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APPROVAL AND IMPLEMENTATION

This Emergency Operations Plan (EOP) addresses Summit Academy’s planned response to all hazards. It is the principal plan for mitigating emergencies and incidents to ensure the protection of life, health, and property. This plan aids in the recovery operations to ensure that the school returns to pre-emergency operation and is intended to facilitate coordination with local emergency responders and establish a framework for an effective system of comprehensive emergency and risk management.

In order to execute this plan effectively and mobilize available resources, all school personnel must have knowledge of the procedures set forth in this plan and be trained in its use. Personnel having roles and responsibilities established by this plan are expected to be familiar with their roles based on the provisions of this plan.

Modifications to this plan may be made under the direction of the Summit Academy Business Administrator and the Summit Academy Director of Safety.

This EOP is developed pursuant to the following requirements of the State of Utah:

- Utah Code §53G-4-402 (18)(a). Powers and Duties Generally
- Utah Administrative Code R277-400. School Facility Emergency and Safety

This EOP also conforms to the National Incident Management System (NIMS) and is written so that it matches the emergency operations plans of local cities, Salt Lake County, and the State of Utah.

This plan supersedes any previous versions.

Certification

I attest that the requirements set forth in Utah Code §53G-4-402 (18)(a) have been met with the adoption of this plan.

_________________________________  __________________________
Print Name  Title

_________________________________  __________________________
Signature  Date
I. INTRODUCTION

A. Purpose of the Plan

The Summit Academy Emergency Operations Plan (EOP) provides policies and procedures on how to respond to all-hazard emergency incidents. This plan has been customized to meet the specific and unique needs, capabilities, and circumstances found in all Summit Academy schools.

The Comprehensive Emergency Management Plan consists of:

1. Emergency Operations Plan (EOP)
2. Floor plans of each campus
3. Site plans of each campus
4. Emergency contact information sheet

B. Scope of the Plan

The plan outlines the expectations of school staff and students as well as provides authority for personnel to enact the plan as needed. The plan identifies internal and external communications; training and sustainability; authority and references as defined by state mandates and actions the school will use for prevention, protection, mitigation, response, and recovery.

This EOP covers all programs or entities of Summit Academy, Incorporated and Summit Academy High School, regardless of who is on-site. Primary and alternate decision-makers should be identified for each campus, to cover all activities that take place on campuses. Adjustments to procedures may be needed for after-hours activities (i.e., sporting events, theater, clubs, facility rentals) and may be found in each section as appropriate.

C. Plan Activation

Decision-making authority and operational control must be clear, regardless of who is on-site. Primary and alternate decisions makers should be identified for each program, regardless of the time of day that activity occurs. Plan activation responsibility does not preclude staff from taking action upon initial identification of a hazard.

See Section II. (D) – After-hours Activities for how the plan will be activated outside of normal school hours.

This plan may be activated in part or in whole, as necessary, by:

1. Campus Principal
   • 1st Alternate: Assistant Principal
   • 2nd Alternate: Admin. Administrative Assistant
2. Director of Summit Academy
   • 1<sup>st</sup> Alternate: Summit Academy Business Administrator
   • 2<sup>nd</sup> Alternate: Summit Academy Director of Safety
   • 3<sup>rd</sup> Alternate: Summit Academy Director of Operations

See Emergency Contact Information Sheet for specific information.
II. SITUATION OVERVIEW

A. Site Information

Summit Academy includes the following campuses and facilities:
1. Summit Academy Draper
   1225 East 13200 South, Draper, Utah, 84020
   PK – Grade 8

2. Summit Academy Independence
   15327 South Noell Nelson Drive, Bluffdale, Utah, 84065
   PK – Grade 8

3. Summit Academy Bluffdale
   1940 West 14400 South, Bluffdale, Utah, 84065
   PK – Grade 6

4. Summit Academy High School
   14942 South 560 West, Bluffdale, Utah, 84065
   Grade 9 – Grade 12

This EOP shall be applicable to all buildings and grounds and for all events, regardless of the time of day or day of the week.

B. Schools’ Population

The total population normally at each campus is as follows. These are approximations and may fluctuate throughout the year.

Summit Academy Draper – 862 Total
- 760 Students
- 45 Teachers
- 2 Administrators
- 15 Office/Support Staff
- 34 Instructional Assistants
- 5 Cafeteria Staff
- 1 Maintenance/Custodial Staff

Summit Academy Independence – 1070 Total
- 960 Students
- 55 Teachers
- 3 Administrators
- 14 Office/Support Staff
- 20 Instructional Assistants
• 11 Cafeteria Staff
• 7 Maintenance/Custodial Staff

Summit Academy Bluffdale - 464 Total
• 409 Students
• 22 Teachers
• 2 Administrators
• 2 Office/Support Staff
• 23 Instructional Assistants
• 5 Cafeteria Staff
• 1 Maintenance/Custodial Staff

Summit Academy High School – 548 Total
• 510 Students
• 28 Teachers
• 2 Administrators
• 3 Office/Support Staff
• 0 Instructional Assistants
• 3 Cafeteria Staff
• 2 Maintenance/Custodial Staff

C. Special Needs Considerations

Summit Academy is committed to the safety of all students and staff. The school recognizes that some members of its population may need additional assistance during and after an emergency. Those who may need additional assistance may have physical, sensory, mental health, cognitive, and/or intellectual disabilities affecting their ability to function independently without assistance. The number of students and staff needing this additional assistance will fluctuate. This number also includes students and staff who may require additional assistance on a temporary basis due to recent injuries.

Areas and classrooms which contain students and staff who require additional assistance during an emergency will be identified by records kept in the office of each campus.

A list of staff members that have been trained and assigned to assist those with special needs during drills, exercises, and emergencies is available in the office of each campus.

D. After-hours Activities

If the school is being used after regular school hours, groups utilizing the school will be trained on emergency procedures found in this plan by the school administration or their designee. The assigned building supervisor for an after-hours activity will be provided an emergency contact information sheet to use in case of an emergency. This list should include local emergency responding agencies and those assigned by the school/LEA to respond to emergencies.
After regular school hours, this plan may also be activated in part or in whole, as necessary, by the assigned building supervisor.

E. Off-site Activities

Field trips and other off-site official school activities may require additional emergency planning. Consider the following:

- Take an emergency contact sheet with you.
- Identify any medical needs of students and staff. Ensure appropriate medications are available on a trip and kept secure with an adult who can administer them.
- Have ready access to parent permission forms providing the authorization for medical treatment.
- Have ready access to the contact information for all parents and guardians.
- Have a plan for backup transportation and repair information.
- Have an emergency funding mechanism for unexpected overnight housing and food.
- Review emergency procedures for your destination.
- Provide emergency contact numbers for staff to administration.

F. Planning Assumptions

The following list of planning assumptions allows for deviation from this plan if certain assumptions or conditions prove not to be true during operations.

- A major disaster could occur at any time and at any place, some with little or no warning. However, in most cases, dissemination of warnings to the public and implementation of increased readiness measures may be possible.
- Any emergency may overwhelm the resources of the school.
- Outside assistance from local emergency responders will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to provide immediate decision-making and first aid.
- Following a major or catastrophic incident, the school may have to rely on its own resources and be self-sustaining for days until emergency responders can respond.
- Risk of harm, injury, and damage will exist regardless of how much a school plans for an emergency. This plan facilitates the reduction of that risk. Loss of life and property is still possible.

It is the position of Summit Academy that no guarantee is implied by this plan of perfect use of the incident management system. As personnel and resources may be overwhelmed, Summit Academy will endeavor to make every reasonable effort to manage the situation with the resources and information available at the time.
III. PREVENTION

A. Training on the Plan

All students and staff should be trained on the school’s emergency response procedures found in this plan. Training records regarding this plan and emergency procedures should be maintained by each campus. These training records are kept by the Summit Academy Director of Safety. Specific personnel that are trained on the school’s emergency response procedures include but are not limited to:

- Director of Summit Academy
- Summit Academy Business Administrator
- Summit Academy Director of Safety
- Summit Academy Director of Operations
- Summit Academy Director of Support Services
- Summit Academy Director of Child Nutrition
- Summit Academy Director of Transportation
- Summit Academy Human Resource Director
- Campus Principals
- Campus Assistant Principals

Types of training provided by the school include but are not limited to:

- Monthly safety drills held on each campus
- Annual EOP training
- Annual safety training as required by Utah statutes, rules, and policies.

All substitute personnel are provided training each time they work in the building. This training includes:

- Review of duties of substitute teachers as identified in this plan
- Review of all functional annexes dealing directly with student safety
- Methods of notification
- Accountability procedures

B. Exercise the Plan

Summit Academy will conduct an annual test of this plan. This test will be done as a tabletop exercise and will involve all administrators at each campus. If possible, these exercises will be coordinated with relevant community partners, including local emergency responders. The Director of Safety is responsible for organizing and documenting these exercises.

