

Highland High School

Emergency Procedures Quick Reference for Teachers/Staff

Salt Lake City Police Department
Chris Burbank, Chief
Dispatch 799-3000

Highland Emergency
481-4917

Evacuation/Relocation

- Principal will issue Evacuation/Relocation notification – *Teachers please exit the building*
- Direct all students to follow normal fire drill procedures unless Principal alters route or normal route is too dangerous
- Turn off lights and close doors
- Always take class roster. Account for all students by taking roll. Inform principal immediately if any students are missing**
- If students are evacuated to a relocation center, **stay with your class.** Take roll again when you arrive at the relocation center – Parleys Stake Center
- Stay calm, reassure students
- Wait for further instructions from the Principal

Fire

- Notify the Principal
- Follow the normal fire drill routine. If normal route(s) are too dangerous, follow an alternate route

Earthquake

- Stay put. Indoors or outside – stay there
- Take cover away from objects that may fall
- Wait for further instructions from the Principal (prepare for evacuation/relocation)

Severe Storm, Student Unrest or Injury

- Notify the Principal
- Stay calm, reassure students
- Follow directions of the Principal

Bomb Threat

- Notify the Principal
- Stay calm, reassure students; follow directions of the Principal
- Be sure you know your school's bomb threat code words: *Teachers please exit the building OR Teachers please close your door and secure your room*

Weapons

- Notify the Principal immediately – **Do not attempt to confiscate weapon**
- Stay calm, reassure students
- Identify the name of the individual suspected of bringing a weapon; where the weapon is located
- Follow the directions of the Principal

Lock-Down/Intruder

- Principal will issue lock-down notification/procedures – *Teachers please close your door and secure your room*
- Direct all students, staff and visitors into classroom
- Lock classroom doors
- Cover windows of classrooms. If it is not possible to cover windows, stay out of view if possible
- Move all persons away from windows or doors
- **Take roll of all students and others in classroom**
- Stay calm. Reassure students
- Wait for further instructions from the Principal

If School Resource Officer is available, you may notify him/her as well as the Principal.
In a life threatening situation, call 911 and notify your Principal immediately.

For more information refer to your school's "Emergency Procedures Checklist"

HIGHLAND COMM ED EMERGENCY PLAN ESSENTIALS FOR AFTER SCHOOL HOURS

I. EMERGENCY STRUCTURE

Designated Person in charge of building during non-school hours

1. Community Ed. Manager
2. When Manager is not in the building, Head Custodian, or other designated staff on site
3. All staff works as a team

II. STAFF AND STUDENT ORIENTATION

- A. Distribute standardized instructor checklist to include emergency procedures such as:
 - current class roll (explain why needed)
 - checklist/sign-off emergency sheet
 - all exit locations
 - evacuation procedure and appropriate action when leaving the building
 - emergency signal and codes
 - copy of building map with designated exits
- B. All teachers should review emergency exit locations and procedures with students on the first night/day of program.

III. EMERGENCY PROCEDURE

A. FIRE ALARM SOUNDS--

1. Wait for Announcement
2. Find nearest exit
3. Evacuate building (clear 300 feet)
4. Wait for announcement to re-enter
5. The Community Ed. Manager along with staff will determine if all students are accounted for.

B. CIVIL DISTURBANCE (intruder, person with weapon, etc.)

ACTION: Remain in room and shut door

CODE WORD: Please shut doors and stay in room.

CLEAR WORD: Building is clear.

C. BOMB THREAT

ACTION: Over P.A. Evacuate Building

D. POWER OUTAGE

ACTION 1: Know where all flashlights are located

ACTION 2: If necessary clear the building (if the P.A. system is working)

E. GENERAL EMERGENCY

ACTION: All Custodians meet in Community Ed. office/main office

ACTION: All teachers shut doors/stay in room until further notice

CODE WORD: Custodians come to main office. Teachers shut doors and stay in

rooms.

F. EARTHQUAKE/TORNADO

ACTION: Drop and cover, remain down until notified otherwise, face away from

windows

Classroom: Drop under desks, tables

Hallway: Drop to corner/under doorways

Cafeteria: Drop under tables

Auditorium: Drop under seats