



EMERGENCY PROCEDURES

Guadalupe School



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EMERGENCY TEAMS

*Executive Team	**Executive Spokesperson Team	***Crisis Team
<ul style="list-style-type: none"> • Executive Director • Chief Financial Officer • Charter Principal • Adult Ed Director • ELC Director 	<ul style="list-style-type: none"> • Development Director • Executive Director • Chief Financial Officer 	<ul style="list-style-type: none"> • School Counselor • Charter Vice Principal • Facilities Manager • Charter Business Manager • Business Office Manager • Front Office Staff • Administrative Assistant • Food Services Director

RESPONSE TO ANY EMERGENCY

Everyone	Teachers
<ul style="list-style-type: none"> • Notify 911 and the *Executive Team. • Notify First Aid/CPR-certified persons (pg.13). • Seal off high-risk area(s). • Take charge of area(s) until the incident is contained or relieved by: <ul style="list-style-type: none"> ○ *Executive Team, ○ Salt Lake Police Department or ○ Fire Department. • Assemble ***Crisis Team (if needed). • Preserve evidence. Keep detailed notes of incident. • Implement post-crisis procedures (pg. 9). • Refer media to **Executive Spokesperson Team. • All Utah radio stations participate in the Emergency Alert System (EAS). KSL-AM 1160 and KALL-AM 910 serve as primary and secondary EAS stations in Utah. 	<ul style="list-style-type: none"> • Verify information. • Warn students if advised. • Lock classroom doors and cover door windows unless evacuation orders issued. • Account for all students (keep attendance records with you). • Convene ***Crisis Team Members and implement crisis response procedures. • Evacuate students and staff, if necessary. • Stay with students during an evacuation. Take class roster. • Notify community agencies, if necessary. • Keep detailed notes of the event.

LOCKDOWN PROCEDURES

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| <ul style="list-style-type: none">• Lock-down procedures may be for situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building(s).• Principal will issue lock-down notification procedures by announcing a warning over the PA system, "LOCKDOWN, LOCKDOWN, LOCKDOWN."• Direct all students, staff and visitors into classrooms.• Lock classroom doors. | <ul style="list-style-type: none">• Move all persons away from windows or doors.• Cover windows, if possible - including window in door.• Stay out of view as much as possible.• Do not allow students outside of classrooms until an "ALL CLEAR" signal is given by the principal or the Salt Lake Police Department.• Ask officers to slip badge under your door to verify. |
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INTRUDER or HOSTAGE

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| <ul style="list-style-type: none">• If intruder refuses to leave after following "visitor" policy: Call 911.• Take immediate cover.• Avoid confrontation with the intruder before the police arrive.• Notify *Executive Team.• *Executive Team will announce, "LOCKDOWN, LOCKDOWN, LOCKDOWN."• Teachers should not allow students to leave the classroom and should direct them to sit on the floor next to an interior wall away from windows and doors.• Pull paper blind over window in door. | <ul style="list-style-type: none">• Students should leave the classroom ONLY when the ALL CLEAR announcement is given or when directed to move to another location by the police.• Teachers take an accurate count of students.• Refer media contacts to**Executive Spokesperson Team.• Note the location, number of persons involved and a description of the suspect(s).• Remain calm and keep all conduct in line with best interest of students and staff. |
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ASSAULT / FIGHTS

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| <ul style="list-style-type: none">• Ensure the safety of students and staff and listen for possible lockdown warning.• Call 911 if necessary.• Notify first aid/CPR-certified persons in the building, if necessary (pg. 13).• Notify *Executive Team.• *Executive Team assembles ***Crisis Team Members, if necessary.• Seal off area where assault took place.• De-escalate and defuse situation, if possible.• *Executive Team notifies police if a weapon was used in the assault, if the victim has physical injury causing | <p>substantial pain or impairment of physical condition, or if assault involved sexual contact.</p> <ul style="list-style-type: none">• *Executive Team notifies the Risk Management Office and parents of students involved in the assault.• Document all actions. Ask victim(s) and witnesses for their account of the incident.• Assess counseling needs of victims and/or witnesses.• Implement post-crisis procedures (pg. 9). |
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LOCKDOWN PROCEDURES

