

NUAMES
EMERGENCY PREPAREDNESS
PLAN

September 24, 2013

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EMERGENCY PREPAREDNESS PLAN
TABLE OF CONTENTS

Emergency Telephone Numbers Page 3

Committee Members Page 4

Facts About School..... Page 5

Training Page 6

Emergency Evacuation Training..... Page 7

 Drills Page 8

Special Duties..... Page 9

Command Center(s) Page 12

Communications Page 13

Emergency Preparedness Committee Page 14

Chain of Command Page 15

Interpretation of Chain of Command..... Page 15

Notification Duties in Emergency..... Page 16

Alarm Signals..... Page 16

Bomb Threat Procedures..... Page 18

Bomb Threat Check List..... Page 20

Lockdown Plan..... Page 21

Earthquake..... Page 22

Fallen Aircraft..... Page 23

Flood and Water Damage..... Page 24

Hazardous Material..... Page 25

Medical Emergencies..... Page 26

Utility Failure..... Page 27

Severe Weather..... Page 28

Other Emergencies Page 29

Emergency Calling Tree..... Appendix 1

Location of Fire ExtinguishersAppendix 2

School Site Plan and Evacuation Assembly Areas.....Appendix 3

School Evacuation Floor Plan.....Appendix 4

School Floor Plan for Fire Safety Devices.....Appendix 5

EMERGENCY TELEPHONE NUMBERS

Principal – Alan Stokes	Home	801 – 731 – 1904
	Cell	801 – 430 – 3349
Asst. Principal – Dave Dau	Home	801 – 774 – 6681
	Cell	801 – 745 – 7616
Business Administrator – Deborah Hefner	Home	801 – 451 – 2122
	Cell	801 – 430 – 3455
Head Secretary – Holly Allen	Home	801 – 479 – 7070
	Cell	801 – 430 – 0730

For a life threatening situation CALL 9-1-1

Police Department – Robin Helton	Main	801 – 395 – 3534
	Cell	801 – 940 – 2739

Fire Department	Main	801 – 336 – 3940
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Ambulance 9-1-1

Davis County Sheriff’s Department 801 - 451 – 4100

City Offices 801 – 336 - 3820

Utilities

Rocky Mountain Power and Light (Outages/Emergencies) 877 - 548 – 3768

City Public Works (water/sewer) 801 – 336 – 3720

Davis County Animal Control 801 - 444 – 2200

Hospital (Emergency) 9-1-1

Questar Natural Gas to Report Gas Line Breaks/Leaks/Odor 1 – 800 - 767 – 1689

COMMITTEE MEMBERS

Principal – Alan Stokes

Assistant Principal – Dave Dau

Business Administrator – Deborah Hefner

Head Secretary – Holly Allen

Teacher Representative – Alan Baggaley

Teacher Representative – Jen Shake

Community Council President – Bill Sholler

Board Representative – Bruce Davis

Parent Representative

Parent Representative

FACTS ABOUT NUAMES
2750 North University Park Boulevard
LAYTON, UTAH 84041

Approximately 550 students attend NUAMES at this time with the number of students expected to grow to 750 + in the coming two years. NUAMES sets on the WSU – Davis Campus and is spread across several buildings on that campus. These buildings include D2, D3 and portable classrooms to the west of D2.

The boundaries of the school are:

North:	3000 North, Layton, Utah	South:	2600 North, Layton, Utah
East:	600 West, Layton, Utah	West:	University Park Blvd., Layton, Utah

NUAMES takes in an enormous land mass as its attendance area. Students drive to school, walk, ride bikes, ride UTA busses and Frontrunner, and take the NUAMES yellow bus. Students commute from Salt Lake City in the South and Brigham City in the North. Evacuation time **to home** will vary greatly depending upon location of residence.

Building construction – D2

Floors: Reinforced steel and cement covered with carpet, linoleum, and wood (D3 also)

Walls: Steel and brick throughout the building (D3 also)

Roof: Insulating foam, covered by steel beams, rubber material on the top (D3 also)

Exits: The building has 9 sets of exterior doors that allow egress from the building.

Floor 1 has 3 exits on the South, 1 exit on the west and 1 exit on the east.

Floor 2 has 2 exits on the South, 2 exits on the North, 1 exit on the west and 1 exit on the east.

