

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

EMERGENCY POLICIES, GUIDELINES AND PROCEDURES

1 PHILOSOPHY

The Utah Schools for the Deaf and the Blind (USDB) believes that a well prepared and tested plan for prompt and positive protective actions will minimize injuries and loss of life in a major disaster. Faculty and staff of USDB must recognize and accept their responsibility for students who are in their charge during emergency situations. This agency has the responsibility to provide a plan of action that will, in so far as possible, assure the safety of students and employees. A constant state of readiness to respond to emergencies is the responsibility of program directors - this includes any orientation or training deemed necessary.

2 PURPOSE

2.1 The purpose of these policies, guidelines, and procedures is to provide information and direction for all persons with emergency response tasks. This includes administrators, teaching and support staff, students, and parents when applicable. The primary concern is the physical and emotional well being of the students in our charge.

3 DEFINITIONS

3.1 **Emergency Alert:** A prescribed signal which indicates the type of actions required for specific emergency situations.

3.2 **Emergency:** An unforeseen circumstance that calls for immediate action.

3.3 **ACTION:** An immediate response to an emergency alert.

3.4 **ACTION Plans:**

3.4.1 **ACTION:** Cancel School - Before School Starts

3.4.1.1 The program director or designee will contact the Superintendent or his designee for authorization to cancel or close school.

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

- 3.4.1.2 Superintendent or designee will contact media to announce the closing of school, and will notify transportation of this action.
- 3.4.1.3 The program director or designee will contact parents of any student at school to arrange for their return. If parents cannot be reached, other persons designated on annual registration materials will be contacted.
- 3.4.1.4 The building is to remain open and the program director or designee is to remain on site until the safe arrival home of all students is assured.

3.4.2 ACTION: Cancel School - During School

- 3.4.2.1 Program director or designee will contact Superintendent or designee for authorization to cancel or close school early.
- 3.4.2.2 Superintendent or designee will contact the media to announce the closing of school early.
- 3.4.2.3 Program director or designee will contact parents. Student are not to be released until parents or other designated persons on registration materials have given permission.
- 3.4.2.4 In the event students must leave the building, under such circumstances that time or conditions would not allow parent notification, each program will designate an alternative location, where feasible, to temporarily house students until appropriate arrangements are completed.
- 3.4.2.5 Staff will assist as directed until specifically released by the program director or designee.
- 3.4.2.6 School is to remain open and the program director or designee is to remain on site until the safe arrival home of all students is assured.

3.4.3 ACTION: Remain in Building

- 3.4.3.1 This action will be initiated by an announcement or Runner using a predetermined signal.

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

- 3.4.3.2 The Facilities Coordinator or designee will report to Superintendent or designee to determine whether or not to lock all exterior doors to the school. In the event doors are locked, they will not be chained.
- 3.4.3.3 Teachers will account for each student and lock interior doors. All blinds will be closed if circumstances dictate or allow.
- 3.4.3.4 Students must be moved away from windows if possible.
- 3.4.3.5 Program director will notify Superintendent or designee, and local police.
- 3.4.3.6 Students will remain in classrooms until further notice by announcement or runner.
- 3.4.3.7 Classroom activities, games, etc. will be conducted in as normal manner as possible.
- 3.4.3.8 Restrooms and fountains may be used unless otherwise indicated by the program director, designee, or teacher.
- 3.4.3.9 When program director or designee determines that it is safe and necessary to leave the building, teachers will be notified by announcement or runner.

3.4.4 ACTION: Drop and Cover

- 3.4.4.1 Initiate action by an announcement or by the nature of the emergency itself such as an earthquake or explosion.
- 3.4.4.2 Everyone will drop to ground and cover themselves as much as possible by moving to a protected place and covering their faces and placing hands behind their necks. Everyone should face away from windows. (e.g. classrooms - drop under desks or tables; hallways - drop to a corner or under a doorway; outside - move away from building and power lines and drop flat on ground.)