BOMB THREAT

Receiving message of bomb threat:	Caller Identification Checklist:
<ul style="list-style-type: none"> • Use bomb threat checklist (See below): <ul style="list-style-type: none"> ○ Ask where bomb is located, ○ When bomb will go off, ○ What materials are in the bomb, ○ Who is calling and why is caller doing this? • Listen closely to caller's voice, speech patterns, and for background noises. • After hanging up, immediately dial *57 to trace call. • Notify *Executive Team. • *Executive Team determines whether a lockdown or evacuation is the appropriate course of action. • *Executive Team communicates to 911 (police) and Risk Management Office. • *Executive Team must report incident to fire marshal. • *Executive Team alerts staff and students. • Use standard fire drill procedures to evacuate school building(s). • Direct students to take their belongings. • Students and staff must evacuate to a safe distance away from the school. • After consulting with the Risk Management Office, the *Executive Team may move students to the Primary Evacuation Center. • Teachers should take roll of students following evacuation. • No one should re-enter school building(s) until declared safe by fire or police personnel. • *Executive Team notifies staff and students when emergency terminates. Resume normal operations. 	<p>Incident must be reported to the Fire Marshall:</p> <ol style="list-style-type: none"> 1. Caller Identity: Male or Female; Adult or Juvenile. 2. Origin of Call: Local, Long Distance, Phone Booth, In Building, Other. 3. Voice Characterization: Loud, High Pitched, Raspy, Intoxicated, Pleasant, Other. 4. Speech: Fast, Distinct, Stutter, Slurred, Slow, Distorted, Nasal, Lisp, Other. 5. Language: Excellent Fair, Foul, Good, Poor, Other. 6. Accent: Local, Foreign Region, Not Local, Cannot Discern, Geographic Origin. 7. Manner: Calm, Rational, Coherent, Deliberate, Righteous, Angry, Irrational, Incoherent, Emotional, Laughing, Other. 8. Background Noise: Factory Machines, Mixed, Trains, Quiet Voices, Party Atmosphere, Office Machines, Traffic, Animals, Planes, Bedlam, Students, Other. 9. Did the caller seem familiar with the building, i.e. the description of bomb location? Yes/No. 10. Attach all documents and papers and deliver them to the principal, his/her alternate or the police.

LOCKDOWN PROCEDURES

WEAPONS

Staff or student who is aware of a weapon brought to school:

- Immediately notify Program Head or teacher.
- Identify by name the individual suspected of bringing weapon; where the weapon is located; if the suspect has threatened anyone; and any other details that may prevent the suspect from hurting someone or themselves.
- If teacher suspects that the weapon is in the classroom, confidentially notify a neighboring teacher.
- The teacher should not leave the classroom. Send a student with a note to neighboring teacher.
- If the suspect threatens you with a weapon, do not attempt to disarm them.
- Back away with your arms up. Try to remain calm.

*Executive Team:

- Call police if a weapon is suspected to be in school.
- Determine if lockdown procedures are necessary.
- Ask another administrator to join you in questioning the suspected student or staff member.
- Accompany the suspect to a private office to wait for the police.
- Conduct search with police.
- Inform suspect of their rights and why you are conducting the search.
- Keep detailed notes of all events and why the search was conducted.
- If the suspect is a student, notify parent(s) or guardian(s).
- Explain why the search was conducted and the results of the search.

STUDENT UNREST

- First, ensure the safety of students and staff members.
- Contain area of unrest; seal off as appropriate.
- Move students involved in disturbance to an isolated area.
- Notify *Executive Team; *Executive Team notifies Risk Management Office and advises staff;
- *Executive Team may issue a lockdown.
- Terminate bells operation.
- Meet with student representatives to address issues, as appropriate.
- Document incidents with tape recorder or take detailed notes.

Teachers:

- Keep students calm.
- Lock classroom doors.
- Do not allow students outside of classroom until you receive an ALL CLEAR signal from the *Executive Team.
- Make a list of any students absent from the classroom.
- Document all incidents.