Floor 3 has 2 exits on the South, 1 exit on the west and 1 exit on the east.

Floor 4 allows access to WSU maintenance personnel only.

Building construction – D3

Exits: The building has 16 sets of exterior doors that allow egress from the building.

Floor 1 has 1 main exit on the South, 1 on the North, 2 on the west and 3 on the east.

Floor 2 has 1 main exterior exit on the North, 1 exit in the central lobby, 1 on the East and 1 on the West.

Floor 3 has exits in the central lobby, on the South, the west and the east.

Building construction – Portable Classrooms

- Floors: Wood trusses and plywood covered in carpet.
- Walls: Wood studs, covered with drywall on the inside, and plywood and metal siding on the outside.
- Roof: Roof supported with wooden roof trusses, covered by plywood and sheet metal on the top. Insulated with bats of insulation.
- Exits: Each building has 1 exterior door that allows egress from that building. Each building has at least 2 windows in addition to the door.

Fire drill evacuation time:

These buildings are designed to have total evacuation in less than 10 minutes.

Emergency help:

Weber State University has a full-time police presence on campus.

Layton City police patrol the boundaries of campus, and can be on campus in 5 minutes.

The nearest fire station help (North Davis Fire District Station 42, Clearfield) is 2.6 miles away and would take approximately 5 minutes to arrive from time of notification.

TRAINING

The Emergency Preparedness Plan has as its objectives:

- To save lives and avoid injuries
- To safeguard school property and records
- To promote a fast, effective reaction in coping with emergencies
- To restore to normal conditions as soon as possible with minimal confusion

For the above objectives to be met there needs to be a clear activation of procedures, delineated responsibilities, and an identification of duties (tasks) and who will perform each. The total effort must be flexible and will require dedication and cooperation by all involved.

It is critical, as a school, that we be prepared to deal with any emergency in any condition and to do so without panic or overreaction. Proper preparation is the key to a well functioning faculty and staff in emergency situations.

This plan has been developed to use in case of emergency. All members of the faculty and all employees including substitutes should:

- Familiarize themselves with the plan
- Be prepared to activate it with little notice or prep time
- Perform each of their duties to which they are assigned to make the activation effective.

Evacuation (egress) maps are posted in every room near the exit and in a very visible position. Everyone that uses that room should be familiar with the evacuation direction and path to take.

When a substitute is present he/she should familiarize themselves with the plan in the event an evacuation is required.

Faculty has been tasked to teach all students about the proper method of egress from each area of the building.

Fire and Police have been given a copy of all egress plans for the entire building. They have been in attendance at fire drills and will be involved in any lockdown procedure at the school.

EMERGENCY EVACUATION TRAINING

The principal, or his/her designee, will prepare and initiate a training program for the faculty and staff at NUAMES. The training will include all full and Part-time employees.

The following objectives will be accomplished through the training of faculty and staff:

All employees of NUAMES will be able to:

Respond to fire drills and evacuate the building within 10 minutes of the alarm sounding and respond to all other procedures listed in the emergency plan for fire and evacuation.

Recognize and understand the differences between the warning systems for the different types of emergencies.

Respond to any type of drill or emergency in an appropriate manner.

Know how to call for emergency help and know where the phone in each room is located.

Know the procedures to follow for hazardous materials, severe weather, medical, utility failure, nuclear/radioactive event, bomb threat, civil disturbance, hostage situation, or any other type of emergency that may arise in connection with the school and community.

Know where the first aid/emergency equipment can be found in the building and how it is used properly.

Know where the command center is located and understand the chain of command in dealing with situations.

Know when and how to evacuate the building and where to go upon evacuation.

Know how to assist a person with special needs evacuate the building.

All personnel will be made aware of the safety features of the building and location of sources of help that are available.

Assignments will be made to specific people to assist in special duties as outlined in the Emergency Preparedness Plan.

Select teachers or staff shall be assigned to assist in evacuating students, staff or patrons with special needs who cannot or have a significant difficulty leaving the building on their own. Individuals assigned to assist will notify the command center that they have made it out of the building.

DRILLS

Secondary schools shall have at least four drills during the school year. Two of these drills shall be fire drills and two “other than fire” drills to ensure that all faculty, staff, and students are sufficiently familiar with such drills so they can be activated and completed in a quick and efficient manner.

All schools shall conduct at least one “lock down” drill during the school year.