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

3.4.4.3 Everyone must remain down and covered until directed to do otherwise by announcement. Teachers will emphasize need for students to remain quiet and calm.

3.4.4.4 Program director or designee will assess damage circumstances and direct further action if necessary.

3.4.5 ACTION: Leave Building

3.4.5.1 When requested to leave the building everyone will file out in a quiet and orderly manner through the nearest exit.

3.4.5.2 Students will NOT take personal items.

3.4.5.3 Assigned teachers or alternates will check the restrooms.

3.4.5.4 Students who are not with their home base classes when requested to leave the building will exit through the nearest unlocked exit and, once outside, will join their home base class at a designated location, if possible. Students who are at recess or who cannot get to their home base class should report to a PREDESIGNATED location.

3.4.5.5 Teachers will make special provisions to assist handicapped students in evacuating the building.

3.4.5.6 Secure all windows, doors, and turn off lights.

3.4.5.7 Teachers will carry their roll books with them and will direct their classes out of the building. All staff members should be well versed in all alternate routes if the regular escape route is blocked.

3.4.5.8 Vehicle traffic areas should be kept clear at all times and students should not enter these areas unless accompanied by teacher, program director or other adult.

3.4.5.9 Once outside, teachers will direct their classes to a predesignated area at least 300 feet away from the building. Students will remain quietly and orderly.

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

- 3.4.5.10 Teacher will take roll and report any missing students (by name) to the program director or designee at the predesignated location away from the building.
- 3.4.5.11 Program director will report missing persons to emergency response personnel.
- 3.4.5.12 When the program director or designee determines it is safe to re-enter the building, teachers will be notified (not by the same signal used to evacuate the building.)
- 3.4.5.13 Program director or designee will determine if evacuation to an alternate site away from school premises is necessary.
- 3.4.5.14 All occupants will participate in school emergency drills at least quarterly.

4 GUIDELINES

- 4.1 The authority and responsibility delegated to USDB personnel in the administration and operation of the agency's facilities, equipment for sheltering and emergency mass care of disaster victims, shall be consistent with the authority, policies and responsibilities of local, county and state Divisions of Emergency Management.
- 4.2 By delegation of the USDB Superintendent, the Treasurer is Director of Emergency Operations for the agency. He/she is directly responsible to the Superintendent for all emergency management and disaster activities undertaken by USDB. He/she will also serve as a member of the Disaster Committee of the Division of Emergency Management in the respective locations where USDB has facilities or operates programs.
- 4.3 USDB Program directors of each divisions of USDB will serve as administrative assistants to the Director of Emergency Operations. They will administer all services regularly assigned to their divisions and as his/her agent in cases where the Director, Superintendent or Assistant Superintendent are not available.
- 4.4 All agency personnel are under the direction of the Director of Emergency Operations at the time of emergency. Personnel will be released only with prior approval of the Superintendent and upon the recommendation of the Director of Emergency Operations.

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

- 4.5 USDB will seek necessary technical advice, training, and assistance in the development of plans for emergency school shelter and care, and update plans at least annually.
- 4.6 Each program director will serve as manager of shelter and care for USDB students in their charge. He/she will develop a plan for housing and caring for disaster victims consistent with the overall shelter and care plan devised by the agency and each district where programs are located.
- 4.7 In the event a program director is not able to serve, because of the nature of emergency conditions, classroom teachers, specialists, and support staff may be secured to assist in the management responsibilities delegated to them by the Director of Emergency Operations.
- 4.8 The program director for residences is in charge of the dormitories. In an emergency, the program director or designee follows basically the same procedures, as for students in school. An emergency back pack should be available in the dormitory in a designated area. The program director is responsible for seeing that dormitory staff are prepared and trained for emergencies. The school nurse may assist in training and with emergencies.
- 4.9 USDB transportation will be alerted by the Superintendent or designee in the event of need.

