

School Emergency Preparedness Plans Notification for Parents and Staff

In accordance with Utah State Office of Education (USOE) State Rule R277-400-4, *Notice and Preparation*, parents and staff shall receive a written notice of relevant sections of their school's Emergency Preparedness Plans at the beginning of each school year. The following paragraphs contain key information and relevant sections of our plans.

1. Each school has an Emergency Preparedness Plan and it is available for review at the principal's office. This plan is reviewed continually and must be updated every three years. In reviewing and updating the plan, the principal has appointed a committee to prepare, modify or adjust the existing plan to meet individual school needs. The committee includes staff, parents, students, local law enforcement, and other emergency services representatives. As parents and other stakeholders review the schools plan, recommendations and comments are welcome.
2. School administrators are required to present its emergency preparedness plan to teachers, students and their parents, local law enforcement, and other public safety representatives annually. Additionally the school plan must be practiced at the school level.
3. Staff and students receive training on in the emergency drill procedures and other key parts of the school plan.
4. Table 1 of this document contains the San Juan School District Emergency Drill Procedures Matrix. This is a quick reference of our five emergency drill procedures. Staff members have authority to use these drill to ensure the safety of students and staff. These drills include:
 - a. Evacuation. This is used in the event of a fire, gas leak, bomb threat, or other incident that may require the evacuation of the building. Principals have designated assembly areas for the staff and students in the event of a school evacuation.
 - b. Lockdown. This may be used when a potentially violent situation or unsafe condition exists in the school or community. If students are in the school, teachers and staff would lockdown classrooms. There may be situations within the community or surrounding area where the school may be in a lockdown situation, but teachers may continue teaching.
 - c. Shelter-in-Place. This may be used when a serious fight or a violent situation exists within the school; when there is severe weather like a winter snow storm, or when there is an outside hazard like a chemical spill and gas leak.
 - d. Drop, Duck, and Cover. This may be used with an earthquake, explosion, or severe weather condition like a tornado. After the initial incident, the principal may need to implement another drill like evacuation or shelter-in-place.
 - e. Reverse Evacuation. This may be used when staff and students are outside and there is a danger that requires staff and students to return to the school for shelter. This may include a thunder and lightning storm or a dangerous incident within the community.

5. Each school has designated an “Emergency Preparedness/Emergency Response” week that will occur prior to April 30 of each school year. Please check with your school to find out when this week is scheduled. Parental input and support of this week long activity is important. If you would like to contribute and provide suggestions for this week, please contact your principal.
6. Fire and other emergency drills are required annually for each school. The requirements for elementary and secondary schools differ slightly, but all must do a fire evacuation drill within the first 10 days of school.
 - a. Elementary School Drills. Elementary schools shall conduct emergency evacuation drills for fire ***at least once each month*** while school is in session. The principal may substitute another emergency drill like (1) lockdown, (2) shelter-in-place, (3) drop, duck, and cover, and (4) reverse evaluation every other month.
 - b. Secondary School Drills. Secondary schools shall conduct emergency evacuation drills for fire ***at least every other month*** while school is in session. Like elementary schools, the principal may substitute another drill every other time.
7. All schools are required to do one drill for school violence emergencies annually.
8. For emergency notifications, some schools participate in a program called “Cely.” This program allows parents to receive text message notifications about the school. In the event of an emergency, the principal could send out important text message updates to help keep parents informed. If you would like more information on how to subscribe to this program, please contact your school principal.

For additionally questions, please contact your school’s principal or the San Juan School District Human Resources Director.

Table 1:

San Juan School District Emergency Procedures Matrix

Procedures Action	Evacuation	Lockdown	Shelter-In-Place	Drop, Duck & Cover	Reverse Evacuation
Situation	Danger is in the building like fire, gas leaks, bomb threat, etc.	Violent situation exists in school or community like intruder or active shooter.	Domestic violence, serious fight, weather, hazardous materials, etc.	Earthquake, explosion or severe weather condition like tornado.	When danger is outdoors or on the premises. This includes severe weather like a Thunder Storm.
Response	Move students to a designated area.	-Confine students where they are located. - If outside and danger is inside, go to a safe alternate site.	Move people to safe areas and remove the dangerous situation	Drop, get under a desk or table, and cover your head.	Bring students and staff indoors quickly and use lockdown, shelter-in-place, or drop, duck and cover procedures if needed or as the situation may require.
Security Facility	Do not let anyone other than emergency crews enter the building.	- Lock/barricade doors. - Shut blinds for maximum concealment. - Take cover remaining seated as low as possible. - Remain quiet.	- Key personnel will address the situation. - All personnel will remain in class or be moved from the immediate area in cases of domestic violence.	No action required.	
Call for Help	Call for Help: 911, Principal, Appropriate District Director, Superintendent				
Attendance	Take roll to account for all students.	Hide – No need to take attendance.	Take roll to account for all students.	- Duck and Cover. - No need to take attendance.	
Teaching & Work	Maintain accountability of Students.	-Do not continue to teach. Hide until “all clear” signal is given. -Only local authority (fire/police) can give the “all clear” signal.	Teaching can continue in unaffected areas while remaining at heightened security.	- Do not continue to teach. - Remain under cover until “all clear” signal is given	