All Summit Academy campuses will conduct monthly drills with the purpose of training and testing the procedures identified in this EOP and ensuring that administration, staff, and students are familiar with the specific actions required in an emergency. These drills should meet the statutory requirements found in USBE R277-400-6, Emergency Preparedness Training for School Occupants. A record of these drills should be kept at each campus, with a copy of these records being shared with the Summit Academy Director of Safety.
C. Drill Schedule

The following drills should be conducted as scheduled:

- **August (1st 10 days of school)**: Evacuation Drill
- **September**: Evacuation Drill
- **October**: Reunification Drill
- **November**: Evacuation Drill
- **December**: Lockdown Drill
- **January (1st 10 days of the month)**: Evacuation Drill
- **February**: Lockout Drill
- **March**: Evacuation Drill
- **April**: Drop, Cover, Hold Drill
- **May**: Evacuation Drill
IV. PROTECTION/MITIGATION

A. Hazard Analysis

All Summit Academy schools are exposed to many hazards and threats that have the potential for disrupting the school community, causing casualties, and damaging or destroying school property. Salt Lake County Emergency Management maintains a county-wide hazard analysis which may be found on their website.

The hazards listed below have been identified by Summit Academy as hazards and threats of particular concern for the school, its staff, and students. It is possible that a hazard or threat not included in this list may occur. A thorough understanding of functional content areas can mitigate the impact of unanticipated hazards.

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Probability</th>
<th>Severity of Impact</th>
<th>Warning Time</th>
<th>Duration of Incident</th>
<th>Risk Priority</th>
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<td>Localized Fire</td>
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<td>Campus-wide Fire</td>
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### Pandemic
- **Likelihood:**
  - Highly Likely
  - Likely
  - Possible
  - Unlikely
- **Severity:**
  - Catastrophic
  - Critical
  - Limited
  - Negligible
- **Recovery Time:**
  - >12 Hours
  - 6-12 Hours
  - 1-24 Hours
  - <3 Hours

### Flooding
- **Likelihood:**
  - Highly Likely
  - Likely
  - Possible
  - Unlikely
- **Severity:**
  - Catastrophic
  - Critical
  - Limited
  - Negligible
- **Recovery Time:**
  - >12 Hours
  - 6-12 Hours
  - 1-24 Hours
  - <3 Hours

### Loss of Utilities
- **Likelihood:**
  - Highly Likely
  - Likely
  - Possible
  - Unlikely
- **Severity:**
  - Catastrophic
  - Critical
  - Limited
  - Negligible
- **Recovery Time:**
  - >12 Hours
  - 6-12 Hours
  - 1-24 Hours
  - <3 Hours

### Criminal/Bomb Threats
- **Likelihood:**
  - Highly Likely
  - Likely
  - Possible
  - Unlikely
- **Severity:**
  - Catastrophic
  - Critical
  - Limited
  - Negligible
- **Recovery Time:**
  - >12 Hours
  - 6-12 Hours
  - 1-24 Hours
  - <3 Hours

### Gas Leak
- **Likelihood:**
  - Highly Likely
  - Likely
  - Possible
  - Unlikely
- **Severity:**
  - Catastrophic
  - Critical
  - Limited
  - Negligible
- **Recovery Time:**
  - >12 Hours
  - 6-12 Hours
  - 1-24 Hours
  - <3 Hours

### Mass Casualty Event
- **Likelihood:**
  - Highly Likely
  - Likely
  - Possible
  - Unlikely
- **Severity:**
  - Catastrophic
  - Critical
  - Limited
  - Negligible
- **Recovery Time:**
  - >12 Hours
  - 6-12 Hours
  - 1-24 Hours
  - <3 Hours

### B. Security Measures

Each campus principal ensures physical and operational security measures are in place to foster a safe learning environment.

A quarterly review of each campus’s physical security features is conducted by the Summit Academy Director of Safety. The LEA staff have the responsibility of identifying funding opportunities and obtaining grants to cover future costs of physical security improvements.
V. RESPONSE

A. Incident Command Roles and Responsibilities

The Incident Command System (ICS) organizational structure develops in a top-down, modular fashion that is based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident. As incident complexity increases, the organization expands from the top-down as functional responsibilities are delegated.

To provide for effective direction, control, and coordination of an incident, either single site or multi-incidents, this EOP will be activated including the implementation of the Incident Command System. When needed, separate functional elements will be established and subdivided to enhance internal organizational management and external coordination.

**Policy Group**

The Policy Group is responsible for providing the Incident Commander with strategic guidance, information analysis, and needed resources. In most cases, the Director of Summit Academy directs the Policy Group to take appropriate action in an emergency. This individual has the authority to make decisions, commit resources, obligate funds, and command the resources necessary to protect the students, staff, and facilities.

Having the responsibility does not mean that the Director of Summit Academy assumes a command role over the on-scene incident operation. Rather, the Director of Summit Academy:

- Provides policy guidance on priorities and objectives based on situational needs and the Emergency Operations Plan.
- Oversees resource coordination and support to the on-site command.
Incident Commander
The Incident Commander (IC) is the primary person in charge at the incident and will establish incident objectives based on the following five primary objectives:

1. Life Safety
2. Protect Public Health
3. Incident Stabilization
4. Property and Environment Preservation
5. Reduce adverse psychological consequences and disruptions

Additionally, the IC will manage the incident scene, and he or she must keep the Policy Group informed and up to date on important matters pertaining to the incident. The IC will be the principal, or in their absence the individual designated with their authority, at the initial start of a localized event. When emergency responders arrive, they will assume the role of the IC and the principal will take on the responsibility of site commander.

School-related responsibilities and duties include:

- The first staff person on the scene assumes control until the principal, or designee takes control.
- The IC is delegated the appropriate authority to direct tactical on-scene operations until a coordinated response can be established with emergency responders.
- Establish an Incident Command Post and provide an assessment of the situation to the Director of Summit Academy (Policy Group).
- Recommend incident response activities, identify incident management resources required, and direct the on-scene incident management activities.
- Determine strategies to implement protocols and adapt as needed.
- Monitor incident safety conditions and develop measures for ensuring the safety of students, staff, and visitors on campus.
- Coordinate media relations and information with the Policy Group.
- Serve as the primary on-scene contact for emergency responders assigned to the incident.
- Document activities and decisions as they occur.
- Determine whether to implement incident management protocols.
- Follow the directions provided in the plans and procedures outlined in this EOP.
- Arrange for the transfer of students, staff, and other individuals when safety is threatened.

Operations Section
The Operations Section directs all tactical operations of an incident according to established procedures and protocols. This includes, but is not limited to, caring for staff and students, providing first aid, site security, damage assessment, evacuations, and reunification. In addition, this section may also be responsible for:

- Monitoring site utilities and shut off only if danger exists or directed by the IC.
- Securing the facility and property.
- Assisting with medical triage using staff trained in first aid and CPR.
- Requesting supplies needed for the response from the Logistics Section.
- Coordinate the distribution of food and water.
• Documenting all activities.

**Planning Section**
The Planning Section collects, evaluates, and disseminates information needed to measure the size, scope, and seriousness of an incident. It also assists the IC in planning appropriate incident management activities. Duties may include:

- Assisting the IC in the collection and evaluation of information about the incident as it develops.
- Assisting the IC with ongoing planning efforts.
- Maintaining an incident time log.

**Logistics Section**
The Logistics Section manages and tracks limited resources that are needed for the proper response to the incident. This includes the distribution of resources as requested by the IC. Additional responsibilities may include:

- Providing transportation for staff and students to be relocated to an off-site location.
- Storing and preparing food that may be needed in larger incidents.
- Setting up first-aid and triage stations, temporary shelters, and storage locations.

**Finance/HR Section**
The Finance Section oversees all financial activities. These may include purchasing necessary materials, tracking incident costs, arranging contracts for services, timekeeping for employees, submitting documentation for reimbursement, and recovering school records following an incident. Additional duties may include:

- Assuming responsibility for overall documentation and recordkeeping activities; when possible, using photographs or video damage to property.
- Ensuring that departments can make purchases unusual to typical practice to respond and recover. Credit card limits may need to be expanded, or purchase orders opened.
- Developing a system to monitor and track expenses and financial losses, and to secure all records.
- Maintaining payroll functions.

The Finance/HR Section may not need to be established onsite at the incident. Rather, the LEA offices may assume responsibility for these functions.

**Unified Incident Command**
Unified Incident Command (UIC) applies ICS to incidents involving multiple jurisdictions or agencies. It enables schools and agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively.

Additionally, the Incident Commander within the UIC will make joint decisions and speak as one voice. (Most likely, the IC in a unified command structure will be a law enforcement officer or another emergency responder.) Any differences are worked out with the Unified Incident Command. Within UIC, law enforcement would not tell school personnel how to manage school-centered procedures, i.e. parent-student reunification, etc., or tell other agencies how to do their job.
The Incident Commander of a UIC is responsible for the following:

- Coordinating the actions of all responding agencies to the scene.
- Advising school leadership of needs as required.
- Isolating the incident site and maintaining control of the inner and outer perimeters.
- Establishing tactical communications and designating a primary radio channel.
- Facilitating tactical planning and contingency planning.
- Briefing responding emergency personnel.
- Designating a staging area for supporting agencies.
- Ensuring proper documentation of decisions and activities.
- Providing situational updates to the policy group.
- Approving requests for additional resources or the release of resources.
- Approving additional alerts, as needed.
- Ensuring staff prepares a post-incident summary.
- Establishing immediate priorities.
- Coordinating any specific transportation issues (such as helicopter landing zones, EMS treatment locations, morgue location, etc.).
- Performing other duties as required by the situation.