5 EMERGENCY MEDICAL PROCEDURES

- 5.1 Non-Critical Illness or Injury
 - 5.1.1 First aid should be administered. Parents should be notified, if possible, and requested to provide transportation home or to a medical facility. If parents cannot be found, continue attempts to contact them or other persons designated on the student's emergency contact list.
 - 5.1.2 Appropriate injury, illness or insurance forms shall be filled out and promptly sent to the Superintendent.
 - 5.1.3 The school nurse may be contacted for assistance.
- 5.2 Critical Illness or Injury
 - 5.2.1 Administer first aid, if possible.

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

- 5.2.2 The school nurse should be contacted immediately.
- 5.2.3 Call 911 or an ambulance.
- 5.2.4 Notify parents. If parents cannot be found, continue attempts to contact them or others designated on the student's emergency contact list.
- 5.2.5 Keep a record of actions taken and times.
- 5.2.6 Notify the Superintendent or his designee.
- 5.2.7 Appropriate injury, illness, or insurance forms shall be filled out and promptly sent to the Superintendent.

6 COMMUNICATION

6.1 Emergency Operations Center (EOC)

6.1.1 Chain of Command:

- 6.1.1.1 Director of Emergency Operations
- 6.1.1.2 Superintendent
- 6.1.1.3 Assistant Superintendent
- 6.1.1.4 Facilities Coordinator
- 6.1.1.5 Treasurer
- 6.1.1.6 Program Director
- 6.1.1.7 Teachers and staff
- 6.1.1.8 Students

6.1.2 Duties

- 6.1.2.1 The secretary is to notify the appropriate agency such as the Fire Department or Police Department as directed by the program director.
- 6.1.2.2 The program director informs the staff, students, and Superintendent.

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

6.1.3 Emergency Telephone Numbers

6.1.3.1 A list of emergency telephone numbers shall be maintained and distributed to the appropriate staff for quick reference.

6.1.4 Telephone Tree (See Appendix)

6.1.4.1 To be updated and provided yearly by the administration.

6.1.5 Public Announcements

6.1.5.1 Public announcements relative to emergencies shall be handled by the Superintendents office.

7 PROCEDURES FOR EMERGENCY OPERATIONS CENTER

7.1 In the event of any emergency situation the superintendent or designee will be contacted and will activate the proper alarm signal (see 7.2).

7.2 Alarm Signals

7.1.1 Fire Alarm: Continuous ringing of buzzer (fire alarm bell)

7.1.2 Early Closing of School: Special instructions over intercom or with runner.

7.1.3 Earthquake: No audible signal. Teacher directed instructions during quake to take cover.

7.1.4 Bomb Threat: Open intercom and announce "**Mrs. Boom please report to the office.**" "Then ring the fire drill signal. False alarm announce "**We are Searching for a Book on Bees.**"

7.1.5 Fallen Aircraft: Fire signal to evacuate building.

7.1.6 Civil Disturbances: Open intercom and announce "**Mrs. Gangly please report to the office.**" Use runners to relay messages.

7.1.7 Terrorist or Hostage Situation: Use intercom or runners to relay message to office. Use runners to relay message to other classes. Code word: "**Seagull.**"

7.1.8 Nuclear Attack: Use intercom or runners to relay messages.

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

7.1.9 Other: In the event of unforeseen emergencies requiring evacuation, the fire alarm will be used.

7.2 Procedures For Any Emergency

7.2.1 The superintendent or designee activates the alarm and directs the Treasurer to establish an Emergency Operations and Communications Center at the superintendent's conference room or in an area not affected by the disaster. The superintendent shall notify the assistant superintendent, administrative assistant, and administrative secretary of the emergency.

7.2.2 The Treasurer, with the assistance of his/her staff, alerts program directors, and all other department heads (e.g. nursing, maintenance, food service) to assume emergency responsibilities and/or await further orders.

7.2.3 The Treasurer shall use any of the following modes of communication as the disaster necessitates: phone, cellular, radio, television, FAX, runner, intercom, ham radio.

