

VVMS Emergency Plan and Procedures

This document provides information for school personnel during a drill or in case of an actual emergency. Please become familiar with these emergency procedures so that you can confidently assist all students during an emergency.

CHAIN OF COMMAND

The Principal provides leadership during any emergency event. If the Principal is absent, then the Asst. Principal will provide direction. The TSA, with the assistance of the counselors, will provide leadership if the Principal and Asst. Principal is absent. In the case of all three administrators being absent the counselors will take command of the event (A-G acts as Principal, H-O acts as Asst. Principal, and P-Z acts as the TSA.) Counseling Office staff will help receive cards from teachers during evacuations. Found below are additional roles and responsibilities for emergency situations:

1. **Principal**- Maintains the communication/command center
2. **Asst. Principal**- Checks 2300, 2400 classrooms/wings and library; clears 2nd floor girls' bathrooms
3. **TSA**- Oversees students and area supervisors; checks 2100, 2200, wings; clears 2nd floor boys' bathrooms
4. **Custodians**- Turns off gas, water, electricity, and fire sprinklers if necessary
5. **Financial Secretary**- Helps run command center
6. **Attendance Secretary**- Clears commons area and closes or locks main office entry doors; runs command center for evacuations
7. **Counseling Secretary**- Helps clear commons area; checks bathrooms on main floor
8. **Counselors**- Checks 1100, 1200, 1300 wings; clears commons area and checks bathrooms on main floor
9. **SRO**- Clear building in evacuation; give all clear in lock out or lock down

FIRST RESPONDERS

Here is a list of individuals (plus phone extension) that are first responder certified and can assist in most first aid concerns:

Boyer, Casey (1301)
 Johnson, Morgan (1101/2404)
 Knudsen, Dave (1405)
 Lundell, Cindy (1401)

Muhlstein, Chet (1401)
 Page, Melissa (1306)
 Saia Naulu (1407)
 Stolworthy, Daniel (1502)

Fire Drills and Evacuation

1. Clear the building by following evacuation procedures found on the evacuation map (Exhibit A).
 - If during class time, exit according to the evacuation map and take that class period to the assigned area.
 - If during lunch time, passing time, or Flex time, students exit through the nearest doorway; go to the teacher of your previous class.
 - If in the cafeteria, students should exit the building through the southeast doors of the schools; go to the teacher of your previous class.
2. Do not lock outside doors.
3. Line up in teacher alphabetical order on the grass field behind the school.
4. Teachers should account for students and send their Evacuation Card (pink) to the Command Center located on the outside basketball courts area (run by Attendance, Finance and counseling secretaries).
5. Stay in the grass area until given the all-clear to re-enter the building or given direction to evacuate to secondary location.

Lock Out

1. Lock all exterior doors.
 - a. Area Supervisors will be responsible to lock and guard their assigned door (according to evacuation plan) until relieved by an administrator or custodial staff (Exhibit B).
2. Teachers shall conduct class as usual unless:
 - a. Environmental Threat
 - i. Move people away from exterior windows
 - b. Chemical Threat:
 - i. Seal doors and windows
 - ii. Turn off ventilation to school
3. Admin: Send alert to parents through Blackboard in true emergency.

Lock Down – Run, Hide, Fight

1. If possible, announcement will be made to inform everyone that we are in a lock down. (Teachers may also call a lock down by repeatedly blowing their whistle).
2. Students will **RUN** and exit the building, if they think it is safe to do so.
3. If it is not safe to **RUN**, then teachers and students will move to **HIDE** in a classroom or other secure area.
4. Teachers/staff members will check halls for students and pull visible students into a classroom. Any doors near you should be locked (classroom, gym, office, library, etc.).
5. Keep in mind that ALL DOUBLE DOORS leading to the main/front area of the school will automatically close and lock during a lock down.
6. In classrooms with glass walls, use desks and tables to create barrier between you and the glass wall.
7. In classrooms without glass walls, cover your door window and block the entrance into the hiding place, if possible. Move away from any windows and close the blinds.
8. Silence cell phones, and turn out the lights. Stay in your hiding place until admin or police give all clear.

