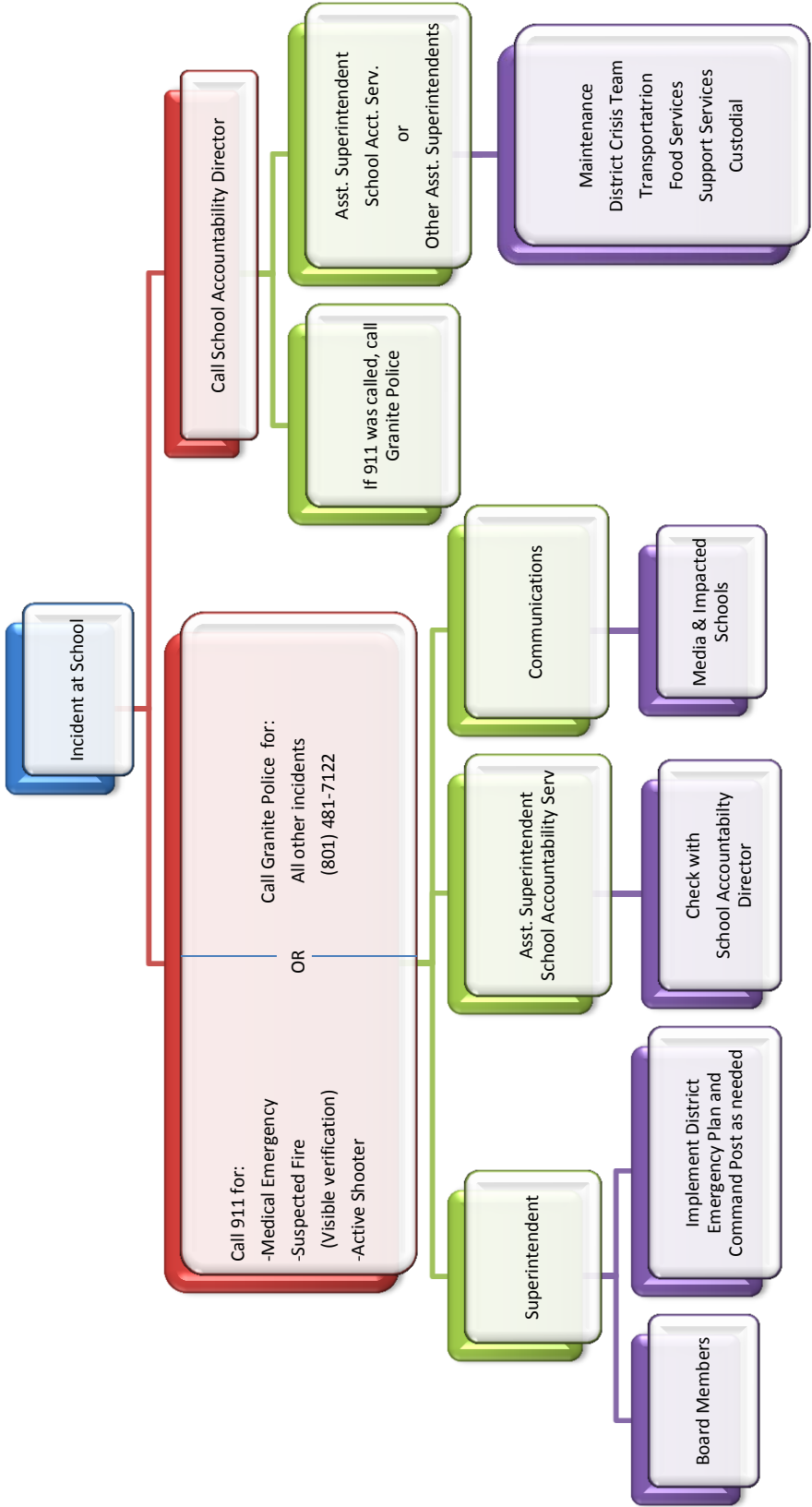
**Safety Committee:** A group of people who determine emergency and disaster plans for their school or building(s). They have the following responsibilities: 1) review plans at least annually for validity; 2) evaluate drills and actual emergencies to determine whether their plans worked as intended; 3) update the plans when necessary; 4) see that the building is safe and safety equipment is up to date and useable; and 5) make sure that there are supplies available in necessary amounts to deal with a disaster. This group should have a wide variety of individuals, such as administrators, secretaries, custodians, teachers, school resource officers, students, parents, PTSA representatives and any others who could give a valuable perspective.