7.2.4 As directed by the Treasurer, the Human Resource Analyst will establish a Communications Center at the disaster scene if media and the public are likely to be present or at the administrative offices in less serious situations.

7.2.5 All media will be directed to the Communications Center.

7.2.6 Information shall be directed to the Communications Center regarding emergency cause and extent of damage, community instructions, also missing persons and names, ages, condition, nature of injuries of injured, etc.

7.2.7 A location for family members and media shall be identified as needed.

7.2.8 The superintendent or designee will be spokesperson for USDB. In his/her inability or absence the Human Resource Analyst shall be spokesperson. Information release shall be coordinated with the superintendent or designee.

7.2.9 In interactions with media and public every effort will be made to be honest, provide equal access to information, strive to gain accurate information and gain media and public confidence. Focus will be

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

on helping children, families, staff, and citizens to cope with a disaster.

7.2.9.1 As instructed by the Emergency Operations Center, the program directors or designee will direct students and/or staff.

8 DRILLS AND TRAINING

8.1 USDB Classes

8.1.1 The program directors shall be responsible for assuring that adequate training, in emergency procedures, is given to teachers and students.

8.1.2 Fire drills and other training shall be held in accordance with State Board of Education rules and applicable laws and regulations.

8.2 Local School

8.2.1 Teachers, staff, and students assigned to the district and USDB facilities will follow procedures as outlined by the school in which they are located.

9 SUPPLIES

9.1 Supplies essential to survival in emergencies should be available to teachers and staff.

9.2 At the beginning of the school year, each program director will send a letter to parents requesting them to send an emergency kit for their child. The letter will specify items for the kit. (See sample letter in Appendix B)

9.3 Each program director shall disseminate a list of essential backpack supplies for each classroom.

10 SPECIFIC PROCEDURES

10.1 Chemical Spills and Contamination¹

10.1.1 If the chemical spill endangers children in the building, the program director will implement "**ACTION; LEAVE BUILDING.**"

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

10.1.2 If the chemical spill endangers children outside the building, the program director will implement "**ACTION; REMAIN IN BUILDING.**"

10.1.2.1 The secretary will contact:

EMERGENCY: 911
Police
Fire
Utility Companies

10.1.2.2 The program director will contact the Superintendent or his designee to inform him and discuss the need for further action.

Dr. Lee W. Robinson 629-4712

10.1.2.3 The custodian services will report to the program director.

10.2 Power Outage

10.2.1 During School

10.2.1.1 When a power outage occurs for more than a fifteen minute duration, the program director will contact Utah Power & Light to determine the extent of the problem.

10.2.1.2 Teachers will remain in their classrooms with their students. Communication with classes will occur through the use of student runners, or with an announcement. Teachers should prepare emergency plans for activities that can be conducted in the dark.

10.2.1.3 If the problem will last several hours and/or if classrooms become uncomfortably cold, students in the relocateables will be brought into alternative locations such as moving to the main building where there is emergency power.

10.2.1.4 The program director will notify the Superintendent, or his designee, if further action may be necessary: USDB (629-4700).

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

10.2.1.5 Every effort will be made to keep the children in school until the regular closing time. In extreme circumstances only the Superintendent may decide to close school early, at which time "**ACTION: CANCEL SCHOOL**" will be implemented.

10.2.2 Before School:

10.2.2.1 When a serious power outage occurs before school, attempts will be made to determine from Utah Power & Light the anticipated duration of the problems.

10.2.2.2 If the problem is expected to extend beyond school starting time, the program director will notify the Superintendent. If it is the decision of the Superintendent not to open school, "**ACTION: CANCEL SCHOOL**" will be implemented. USDB (629-4710)

10.3 Storms

10.3.1 It is the policy of the USDB to call a snow day or delay day where road conditions present hazardous conditions, such as blizzards or excessive snowfall, jeopardizing the safety of students.