The Unified Incident Command may be set up on-site or at an alternate location. In the event of a widespread disaster or emergency, local authorities may choose to set up an Emergency Operations Center (EOC). When requested, Summit Academy will appoint a liaison to the EOC to represent the interests of the LEA and facilitate coordinated response efforts.

**Public Information Officer**

The Public Information Officer (PIO) is responsible for interfacing with media or other appropriate agencies requiring information directly from the incident. In a large event, it may be warranted to have a PIO designated by each responding agency, including the school. The PIO within a UIC structure:

- Checks with the IC and receives situational briefings to ensure current and accurate information.
- May assume the duties of the school’s PIO.
- If necessary, establishes and supervises a Joint Information Center with PIO’s from all responding agencies.
- Coordinates press releases among response organizations.
- Designates a media center and facilitates scheduled press briefings.
- Ensures all press releases and public information are reviewed and approved by the IC, or their designee.
- Monitors news media outlet reports of the incident.

**Interagency Agreements**

An important component of this EOP is a set of interagency agreements with various city/county agencies to aid in timely communication. These agreements help coordinate services between the agencies and Summit Academy. Various agencies and services include county governmental agencies such as mental health, law enforcement, county health department, and fire
departments. These agreements specify the type of communication and services provided by one agency to another. These agreements also make school personnel available beyond the school setting in an incident or traumatic event occurring in the community.
B. Functional Procedures (How to...)

Functional procedures lay out the proper steps needed to carry out various functions in an emergency. These functional procedures are designed to be used in a multitude of situations and various hazards.

Each emergency presents its own unique situational conditions. While it is best practice to follow these procedures as written, in some circumstances it may be prudent to modify the procedure to address the needs of the emergency. Any modifications should be documented and communicated with the Incident Commander.
Evacuation

PURPOSE

An evacuation from the building will occur when the building is deemed no longer safe to occupy. Evacuation of the building needs to be tested on a regular basis as outlined in the Prevention Section of this plan.

RESPONSIBILITIES

Incident Commander

- Communicate the need to evacuate the building or specific area of the building to the building staff and other occupants by activating the fire alarm or by intercom. If using the intercom, the following script should be used:

  o YOUR ATTENTION, PLEASE. WE NEED TO EVACUATE THE BUILDING. TEACHERS ARE TO TAKE THEIR STUDENTS TO THEIR DESIGNATED ASSEMBLY AREA. TEACHERS TAKE YOUR CLASS ROSTER AND EMERGENCY BINDER.

- Determine evacuation routes based on the location of the incident and type of emergency.
- Designate staff with assigned radios and/or cell phones to assist in evacuation procedures.
- If safe to do so, assigned staff should perform a check of the building to ensure that all areas have been evacuated. Once completed, these staff members should notify the incident commander.
- Monitor the situation and provide updates and additional instructions as needed.
- During inclement weather, consider requesting buses or seeking out alternative shelter for evacuated students and staff.
- Call or designate another to immediately call public safety (9-1-1) to give notice the school has been evacuated. This person should update the emergency responders arriving on the scene.
- Notify the Director of Summit Academy that an evacuation of the school has occurred.
- Communicate when it is safe to re-enter the building or re-occupy a section of the building by using emergency radios/cell phones, designated staff, the public address system, and/or bull horns.
- Re-entry into a building, or a portion of a building, will be approved by assigned personnel or emergency services who are trained in building inspection.

Teachers and Staff

- Instruct students to exit the building using the designated emergency exit routes or routes directed by the Incident Commander. Emergency exit routes are diagrammed on the map posted near the exit door inside each room.
- Use a secondary route if the primary route is blocked, unsafe, or hazardous.
• Help those needing special assistance. Students and staff with functional needs that prohibit normal evacuation will be assisted out of the building, if possible, or will be taken to an area predetermined by the evacuation routes (Area of Refuge). Emergency responders will be notified immediately of any individuals waiting in an area of refuge.
• Teachers will ensure that the room is empty upon leaving. They will then turn off the lights and close the door.
• Do not stop for student or staff belongings.
• Take the emergency binder and class roster with you.
• Encourage others (visitors, staff, or students) located in hallways and common areas to exit the building.
• Lead students to the designated evacuation assembly area.
• Once at the assembly area, account for all assigned students and check for injuries. Immediately report any missing or injured person to the Incident Commander using the red/green card located in the emergency binder. (Green = All is well. Red = Missing or injured person)
• Wait for additional instructions from the Incident Commander or emergency services.
• Staff members without students should go to their designated assembly area and notify the office staff that they have evacuated.

**Office Staff**

• Take emergency supplies, any visitor log, and/or check-out or check-in forms to the evacuation assembly area.
• Gather headcount information from teachers and inform the Incident Commander of any missing or injured students, staff, or visitors. Use attendance records (check-in and check-out forms) to verify all students are accounted for.
• Account for all logged visitors and/or vendors on property.

**Evacuations Outside of Normal Class Times**

**Students Being Instructed Outside the Their Assigned Classroom or Using a Hall Pass**

• Students who are temporarily receiving instruction in an alternative location should evacuate to the Evacuation Assembly Area of the classroom teacher who they are assigned during that time.
• Students who are outside of the classroom during class time should report to the classroom teacher who they are assigned to during that time.

**Before School**

• Students should report to the Evacuation Assembly Area for their 1st class of the day.
• Teachers should make a list of any missing student and provide it to the assigned office staff member.
During Lunch and Assemblies
- Students should report to the Evacuation Assembly Area for the teacher that is tied to their lunch assignment or the class scheduled during the assembly.
- Teachers should report missing students to the assigned office staff member. If the teacher has not yet taken attendance for the students in the class, they must report all missing students to the assigned individual.

After School and During Class Changes
- Students should report to the Evacuation Assembly Area of the class they most recently attended.
- Teachers will report all missing students to the assigned officer staff member. If there is direct knowledge that the student is no longer on campus, the teacher will note this in their report.

Evacuation Assembly Areas

Location
- Evacuation assembly areas should be located no closer than fifty feet to the building and should not be located in a place that would hinder responding emergency personnel.
- Locations should be marked to assist teachers, staff, and students in locating the correct area.

Alternative Evacuation Assembly Areas
- If the evacuation will be for a prolonged time, require family reunification, or due to weather, the school may relocate students to an alternative location on the property, as determined by the Incident Commander. This alternative location may be located on school property, if safe, or at a predetermined alternative off-site location.
- A list of agreements for off-site locations may be found in Appendix A.
- To relocate students off-site, the Incident Commander should work with the Director of Summit Academy, local emergency services, and the Summit Academy Director of Transportation to make safe arrangements for transportation.

Evacuation During After-school Events and 3rd-party Rentals

Incident Commander
- If the need to evacuate the building arises during an after-school event or during an event hosted by a group renting the facility, the assigned building supervisor will fulfill the role of Incident Commander until relieved by an administrator.
- Any supporting staff members will assist the Incident Commander by directing those evacuating to proceed to a safe area away from the building.
- The Incident Commander will do their best to determine if anyone is remaining in the building and report this to arriving emergency responders.
Public Notification Before Large Events

- Prior to the start of any public assemblage function (e.g., concerts, sporting events, etc.) involving more than 150 people, the following announcement shall be made:

IN THE EVENT IT BECOMES NECESSARY TO EVACUATE BECAUSE OF AN EMERGENCY, EXITS ARE PROVIDED AT THE FOLLOWING LOCATION (GIVE LOCATIONS OF EXIT). PLEASE IDENTIFY THE TWO EXITS CLOSEST TO YOUR LOCATION. WHEN EXITING, PLEASE PROCEED TO A SAFE AREA AWAY FROM THE BUILDING.
**Lockout**

**PURPOSE**

A lockout, or reverse evacuation, should occur when conditions are safer inside the building than outside. This includes events such as severe weather, community emergencies, crime, or a hazardous material release outside of the school building. In a lockout, the building should be secured and strict limitations put in place allowing for people to exit or enter the building.

