

Lakeridge Junior High School Wide Emergency/Crisis **Action Plan**

BUILDING INTRUDER

If a suspicious or hostile intruder is spotted in the building...

1. Notify the front office immediately.
2. Wait for the announcement "We are having a lock down."
3. Follow school lock down procedure.
4. If the administration determines to "lock down" it is the responsibility of the front office to call the local police immediately.

The announcement: "WE ARE HAVING A LOCKDOWN." (DRILL)

SCHOOL BOMB THREAT

Announcement: "TEACHERS, IT'S TIME TO GO OUTSIDE. THIS IS A SCHOOL EVACUATION."

1. Follow the school evacuation plan immediately.
2. Be aware of anything suspicious as you exit the building.
3. Take roll.
4. Be prepared to report to your area supervisor.
5. Remain calm.

OFF-CAMPUS EVACUATION

Announcement: "THIS IS AN OFF-CAMPUS EVACUATION."

1. Take Safety Evacuation Folder.
2. Follow school evacuation plan and evacuate the building to your assigned area.
3. Remain with your class and your area group.
4. Once directed to do so from school administration, move to the LDS church at 85 E. 900 S., Orem, Utah.
5. Once there, report to your area supervisor and account for your students.
6. Be prepared to begin student check out to parents. Students must remain with their teacher.
- 7.

FIRST AID

1. If first aid is required, contact the front office immediately.
2. One first aid kit will be nearby. Each designated area will have one first aid kit. Area first aid kits:
Main Office
Boy's PE Office
Room 202
3. Administer first aid if needed.
4. The front office will be responsible to notify parents of injured students.
5. Ask the office at the beginning of each term if there are students with special health needs in your class.

POWER OUTAGE

1. Students are to remain in the classroom. If any student must leave for any reason, use the buddy system, and send them to the office for a light source. Release only two students at a time. Remain in the classroom with students until an office runner brings instructions regarding release. This time may be extended.
2. Take roll. Account for all students that period.
3. Any students out of class or in the lunchroom during an outage are to stay in the lunchroom until further directions.
4. Designate a storage place for your flashlight and batteries. Check their use periodically.
5. Teachers are to remain calm. Follow chain of command.
6. Students in seminary are to remain there until further directions are given. If they are in transition between buildings they are to report to the lunchroom.
7. Follow communication plan as outlined.

IN SCHOOL SHELTER/AIR TIGHT LOCKDOWN

The announcement will be: "WE ARE HAVING AN AIR TIGHT LOCK DOWN. Start sealing doors and windows in 3 minutes."

1. Teachers quickly survey the hall. Any students in sight are to be pulled into classrooms.
2. Students without a classroom have three minutes to get into a room. Please remind them of this.
3. Lock Doors.
4. Using duct tape, tape all doors, windows, vents, airways shut.
5. Take roll. Account for your students in that class and any that were pulled in to your classroom.
6. Do not allow any students to leave the classroom for any reason.
7. Do not call the front office. Communication will be initiated through the chain of command.
8. Remain until you hear the "all clear" announcement

EARTHQUAKE

Inside the building

1. Teachers will give the command to “DROP.”
2. Try to avoid all falling objects.
3. Get under / below equipment (desks. Chairs, tables, etc.).
4. Grasp equipment and hold on tight.
5. Keep body under equipment.
6. Following the quake, follow the **evacuation plan**. Some evacuation routes may be blocked. Alternate routes may be used. No one is to re-enter the building. Remain at evacuation destination.
7. Maintain control of the students and remain in the designated area.
8. Do not light fires, candles, etc. Danger for gas leaks.
9. Avoid all electrical wires.
10. Take roll. Account for all students in class.
11. Report to area supervisor.
12. **If fire alarm is triggered during an earthquake, DO NOT EXIT UNTIL THE QUAKE STOPS.**

Outside on school grounds

1. Stand clear of all buildings, power lines, light poles, etc.
2. Drop to the ground and hold on to an object if possible.
3. Stay in the open if possible. Do not run.
4. Wait for Emergency Personnel to arrive.

SCHOOL EVACUATION

1. Evacuate the building with your students to the destination designated on the evacuation poster. Stay calm and move orderly with out panic.
2. Students are to report to the teacher of the class they are currently in. Students must understand where to go and should follow the teacher out to the meeting point.
3. Teachers must take their emergency packet with them. It includes rolls for all classes as well as additional resources.
4. Do not lock any doors.
5. Teachers take roll and account for each student.
6. Students are not allowed to roam to other areas.
7. If all students who were in school that day are accounted for, the teacher holds up the green piece of paper included in the emergency packet. If any students are missing they are to be marked on the roll and sent to the area leader by a student. (Hold up red paper)

Emergency Central: Principal (Front of School)

Areas #1 and 2: Assistant Principal and Counselor Areas #3 and 4: Campus Aide and Counselor.

Areas #5 and 6: Assistant Principal and Counselor.

Area #7: Principal and Admin. Secretary

8. Wait for the “all clear” announcement to return to the building
9. Head Custodian will be responsible to secure the building and report any students still in the building.

SCHOOL LOCK DOWN

The announcement: “WE ARE HAVING A LOCKDOWN.” (DRILL). This could be in the event of a bomb threat, intruder, suicide, etc.

1. Teachers quickly survey the hall. Any students in sight are to be pulled into classrooms.
2. Lock Doors.
3. Close any window blinds.
4. All students are to remain in a classroom. Move students away from the doors and windows out of direct line of sight. Do not allow students to leave for any reason.
5. Call roll. Identify any students missing and any students that you pulled into your classroom that are not yours. Be prepared to account for students on request.
6. Do not call the front office. Communication will be initiated through the chain of command.
7. Ignore any bells.
8. Students are to stay in classrooms until an “all clear” is announced.
9. Any students in the building, but not in a class, are to get out of sight until they hear the “all clear” announcement (bathroom stall, closet, storage area, etc.).
10. Any students outside the building must find the nearest cover, get out of direct line of sight, and remain there until safety personnel arrive.
11. If it is safe to do so, tape the green card in your emergency folder to the door. If there is no green card visible, authorities will enter.

Lakeridge Junior High **Safety Plan**

Policy – Revised Sept., 2012

The following policies have been approved by the Alpine School District, Board of Education.

-In the event of a major disaster, it is possible that no aid or relief will be available for up to 72 hours.

-In the event of a major disaster affecting the community, students will be held at the school until notified otherwise. Students will be released only to responsible adults or family members upon written signature. The student’s destination will also be noted. It is imperative that students are fully accounted for.

-In the event of a major disaster, all teachers and staff will remain at the school to care for students.

-School administration will communicate safety policies to faculty, staff, and community. Administration will insure that these policies are understood.

-This plan does not limit or constrain the actions of school administration in taking whatever actions they deem necessary to safeguard students, staff, or facilities.

Name	Phone
Fire Administration	229-7021
Police (non-emergency)	229-7070
Police or Fire Emergency	911
FBI	374-5332
Evacuation to 85 E. 900 S.	