10.3.2 Daytime Storms

10.3.2.1 If, at the end of the school day, severe weather conditions such as blizzard or heavy snow storms create hazardous travel conditions, students will be held in school until such time as it is safe for buses to travel.

10.3.2.2 This decision will come from the Superintendent. The Superintendent will advise schools and give notification to KPCW, KSL, KLO radio stations, and TV channels 4 & 5. Parents would be allowed to pick up their own children.

10.3.2.3 Snow Day: A "snow day" will be called if it appears unlikely that the conditions would improve within three hours. A snow day means school is canceled for the day.

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

- 10.3.2.4 Procedure By 6:30 a.m.: The decision on whether to call a "snow day" or "delay day" will be made by the Superintendent in consultation with transportation and other staff members.
- 10.3.2.4.1 The decision on whether school will operate or not will be delayed until 8:00 a.m. (A student who usually catches the bus at 7:30 a.m. would be picked up at 9:30 a.m.)
 - 10.3.2.4.2 If travel conditions improve an announcement will be made that school will open on a "delayed" schedule.
 - 10.3.2.4.3 All bus schedules and school opening times will be delayed by two hours.
 - 10.3.2.4.4 School would still close at the regular time.
 - 10.3.2.4.5 Information will be released by KPCW, KSL, KLO radio stations, and TV channels 4 & 5.
 - 10.3.2.4.6 Each program director will have personnel at their school to respond to phone calls.

10.4 Civil Disturbance

- 10.4.1 The program director's secretary will notify the superintendent or designee and contact the appropriate agency:

EMERGENCY: 911
Police
Fire
Utility Companies

- 10.4.2 An announcement will be made to implement:
"ACTION REMAIN IN BUILDING."

- 10.4.3 The facilities coordinator will lock all exterior doors and teachers are to lock all interior doors.

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

10.4.4 The Superintendent or designee will be notified by the program director of the USDB.

10.5 Earthquake

10.5.1 When an actual earthquake occurs, students will implement "**ACTION; DROP AND COVER.**"

10.5.2 Three minutes after the shaking has stopped, the program director will implement "**ACTION: LEAVE THE BUILDING**" or other action by alarm or by announcement over the P.A. system.

10.5.3 If there is no alarm or announcement, the teachers should wait three minutes and then evacuate the building according to fire drill procedure and not reenter the building until it has been declared safe.

10.5.4 Do not light any fires after the earthquake.

10.5.5 Avoid touching electrical wires which may have fallen.

10.5.6 The program director will determine the advisability of "**ACTION: CANCEL SCHOOL**" and will make appropriate contact with the Superintendent or his designee.

10.5.7 The facilities coordinator will report to the program director and notify the utility companies of disrupted service or breaks in gas, water or electrical lines:

Utah Power & Light
Mountain Fuel
City Water Department

10.5.8 The building, if damaged, will be re-occupied only after it has been declared safe by qualified personnel who have inspected:

structural soundness
electrical wiring
oil, gas, and other fuel systems
water distribution
boiler and heating systems

10.6 Fire

10.6.1 The person locating a fire will sound the school fire alarm. This will automatically implement "**ACTION: LEAVE BUILDING.**"

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

10.6.2 The program director's secretary will notify:

EMERGENCY: 911
Police
Fire
Utility Companies

10.6.3 The program director will notify the Superintendent or his designee.

10.6.4 The custodian will notify utility companies of a break or suspected break in utilities:

Utah Power & Light
Mountain Fuel

10.6.5 The program director will determine whether "**ACTION: CANCEL SCHOOL**," or any further ACTION should be implemented.

10.7 Flood

10.7.1 When weather conditions indicate an area may be affected, radio or television broadcasts should be monitored.

10.7.2 In the event of an imminent flood, the program director will determine whether an "**ACTION: LEAVE BUILDING**" or any other ACTION should be implemented.