**RESPONSIBILITIES**

**Incident Commander**

- Order an announcement for students and staff outside to move inside the building. This may be done using the intercom system, megaphone, 2-way radios, telephones, or a runner.
- Notify the Director of Summit Academy that the school is going into a lockout situation. Provide clear details of the incident and situation. Details should be limited as to not cause a sense of unnecessary panic.
- Call or designate another to call public safety (9-1-1) to give notice the school is going into a lockout situation. It may be that the school is notified by emergency personnel that there is an external hazard, and the school should lockout. In this case, no additional call to emergency services is warranted.
- Consider requesting assistance from emergency personnel to secure the exterior of the property and prevent unauthorized access.
- Assign staff members to monitor all exterior doors to prevent unauthorized entry and exit.
- Designate a staff member to monitor radios, the internet, and other media for information on the incident.
- Designate staff to ensure that all exterior doors and windows are closed and locked.
- Maintain contact with emergency personnel and consult on whether additional procedures should be implemented due to changing conditions of the incident, such as Drop, Cover and Hold.
- Notify all staff members when the need to lockout no longer exists.

**Director of Summit Academy**

- The Director will immediately notify the Director of Safety and the Director of Transportation to stop all inbound buses and redirect them to a designated alternative location.
- The Director of Summit Academy will implement the outlined communication procedures to notify parents of the situation and provide the necessary information.

**Teachers and Staff**

- Immediately move students back into classrooms or safe area using the closest accessible entry. If movement into the building would present a danger, teachers and staff outside will seek direction from the Incident Commander or emergency personnel.
- No students or staff should leave the building until they are told it is safe to do so.
- Close and lock all exterior doors and windows.
• No one is allowed inside the building except for emergency personnel or those with permission from the Incident Commander.
• Wait for further instructions from the Incident Commander or from emergency responders.
• Students should be kept in their assigned classrooms. Limit the use of hall passes by students to emergency use only.
• Under the direction of the Incident Commander, classes and class changes may go on as normal. However, outdoor recess and other activities would be prohibited.
• If the event extends beyond normal school hours, be prepared to keep students inside the building and safe as long as it is required.

Office Staff
• Ensure that all entries to the school building are locked and secure.
• All entries used by the general public should have a sign placed on the door that states:

THE CAMPUS IS CURRENTLY FOLLOWING LOCKOUT PROCEDURES. NO ONE MAY ENTER OR LEAVE THIS BUILDING UNTIL FURTHER NOTICE. PLEASE CALL (ADD PHONE NUMBER) FOR MORE INFORMATION.

• Following the direction of the incident commander, be prepared to communicate with parents the reason of the lockout and what to expect.
• Assist in preventing unauthorized exit from and entry into the building.
• Be prepared to implement the reunification process following the lockout, if directed by the Incident Commander.

Maintenance and Custodial Staff
• Assist in preventing unauthorized exit from and entry into the building.
• Be prepared to shut down all HVAC systems, if instructed to do so.
• Continually monitor all exterior doors to ensure that they are secured to prevent unauthorized access.
**Lockdown**

*Note: When practicing the lockdown procedure, it must be clearly stated before and after the announcement is made to go into lockdown. It may also be warranted to notify parents of any scheduled lockdown drill.*

**PURPOSE**

A lockdown is a physical response to provide a time barrier during an active shooter/intruder event. Lockdown is not a stand-alone defensive strategy. Additionally, students and staff will follow the ALICE protocol of the “Alert, Lockdown, Inform, Counter, Evacuate” as described in the Active Shooter/Intruder Procedure. When securing in place, this procedure should involve barricading the door and readying a plan of evacuation or countertactics, should the need arise.

**RESPONSIBILITIES**

**Incident Commander**

- Make the following announcement using the intercom system:

  YOUR ATTENTION PLEASE, WE ARE EXPERIENCING AN EMERGENCY SITUATION AND WE ARE NOW UNDER LOCKDOWN.

  *Note: If the lockdown is a drill, it must be clearly stated before and after the announcement is made to go into lockdown.*

- Designate staff to call 9-1-1, identify the name and address of the school, describe the emergency, state the school is locking down, provide intruder(s) description and weapon(s) if known, and identify the location of the school command post. Direct staff to stay on the phone to provide updates and additional information.
- Notify staff and classes outside to immediately move away from the building and to a safe location, account for the students, and be prepared to move to a relocation site.
- Notify the Director of Summit Academy that the school has been placed in lockdown and provide known details of the incident.
- When it is safe to do so, work with law enforcement to proceed.

**Director of Summit Academy**

- The Director will immediately notify the Director of Safety and the Director of Transportation to stop all inbound buses and redirect them to a designated alternative location.
- The Director of Summit Academy will implement the outlined communication procedures to notify parents of the situation and provide the necessary information.
Teachers and Staff Members

- If safe to do so, clear the hallways and bathrooms by your room, moving everyone into the classroom, office, or work area.
- Lock your doors. Once the door is secured do not open the locked door. Following the event of an active shooter/intruder, the door will be unlocked by an administrator or law enforcement.
- Move any large objects in front of the door to barricade doors. All movable items such as chairs should be used as well.
- Take attendance and be prepared to notify the Incident Commander of missing students or additional students, staff, or guests sheltered in your classroom.
- Students should shelter in locations away from direct view into the classroom. Do not place students in one large group in a single location within the room. Students and staff should be spread out.
- If the active shooter/intruder is in close proximity, and a means to a safe exit is available (through an open window or exterior door) move away from the threat.
- In the event that entry to a classroom or or other room is gained by a shooter or intruder, students should consider exiting by running past the shooter/intruder.
- Staff and students may utilize methods to distract the shooter/intruder’s ability to accurately shoot or cause harm, such as loud noises or aiming and throwing objects at the shooter/intruder’s face or person.
- Once the threat is over, prepare to follow the commands of the administration or law enforcement. Do not approach law enforcement or perform any action that may appear to be a threat.

Office Staff

- Lock the doors leading into the office.
- Be willing to help the Incident Commander with communications and the establishment of the school command post.
- When safe to do so, remotely check the status of classrooms via telephone, or another method.

Lockdown Outside of Classrooms and Offices (Hallways, Restrooms, Gymnasium, and Cafeteria)

- In the event of an active shooter/intruder or a lockdown is put in place, you should seek out safety. The first priority should be getting away from the threat, if possible.
- Avoid large open areas, such as the cafeteria and gymnasium.
- In the event that you cannot get away from the threat, seek out a classroom or other room with a lockable door. If the door has already been locked, seek out shelter elsewhere.
- If unable to find shelter, seek out a place to hide. Remain hidden until fighting back is your last option.
- Once the threat is over, prepare to follow the commands of the administration or law enforcement. Do not approach law enforcement or perform any action that may appear to be a threat.

Lockdown Outside of the Building

- Students and staff located outside of the building during a lockdown event should gather in a safe area away from the school. This area should be away from entrances and exits to the building.
• Consider keeping behind walls or other barriers between you and the school building.
• Teachers and staff should keep students calm and together.
• Teachers should account for all students they have in their care and report this to the Incident Commander when requested.
• Remain outside of the building in a safe place until directed otherwise by administration or law enforcement.
• Once the threat is over, prepare to follow the commands of the administration or law enforcement. Do not approach law enforcement or perform any action that may appear to be a threat.
Drop, Cover, and Hold

PURPOSE

Drop, Cover and Hold procedures are used when an incident with the potential to cause falling or flying debris occurs with little or no warning. These incidents may include explosions, structural failures, severe weather, or an earthquake.

RESPONSIBILITIES

Incident Commander

• In an event with little to no warning, follow the procedure below to ensure their safety.
• If a warning can be made, the Incident Commander will make the following announcement using the intercom system.

YOUR ATTENTION PLEASE, DUE TO A THREAT OF ________, ALL STUDENTS AND STAFF SHOULD DROP COVER AND HOLD. PLEASE PROTECT YOURSELF FROM BEING HIT BY FALLING OR FLYING DEBRIS.

• When making the announcement, the Incident Commander should be specific in the type of threat. (Earthquake, Tornado, Severe Weather, etc.)
• Designate staff to call 9-1-1 when warranted.
• Inform the Director of Summit Academy of the emergency the school is currently experiencing and what steps are being taken.
• When it is safe to do so, take the next steps necessary to keep students and staff safe.

Teachers and Staff Members

• Instruct students to follow the procedures listed below. Students should remain protected until the threat of injury is gone.
• Take steps to protect themselves from potential falling and flying debris.
• Following a drop, cover, hold event, students and staff should evacuate the building until it is deemed safe to occupy.
• Be prepared to follow further instructions from the administration and/or emergency personnel, including possible relocation and reunification procedures.

Maintenance and Janitorial Staff

• Take steps to protect themselves from potential falling and flying debris.
• After a Drop, Cover, and Hold event, be prepared to shut off utilities if there is a concern of further danger. (Electric, Water, Gas)
• After a Drop, Cover, and Hold event, inspect the structural integrity of the building. Look for further potential of falling debris, structural damage, fire hazards, and other safety concerns.
• Inform the Incident Commander of any unsafe areas of the school, specifically areas of imminent danger to life.
• Work with emergency personnel to determine when the building is safe to reenter and occupy.

PROCEDURES

Indoor Procedure

• When indoors, students and staff should:
  o Drop to the floor.
  o Cover by getting under a sturdy table, desk, or another piece of furniture.
  o If there is no suitable furniture nearby, cover their face and head with their arms.
  o Hold on to the table or desk until directed to stop.
  o Avoid standing in door frames to avoid potential injury from swinging doors.