SHELTERING PROCEDURES

Sheltering provides refuge for students, staff, and the public within the school building(s) during an emergency. Shelters should be located in areas that maximize the safety of inhabitants. Safe areas may change depending on the type of emergency.

- PA announcement will state, "Shelter in place."
- General safe areas include the cafeteria, halls and classrooms.
- Additional safe areas will be identified and announced by the *Executive Team as needed.
- Bring all persons inside school building(s).

- Teachers take class roster. Teachers should account for all students after arriving in a safe area.
- Close all exterior doors and windows in classroom or work area. Turn off any ventilation leading outdoors.
- Cover up food not in containers, or put it away in a refrigerator.
- If advised, cover mouth and nose with mask, handkerchief, cloth, paper towels or tissues.
- All persons must remain in safe areas until notified by the *Executive Team or emergency responders.

EARTHQUAKE

- Stay calm. Having an emergency plan will help you and your students remain calm.
- Stay put. If you are indoors, stay there. If outdoors, stay there.
- Take cover. If indoors, take cover under a desk, table or bench, stand in a supported doorway, or alongside an inside wall or corner. Avoid windows, bookcases, hanging fixtures, or outside walls until the shaking stops.
- If no protection is available, drop to the floor and cover your head with your hands. Make sure students are in "duck and cover" positions.
- Do not be surprised if the electricity goes out, or if fire alarms and sprinklers go on.

After the shaking stops:

- Keep students safe and relaxed. Carefully assess the situation.
- Use caution when moving students and staff to safe area(s).

- Make sure everyone is all right. Take class rosters and account for all students.
- Do not move the seriously injured unless they are still in danger. Administer first aid if necessary.
- Wear sturdy shoes in areas near fallen obstacles and broken glass.
- Assigned personnel will check natural gas, water and electrical lines for damage.
- Do not use the telephone, light switches, matches, candles, or other open flame unless you are certain there is not natural gas leaking.
- Do not touch electrical power lines or broken electrical equipment.
- Be prepared for aftershocks.

SHELTERING PROCEDURES

SEVERE STORM

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| <ul style="list-style-type: none">• Severe wind, snow, rain, hail, thunder storms and flash floods are not uncommon in Utah. Tornadoes, while not common, do occur as well. Procedures for dealing with these threats are similar.• Be alert for weather warnings. Monitor Emergency Alert Stations or NOAA Weather Stations (National Weather Service, Weather Channel).• Bring all students and staff inside building(s). Move to safe areas. Review "duck and cover" procedures if tornadoes threaten. | <ul style="list-style-type: none">• Close windows and blinds; avoid outside walls.• Take class rosters; account for all students.• Be ready to move quickly if flooding threatens.• Remain in safe areas until warning(s) expires or emergency personnel have issued ALL CLEAR advisories. |
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NUCLEAR EVENT

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| <ul style="list-style-type: none">• Convey warning to school personnel through intercom, messenger, or another communication source.• Coordinate emergency response with law enforcement (911) and other local authorities.• Notify teachers to close doors and windows. | <ul style="list-style-type: none">• Students should take cover as if in an earthquake, and refrain from looking outside.• Teachers will account for and control all students until otherwise instructed.• *Executive Team will assign person to maintain contact with current information by way of radio.• If evacuation is required, procedures will follow predetermined routines. |
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INCIDENT NEAR SCHOOL PROPERTY

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| <ul style="list-style-type: none">• Fire, police or hazmat personnel will notify *Executive Team.• Fire officer in charge of scene will recommend sheltering or evacuation actions.• Follow plans and procedures for sheltering or evacuation | <ul style="list-style-type: none">• Notify parents if students evacuate.• Resume normal operations after consulting with fire or hazmat officials.• Salt Lake County Emergency Management (pg. 12). |
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EVACUATION PROCEDURES