10.7.3 The program director will notify the Superintendent or his designee.

10.8 Bomb Threat

10.8.1 When a bomb threat is received by telephone, tell the caller, "**I will connect you with the program director.**" However, it is important that someone stay on the line with the caller.

10.8.2 If the program director is unavailable or the caller refuses to talk to the program director, see "**TELEPHONE BOMB THREAT INSTRUCTIONS AND QUESTIONS IN THE APPENDIX.**"

10.8.3 The program director will evaluate the information received and decide on the course of action, depending upon whether he/she judges it to be:

10.8.3.1 Possible false threat; or

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

10.8.3.2 Possible real bomb

10.9 Possible False Threat Procedure

- 10.9.1 “**We are searching for a book on bees,**” will be announced over the P.A. system or by runner.
- 10.9.2 Teachers will search their teaching areas and other personnel will search their assigned areas without disrupting classes.
- 10.9.3 All personnel will report their findings to the program director within 20 minutes of the announcement.
- 10.9.4 If a strange object (possible bomb) is discovered “**ACTION: LEAVE BUILDING**” will be implemented and the secretary will notify:
EMERGENCY: 911
Police
Fire
USDB: 629-4700
- 10.9.5 Strange objects should not be moved or touched by school personnel.

10.10 Real Bomb Procedure

- 10.10.1 “**ACTION: LEAVE BUILDING**” will be implemented and the secretary will notify:
EMERGENCY: 911
Police
Fire
USDB 629-4700
- 10.10.2 Police, fire and school administrative or designated personnel will search the building.
- 10.10.3 Strange objects should not be moved or touched by school personnel.
- 10.10.4 School personnel should try to minimize publicity and discussion of bomb threats to avoid spreading the idea to

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

others. Television radio, or newspaper personnel should be referred to the program director.

10.11 Nuclear Attack Procedure

- 10.11.1.1 If there is sufficient time after a warning is received, the program director will notify the Superintendent or his designee and "**ACTION: CANCEL SCHOOL**" will be implemented. Keep radio tuned to appropriate emergency for further information.
- 10.11.1.2 If there is no prior warning or insufficient time to send students home, the procedures for "**ACTION: CANCEL SCHOOL**" will be implemented. Keep radio tuned to appropriate emergency for information.
- 10.11.1.3 If the school or civil defense officials feel there is sufficient time before fallout arrives, "**ACTION: CANCEL SCHOOL**" will be implemented.
- 10.11.1.4 If there is insufficient time to disperse students to their homes before fallout arrives, students will be kept in the school as long as necessary.

10.12 Gas leak, Downed Power Line

- 10.12.1 The program director should immediately contact Facilities Coordinator to determine source of the problem or leak.
- 10.12.2 If the problem endangers occupants in the building, the program director or designee will implement "**ACTION LEAVE BUILDING.**"
- 10.12.3 As directed by the program director, the secretary will contact the Superintendent/Assistant Superintendent and discuss the need for further action.

10.13 Explosion and/or Fallen Aircraft Procedures

- 10.13.1 When an explosion or plane crash occurs or is imminent, the teacher or responsible adult will give the signal for "**ACTION: DROP AND COVER.**"

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

- 10.13.2 The program director will determine what additional ACTION, if any, should be implemented.
- 10.13.3 If the explosion is on or close to school property, the program director should call the police and fire department.
- 10.13.4 All students will be kept at a safe distance from the explosion.
- 10.13.5 If the explosion occurs in or on the school building, the alarms will sound and "**ACTION: LEAVE BUILDING**" will be implemented.
- 10.13.6 The program director or designee will call the police and fire department.
- 10.13.7 The program director will notify the Superintendent, Assistant Superintendent or designee and determine the necessity of any further ACTION.

Title: EMERGENCY POLICIES, GUIDELINES AND PROCEDURES	
Authority:	Effective Date: 10\12\95 03\13\96
Administrative Staff Institutional Council	Revisions: 12\05\99