• When directed by the Incident Commander and/or when it is safe to do so, staff members will follow the evacuation procedure. Staff and students should not use the elevators to evacuate.

Outdoor Procedure

• If time allows, relocate students to a safe place indoors.
• If there is no warning and there is a need for immediate protection, students and staff should:
  o Move away from buildings, streetlights, and utility wires.
  o Drop to the ground.
  o Cover their face and head with their arms.

• When directed by the Incident Commander and/or when it is safe to do so, staff members will follow the evacuation procedure.
Family Reunification

PURPOSE

The Reunification Protocol is used to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children whenever an emergency requires. This includes unplanned early release, delayed-release, and when students are relocated to an off-site location because a school facility or grounds is rendered unsafe.

It is the responsibility of Summit Academy to protect students and staff when students must be evacuated from the property or held on campus past normal school hours. It is important that there is an accurate accounting of students, including tracking their location and subsequent release to their parent or legal guardian.

This procedure applies to all Summit Academy campuses. However, students in grades 9-12 may be released early without following this procedure if it is safe to do so and the necessity of tracking students’ release to a parent or guardian is not warranted.

RESPONSIBILITIES

Incident Commander
- Notify the Director of Summit Academy of the situation and provide details of any potential relocation to an off-site location. Request additional LEA staff to assist, as needed.
- If an off-site relocation is necessary, contact the person at the relocation site to prepare for the arrival of students. A list of predetermined off-site locations and contact information may be found in Appendix A.
- If necessary, select a Reunification Site Commander to oversee the operations of the off-site location. This may become necessary if the Incident Commander needs to remain on-site to work with emergency responders and/or oversee additional operations.

Director of Summit Academy
- Work with the Director of Safety and the Director of Facilities to ensure that accurate information is being communicated with parents and appropriate stakeholders.
- Work with the Director of Transportation to arrange buses or other means of transportation to transport students.

Reunification Site Commander
- Establish a command post.
- Organize staff members and other responders reporting to the site. Responsibilities should be given based on the processes outlined below.
- Ensure the security and safety of the site. This includes preventing unauthorized access by parents, media, and others.
• Establish the various holding areas outlined in the processes below. This includes a student holding area, a parent/guardian reporting station, a reunification station, and a notification area.
• Work with emergency responders to assist with crowd control and in the notification area.
• Encourage parents/guardians to leave the site once they have signed out their student(s).
• Ensure that all processes are done with fidelity.

Teachers
• Account for all students, making note of any missing or injured students. Be prepared to provide details of direct knowledge of any missing or injured student with the individual assigned to account for students.
• Be prepared to relocate students following the direction of the Incident Commander or emergency responders.
• Request additional resources for any student with special needs.
• Do not allow students to leave, unless directed otherwise.
• Follow the instructions of the Incident Commander and the Reunification Site Commander. This may include being assigned to assist with the reunification process.

Office Staff
• Take the office emergency supplies and any visitor log, check-out, or check-in form to the reunification site.
• Gather headcount information from teachers and inform the Incident Commander of any missing students or staff. Use attendance records (check-in and check-out forms) to verify if all students are accounted for.
• Account for all logged visitors and/or vendors on property.
• Be prepared to assist in the reunification process if assigned.

PROCEDURES

Notification of Parents
• Summit Academy will use established communication channels to communicate with parents the current situation. This include directions on when, where, and how students may be picked up by parents or another adult listed as an emergency contact on a student’s record.
• Parents will be instructed to not come to the reunification site until instructed to do so.
• Any information about an injured or missing student must only be given in person once identification has been verified.

Establishing the Reunification Site
The Reunification Site should include the following stations and areas.

1. Parent Reporting Station
   • This is the first step for parents.
• Staff members will verify the identity of the individual wanting to pick up a student(s) and verify that they are listed as a parent, guardian, or as an emergency contact for that student.
• Once an individual has been identified and approved, they will be given a number and directed to the Release Station.
• If the release of students is delayed, parents/guardians will provide a phone number in which a text message may be sent. Parents/guardians will then wait for that text message before proceeding to the Release Station.

2. Student Holding Area
• Students will be gathered here waiting for reunification.
• This may be a large open area, such as a gymnasium or cafeteria. It may also be a small area, such as a classroom. In rare cases, students may be asked to stay on a bus, or in a similar situation.
• Students will remain with their assigned teacher.
• Students will remain quiet so that they may hear announcements and directions provided by staff.
• Students may only leave once called for by the reunification staff.

3. Release Station
• This is the location where students will be reunited with the adult pre-approved to take custody of the student.
• All parents should have a form the Parent Reporting Station listed with the student(s) they are approved to pick up.
• Staff will verify students on the form before releasing them to the adult.
• The Student Release Form will be retained by staff for record keeping purposes.

4. Notification Area
• When a student is missing, injured, or for any other reason not located in the Student Holding Area, this is the location where parents/guardians will be notified of the situation. This notification should be done as soon as possible but only once information has been verified.
• This area should be in a place of privacy.
• This area should be staffed by a senior staff member. (Administrator, counselor, LEA representative)
• It is strongly recommended that this area also include emergency responders, such as a law enforcement officer.

Documentation
Use the following documents to maintain accurate records. These documents may be found in Appendix B.
• Student Release Form - Used to track all students who have been released and to whom they were released.
• Parent/Guardian Sign-in Sheet - Used to keep track of parents/guardians in line to pick up students
- **Student and Staff Status Report** - Used to assist the Incident Commander in understanding the situation.
- **Accounting of Persons Report** - Used to track individuals known to be missing their status once accounted for.

![Diagram](image)
Accounting for Persons

PURPOSE

The purpose of this procedure is to establish a system that will allow Summit Academy to track staff, students, and visitors during an emergency event. This procedure is to be implemented any time relocation of students occurs or it becomes necessary to immediately determine who is or is not accounted for.

RESPONSIBILITIES

Incident Commander

- Assign an individual to oversee the accounting of staff, students, and visitors. This should be a person of the office staff unless this is not possible due to the current situation.
- Report any missing staff, students, or visitors to emergency responders.

Teachers and Staff

- Using current attendance records, account for all students.
- If students are missing, note the last known location of the missing individual. Note if the information is accurate or assumed when reporting missing individuals.
- If a student is found, goes missing, or is injured after the initial reporting, communicate this with the assigned individual.

Office Staff

- Take any visitor log, check-out, or check-in form to the evacuation assembly area.
- Account for all non-teaching staff and known visitors. If a staff member or visitor is missing, note the last known location of the individual. Note if the information is accurate or assumed when reporting missing individuals.
- Once at the assembly area, account for all teachers and their students.
- Gather headcount information from teachers and inform the Incident Commander of any missing students, staff, or visitors.
- Use attendance records (check-in and check-out forms) to verify if all students are accounted for.
- Complete the Accounting for Persons Report and submit a copy to the Incident Commander. This report should be updated as information becomes available.
Communications and Warnings

PURPOSE

Communication is a critical part of incident management. This section outlines Summit Academy’s communication plan and supports its duty to provide clear and effective internal and external communication between campuses, staff, students, parents, emergency responders, and the community. In large emergencies, a plan to communicate with the public and the media becomes an essential operational component of the situation.

All communications during an emergency need to be appropriate and comply with all FERPA, HIPPA, and other similar laws. Communication should be deliberate and based on known information. Never communicate anything that is hearsay or assumed, regardless of the intention. All parties involved in an emergency incident should receive accurate and timely communication.

RESPONSIBILITIES

Incident Commander
- Communicate the need for emergency procedures in the event of a specific threat or imminent danger.
- If warranted, designate a staff member to act as a liaison between the school and emergency responders.
- If warranted, designate a staff member to serve as the Public Information Officer. When communicating with the general public and media. When possible, the PIO should be the Director of Summit Academy or their chosen spokesperson.
- Assure that all means of communication are available and functioning properly.

Teachers and Staff
- Communicate with students in a direct but sensitive way.
- Do not make assumptions or communicate information you cannot verify is accurate.
- Do not communicate with external stakeholders, including parents, without direction from the Incident Commander.
- Maintain a record of any internal communications with students and staff.