FIRE

<ul style="list-style-type: none">• Pull the fire alarm.• *Executive Team calls 911.• Evacuate students and staff to a safe distance outside of the building.• Follow the normal fire drill routine. If normal route(s) is too dangerous, follow an alternate route.• Teachers should take a class roster and emergency bag to account for all students.• Roll must be taken after evacuation.• *Executive Team notifies authorities, Risk Management Office and fire marshal.	<ul style="list-style-type: none">• *Executive Team may move students and staff to Primary Evacuation Center.• No one should re-enter the building(s) until declared safe by fire service personnel.• *Executive Team notifies students and staff of termination of emergency and resumption of normal operations.• If the Primary Evac Center is unsafe, evacuate to Secondary Evac Center.
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HAZARDOUS MATERIALS or CHEMICAL SPILL

<ul style="list-style-type: none">• Call 911.• Notify *Executive Team.• *Executive Team notifies Risk Management Office.• Seal off area of leak/spill. Take charge of area until fire or hazmat personnel contain incident.	<ul style="list-style-type: none">• Fire officer in charge will recommend sheltering or evacuation actions.• Follow plans and procedures for sheltering or evacuation.• Notify parents if students evacuate.• Resume normal operations after consulting with fire or hazmat officials.
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NATURAL GAS LEAK

<ul style="list-style-type: none">• Notify *Executive Team.• *Executive Team will determine if it is necessary to notify the gas company, fire department, local police, and other appropriate agencies. (Emergency Phone #'s pg 11.)• Convey warning to school personnel through intercom, messenger, or through another communication source.	<ul style="list-style-type: none">• *Executive Team will shut off natural gas to the building.• Evacuate building as per predetermined plan. (Follow Fire Drill procedures.)• Teachers will account for all students under their supervision.
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POWER OUTAGE

<ul style="list-style-type: none">• Facilities Manager will contact Rocky Mountain Power to determine extent of power outage: (877)548-3768 and communicate information to *Executive Team.• Obtain directive from *Executive Team whether to dismiss or finish school day.• If evacuation is necessary, follow your regular evacuation plan.	<p><i>Teachers:</i> Conduct school as usual until directed otherwise by administration.</p> <p><i>Students:</i> Follow teacher's instruction and continue schoolwork.</p>
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MEDICAL EMERGENCIES

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| <ul style="list-style-type: none">• Call 911 if injury warrants immediate life-threatening treatment.• Appropriate first aid for minor injuries, including small wounds, sprains, foreign bodies in the eye, minor burns, and fractures. Requires proficiency with bandages and splints, and in applying dressings.• For major injuries, assess the situation and give immediate and appropriate treatment. Take steps to prevent the condition from worsening. | <ul style="list-style-type: none">• Help arrange for the injured person to be seen by a physician or taken to the hospital.• Protect the individual from further harm. Provide reassurance to the injured person. Maximize comfort for the injured person.• Notify parents of injuries, especially any that may require additional care. |
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SERIOUS INJURY or DEATH

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| <ul style="list-style-type: none">• Call 911.• Notify *Executive Team;• *Executive Team notifies Risk Management Office.• Notify first aid/CPR-certified persons in building. (pg 12).• Isolate affected student(s) and/or staff member(s), if possible.• Activate ***Crisis Team Members.• Designate staff person to accompany ill/injured person(s) to the hospital. | <ul style="list-style-type: none">• Determine method to notify students, staff members and parents.• *Executive Team notifies parent(s) or guardian(s) of affected student(s), or emergency contact(s) of affected staff member(s).• Direct witnesses to school counselor(s).• Contact parents if student is sent to counselor.• Refer media to **Executive Spokesperson Team. |
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Post-Crisis Intervention

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| <ul style="list-style-type: none">• Meet with counselor(s) and Student Services staff to determine level of intervention needed for students and staff.• Designate rooms as private counseling areas.• Escort affected student's siblings, close friends, and other highly stressed individuals to counselors.• Assess stress level of staff; recommend counseling to those overly stressed.• Follow up with students and staff receiving counseling.• Designate staff person(s) to attend funeral(s), if any.• Allow for changes in normal routines or test schedules to address injury or death. |
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MEDICAL EMERGENCIES

SUICIDE ATTEMPT IN SCHOOL

- Ask suicidal person to sign a "No Suicide Contract."
- Stay with suicidal person until *Executive Team advises parent(s) or guardian(s) if a student is suicidal.
- *Executive Team may schedule meeting with parents and school counselor to determine course of action.
- Try to calm suicidal person.
- Try to isolate suicidal person from other students and staff until professional help arrives.
- Do not leave a suicidal person alone.
- Determine method to notify staff, students and parents.
- Hold daily staff debriefings before and after normal operating hours as needed.
- Activate school Crisis Team to implement post-crisis intervention. Determine level of intervention.