When drills are held, or an emergency exists, all personnel and other individuals at the school will respond to the situation by following instructions given in an expedited manner with a sense of urgency. They will be required to follow the instructions given for the area of the building they are currently occupying.

Drills will also be held for the immediate evacuation of both the auditorium and gymnasiums.

If it is a drill only, the head secretary will notify Police and Fire of the “drill only” situation prior to its inception. The Principal, or his/her designee, will act as command center leader in all situations for both drill and actual emergencies and will coordinate with local emergency personnel responding to the situation.

When an actual emergency exists the school command center leader will relinquish command status when the local fire/police arrive at the scene. He will coordinate with them as far as materials, location, personnel, and any school information requested but will refrain from giving commands/direction to working individuals on the scene.

SPECIAL DUTIES

Each member of the faculty: Will take with them the roll book, “go bag” and their cell phone, if they have one. They will call roll when they have reached the appointed destination away from the building or at a pre-determined site away from campus. After roll call they will report immediately to the Principal or the Command Center Leader who is/and is not accounted for from their class.

The Principal: Will take cell phone and/or walkie/talkie and go to command post where he will assist in ways directed him by the local fire/police and control center leader.

The secretarial staff: Will secure school records. They will assist in clearing the commons area of students and report on their cell phones the status of their respective areas, then report to the command center with “student emergency information cards”.

Other Administrators: Will report to the Command Center area to assist in command and control.

WSU Custodial Staff: Will shut off gas and electricity if emergency requires that. They will go to their areas of responsibility (see Emergency Evacuation Responsibility Sheet) and report over walkie/talkie or cell phones the status of their area.

Duties of the Principal:

1. Carry out the Board’s directions and keep them fully informed of plans/actions
2. Care for and monitor all warning systems to keep them functional along with custodian
3. Order and monitor all drills
4. Provide staff with copies of Emergency Preparedness Plan and provide in-service to keep the procedures functional
5. Keep in contact with AM/FM radio for any emergency warnings
6. Cooperate with community groups interested in emergency preparedness
7. Provide a copy of Emergency Preparedness Plan to local emergency services
8. Report any missing persons to emergency personnel

Duties for Teachers:

1. Keep informed about Emergency Preparedness Plan of the school
Know the part each plays in the carrying out of responsibilities
2. Keep emergency information and class list available at all times during an emergency
3. Integrate necessary emergency procedures into regular instruction
4. Include needed safety practices as part of the daily learning instruction
5. Learn survival techniques and be prepared to assume responsibility for student care under emergency conditions
6. Know the location of all students under their responsibility at all times
Use the class roll to account for the students
7. Understand the characteristics of “panic” and know techniques to control it in students
8. Know where students are to go under each type of emergency and what they are required to do, and be able to facilitate those actions
9. Make special arrangements for yourself and other students to care for the handicapped and their evacuation from the building

Duties of Non-teaching Personnel:

1. Teacher assistants:
 - Assist as directed by the Head Secretary
2. Secretaries:
 - a. Assist with the communication and warning of students and staff
 - b. Have a complete list of students and staff and phone numbers
 - the Student Handbook and Emergency Calling Tree will suffice for this
 - c. Maintain a supply of first aid equipment
 - d. Monitor use of phone lines to keep them clear for emergency directors
3. Custodian and helpers:
 - a. Assume responsibility for the safety of the physical plant
 - b. Report structural damage to the Principal or Control Center Leader
 - c. Assist firefighters in the inspection and maintenance of firefighting equipment
 - d. Have charts/locations of shut off valves and switches for gas, water, electricity.
 - Make certain that they are added to the Emergency Preparedness Plan
 - Post charts in a useable locations for emergency personnel
 - e. Assist in checking for downed power lines and building damage for egress safety

Duties of Students:

1. Make every effort to maintain a disciplined reaction to any emergency
 - Be calm and move with a purpose to the location requested by leaders
2. Obey **all** directions of the teacher
3. Exit the building move in an orderly manner to the proper exit, and get as far from the building as possible, and wait **as a group** for the teacher to arrive and take roll
4. Assist other students with handicaps to exit the building using the chair carry when necessary, but **only** at the direction of the teacher/leader
5. **Students must not leave the campus during an evacuation drill or a false alarm**

Students that leave without prior approval, will be marked truant

If students are not where they are supposed to be, valuable time and resources may be wasted looking for them

THE COMMAND CENTER WILL BE LOCATED IN:

#1. The Main Office in D3.

