

IN AN EMERGENCY

WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

Initiated over intercom with the following statement: “This is a lockdown”!

TEACHER:

- Lock interior doors,
- Turn out the lights,
- Move away from sight,
- Do not open the door,
- Maintain Silence,
- Take attendance noting missing or extra students,
- Stay off the phone,
- Wait for “All Clear”

PURPOSE: In the event there is an intruder or danger inside the building.

LOCKOUT! SECURE THE PERIMETER.

Initiated over the intercom with the following statement: “This is a lockout”!

TEACHER:

- Bring everyone indoors,
- Lock the perimeter doors,
- Increase situational awareness,
- Business as usual,
- Take attendance noting missing of extra students,
- Stay off the phone,
- Wait for the “All Clear”

➤ **BOMB THREAT:**

- Alert the front office and call 911 from landline if possible
- Don’t panic students
- School will be in Lockout or Lockdown until instructed by police
- Evacuate when instructed following evacuation procedures.

- If you received the threat via phone or email: take note of details including voice, numbers or anything else.

PURPOSE: In the event there is a danger outside of the building.

EVACUATE! TO ANNOUNCED LOCATION.

Initiated over the intercom or with a fire alarm.

TEACHERS:

- Lead evacuation to location (behind school or other location as designated),
- Bring your phone,
- Leave things behind,
- Use quickest and safest route,
- Take attendance noting missing, extra or injured students.
- If evacuation occurs during lunch or recess: Go to the students, make sure building is clear on your way out, direct students to evacuation area, find your class and take roll.
- **EARTHQUAKE:** Yell “Earthquake, Drop and Cover”!
 - Remain in place until over
 - Check exits
 - Follow evacuation procedures

PURPOSE: In the event of a fire, bomb threat or other danger that requires us to leave the building.

SHELTER! HAZARD AND SAFETY STRATEGY.

Initiated over the intercom or other means if necessary.

Hazard	Safety Strategy
Tornado	Evacuate to shelter area (Follow evacuation procedures)
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

PURPOSE: To protect from an external event.

CHAIN OF COMMAND

- Principal is in charge of the entire school operation. If absent, head secretary is in charge. Any responsibility will be designated to appropriate authority as necessary.
- Teachers are immediately in charge of their students. Classroom or specialty aides are not to take charge of students.
- 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 the lunch supervisor. Teacher aides are under the direction of the teacher/principal/secretary.
- The head custodian, head secretary and lunch supervisor work under the direction of the principal unless absent. If she is also absent, then they will work under the direction of the lead secretary.

EMERGENCY NOTIFICATION

- 911 or emergency services should be called by the principal or secretaries. If necessary, anyone can call 911 and then alert the front office.

FIRE EVACUATION RESPONSIBILITIES

- 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 or red
- Pete: 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.
- Tyson: 1st Grade Hall + bathrooms near library.
- Emily: Check lunchroom and gym.
- Shelley: Aide count to Alicia
- Tyson: Custodial Count report to Pete
- Linda: Library, Kindergarten Hall and report to Alicia.
- Brooke: Close back office doors, 5th & 6th grade hall and bathrooms, megaphone
- Sue: Pod report to Pete
- 6th grade teachers bathrooms near their rooms.

(North/Building)

(West)

K 1st 2nd 3rd 4th 5th 6th

(East)

Sego Lily Evacuation Map



SPECIFIC DUTIES IN CASE OF EMERGENCY

- Custodians:
 - All custodians report to administration as soon as emergency situation permits
 - Shut down all ventilations systems as needed to prevent spread of smoke.
 - Shut off valves are located Northeast of cafeteria. Breaker panels West of Gym.
 - In a bomb threat custodian will help secure the building and search the building as asked by authorities.

ACCOUNTING FOR STUDENTS/PARENT

NOTIFICATION

- All students will be removed from building using established evacuation plan
- Students will have temporary shelter at the school or designated area. Local authorities will assist the school in informing parents if off-site location is designated. School will attempt contact with guardians through School Messenger.
- School will release students to parents custody at the evacuation site.
- No student will be released on their own.
- Students will be released to parents in coordination with the classroom teacher.
- Teachers will report the status of their classes and any missing/extra children to the principal.

INCIDENT COMMAND

- Incident command is made up of administration, designated help and representatives from emergency personnel such as fire, police and EMT. It is the decision making body in a crisis.
- First aide will be administered by principal, secretaries, trained first responders until proper personnel arrive on site.
- All injured should report to incident command or have incident command alerted if person is unable to move.
- First aid supplies are kept in the office and will be taken to the site as needed.
- Office will maintain a log of injured and the treatments.

EMERGENCY PHONE NUMBERS

- Lehi Police 801-768-7110
- Ambulance 911
- Poison Control 800-456-7707
- Utah Highway Patrol 800-492-2240
- Pete Swiderski 801-358-6479
- Nancy Burkman 801-358-8441
- Brook Hall 801-400-2046

SEGO LILY
EMERGENCY
HANDBOOK



MISSING OR

EXTRA

STUDENTS

ALL
ACCOUNTED
FOR