SUICIDE DEATH/SERIOUS INJURY

- Verify information; call 911. Activate school Crisis Team.
- *Executive Team notifies Risk Management Office.
- Notify staff before next school day following suicide or attempted suicide.
- Implement post-crisis intervention.
- Determine method of notifying students and parents. Do not mention "suicide" or details about death in notification.
- Do not hold memorials or make death appear heroic.
- Protect privacy of affected family.

Post-Crisis Intervention

- Meet with school counseling staff to determine level of intervention for staff and students.
- Designate rooms as private counseling areas.
- Escort siblings, friends, and other highly stressed students to counselors.
- Assess stress level of staff; recommend counseling as required.
- Refer media to **Executive Spokesperson Team.
- Do not let media interview students.
- Follow up with students and staff who receive counseling.
- Resume normal routines as soon as possible.

EMERGENCY NOTIFICATIONS

SCHOOL EMERGENCY CODES	EVACUATION/RELOCATION CENTERS
<ul style="list-style-type: none"> • INTRUDER: "LOCK DOWN" 3x's 	<ul style="list-style-type: none"> • Rosewood Park - across from Guadalupe
<ul style="list-style-type: none"> • FIRE and BOMB: Fire Drill Bell 	<ul style="list-style-type: none"> • Newman Elem - 1269 Colorado St (1340 W)

WARNING and NOTIFICATION

<ul style="list-style-type: none"> • Assess life and safety issues first! • Call 911 if necessary. • Inform *Executive Team. • *Executive Team notifies Risk Management Office. • Warn students and staff. • If an emergency requires immediate action to protect the safety of students and staff, activate fire drill to evacuate the building or lock-down procedures to secure the building. • If immediate action is not required, notify staff members at a meeting before, or after school hours. 	<ul style="list-style-type: none"> • Teachers will debrief students during class unless an assembly or P.A. announcement is preferred. • *Executive Team notifies parent(s) or guardian(s) of affected student(s), or emergency contact(s) of staff as necessary. • *Executive Team notifies other schools with siblings of the affected student(s) or children of the affected staff should be called first.
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PUBLIC INFORMATION PROCEDURES

<ul style="list-style-type: none"> • All staff must refer all media to **Executive Spokesperson Team. • **Executive Spokesperson Team assumes responsibility for issuing public statements during an emergency. • **Executive Spokesperson Team serves as official spokesperson unless another individual is designated. <p>During an emergency, adhere to the following procedures:</p> <ul style="list-style-type: none"> • *Executive Team relays all factual information to the Risk Management Office on a timely basis. • *Executive Team notifies other schools and may direct public information officer to prepare media release(s) as needed. • **Executive Spokesperson Team establishes a media information center away from the school. • Regularly provide updates to media. Only provide known facts. Do not guess, exaggerate, offer personal opinions, or promote rumors or sensationalism. 	<ul style="list-style-type: none"> • Never say, "No comment." Do not argue with the media. <p>Maintain a log of all telephone inquiries and conversations. Where possible, use a scripted response to inquiries, e.g., press release.</p> <p>**Executive Spokesperson Team:</p> <ul style="list-style-type: none"> • Develop a variety of pre-scripted media releases before an incident occurs. Adapt statements during a crisis to meet existing needs. • Emphasize the safety of students and staff. • Briefly describe school's plan for responding to emergencies. • Make certain all information released is factual. • Respect the privacy of affected persons and their families. • Do not release names to the media.
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EMERGENCY CONTACT INFORMATION