Office Staff
- Perform periodic tests of all communication methods.
- Maintain a record of any internal and external communications with students, staff, parents, and others.
- Only provide information to outside entities with the permission of the Incident Commander or the assigned PIO.
- Keep any message provided to parents concise and consistent.
- Do not make assumptions or communicate information you cannot verify is accurate.
Communication between School Administration and Staff Members

School personnel will be notified when an incident occurs, kept informed as additional information becomes available, and as plans for management of the incident evolve. All external communications will be managed by the assigned Public Information Officer (PIO). The following means of communication will be used to disseminate information internally, when appropriate:

- **Campus Telephone System**: Phone calls and pages from school administration to staff and faculty may be used when direct communication is necessary.
- **Personal Cell Phones and Text Messaging**: Phone calls and text messages may be used when it is necessary to communicate with staff members who may be off-site or away from campus phones.
- **School E-mail**: When mass communication of a standard message is necessary, a mass e-mail may be sent from an authorized account of the user to all staff.
- **Mass Notification System**: When available, messages will be sent using the school’s mass notification system, such as Blackboard. These messages may come in the form of text messages or phone calls.
- **Staff Meetings**: When available, staff meetings will be used to directly communicate with staff members.
- **Megaphones**: A battery-powered megaphone will be used to communicate when other means of communication are not available.
- **Two-way Radio**: Two-way radios provide a reliable method of communication over short distances. Appropriate staff should be trained on the proper use and storage of two-way radios, including assigned channels.
- **Alarm System**: The campus alarm system will be used to signal the need for evacuation.
- **Intercom System**: The intercom system may be used to initiate other emergency procedures. It may also be used to communicate information about a threat or hazard situation to a large crowd on campus.

External Communications

School officials should communicate with the larger school community on how incidents will be addressed on an annual basis. However, once an incident does occur, parents, media and the community at large need to receive clear and concise messages from Summit Academy administration and the assigned Public Information Officer. This includes information regarding what is being done and the safety of the students and staff.

Communication with Parents

Before an incident occurs, Summit Academy will:

- Develop a relationship with parents so that they trust and know how to access alerts and incident information.
- Inform parents about the school’s emergency procedures and protocols. Information should not be shared if it would impede the safe response to an incident or cause a security issue.
- Information, including a copy of the Emergency Operation Plan, will be included on the school’s website.
- Identify parents who are willing to volunteer in case of an incident and include them in preparation efforts and training. This includes participation on the Campus Safety Committee.
- Be prepared with translation services for non-English speakers with limited English proficiency.

In the event of an incident, Summit Academy will:
- Disseminate information via the robocall system (Blackboard), including through text messages and phone calls.
- Send out emails, when possible, with additional information.
- Use official social media sites to communicate appropriate information. Communication on social media should be limited due to the public nature of social media. Posts on social media are not limited to students and parents.
- Implement a plan to manage phone calls and parents who arrive at school.
- Describe how the school and Summit Academy are handling the situation.
- Provide information regarding possible reactions of their children and ways to talk with them.
- Provide a phone number, website address, or recorded hotline where parents can receive updated incident information.
- Keep parents informed about when and where schooling will resume.

After a large emergency incident, Summit Academy will schedule and host an open question-and-answer meeting for parents as soon as possible.

Communication with the General Public
- Only the Director of Summit Academy, or their designated Public Information Officer, should communicate with media outlets and the general public.
- All official communication to the general public should come in the form of an official press release.
- Before statements are made to the public, it may be warranted to check with an attorney regarding the appropriateness and content of the message.
- In a large-scale event, the Director of Summit Academy may consider hiring a 3rd-party public relation specialist.
**Major Medical Emergency**

**PURPOSE**

This annex addresses how to respond to major medical emergencies. A major medical emergency is any illness or injury which cannot be managed using locally available medical resources and when the lack of proper treatment may lead to permanent injury or death.

Each campus of Summit Academy should have staff members on-site who are trained and certified in basic first-aid, CPR, and use of AEDs. Good Samaritan Laws protect lay responders from litigation. However, staff members acting in the best interest of the injured or ill person should avoid providing care beyond their training or in a way that could be seen as negligent or harmful.

**RESPONSIBILITIES**

**School Staff**

- Quickly assess the situation. Make sure that the situation is safe for you to approach (i.e., live electric wires, gas leak, building damage, etc.)
- Immediately notify the administration of the situation. The administration will either take on the role of Incident Commander or assign the role to another individual, when appropriate.
- Assess the seriousness of the illness or injury.
- Call, or assign another to, 9-1-1 immediately if the illness or injury may be considered life-threatening or debilitating. Be prepared to provide the school’s name, address, and exact location. You will also need to describe the illness or type of injury as well as the age(s) of the victim(s).
- Protect yourself against contact with body fluids using appropriate personal protective procedures. (Bloodborne pathogens)
- Administer appropriate first aid according to your level of training until help arrives.
- Comfort and reassure the person. Do not move an injured person with a potential life-threatening injury unless the scene is unsafe.
- If the ill or injured person is unconscious and/or is not breathing, ask someone to retrieve the automated external defibrillator (AED) and begin CPR until the AED is ready to use. If necessary, call a staff member trained in the use of the AED to respond to the scene and assist in the response.

**Incident Commander**

- Verify that someone has called 9-1-1, if necessary.
- Send school staff, who have been trained, to the scene if this has not already occurred.
- Assign a staff member to meet emergency responders and lead them to the injured person.
- If the ill or injured person is a student, notify a parent, or guardian of the situation. The notification should include the type of illness or injury and the medical care being provided. If the illness or injury does not require the activation of 9-1-1, allow parents to
provide feedback on appropriate care, including determining the need for transportation by ambulance. In the event of a mass casualty situation, the notification may be delayed until the information is verified.

- If the ill or injured person is a staff member and is unable to direct their own care, notify the staff member’s emergency contact(s) of the situation.
- Assign a staff member to remain with the injured or ill person if they are transported to the hospital. This individual should take any administrative records with pertinent medical information. This is not necessary if a parent or adult family member is already on scene.
- Notify the Director of Summit Academy of the incident and current situation.
- Advise faculty and staff of the situation, as appropriate. Any notification should be made in a way to protect the privacy of the ill or injured person.
- Maintain written documentation of the incident. Please see the Student Injury Report Form.
- Follow-up with emergency responders and the Summit Academy Director of Safety to determine if other procedures should be activated.

**Maintenance and Janitorial Staff**

- After the event, clean up all affected areas using appropriate blood-borne pathogen precautions.
- In large events, consider hiring a contractor to assist with the cleanup of the facility.
C. Hazard Specific Procedures (What to do when...)

Summit Academy has performed a multi-hazard assessment to determine which hazards need to be addressed in this plan. It is not possible to include every hazard in this plan. Threats that are the most common and/or have potential for catastrophic impacts are included.

When a specific hazard exists, it should be addressed using the steps below. Each occurrence has unique situational conditions. While it is best practice to follow these procedures as written, in some circumstances it may be prudent to modify the procedure to address the needs of the emergency. Any modifications should be documented and communicated with the Incident Commander.
**Active Shooter and Armed Intruder**

**PURPOSE**

An active shooter or armed intruder on school property involves one or more individuals’ intent on causing physical harm or death to students and staff. Such intruders may possess a gun, a knife, a bomb, or other harmful devices. An active shooter or armed intruder will result in law enforcement and other safety and emergency services responding to the scene as quickly as possible.

Once law enforcement arrives, it is critical to follow the instructions of law enforcement officers. Law enforcement will assume that everyone is a suspect until proven otherwise. Additionally, law enforcement's primary objective when arriving on the scene is to end the threat of further violence. Caring for the wounded and evacuating students will take place once the scene is secure.

The Summit Academy Incident Commander will be relieved by a law enforcement official as soon as possible. The law enforcement officer will then be the acting incident commander with complete jurisdiction over the scene. The school is a crime scene and will require a thorough search and processing.

All staff and students need to be trained on what to do before an active shooter situation occurs. Once an active shooter is detected, staff and students should take the appropriate actions found within this annex. In addition to the Lockdown Procedure, Summit Academy will follow the ALICE system

- **A – Alert**
  The initial alert may be a gunshot, witness accounting of a situation, intercom announcement, etc.

- **L – Lockdown**
  If evacuation is not a safe option, follow the Lockdown Procedure

- **I – Inform**
  Communicate in real time, information on shooter location. Use clear and direct language using any communication means possible.

- **C – Counter**
  As a last resort, distract the shooter in order to impair their ability to shoot accurately. Move toward exits while making noise, throwing objects, subduing the shooter.

- **E – Evacuate**
  Run from danger when safe to do so using non-traditional exits if necessary.
RESPONSIBILITIES

Incident Commander

- Upon notification of an active shooter or armed intruder on campus, immediately direct staff to call 9-1-1 and establish a line of communication between law enforcement and the school. Notify emergency responders of the situation. Identify the school by name and location. Provide the number and description of intruders (if known), type of weapons(s), area of the school where they were last seen, and actions taken by the school. The caller will remain on the line to provide updates.

- Initiate ALERT protocols. Notification to the building occupants will be made using all available means. The notification shall provide any information regarding the ongoing situation that will assist the building occupants in making a good decision as to their best survival response option. Typically, information that answers the basic questions of “Who? What? Where? When? How?” will provide the necessary details to make informed decisions.

- Secure the administration office as a command post and retrieve any critical information available, including communications, staff and students’ locations, detailed floor plans, and any other useful information that may be handed off to law enforcement officers.

- Direct office staff to maintain contact with teachers reporting pertinent emergency information. All information received via eyewitnesses or through surveillance cameras will be used to INFORM the building occupants of the event in real-time as much as possible.

- Notify the Director of Summit Academy and request activation of the communication procedures for media and parent notification.