There are many people affected by both emergencies and disasters. Please take them all into account when you put your plans together. The following are some of those who need to be considered:

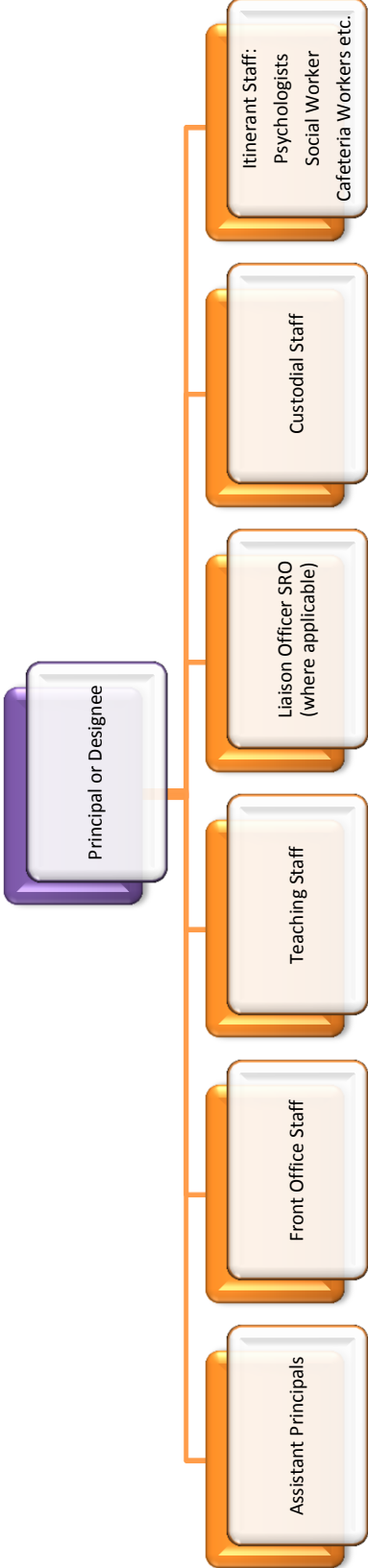
Administration	Faculty	Support Staff
Students	Aides	Parents/Guardians
Substitute teachers	Secretarial Staff	Custodial Staff
Cafeteria Staff	Title One Staff	Grant Personnel
School Visitors	Presenters/Speakers	Counselors
School Psychologists	Social Workers	PTSA
Seminary/Release Time	Neighbors	Business Partners
Crossing Guards	Playground Duties	Probation Officers/Court Personnel
Trackers	Fire Department	Emergency Response Personnel
School Police	Local Police	Siblings and other family members
Community Councils		

Granite School District  
Emergency Response Flow Charts

District Level



School Level



### Pre-emergency or Disaster Preparation

- A. Establish a Safety Committee (Include administration, school community council and representatives from the faculty, custodial staff, secretarial staff, school resource officer, counseling, support staff, students, parents, and others who might be helpful whenever possible to cover a wider view).

	<b>Name and Phone Number</b>	<b>Area/Group Represented</b> Admin., Custodial, Teacher, etc.	<b>Date Reviewed/Updated</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			

- B. Establish a crisis team to respond to incidents in the building (or campus) until professional responders can arrive. Include assigned First Responders (3 Elementary, 5 Jr. High, 7 Sr. High), Counseling, CERT, EMT, school resource officers and others who have special skills helpful in an emergency or disaster.

	<b>Name and Phone Number</b>	<b>Designated Responsibilities</b>	<b>Date Reviewed/Updated</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

- C. Establish a Chain of Command including replacements for missing or reassigned persons. Designees should be assigned at least three deep, when possible, so that if someone is injured, missing or absent, there will still be someone available to fill these roles. Number one is your first pick for the job. If not available, number two fills in, etc. All designees should be chosen in advance. Elementary schools may not have the personnel to fill all of the following positions. They also may not have enough personnel to have 3 back-up positions. Please assign at least an Incident Commander with one back-up person for the Incident Commander.

