

Emergency Backpacks and Emergency Kits

Each classroom will have an emergency room kit bucket with water, toilet paper, wipes, and snacks. The office, CTL's and PTA representative will have a red emergency backpack with a two-way radio so they can communicate with lead teachers, administration, and PTA rep. The red backpacks will also have class lists, parent contact information, flashlight, and a first aid kit.

1. Mrs. Johnson is in charge of the total school operation. She will work with local authorities and may turn over the role of emergency coordinator to police or other authorities.
2. When the principal is absent the lead secretary will be in charge.
3. Teachers are immediately in charge of their students. Classroom or specialty aides are not to take charge of students.
4. Secretaries work under the direction of the head secretary. Custodians work under the direction of the head custodian. Lunch workers are under the direction of then lunch supervisor. Teacher aides are under the direction of the teacher/principal/secretary.
5. The head custodian, media coordinator, head secretary, and lunch supervisor work under the direction of the principal unless she is absent. If she is also absent, then they will work under the direction of the lead secretary.

NOTIFICATION DUTIES IN AN EMERGENCY

The head secretary is to notify the appropriate agency as directed by the principal. Waiting for such direction is not considered necessary if circumstances obviously dictate who should be called.

Sego Lily Fire Drill Procedures

The first person seeing the fire in any district building will activate the nearest fire alarm. Evacuation of the building will follow the specific building evacuation instructions. Plans are posted in individual classrooms and in the emergency backpacks.

Duties—Teachers/staff shut doors, use magnets to keep open, and don't worry about lights. Report to Alicia and if she is gone, report to Courtney.

- Tyson: Call Mt. Alarm (800) 662-2512 and Lehi Fire Dept. (801) 851-4100. Central Station (877) 206-9141
- Tyson: pull alarm and call dispatch and Mt. Alarm, 1st hall and bathrooms.
- Teachers: take students outside with roll and report to CTL's and CTL's show green card to Alicia.
- Courtney: 3rd hall
- Shelley: 2nd grade halls + bathrooms near office.

- Nancy: Call down any student with anxiety to work with Tyson, first aid kit—first responder, Portables.
- Alicia: Record teacher student accountability and report to Courtney
- Tyson: 1st Grade Hall + bathrooms near library.
- Emily: Check lunchroom and gym.
- Shelley: Aide count to Alicia
- Tyson: Custodial Count report to Alicia
- Linda: Library, Kindergarten Hall and report to Alicia.
- Brooke: Close back office doors, 5th & 6th grade hall and bathrooms, megaphone
- Sue: Pod report to Alicia.
- 6th grade teachers bathrooms near their rooms.

(North)

(West) K 1st 2nd 3rd 4th 5th 6th (East)

(South)

Intruder or Violence Response Plan:

At the first notice of a threat, a lockdown or evacuation will be called by any member of the school staff who sees or hears a threat. A 911 call is to immediately follow. Sego Lily teachers and staff will follow plan that is not publicized.

Bomb Threat Procedures

The person receiving the phone call, email, or letter should take the correspondence very seriously. You or someone near you should contact 911 immediately. The building administration and the superintendent's office should then be contacted immediately thereafter.

If the threat is received by phone call:

1. Alert another staff member while continuing to talk with the individual for as long as possible.
2. Listen to the caller without interrupting. When given a chance, ask the following questions:
 - When will the bomb go off?
 - Where is the bomb located?
 - What kind of bomb is it?
 - What does the bomb look like?
 - Why do you want to bomb the school?
 - What is your name?

- Where are you located?
3. Listen for the following things:
 - Male or female
 - Adult or juvenile
 - Voice – loud, high pitched, raspy, pleasant, other characteristics
 - Speech – fast, distinct, stutter, slurred, slow, distorted, nasal, lisp, other characteristics
 4. Summarize what was said by the caller, the response to your questions, and the things you heard. Give the report to both the law enforcement officer and the administration.

Staff member who has been alerted by the individual receiving the call:

1. Call 911 and alert them of the situation. Indicate whether the individual is still on the line speaking with the person who received the call.
2. Contact the building principal and/or the assistant principal.
3. Contact the superintendent, or in his absence, the business administrator.

If the threat is received in an email:

1. Leave the screen open, do not close.
2. Call 911 immediately and alert them of the situation.
3. Contact the building principal/and or assistant principal.
4. Contact the superintendent, or in his absence, the business administrator.
5. Contact the district technology personnel.

If the threat is received in a letter:

1. Do not tamper with the letter or the envelope. It will be used as evidence by law enforcement.
2. Call 911 immediately and alert them of the situation.
3. Contact the building principal and/or assistant principal.
4. Contact the superintendent, or in his absence, the business administrator.

Building Administrator:

1. Verify the 911 call has been made and county emergency management personnel are enroute.

1. Review the information gained by the individual receiving the call, the email, or the letter.
2. In cooperation with emergency management personnel determine whether to evacuate the building based on that information.
 - If the building is to be evacuated, engage the fire alarm if the threat is not on the field and immediately notify the fire department of the reason for the alarm.
 - If the building is not to be immediately evacuated, in cooperation with emergency management personnel initiate the building search plan as developed by each individual building. This plan is located in the main office of each school.

3. If the building is evacuated, follow the same process as considered for standard operating procedures during a fire drill.
4. Notify teachers of the situation and move students a greater distance away from the building.
5. Contact the district and parents.

Earthquake Procedure

If the earthquake occurs outside of the regular school day, students and staff are not permitted to enter the buildings until given notice by the superintendent in conjunction with appropriate emergency workers and/or a building engineer.

If the earthquake occurs during the school day, the following procedure should be followed:

Inside the building:

1. Drop, cover, and hold on a desk or table or if not accessible, a door frame.
2. Stay away from outside walls, windows, and stairways.
3. Stay inside until it is determined that you can evacuate safely.

Outside the building:

1. Stay in an open area away from buildings, gas lines, power lines, and streams.

District administration will notify the individual school's administration when and if it is safe to return to the building.

Teachers:

1. After the initial shock, evacuate all students to an open area upon notification by the school or district administration.
2. If exits are blocked, lead students out by an alternate route.
3. Take roll book and backpacks to assembly area.
4. Account for all students.
5. Maintain order of students at all times.
6. Remain with and account for the students and adults evacuating with you.
7. Notify school and or district personnel of injured or missing individuals.
8. Stay in an open area until told what to do and where to go.

Students:

1. Follow the directions of the administrator, teacher, and emergency personnel.
2. Stay with your class or group. Do not leave for any reason without permission.

Custodian and Maintenance:

1. Attempt to turn off the sources of gas, electrical, and water services.
2. Help school administrators with a building survey.