- If possible, direct support staff outside to stop pedestrians and vehicles from entering the school grounds until law enforcement arrives.

- After the active shooter or armed intruder(s) have been subdued, the School Incident Commander will work with law enforcement to announce an ALL CLEAR and EVACUATION to an alternate location for family reunification.

Director of Summit Academy

- Initiate the communication procedure to notify parents of the situation. Parents should be advised to stay away from the school until otherwise directed by law enforcement.

- Once directed by law enforcement, notify families of the location of the reunification site and procedures.

- Notify the Director of Transportation to redirect any school bus enroute to the school. Bus services may be needed to relocate students following the incident.

- Prepare LEA staff to assist in the relocation and reunification of students.

- Following the event, work with law enforcement to determine when the school can resume normal activities. The school should be prepared for an extended closure while law enforcement investigates the scene.

- Work with local resources to provide mental health services for students and staff members.
Teachers and Staff

- As soon as it is safe to do so, the first person to notice any indication of an active shooter or armed intruder should call 9-1-1. This should be followed by the immediate notification of the administration.
- If in close proximity to the danger, assess the situation for the best survival option. EVACUATE if at all possible. If not, initiate the LOCKDOWN procedure. If the active shooter or armed intruder has made contact, immediately begin to COUNTER strategies, and then EVACUATE or take control of the intruder.
- Teachers who are not in the immediate danger area should gather information about their classroom’s situation. Account for all students or other individuals sheltered in their room.
- Assess the ability to safely EVACUATE the building.
- If there is no safe manner to EVACUATE the building, have others assist in barricading all entrances to the room.
- Rooms currently locked down shall pay attention to all announcements providing event detail. If the circumstances change and EVACUATE becomes a viable option, a decision can be made to leave the location and EVACUATE the building.
- Unless evacuated, rooms in lockdown shall remain secured until given the “ALL CLEAR” in person by the Incident Commander, their representative, or a law enforcement officer in uniform.
- If an active shooter or armed intruder enters the classroom, individuals are to use whatever COUNTER strategies necessary to keep the students safe. This may include any and all forms of resistance to the threat. This includes making noise, moving about the room to lessen accuracy, throwing items to interfere with the ability to shoot accurately, safely exiting out windows, and taking control of the intruder. Anyone not involved in COUNTER strategies should get out anyway possible and move to another location.
- Once the threat has been subdued, provide medical treatment for any injured staff or students until emergency medical personnel arrive.

Office Staff

- As noted above, follow the ALICE system. If EVACUATION is not possible, lockdown the office.
- Assist the Incident Commander in conveying real-time information to teachers and staff.
- Do not lock the front doors of the building. Doing so will delay entry by law enforcement officers.
- Be prepared to assist with off-site evacuation and reunification procedures.
**Bomb Threat and Immediate Threats of Violence**

**PURPOSE**

The purpose of this procedure is to ensure that there are steps in place to protect staff, students, and school property in the event of a communicated threat directed towards individuals or property. This includes bomb threats, but any threat of immediate harm is to be taken seriously until it is determined that the threat is transient. All threats of immediate harm made against Summit Academy students, staff, or property will result in law enforcement and other safety and emergency services responding to the scene.

Once law enforcement is involved, it is critical to follow the instructions and cooperate with all directions given. A law enforcement officer may take on the role of Incident Commander with jurisdiction over the scene. The school may be considered a crime scene which may require a thorough search and processing.

All staff members should be trained on how to respond when they overhear or are directly contacted with a threat. Proper documentation and reporting will assist law enforcement officials in addressing the threat. This includes:

- Make a record of the exact working of the threat. If the communication is in written form, save a picture of the threat before it can be deleted.
- Ask in a clear and calm voice the following questions to determine the location and nature of the threat.
  - What is the threat?
  - When is the threat going to be carried out?
  - Where is the threat located or planned to be?
  - Does the threat involve any weapons or bombs? If so, ask for a description.
  - Who is making the threat? Try to get their name, location, and reasons for the threat.
- If the threat is made by phone, listen closely to the caller’s voice and speech patterns. Note any noises in the background.
- If the threat is made by phone and the caller hangs up, immediately dial *57 to trace the call.
- Notify a member of the administration.
- If the threat is immediate or involves explosive devices call 9-1-1.

**RESPONSIBILITIES**

**Incident Commander**

- Notify law enforcement, fire, and emergency services by calling 9-1-1 if not already notified.
- Assign staff to meet and brief emergency responders.
- In consultation with law enforcement, determine if the school should implement lockdown, lockout, or evacuation procedures.
- Notify staff of the situation by providing clear but limited information.
• If the threat involves a bomb, instruct all staff and students to turn off cell phones.
• If a suspicious item is located, evacuate the area selecting routes and assembly areas away from the suspicious item. DO NOT ACTIVATE THE FIRE ALARM.
• If an evacuation occurs due to the threat of an explosive device, the assembly area should be moved to a location at least 1000’ from the school. At this point, you may want to consider relocating students to an offsite location.
• Arrange for the person who learned of the threat to speak with law enforcement.
• Notify the Director of Summit Academy and initiate the Communication Annex.
• If relocation occurs, activate the family reunification procedure.
• Work with emergency responders to determine when it is safe to return to normal activities and/or reoccupy the building.

Teaching and Staff
• Check assigned classrooms, offices, and work areas for suspicious items and report any findings to the Incident Commander.
• DO NOT TOUCH any suspicious item that is found. Secure the area where the item is located.
• Be prepared to follow lockdown, lockout, or evacuation procedures as directed.
• Be prepared to relocate to an offsite location.
• When instructed, return to normal activities.

Office Staff
• Be ready to follow the evacuation, accounting for persons, and family reunification procedures based on direction given by the Incident Commander.
• Account for all logged visitors and/or vendors on property.
• Following the procedures in the Communications Annex, be prepared to assist the Incident Commander in communication with parents.

Maintenance Staff
• Assist the Incident Commander in searching the building for any suspicious items or weapons.
Earthquake

PURPOSE

The south end of Salt Lake County, where all Summit Academy campuses are located, is prone to earthquakes. A major earthquake is possible at any time. Because earthquakes strike without warning, the immediate need is to protect lives by following the Drop, Cover, Hold Procedure.

All staff and students need to be trained on what to do before an earthquake occurs. Once an earthquake is detected, staff and students should take the following precautions:

If inside:
- Initiate the DROP, COVER, HOLD Procedure.
- Leave doors open to minimize jamming if the building shifts.
- Do not attempt to run through the building due to the risk of falling objects.
- If in a room without desks or furniture, get against an inside wall. Do not stand in doorways.
- After the shaking is over, initiate the EVACUATION Procedure and account for all students, staff, and visitors.

If outside:
- Move quickly away from any building or overhead electrical wires.
- Lie flat, face down, and wait for shaking to subside.
- After the shaking is over, initiate the Evacuation Procedure and account for all students, staff, and visitors.
- Do not attempt to enter any building until authorized to do so.

Aftershocks are common following an earthquake. While many of these aftershocks are minor, some aftershocks may be significant. All staff, students, and visitors should be prepared to repeat the procedures above. Every earthquake which includes noticeable shaking should be responded to using the procedures above.

RESPONSIBILITIES

Incident Commander
- During the earthquake, take precautions to protect yourself. If possible, make an announcement on the intercom system for all everyone in the building to drop, cover, and hold.
- Following the shaking, initiate an EVACUATION of the building.
- Get a full accounting of any missing individuals using the ACCOUNTING FOR PERSONS Procedure.
- If a gas leak is suspected, assign a staff member to shut off the gas at the main control valve. Do not turn the gas back on. Only a trained representative of the gas company may restore service.
• If water or electrical systems have become compromised, assign a staff member to shut them off at their main valve and/or breaker box.
• Monitor local communication channels for emergency instructions. This includes local radio and the Emergency Alert System.
• If necessary, call, or assign someone to call, 9-1-1. Provide your location and any details which may assist emergency responders in providing aid. Understand that local emergency responders may be overwhelmed.
• Be prepared to use the MAJOR MEDICAL EMERGENCY procedures to treat injured individuals.
• Be prepared to relocate to an off-site location if the current location is unsafe. Be mindful that predetermined off-site locations may be unsafe as well.
• Do not allow unassigned staff and students back into the building until it has been determined that the building is safe to reoccupy.
• Communicate with the Director of Summit Academy your current situation, plan, and potential contingencies.

Teachers and Staff
• When an earthquake occurs, instruct students to DROP, COVER, AND HOLD until the shaking stops.
• Prepare to EVACUATE the building once the shaking stops. This will be signaled by the fire alarm or through a public announcement.
• Prepare to follow further instructions from the Incident Commander.
• Do not allow students to reenter the building or leave the premises.