**Incident Commander** (Principal or designee in charge of overseeing the situation, responsible for student and staff safety)

- Reports to the District Office.
- Does not leave the Command Center without delegating to someone else to take over.
- Responsible for assessing the situation, directing the safety plans, and making adjustments to the plans to fit the current situation prior to Fire Dept. or Police arrival.
- Takes directions from fire and/or police officials upon their arrival.
- Police and fire officials become responsible for the overall situation when they arrive. The Incident Commander coordinates with fire dept. or police commanders on the scene and lets them know what has been done thus far and then follows their instructions.
- Coordinates with School Resource Officer and District Police (under the direction of the fire or police departments, if they are on the scene).
- Directs the efforts of the other positions including the Media Officer, Liaison Officer, Office Representative, Instructional Representative, Maintenance Representative, and Support Staff Representative (under the direction of the fire or police departments, if they are on the scene).

Incident Commander and phone number:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Liaison Officer** (Person chosen to be in charge of working with professional rescuers and other organizations such as CERT or Red Cross volunteers)

- Reports to the Incident Commander.
- May direct staff search and rescue operations but only if staff is available and has been trained for such efforts (i.e. campus CERT or First Response teams).

Liaison Officer and phone number:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### **Media Communications**

- Refer media to District Communications Department.
- Make sure information is accurate and timely.
- Do not release any personal information of staff or students.

**Main Office Representative** (Person responsible for carrying out the directions of the Incident Commander, also known as the Office Rep.)

- Reports to the Incident Commander.
- Responsible for making sure all staff are accounted for.
- Reports missing, misplaced, injured, and deceased to the incident commander.
- Oversees secretarial staff.
- Designates a team to oversee and document student release to parents, guardians or designees of parents/guardians.
- Designates person or team to document specifics of the incident.
- Directs the activities of the Crisis Team to areas of greatest need.
- May assign persons to monitor surveillance equipment or cameras.

Office Representative:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Student Release Team: (Reports to Office Representative)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Documentation Team: (Reports to Office Representative)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Surveillance Camera Monitor (if available): (Reports to Office Representative)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Instructional Representative** (Responsible for all students and student care)

- Reports to the Incident Commander.
- Records and reports missing, misplaced, injured and deceased students and staff to the Office Representative.
- Oversees teachers and all support staff that have been assigned to student care. (Teacher aides should stay with their designated teachers.)
- Responsible for making sure all students are accounted for.

Instructional Representative:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Maintenance Representative** (Responsible for building issues)

- Oversees all custodial staff and sweepers.
- Responsible for utilities shut off and/or repair as necessary.
- Hands out needed supplies, and documents what is used and by whom.
- Designates individuals to lockdown the building at the direction of the Incident Commander.

Maintenance Representative:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Support Staff Representative** (Responsible for all support staff including Counselors, Cafeteria Workers, Social Workers, Psychologists, Title One Personnel, Grant Personnel and all others not covered under the other categories)

- Takes roll of all available support staff.
- Assigns support staff to areas of need as directed by the Office Representative.
- Documents Support Staff assignments.
- May be needed to oversee meals or designate cafeteria personnel to food preparation and dispersal.

Support Staff Representative:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

D. Where will you establish your command post? Specify an on-campus site and an alternative evacuation site.

E. What supplies will you keep on hand in your command post? (include maps, floor plans, room assignments, staff rosters, student release guardian information, lists of supplies and their locations, list of hazardous chemicals and their locations, utility shut-off's, Memorandums of Understanding with alternate evacuation locations, and anything else you think you will need.)



F. Where will you set up your media area? (It should be away from the students and away from danger.) Coordinate this with the Communications Department.

G. Where is your main evacuation area(s)?

H. Where is your back up evacuation area(s)? (To be used in case of inclement weather or long term evacuation)

I. Where will you set up your student release area(s)? What method will you use to make sure you release students to authorized parents, guardians or their designees? (Designate student release areas both on-campus as well as at your alternative evacuation site.)