9. Consider what you will use to **FIGHT** if necessary. What can you throw at the intruder? Commit to act aggressively and with force.
10. Do not call the office; we will keep you informed through the intercom, email, text or in person as much as possible.
11. Admin: Send alert to parents through Blackboard in true emergency.

For the purposes of a drill, we will discuss all steps with students, but will implement the **HIDE** strategy.

Secondary Site for Evacuation (if only middle school building is affected)

1. Clear the building by following evacuation procedures found on the evacuation map (Exhibit A).
2. Account for all students.
3. Administration/safety personnel will direct students to walk to the Foothills Elementary School, or the Loafer View Sports Complex. (Exhibit C).
4. If the placement is UNSHELTERED:
 - a. At Foothills Elementary, we will gather on the field west of the school.
 - b. At Wynsome Blue Farm, we will gather on property's field.If the placement is SHELTERED
 - a. At Foothills Elementary, we will gather in the cafeteria/gym.
 - b. At Wynsome Blue Farm, we will gather in one of the covered buildings.
5. Admin will work with District Office to contact parents.
6. Area supervisors will follow the reunification plan and release students only to parents or those listed as emergency contacts (or those allowed to pick up students).

Reunification Plan

Reunification may happen at our school site and/or secondary sites. In the event that students must be reunified with parents/guardians, stations will be set up.

1. Students will be grouped with the teacher whose class they evacuated from, and stations will be created for student pick-up.
 - a. If still on school grounds: station will be the gym/cafetorium.
 - b. If Foothills Elementary: station will be the gym/cafetorium.
 - c. If Wynsome Blue Farm: station will be at entrance to property.
2. At the entry point, the attendance secretaries and principal will be available to help identify emergency contacts, check IDs, and release students.
3. Administration, front office staff, counseling and faculty will help locate and reunite students and emergency contacts.
4. All faculty members will remain with students until students are gone or until another agency resumes control of the situation.

STUDENT/PARENT REUNIFICATION

Circumstances may occur at the school that require parents to pick up their students in a formalized controlled release. This process is called Reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic. Because a reunification is not a typical end of school day event, a reunification may occur at a different location than the school a student attends.

NOTIFICATION

The District will send notifications regarding the reunification via phone, email and text.

PARENT/GUADIAN EXPECTATIONS

If a parent or guardian is notified that a reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

WHAT IF A PARENT CAN'T PICK-UP THEIR STUDENT?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise the school will hold students until parents can pick up their student.

WHAT IF THE STUDENT DROVE TO SCHOOL?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

HOW IT WORKS

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

REUNIFICATION FORM

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification Check in Area and form lines. This may be based on the first letter of their student's last name. While in line, parents are asked to fill out a Reunification Form. In the case of multiple students being reunified, a separate form for each student needs to be completed.

BRING ID TO CHECK IN

During check in, identification and custody rights are confirmed. From the "Check In" area parents are directed to the "Reunification Area". There, a runner will take the reunification form to where the students are located to recover the student or students. Parents should be aware that in some cases, they may be invited into the building for further information

INTERVIEWS AND COUNSELING

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.



REUNIFICATION

We want to thank you for your patience during this process. We share the same goal: Getting you and your child back together as quickly as possible. Please help expedite this process by filling out the required information and having your identification ready.

INSTRUCTIONS

1. Please complete all the information to the right, above the gray box.
2. Prepare Identification. **No student will be released without valid identification.**
3. Please remain in line for the next available check in stations.
4. After check-in, a runner will be sent to locate your student. Please step over to the Student/Parent Reunification area.
5. If there has been injury or other concerns, you may be asked to meet with a counselor.



Nebo School District

Reunification Information

Have photo identification out and ready to show school district personnel.