**FIRE, POLICE, SHERIFF, UTAH HIGHWAY PATROL,
AMBULANCE, EMS, RESCUE:**

CALL 911

***Executive Team**

Name / Position	Work Phone	Cell Phone	Location
Richard Pater, Executive Director	801-531-6100 x122	801-231-1262	A-2 (Admin)
Jim Carter, Chief Financial Officer	801-531-6100 x 301	801-915-4389	A-4 (Business)
Katina Santamaria, Principal	801-531-6100 x 306	801-557-9085	A-6
Kate Brainerd, Adult Ed Director	801-531-6100 x 102	801-440-7519	Room 102
Katrina Herd, ELC Director	801-531-6100 x 103	801-783-1927	A-9

****Executive Spokesperson Team**

Name / Position	Work Phone	Cell Phone	Location
Becky Youkstetter, Development Director	801-531-6100 x 308	801-554-1204	A-4 (Business)
Richard Pater, Executive Director	801-531-6100 x122	801-231-1262	A-2 (Admin)
Jim Carter, Chief Financial Officer	801-531-6100 x 301	801-915-4389	A-4 (Business)

*****Crisis Team Members**

Name / Position	Work Phone	Cell Phone	Location
Leilani Nerveza-Clark, Vice-Principal	801-531-6100 x 310	808-557-8644	A-8
Jodi Key, Food Service Director	801-531-6100 x 115	801-363-6294	Kitchen
Maricela Garcia, Volunteer Coordinator	801-531-6100 x 118	801-574-8621	Front Desk
Pedro Arciga, Reception/Attendance	801-531-6100 x 100	801-548-6994	Front Desk
Megan Daybell, School Counselor	801-531-6100 x 307	208-964-1962	Room 107
Colleen Baum, Administrative Assistant	801-531-6100 x 316	801-808-9009	A-3 (Admin)
Tonya Passey, Charter Business Manager	801-531-6100 x 304	801-860-1460	A-4 (Business)
Andrea Passey, Business Office Manager	801-531-6100 x 305	801-755-0955	A-4 (Business)
Greg Harrington, Facilities Manager	801-531-6100 x 313	801-503-7854	Room 125

NON-EMERGENCY CONTACT INFORMATION

Fire	801-799-4231	Suicide Prevention (local):	801-261-1442
Sheriff	801-743-7000	Suicide Prevention (National):	1-800-273-8255
Police:	801-799-3000	Substance Abuse:	801-538-3939
Highway Patrol:	801-965-4518	American Red Cross (local):	801-323-7000
YWCA Shelter:	801-537-8600	Alcohol & Drug Abuse Clinic:	1-800-943-0566
Youth Services:	385-468-4500	Alcoholics Anonymous:	801-484-7871
Child Abuse –Utah 24 hrs.):	1-855-323-3237	Al-Anon:	801-262-9587
Child Abuse Protective Svcs:	801-538-4100	Centro De La Familia:	801-521-4473
3rd District Court:	801-238-7300	IHC Sorenson Center:	801-535-6533
National Runaway Safeline:	1-800-786-2929	PCMC Emergency:	801-662-1234
Domestic Violence Info:	1-800-897-5465	Mental Health Assoc. Utah	801-323-9900
Rape Recovery Center(SLC):	801-467-7273	Valley Mental Health:	801-539-7000
Pregnancy Resource Center:	801-363-5433		
Utah Poison Control Center:	1-800-222-1222	Utah Division of Risk Mgmt:	801-957-7170
Information & Referral:	211	Utah Emergency Mgmt Svcs:	801-538-3400

Matt Lambert, Agency Board President	801-664-0995
Shelby Herrod, Charter Board President	901-270-3548

CERT/FIRST AID/CPR Certified Persons in School Building

NAME	CELL #	TYPE	NAME	CELL #	TYPE
Aspiazu, Patricia	801-824-7990	FA, CPR	Hernandez, Rosie	801-574-6617	FA, CPR
Cancino, Maria	801-637-4937	FA, CPR	Mathisen, JR	801-554-7328	FA, CPR
Dominguez, Jessica	801-867-2535	FA, CPR	Perry, Trisha	435-730-4831	FA, CPR
Green, Becky	406-217-5357	FA, CPR	Passey, Tonya	801-860-1460	CERT
			Santamaria, Katina	801-557-9085	CERT