#2. Portable N1.

COMMAND CENTERS

The normal command center will be in the **NUAMES Main Office in D3**. If there is structural damage, fire, or a reason the building must be evacuated the command center will be **in N1**.

If there is a hostage situation, or a terrorist threat, and the students must leave the area, the command center will be **in the parking lot of the large Northrop-Grumman building**.

These areas are close enough to the school facility that the Principal, or his/her designee, can be consulted and yet far enough away that the students and staff are away from danger. Decisions will be made from one of these locations. The Principal, Command Center Leader, and community agencies will gather at these locations to make decisions that determine how the students will be dealt with in respect to returning to school or sent home.

Teachers, or staff, that locate parcels/packages that appear suspect – or who notice unexplainable changes in their room appearance, will send a message concerning the findings to the command center. At the command center an analysis will be made of the possible threat. If the threat is perceived as viable a search will be made from outside to the inside in that order.

If a hostage/terrorist situation should occur, students will be moved to **the parking lot of Northrop-Grumman** if we are not in “Lock down”. The students will be held there until the situation can be resolved or the buses pick them up to return them to their homes.

Because of the extreme nature of a hostage/terrorist situation the following groups/individuals will be involved in the decision process:

1. The Principal, or his designee (Command Center Leader)
2. The Board Chair
3. Police and Fire Departments

COMMUNICATIONS

It is most likely that the public address system will not be available at NUAMES in most emergency situations. Therefore, cell phones and room phones will be used to communicate, in very plain, and simple to understand, terms what students and staff need to do. In most instances the fire alarm may be used. If it is a hostage/terrorist situation, communications will be taken care of by word of mouth so as not to heighten the tension that would already exist and yet clear the area rapidly of students.

There are multiple cell phones that are used in the building. Each individual with a cell phone is assigned an area of the building to monitor and clear in case of an emergency situation. In situations where clearing the building is necessary these individuals will immediately report to their area of responsibility and complete the required tasks. When the items are completed, and/or the area is clear, they will report via cell phone to the command center the area, and that it is clear (i.e. "Area 8 Clear"). They will then report back to the command center for further assignments and responsibilities.

If the phone system is working it will be used. If it is not operational then cell phones will be used. Seven cell phones are used by administrators, counselors, secretaries and staff/custodians. Once the local emergency personnel are on site they will use their cell phones to distribute information to other agencies.

Communications with the media will be done by the school administration, or the local authorities. Anyone other than those mentioned above must receive clearance from the individuals in charge to do so.

EMERGENCY PREPAREDNESS COMMITTEE

School will have an Emergency Preparedness Committee comprised of two administrators, two teachers (one hopefully with first aid training), the head secretary, a Community Council member, and a Board member. Final decisions in emergency situations will be made by the Principal or his designee. Committee members will be appointed annually and will meet as often as deemed necessary by the Principal or his/her designee.

The duties and responsibilities of the committee will be as follows:

1. Become acquainted with all aspects of emergency preparedness.
2. Review annually the Emergency Preparedness Program of the school and make changes when necessary.
3. Plan, and carry out, emergency drills as required and review and evaluate each one to see if it meets expected standards.
4. Inspect emergency equipment on a regular schedule.
5. Provide training opportunities for faculty and staff in proper use of fire extinguishers and other emergency apparatus.
6. Assign a "Chain of Command" so that in the event the administration is absent members of the committee will have vested authority to perform duties and make necessary decisions.

CHAIN OF COMMAND

Principal (or his designee)

Assistant Principal / Business Director

School Members of the Emergency Committee

Other Members of the Emergency Committee

Teachers / Counselors

Students

INTERPRETATION OF CHAIN OF COMMAND

During a drill or an emergency, the Chain of Command is as follows:

1. The Principal (or his/her designee) is in charge of the operation. He is the Emergency Director.
2. When the Principal or his/her designee is absent the Assistant Principal or Director of Business Operations becomes the Emergency Director.
3. If the above are not in the building then school employee members of the Emergency Committee will direct the situation.
4. Teachers are immediately in charge of their students. Counselors will assist.
5. Office secretaries and Assistants will work under direction of the Head Secretary.
6. The purpose of the Chain of Command is to maintain leadership in high stress and difficult situations and to give those in the area the Knowledge that everything is under control, leadership is in charge, and there is no reason to panic or be out of control.

