

Millard School District

Emergency Action Plan



Fire



Earthquake



Shelter in Place



Violence

The Millard School District has a safe school policy which is intended to provide each student the opportunity to learn in an environment which is safe, conducive to the learning process, and free from unnecessary distraction. (Please see MSD policy 6090)

In conjunction with the policy, Millard School District has implemented standard operating guidelines for emergency situations for schools within the district. Every school has been given guidelines and a list of procedures to help standardize emergency drills. Drills are practiced throughout the year for incidents concerning Fire, Earthquake, Shelter in Place (hazardous materials, or violence).

Every effort is made to follow these standardized guidelines. Implementation may be slightly different due to school size, location, age of students, etc. The Millard School District continues to update and review its emergency procedures, policies, and materials. Copies of plans are available at each school and at the district office.

Millard School District is working with other agencies to provide each school with the materials and supplies that are needed to successfully manage an incident. Together we are working at coordinating our efforts so that roles and responsibilities, communications, and responses to situations are clearly defined for each agency that may respond to an emergency.

Please contact your local school if you have questions about emergency action plans or to volunteer your services.

What are the Standard Operating Guidelines?

Fire

1. Gather class roster and accountability card packet.
2. Exit the building 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.

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.

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.

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 stations K SVC FM 100.5/AM 980; KMTI AM 650; KWUT FM 97.7 or via 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 bused. Non-bus students need to be picked up/dropped off by parent or designated adult.

Answers to Parent Questions

1. *What is my responsibility as a Parent/Guardian during an emergency situation?*

In the event of a serious school or community incident, the school **assumes** responsibility for your children. You will be kept informed about what is happening and given instruction regarding your children through a local radio station and/or Power Announcement which contacts patrons through email, phone, or text.

Rushing to the school in your car or calling the school will only impede the school's ability to protect your children and will hinder the communication process with other agencies involved. Children will NOT be sent home until parents/guardians have been notified.

2. *What do I do after I have been notified that I can pick up my child?*

Depending on the conditions and emergency, parents should park in the designated areas defined by each school in the child access routing plan.

If indoors, parents should enter the school through the front doors and then proceed to their child's classroom after signing in at the office. **Parents will be required to sign that they are taking custody of their student for security reasons.**

If outdoors, parents should park in designated spots, find their child's teacher and sign them out. Please do not encourage children to run to you or expect that they will come to your vehicle. To keep track of all students, parents MUST sign they have taken custody.

If schools are in a lock down situation (violence or shelter in place) all doors to the school will be locked. Parents will put themselves and others in jeopardy if they try to enter the school. See #1 to see when it would be safe to pick up your child.

3. *What will happen if I am not home or I cannot be reached?*

If parents are not at home or cannot be contacted during an emergency incident, the school will continue to assume responsibility of that student until the emergency contact person listed on the registration form has been contacted. It is very important that EVERY parent has an emergency contact person listed with the school who will take responsibility for that child until the parent/guardian is available.

4. *If the school is unsafe, where will my child be?*

Each school will have an alternative site if it is necessary to move from the building. As each emergency is different, you will find out if your student has been moved by listening to the radio or you will be contacted via Power Announcement which uses email, text, and phone.

5. *Is the school prepared with emergency supplies?*

Each school has some preparedness materials that they have gathered. In the case of an emergency, most classrooms have minimal supplies in a bucket that will help provide students with food, water, blankets, vital information about students, games and activities to keep them calm, and materials to help during shelter in place situations.

6. *Is the staff qualified to help during an emergency?*

Staff members are given basic in-service training in first aid and CPR. Some staff member are trained members of CERT (Community Emergency Response Team) and have additional skills. Working in partnership with community agencies, additional training sessions are available throughout the county.

MSD Preparedness Activities

Millard School District continues to work on emergency preparedness by being involved in the following activities:

- Town/City CERT training program
- MSD is part of the Local Emergency Preparedness Committee (LEPC). This committee helps coordinate activities among local, state and federal agencies and updates emergency procedures/policies
- Continue training in first aid and CPR and annual practice drills of all types
- PTA, PTO parental involvement
- Annual updating of the MSD emergency preparedness handbook

Things you can do to help

1. Be involved with the parent organization — volunteer to be on the safety committee
2. Volunteer to coordinate emergency supplies in your local school
3. Donate items needed to your neighborhood school. Following are some suggestions: Emergency blankets, ponchos, hand warmers, hand sanitizer, energy bars, trail mix, granola bars, jolly ranchers or other hard candy, wool blankets, water, duct tape, plastic, buckets, etc. Contact the school to see what is needed most.
4. Donate money to the MSD foundation or PTA for purchase of supplies

Excerpt Millard County Sheriff's Department Website

"Sheriff Dekker urges all individuals and businesses to log onto the Sheriff's Office website, www.millardsheriff.org, and follow the link to the "CodeRED Residential and Business Data Collection" page. Those without Internet access may call the Sheriff's Office 435-743-5302 or 435-864-2755, Monday through Friday (8AM-5PM), to give their information over the phone. Required information includes first and last name, street address (physical address, no P.O. boxes), city, state, zip code, and primary phone number, additional phone numbers (optional)...The information will only be used for emergency notification purposes".