

School Emergency Plan

Emergency Preparedness

Student safety is our primary concern in our school and facilities. We regularly review safety processes and procedures in our schools. Discussions occur with faculty and staff regarding situational awareness and areas of vulnerability. We regularly practice and review our safety procedures with students. We appreciate your help in keeping our students safe as well as discussing safety with your children outside of school and supporting our schools during practice drills and emergency situations.

Emergency Quick Reference Guide

Every classroom in our school is equipped with a quick reference guide for most types of emergency situations. This quick reference guide provides protocols for employees to follow during emergency situations. Additionally, these protocols are reviewed at the classroom level for specific details related to the school plan.

School Emergency Response Plans

Our school has an updated yearly plan for emergency response. This plan outlines procedures and specific details for each classroom. For specific details regarding this plan, see below.

Drills

Esperanza Elementary School regularly practice emergency drills. These include fire, earthquake, shelter in place or lockdown drills. State statute is followed as to how many drills schools practice for each level from elementary to high school as this varies depending on the age of the students.

School Crisis Response Committee

Esperanza Elementary School has a committee that continually reviews the most current procedures and protocols for keeping our school safe.

For additional information call principal at 801-305-1450 X304

Fire Drill Procedures

Secretary will make sure that all classified staff, volunteers, and guests are safe & accounted for.

Principal- Heads command post under all emergencies until law enforcement arrives.

Teachers

1. Explain the process to students.
2. When the alarm is pulled:
 - A. Take your students to the area identified on the map.
 - B. Take your roll with you.
 - C. Call roll and account for all students in designated area.
 - D. Wait outside until you are directed by administrator. **ONLY THE ADMINISTRATOR ON DUTY** has been designated to officially declare the building safe.
 - E. **PLEASE LINE UP OUTSIDE IN ORDER- SEE MAP FOR INSTRUCTIONS.**

Students

1. Follow your teacher's instructions to the designated meeting area..
2. If you are in the bathroom or in other areas, meet at the designated area.
3. Remain with your teacher until the building is cleared.
4. Follow your teacher's instructions to return to your classroom.

SECOND FIRE DRILL

DATE:

Alarm pulled at :

All safe:

Returned:1

Items to address with faculty:

Administrator

Date

LOCKDOWN (INTRUDER IN THE BUILDING)

DATE:

1. **Make a call to secure students and rooms---**
2. **Officers from the West Valley City Police Department escort every classroom to the gym.**
3. **After all classrooms are CLEARED – Brief assembly in the auditorium**

Esperanza Elementary School - Lockdown (Intruder in the Building) Protocol

Announcement: **We are in a lockdown situation; please secure your students and your room.**

Upon hearing the announcement, do the following:

Teachers	Students
Close and lock the classroom doors and windows and close the blinds.	Remain in classroom
Move students to area least visible to doors and away from windows.	Stay quiet
Account for each student in class.	If not in a classroom, go immediately to computer lab or faculty room, whichever is closest.
Turn off lights and cover glass windows on doors, if possible.	Follow all directions from your teacher or responsible adult.
Stay in place until an ALL-CLEAR message is received from Administrator. In some cases UNIFORMED officers will help evacuate the building. Always follow their orders.	Write down any relevant observations and report to law enforcement after the lockdown.
Do not answer the phone or knocks on door. <u>Those who need to come in will have a key.</u>	Report anything suspicious to teacher or other responsible adult.

Principal		Assistant Principal		Secretaries	
Call 9-1-1 Work with law enforcement & safety team.	<u>Monitor all cameras</u>	Secure Administrative Offices	Keep in touch with Principal and monitor the building.	Report to Library (one secretary only) and secure it. Take the names of students reporting there. Once secretary report to faculty lounge.	Secure office. Lock doors.

Teachers, report missing students to person escorting your students to safe location.

