

# **EMERGENCY MANAGEMENT PLAN**

## **SIERRA BONITA ELEMENTARY SCHOOL**

In the event of an emergency at Sierra Bonita Elementary or near the school that requires school staff to take action, the following procedures will be followed.

All staff members and students will become familiar with the following emergency procedures through direct instruction, reviews, and regular emergency drills.

### **Building Evacuation (Fire and Other Hazardous Situations)**

#### **Premises Evacuation Procedures:**

- Students will be led out of the building by teacher using the primary/secondary evacuation routes.
- Classroom lights will be turned off, door closed but not locked.
- Teachers will account for all students. If a student is missing, the office staff will be notified to assist with locating the student.
- Classes will assemble in the primary (secondary, if required) premises gathering location.
- Information / directions will be provided by Emergency Officials / School Administrators.

#### **Off-Premises Evacuation**

- If situations/circumstances necessitate that students and staff be evacuated to an off-premises location, coordinated efforts will continue amongst school and district officials and staff, municipality authorities, and district transportation personnel to maintain student and staff safety and to ensure communication.
  - Primary Off –Premises Evacuation Location  
Maple Mountain High School  
51 N. 2550 E.  
Spanish Fork, Utah, 84660  
Phone #: 794-6740  
Principal: Shea Bradshaw
  - Secondary Off-Premises Evacuation Location  
Larsen Elementary  
1175 E Flonette  
Spanish Fork, Utah, 84660  
Phone #: 798-4035  
Principal: Bethany Clark

### **Earthquake**

#### **Procedures: At the first indication of ground shaking:**

- All students and staff will move away from windows, shelves, heavy objects, and furniture that might fall.
- All students and staff will take cover under desks or tables and cover heads with hands and arms.
- Staff members will continually assess the situation and will act in the best interests of all students.
- Students will remain under the protection of the desks until receiving the “All Clear” notification.
- If evacuating the building brings about increased safety, all students and staff will evacuate the building following the “Building Evacuation” procedures.
- Further instructions and information will be provided.

### **Lock Down**

#### **Procedures:**

- **“Lock Down”** will be shared over the P.A. system or other means of communication if a Lock Down is needed. **“Inside Threat”** or **“Outside Threat”** will also be shared to indicate where the threat is that made the Lock Down necessary.
- Teachers check hallways and gather all students into classrooms and ensure classroom door is locked and secured.
- If everyone is safe in room, teacher covers windows to hallway, turns off lights, and moves students to a section of the room where they cannot be seen. **If Outside Threat, blinds would be closed as well.**
- If there is something that is NOT safe in room, take appropriate action (protect & communicate).
- If a student is missing or unaccounted for or extra student is in room, teacher/staff member will notify the office, and share the names of missing/additional students. The office staff will serve as the communication link between all rooms.

- Administrators and custodians will contact the authorities and address the situation that required the Lock Down.

## **MAJOR DISASTERS**

In the event of a major disaster affecting the entire community, students will be held at school and follow our Emergency Management Plan (*listed above in this handbook*). All teachers and staff members will also remain at school to care for the students. **Unless otherwise notified, we will release students only to parents/guardian, emergency contacts, other family members, or other responsible adults.** KSL RADIO AM 1160 is our Emergency Broadcast System. It will announce when the school is closed due to inclement weather, etc.