Student Name: _____

Student Grade: _____ Student Cell phone#: _____

Name of person picking up student: _____

Phone number of person picking up student: _____

Signature: _____

THIS SECTION TO BE COMPLETED BY SCHOOL PERSONNEL

Photo identification matches the individual listed above?

Yes No Initials _____

Individual picking up student is identified on the emergency contact list?

Yes No Initials _____

Photo identification verified?

Yes No Initials _____

Student released to the individual listed above.

Time _____ Initials _____



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Student Grade: _____ Student Cell Phone #: _____

Name of person picking up student: _____

Phone # of person picking up student: _____

Signature: _____

THIS SECTION TO BE COMPLETED BY SCHOOL/DISTRICT PERSONNEL

Photo identification matches the individual listed above:
 Yes No Initials _____

Individual picking up student is identified on emergency contact list?
 Yes No Initials _____

Photo identification verified?
 Yes No Initials _____

Student released to the individual listed above.
 Yes No Initials _____

Earthquake Drill Instructions by Area of School

The general instruction for an earthquake is to “duck, cover, and hold.” The idea is to stay away from anything that could fall or fly through the air. The advice from experts is to not run very far as the waves can throw you and knock you down quite hard. Here are some specific instructions for areas in our school.

General Classrooms

1. Unattached bookshelves and filing cabinets will tip over – try to stay away from them
2. Teacher: crouch under desk and hold onto desk legs
3. Students: Get under desks on your side and hold on to the legs of the desk

Gym

1. If standing close to a wall or the bleachers, get against the wall or bleachers
2. If standing in the middle of the gym, drop down, cover head and stay still
 - 2.1. If you can after the initial shock, move closer to the interior walls.

Locker Rooms

1. Huddle next to base of lockers
2. If in shower, stay there and kneel down.

Library

1. Duck, cover and hold under tables or chairs
2. Stay away from glass wall and bookshelves that could fall

Cafeteria

1. Duck under tables or chairs
2. Duck, cover, hold

Hallways

1. Get by walls
2. Kneel and cover head

Front Offices

1. Duck under counters/desks
2. Get by interior walls without glass
3. Kneel and cover

Orchestra/Band Rooms

1. Lay down instrument
2. Duck, cover, hold under chairs
3. Stay away from glass in walls

Outside

1. Get away from building or light poles – anything that could fall
2. Kneel on ground
3. Stay away from power poles and lines

Exhibit B

Area Supervisor Assignments

If the Area Supervisor is absent the teacher next to his/her room will cover job responsibilities

Area Supervisor Job Responsibilities:

1. Complete a visual check of hall/area and,
2. Close the assigned door. If the assigned teacher is absent, the teacher next to his/her room will need to close doors and check area.

Door or Area	Area Supervisor	Notes
Door in 1100 Wing	Teacher in Room 1105	
Door leading to Bus Lane	Teacher in Room 1202	
Door in 1200 Wing	Teacher in Room 1210	
Main Entrance Door	Attendance Secretary	Check main lobby during lock down
Door in 1300 Wing	Teacher in Room 1309	
Door on girls' side of gym	Girls' PE Teacher	Check locker room during lock down/evacuation
Door on boys' side of gym	Boys' PE Teacher	Check locker room during lock down/evacuation
Doors by the cafeteria (main hall and cafeteria)	Head custodian and staff	Check Cafetorium during lock down
Cafeteria back entrance doors	Lunch Room Manager and staff	
Door in 1500 Wing	Teacher in room 1501	
Bathrooms on Main Level	Counseling office	Check during evacuation
Bathrooms on 2 nd Level	Asst. Principal and TSA	Check during evacuation
Check Main Level Wings (1100, 1200, 1300, 1500)	Counseling office	Check during evacuation
Check 2 nd Level Wings and classrooms	Asst. Principal and TSA	Check during evacuation

Exhibit C

Secondary Evacuation Sites