- J. Do you have a Memorandum of Understanding with the owners of any buildings (that aren't Granite School District property) you are using for alternate evacuation sites? Where are copies of the MOU's kept? (Sample MOU, see addendum)

- K. Establish communications within the building. What method(s) of communication will you use under the following circumstances: 1) electrical power is functioning; 2) electrical power is not functioning; 3) when communications are sensitive in nature; and, 4) when there is a bomb threat (remember: you cannot use walkie-talkies or cell phones). Do not use student runners. Adult support staff or teachers on consultation are better alternatives.

Type of Communication	When it can be used

- L. How will you notify faculty and staff of problems occurring before or after school? (Phone Tree or other communications method for school closures, gas leaks and other events that will affect school being held.)

M. How will you notify staff and students when the following situations occur during school?  
(Type of alarm and/or announcement) Treat all drills the same way you would an actual incident.

Fire	
Shelter-in-Place	
Lockdown	
Lockdown w/Cover	
Bomb Threat	
Intruder	
Active Shooter	
Hazardous Materials Spill	
Severe Storm	
Death of Staff/Student	
National or Local Event with School Wide Impact	
Earthquake	

N. How will you notify personnel in outlying buildings and students and staff on the campus outside of the building(s) of drills or incidents? (GTI, released-time programs, portable buildings, satellite facilities, PE classes, etc.).

O. Where will students and staff (who are outside) go during a 'hard lockdown'? i.e. PE, GTI, release time class locked outside during a lockdown.

P. How will you train faculty and staff on your safety plans?

Q. Where are hazardous materials stored in the school? (Cleaning supplies, chemicals used for science classes, turpentine or other hazardous supplies) Please use Granite School District's Compliance Dept. to dispose of, contain or clean-up hazardous materials. (385-646-4272).

R. What structural hazards are part of our school, i.e. broad unsupported roof spans, large windows, unreinforced brick or masonry?

S. Where are hazards in the surrounding community that you or rescuers should be aware of, i.e. gas stations, swimming pools, factories, trucking routes, etc.?

T. What provisions have you made for special needs populations? Who will be responsible for meeting these needs?

Name/phone number of person(s) responsible:


U. Use this section for any additional items that your school safety committee believes should be part of your emergency plan.

V. Annual Emergency Drills. Take the time to schedule your drills. Only the first fire drill of the year can be announced, all others are to be surprise drills. Refer to the School Accountability Services Manual for reporting each drill.

**Elementary Drills:** (drills must be held at least monthly)

- 10 Emergency drills/year

- 7 Fire (the 1<sup>st</sup> must be held within 2 weeks of the beginning of school)

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- 1 Earthquake

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- 2 Lockdown (1 shelter-in-place and 1 lockdown w/cover) 1 per each half of the year

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**Secondary Drills:** (must have an emergency drill at least every two months)

- 5 Emergency drills/year

- 2 Fire (one within 2 weeks of beginning of school and the other within 10 days of the start of the next calendar year)

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- 1 Earthquake (scheduled by school)

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- 2 Lockdown (1 shelter-in-place and 1 lockdown w/cover) one in each semester

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## **Memorandum of Understanding**

This understanding is between \_\_\_\_\_, school located in the Granite School District and \_\_\_\_\_, owner of the building to be used by students and staff of the school named above.

1. The parties above understand that the non-Granite District-owned building will be used as a temporary location for students and staff in the event that their school building becomes unsafe.
2. It is understood that if the building is used as a temporary shelter, that the school will provide sufficient staff to supervise students.
3. The following areas within the building are available for students and staff to occupy:

\_\_\_\_\_  
\_\_\_\_\_

4. Upon request, the Granite School District Office of Risk Management will provide a certificate of insurance to the owner of the building.

5. The building is located at \_\_\_\_\_

6. Building access contact information (person who can open the building):

- Name: \_\_\_\_\_
- Phone #: \_\_\_\_\_
- Back-up contact person: \_\_\_\_\_
- Phone #: \_\_\_\_\_

7. School contact information:

- Name: \_\_\_\_\_
- Phone #: \_\_\_\_\_

8. Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Building Owner /Date

\_\_\_\_\_  
School Administrator/Date