NOTIFICATION DUTIES IN AN EMERGENCY

The Head Secretary or the School Resource Officer will notify the appropriate agencies such as Fire and Police. The Principal, or his designee, will notify other such agencies or companies as directed by the Principal or Director of the Command Center. The Head Secretary will contact Davis District Security and the Community Council Chair. The Principal, or his/her designee, will contact the Board President and keep her apprised of current status.

ALARM SIGNALS

1. Fire Alarm: Continuous sounding of the alarm in the building (beep beep beep – beep beep beep, ect.)
2. All Clear: Notification made through cell phone to all responsible persons in each area of the building.
3. Early Closing of school: Will be done by notification over the e-mail and phone system with specific instructions given to students on what to do when they leave the building.
4. Bomb threat: The decision to clear the building is made by the PRINCIPAL. E-mail and phone notification of students and teachers: ***“Everyone please evacuate the building and move as far as possible from the building. Teachers please look around your room for anything that is out of place or unusual in nature and notify the office if anything is noticed”***. Then sound the fire alarm.
5. Civil Disturbance, Hostage, or Terrorist event: Announce over e-mail and phone system: **“Teachers, we are in a lock down situation. Please clear the halls near your room and lock your door. Do not open it to anyone other than an administrator”**.
6. Earthquake: No audible signal given. Teachers take appropriate actions as directed in training.
7. Fallen Aircraft: Sound fire alarm to clear building – direct students away from danger areas
8. Flood and Water damage: Evacuate immediate area use cell phones to communicate between administrators and teachers to guide and direct students. Head Secretary calls the WSU maintenance group for assistance. If damage is extensive clear the building by use of cell phones and going from room to room.
9. Hazardous Materials: Clear immediate area – if danger to students is eminent sound the fire alarm and clear the building.
10. Medical Emergencies: First Responders react immediately and call 9-1-1 for community medical help. Clear the area of staff and students.
11. Utility Failure: Use natural lighting and keep students in the classrooms for control. If building becomes unusable clear building and go to an alternate site or send students home for remainder of the day.
12. Severe Weather: If ample warning is given send students home. If that is not possible keep them in the building until parents can be notified or transportation is provided.
13. Other: In any other emergency use the fire alarm to clear the area and have teacher take charge of the students in their immediate responsibility.

BOMB THREAT PROCEDURES

A bomb threat may be received at anytime. Experience shows that over 95 percent of all written or telephoned bomb threats are hoaxes. However, there is always a chance that a threat may be authentic. Appropriate action should be taken in each case to provide for the safety of students, staff, and facilities. While the responsibility for action rest with law enforcement authorities, the people who work in the building are most aware of what does and does not belong in or near it. Evacuate the building until it is deemed safe by emergency responders.

Preparation:

- A. During periods of tension or in the aftermath of bomb threats:
 - 1. All rooms should be locked when not in use.
 - 2. Upon arrival in the morning and return to the room during the day, the teacher should check the room and report anything unusual to the principal.
 - 3. Teachers should stay in the room until all students leave, then secure the windows and the door upon departure.
 - 4. The custodians should lock the door(s) after cleaning each room.
 - 5. Coordinate plans with local fire, law enforcement and energy Management Director.
- B. Keep a master floor plan of the building available at the district and school.
- C. Brief the staff on the manner in which to handle a bomb threat call or threatening letter.
- D. Post bomb threat procedures close to all office phones.
- E. Become aware of the psychological profile of bomb threat callers.
- F. Become aware of the appearance and effects of homemade bombs.
- G. Be aware that the more **specific** the call is the more likely there is an actual bomb

Types of calls:

- 1. Descriptive
- 2. Non-descriptive
- 3. Suspicious package

BOMB THREAT CHECK LIST

1. Upon receipt of a bomb threat call:
 - a. Obtain as much information as possible
 1. Listen – do not interrupt
 2. Try to take down the entire message
 3. Try to keep the caller talking
 4. Try to have a tracer placed on the call
 - b. Notify law enforcement agencies
 - c. Make a careful evaluation of all information, including
 1. An evaluation of the call
 2. The consideration of other bomb threats or related problems
 3. Student unrest or local trouble
 - d. From the evaluation performed decide if the threat is real or a hoax
 1. If the determination is that the threat is real:
 - a- Evacuate the building **immediately** using the **fire drill warning and procedure**
 - b- Enact early dismissal or delayed opening policies as appropriate
 - c- Inform or withhold information from the news media in accordance with standard school policy or at the direction of law enforcement authorities.
 2. If the threat is adjudged to be a hoax, conduct a quiet search of facilities without evacuating the premises.