1. **Officer #1- POD #1- Kindergarten & First Grade- ESCORT TO GYM --- SEE MAP POD #1**
2. **Officer #2- POD #2- 2nd & 3rd Grade- ESCORT TO GYM----SEE MAP POD #2**
3. **Officer #3 - POD #3- 4th, 5th, and 6th Grades- ESCORT TO GYM ---- SEE MAP POD #3**
4. **Officer #4 – Administrative office – Library – Special Education – Lunchroom – Conference Room ---SEE MAP ADMINISTRATIVE OFFICES PLUS**

Earthquake Drill



Teachers

3. Explain the process to students during in class.
4. When the rumblings begin
 - A. Students and FACULTY will drop to their knees and bend to a kneeling position with their head on their knees and cover the back of the head and neck with their hands. Individuals should make every attempt to put their heads underneath tables or desks to avoid injury from falling objects. In addition, everyone should move as far away from windows as possible.
 - B. Students are to hold this position until the teacher (or another responsible) adult tells them it is SAFE to get up.
 - C. Move students to outside of the building.
5. Teacher remains with students until directions are given to you on how to proceed.

Students

5. Follow your teacher's instructions.
6. If you in the bathroom or in other areas **not** immediately supervised by an adult follow the following directions:
 - a. Drop to your knees and bend to a kneeling position with your head on your knees and cover the back of your head and neck with your hands. Make every attempt to put your head underneath tables or desks to avoid injury from falling objects. In addition, everyone should move as far away from windows as possible.
 - b. Hold this position you hear an adult give you directions that it is SAFE to get up and leave the area
 - c. Follow your teacher's directions.
7. Remain with your teacher until directions are given to you on how to proceed.

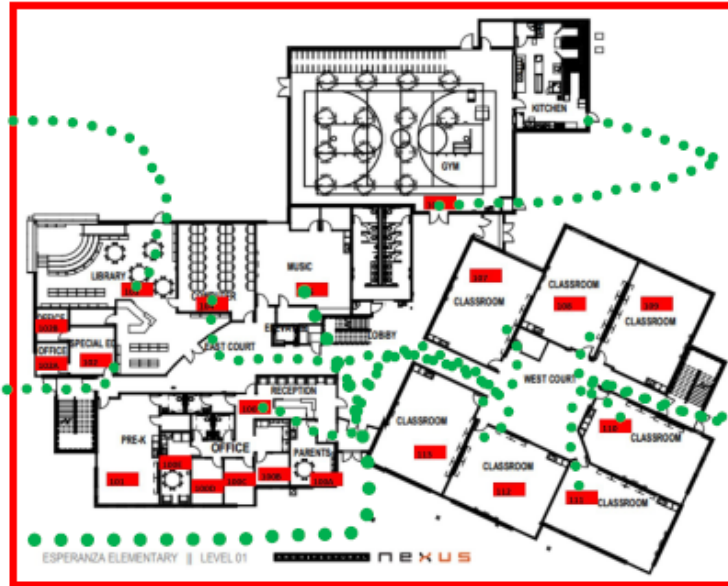
DATE:
RESULTS
MESSAGE:
ALL STUDENTS ACCOUNTED FOR:
TIME RETURNED TO CLASS:

EXITS & OUTSIDE MAP

Julia

WEST FIELD

- ROOM 102
- ROOM 101
- ROOM 100
- ROOM 104
- ROOM 105
- ROOM 113
- ROOM 107
- ROOM 106
- ROOM 201
- ROOM 202
- ROOM 203
- ROOM 204
- ROOM 205
- ROOM 206
- *ROOM 207
- ROOM 2012
- ROOM 213
- ROOM 200



ARI/office staff

(east parking lot)

Guests

ROOM 106

ALL Volunteers not attached to a classroom

GARAY

Parking Lot (far west side)

- Room 108
- Room 110
- Room 111
- Room 107
- Room 211
- Room 209
- Room 208
- Room 210



Family Reunification Plan

A message will be sent to parents where to pick their students via ONE-CALL to avoid potential problems with intruders and other persons wishing to hurt our school community.