LOCK DOWN

HOSTAGE, CIVIL DISTURBANCE, TERRORISTIC THREAT, INTRUDER

All of the above situations will be treated the same:

1. Go to lock down procedure for all classes. Lock **ALL** outside and classroom doors.
2. Public Address, e-mail or cell phone announcement:

“Teachers and staff we are now in a lock down situation. Clear your hall way of students and lock your doors. Stay away from the doors and any windows. Do not open your door unless told to do so personally by an administrator or law enforcement”.
3. Call Police at **911** and describe situation.
Stay on the phone with them until they tell you hang up.
4. Call Davis District Security at 402-7680 as soon as you are able.
5. Call NUAMES Board Chair as soon as you are able.
6. If possible clear students not in immediate danger from the building and take them to ...
the parking lot of Northrop-Grumman under the direction of law enforcement.
7. We will use (walkie/talkies, PA system, cell phones, etc.) to communicate during a lock down.
8. We will use (walkie/talkie, PA system, cell phones, etc.) as a means of communicating with the Command Center for the accountability of all students.
9. Establish Command Center either in Main Office or N1.
10. Establish perimeter around the school so that parents and media cannot get into or near the school until situation is resolved.
11. Follow directions of Command Center personnel once it is established.
12. Under no circumstances are you to leave your room once a lock down is initiated.
Law enforcement will be looking for an intruder. They may mistake you as a bad guy.

EARTHQUAKE

Teachers should follow directions as described below:

1. At first sign or movement have students get under desks or tables and remain there until told to move. **“Duck, Cover and Hold”**
2. Make every effort to keep students calm and not panic or run from room.
3. When shaking STOPS take roll book and cell phone and take students to nearest exit and leave the building.
4. When outside call roll and keep students together. Do not let them wander off.
5. When contacted by an administrator or command center personnel let them know the status of students (who is accounted for and who is missing).
6. When given the all clear re-enter the building or take them to the area directed by the administration or command center personnel.
7. DO NOT allow anyone back in the building until told to do so.
8. Administration will notify:
 - a. Police at 9-1-1 or 801-626-6460
 - b. Fire Department at 9-1-1
 - c. NUAMES Board Chair
9. WSU custodial personnel will shut off gas and water to building if possible.
If they cannot accomplish this they will call:
 - a. Questar Natural Gas at 1-800-767-1689
 - b. Layton City Public Works at 801-336-3720

FALLEN AIRCRAFT

Because NUAMES is in the occasional flight path of planes in and out of Hill Air Force Base and Salt Lake International, there exists the possibility of a fallen aircraft and the hazards it creates.

DO NOT APPROACH THE AIRCRAFT!

A fallen aircraft will be treated the same as a fire evacuation when it is safe to do so.

1. If it necessary to evacuate the building, sound the fire alarm to initiate an evacuation.
2. Students will egress from the building the same as a fire situation with the exception that students whose egress will take them near the danger area will be taken a different route away from the building.
3. Teachers will take roll books and cell phones with them.
4. Call roll and account for the students in your charge.
5. Keep students away from the building until told to either return to building or go across University Boulevard to **the parking lot of Northrop-Grumman**.
6. Administrator or command center will call the following organizations/people:
 - a. Fire at **911**.
 - b. Police Department at **911**.
 - c. Davis District Security at 402-7680
 - d. NUAMES Board Chair
7. Maintain control of the students until situation is resolved.
8. Follow directions of Command Center and emergency personnel.

FLOOD AND WATER DAMAGE

Flood and water damage poses an immediate danger to students and their safety. The following actions will be taken to minimize danger:

1. Teachers with cell phones will go to their area of responsibility and report to the command center/administration the status of their area.
2. WSU custodial personnel will shut off the water to the building.
3. Layton City Public Works will be called at 801-336-3720.
4. If students are in danger they will be removed from the immediate area and placed in an area where they are protected.
5. The area will be cordoned off so as not to be accessible to anyone until situation can be evaluated and a course of action determined.
6. WSU maintenance will be called.
7. If the damage is such that the safety of the building is compromised the building will be evacuated and students will go to the commons area by N1.
8. Teachers will be told what to do by those with cell phones in their respective areas.
9. Teachers will take with them roll books and cell phones and will call roll when they arrive at the assigned destination.
10. If the water is from an outside source (flood) the building will be evacuated and the students taken to an area away from danger and the flood area.
The following groups will be called:
 - a. WSU Police at 801-626-6460
 - b. Layton Police/Fire Department at 911
 - c. Davis County Sheriff Department at 451-4100

HAZARDOUS MATERIALS

If the hazardous material is a gas that will spread, the building will be evacuated immediately by **use of the fire alarm** and students will be guided away from the danger area. If the egress of students takes them near the danger area they will be taken a different route out of the building.

Cell phones will be used by administrative personnel to help direct students out of the building.

Teachers will take roll books with them and cell phones.

If the material is localized and will not spread, the students in the immediate area will be moved to another area of the school by teachers and administrators.

The area will be cordoned off so that entry is not possible by unauthorized personnel.

Fire and police will be called at 911 and explained to them that we have a hazardous material spill and where it is located in the building.

If the spill is outside of the building, in most cases it may be safer to remain in the building and “shelter in place”. All windows and doors will be kept closed. The head custodian will shut down all air handlers. All students and staff will remain in the building until the “all clear” has been given by emergency responders.

WSU Police will be called at 801-626-6460

Davis County Hazmat will be called through David County Sheriff's Office at 801-451-4100

If at all possible (except for spreading gas) school will be returned to normal as quickly as possible.

MEDICAL EMERGENCIES

First Responders at NUAMES will go immediately to the location of the emergency and perform whatever means available to stabilize or provide comfort to the individual(s)

In all medical emergencies, Fire/Paramedics will be called at **911**.

They may be called by anyone with a phone, Police Personnel, or Administrators.

When the call is made the Paramedics will be told where the individual is located and where they will be met by school personnel.

School personnel will then take the paramedics to the site of the individual.

The area around the individual(s) will be cordoned off so that privacy may be maintained.

Parent will be called immediately, or responsible individual, if the parents cannot be reached.

An Injury Report Form will be completed as quickly as possible and kept on file at the school with one copy being sent to the district.

If the incident is major in nature State **Risk Management** will be called.

UTILITY FAILURE

If the utility failure is lengthy enough to cause the building to become too cold for the student's safety it will be evacuated and student will be moved to one of the other buildings on campus. If the students are moved teachers will take roll books and cell phones with them. Roll will be taken upon arrival at the new location and administrators informed as to student status.

1. WSU Police will be called at 801-626-6460
2. NUAMES transportation will be called to pick up students at the bus stop.

Administrators will use cell phones to communicate with each other and advise the command center as to status.

Communication to evacuate the building will be done by cell phone or word of mouth if e-mail is not functioning.

SEVERE WEATHER CONDITIONS

Administrators will be monitoring weather forecasts and keep school employees advised of the conditions and projected plans for the school. Instructions will be issued accordingly.

In the event of severe weather the students and employees will be notified by the administration if the school will be closed.

If school closure occurs, all the faculty/staff will be notified via the emergency calling tree (listed in this plan). The students and parents will be notified via e-mail, television, radio announcements and the reverse calling system.

If the school remains open and parents do not feel it is safe for their children, parents may keep them home with no consequence to the student.

If possible, school administrators will still report to the school to assist anyone who failed to hear the notice through the media and possibly hold those students there until parents can be notified by phone or through the media.

Emergency Calling Trees have been distributed to each faculty and staff member at the school.

OTHER EMERGENCIES

In the event of any emergency at the school that is not listed above every effort will be made to ensure the safety and comfort of all students. The fire alarm and cell phones will be used to communicate and move students to appropriate and safe places.

Administrators will establish a command center and provide communication to all local agencies that need to be involved in the process.

NUAMES administrators will also be notified of the situation so that media and parents can be dealt with appropriately and quickly.

Every effort will be made to minimize the situation and return the school to normal status as quickly as possible with the safety of students of utmost concern.