Office Staff
• When an earthquake occurs, instruct those around you to DROP, COVER, AND HOLD until the shaking stops.
• Be prepared to assist the Incident Commander with the EVACUATION, ACCOUNTING FOR PERSONS, and RELOCATION procedures

Maintenance and Custodial Staff
• When an earthquake occurs, instruct those around you to DROP, COVER, AND HOLD until the shaking stops.
• Be prepared to assist the Incident Commander in shutting off utilities and clearing the building.
• Following the shaking, check the building for potential safety and structural concerns, being cautious not to put yourself in danger. Work with local emergency responders, if possible, to decide if the facility is safe to reoccupy.
• Log any damages from the earthquake, including taking pictures. Share this documentation with the Incident Commander.
Fire

PURPOSE

Fires are one of the biggest threats to Summit Academy schools. Fires include both events with visible flames and the unexplained presence of smoke. It is important to treat all suspected fires as authentic until proven otherwise.

All staff members should be trained on how to respond in the event of a fire. This includes:

- Any staff discovering fire or smoke will activate the fire alarm and report the fire to the administration.
- All staff, students, and visitors will immediately evacuate the building using the prescribed routes or alternate routes to the assembly areas.
- All staff, students, and visitors must evacuate the building. The staff’s priority is to assist students to evacuate the building.
- Only those trained in the proper use of fire extinguishers should attempt to extinguish any fire. Even if a fire appears to be extinguished, evacuation procedures will be followed until emergency responders confirm it is safe to reenter the building.
- Once emergency responders arrive, it is critical to follow all instructions given.
- No one may re-enter the building(s) without the approval of the Incident Commander or emergency responder.

RESPONSIBILITIES

Incident Commander

- Activate an EVACUATION by either initiating the fire alarm or making a general announcement.
- Call, or direct staff to call, 9-1-1 to notify emergency responders of the fire. Identify the school by name and location. Provide the exact location and any details fire or smoke. Notify 9-1-1 of any staff or students who are injured or missing.
- If safe to do so, assign staff to sweep the building and ensure a complete evacuation. Staff should avoid areas of active fire and/or smoke.
- Ensure that staff, students, and visitors gather in the proper assembly area. Assembly area may need to be relocated for safety reasons.
- Notify the Director of Summit Academy and initiate COMMUNICATION Procedures.
- Follow the ACCOUNTING FOR PERSONS Procedure to track any missing staff, students, or visitors.
- Upon consultation with the Director of Summit Academy and emergency responders, consider the need to relocate students to an off-site evacuation location center.
- If relocation occurs, activate the REUNIFICATION Procedure.
- Do not allow staff and students to return to the building until emergency responders have determined that it is safe to do so.
Teachers and Staff (Follow evacuation procedure)

- Instruct students to exit the building using the designated emergency exit routes or routes directed by the Incident Commander. Emergency exit routes are diagrammed on the map posted near the exit door inside each room.
- Use a secondary route if the primary route is blocked, unsafe, or hazardous.
- Help those needing special assistance. Students and staff with functional needs that prohibit normal evacuation will be assisted out of the building, if possible, or will be taken to an area predetermined by the evacuation routes (Area of Refuge). Emergency responders will be notified immediately of any individuals waiting in an area of refuge.
- Teachers will ensure that the room is empty upon leaving. They will then turn off the lights and close the door.
- Do not stop for student or staff belongings.
- Take the emergency binder and class roster with you.
- Encourage others (visitors, staff, or students) located in hallways and common areas to exit the building.
- Lead students to the designated evacuation assembly area.
- Once at the assembly area, account for all assigned students and check for injuries. Immediately report any missing or injured person to the Incident Commander using the red/green card located in the emergency binder. (Green = All is well. Red = Missing or injured person)
- Wait for additional instructions from the Incident Commander or emergency services.
- Staff members without students should go to their designated assembly area and notify the office staff that they have evacuated.

Office Staff (Follow evacuation procedure)

- Take emergency supplies, any visitor log, and/or check-out or check-in forms to the evacuation assembly area.
- Gather headcount information from teachers and inform the Incident Commander of any missing or injured students, staff, or visitors. Use attendance records (check-in and check-out forms) to verify all students are accounted for.
- Account for all logged visitors and/or vendors on property.
Flooding

PURPOSE

Flooding includes both natural and man-made events. None of Summit Academy’s properties sit within FEMA-designated flood zones. While a natural flood is unlikely, in severe weather, minor flooding is a possibility. The potential for a man-made flood is greater. These flood events could be caused by broken water pipes both inside and outside of a school building. Minor localized flooding caused by a clogged drain, overflowing bathroom fixture, or sink most likely does not require the activation of this plan.

All staff members should be train on how to respond in the event of a flood. This includes:

- Any staff discovering a flood should notify a member of the administration.
- Staff and students should avoid flooded areas. All people should avoid coming in to contact with flood water unless they are part of the response team.
- Designated staff should know of the location of water shut-off valves.
- Local public works should be notified of any external floods cause by broken pipes on or off the property.
- Drains should be kept free of debris.

RESPONSIBILITIES

Incident Commander

- Assess the extent and potential health hazards of a flood.
- Determine if school can continue during a flooding event. Any flood that shuts off or contaminates the water supply to the school building may necessitate closing the school.
- If the flood occurs inside the building and is determined to be a safety hazard, activate an EVACUATION by either initiating the fire alarm or making a general announcement. A partial evacuation of an area of the building may be all that is necessary to protect students and staff.
- If the flood is outside of the building and caused by a broken pipe or blocked storm drain, notify city authorities to assist in mitigating the damages from the flood.
  
  Bluffdale City Public Works (801) 254-2200  
  Draper City Public Works (801) 840-4000

- If the flood is caused by an unintentional activation of the fire suppression system, the main valve to the system should be shut off immediately. While the suppression system is disconnected, the school should work with the local fire marshal to determine if the school can be occupied.
- Notify the Director of Summit Academy and initiate Communication Procedures.
- Upon consultation with the Director of Summit Academy and emergency responders, consider the need to relocate students to an off-site evacuation location center.
- If relocation occurs, activate the REUNIFICATION Procedure.
- Do not allow staff and students to return to the building until emergency responders have determined that it is safe to do so.
Teachers and Staff
Keep students away from flooded areas.
If you become aware of a flood, notify a member of the administration.
Be prepared to follow the directions of the Incident Commander, including the need to EVACUATE the building and RELOCATE students.

Office Staff
• Be prepared to follow the directions of the Incident Commander, including the need to EVACUATE the building and initiate COMMUNICATIONS Procedures.

Maintenance Staff
• Assist the Incident Commander in shutting off utilities, as needed.
• When safe, check the conditions of drains to ensure that they are free from debris.
• Assist in any effort to restrict access any area of the school to protect the health and safety of students and staff.
Gas Leak

PURPOSE

Due to the potential for explosion and illness, any real or suspected gas leak within or nearby any Summit Academy facility should be taken seriously. Gas leaks are a threat to safety when the smell of gas is detected by any person. It is important to treat all suspected gas leaks as authentic until proven otherwise.

All staff members should be train on how to respond in the event of a gas leak. This includes:

- Any staff discovering a smell of gas shall report the issue to the administration.
- Once determined that there is a potential of a gas leak inside the building all staff, students, and visitors will immediately EVACUATE the building using the prescribed routes or alternate routes to the assembly areas.
- No one may re-enter the building until it is declared safe to do so by emergency responders.
- If the suspected gas leak is outside of the building, the administration should contact emergency services to determine the appropriate course of action.
- During a suspected gas leak, no open flames should be used.
- Once emergency responders arrive, it is critical to follow all instructions given.

RESPONSIBILITIES

Incident Commander

- Once it is determined that there is a potential gas leak, call 9-1-1 to notify emergency responders of the situation. Identify the school by name and location. Provide the exact location and any details of the gas leak.
- Contact Dominion Entergy to report the leak at 800-767-1689.
- If the gas leak is inside the building, activate an EVACUATION by either initiating the fire alarm or making a general announcement.
- If the gas leak is outside of the building, work with emergency responders to determine the best course of action. This may include the LOCKOUT procedure.
- Notify the Director of Summit Academy and initiate the COMMUNICATION Procedures.
- Upon consultation with emergency responders and the Director of Summit Academy, and if necessary due to unsafe conditions, direct an off-site evacuation to a designated off-site relocation center.
- If relocation occurs, activate the FAMILY REUNIFICATION procedure.
- If relocation is not necessary, work with emergency responders to determine when it is safe to reoccupy the building.

Teachers and Staff

- When instructed to do so, follow the EVACUATION procedure.
- If the gas leak is outside, be prepared to follow the LOCKOUT procedure.
- Follow the instructions of the Incident Commander and emergency responders.
• Keep students together in the assigned area.
• Be prepared to relocate off-site if the situation requires.

**Office Staff**
• Be ready to follow the EVACUATION, ACCOUNTING FOR PERSONS, and FAMILY REUNIFICATION procedures based on direction given by the Incident Commander.
• Account for all logged visitors and/or vendors on property.
• Following COMMUNICATION Procedures, be prepared to assist the Incident Commander in communication with parents.

**Maintenance Staff**
• Assist the Incident Commander in tracking down any potential gas leak.
• Be prepared to assist in shutting off gas service to the facility. (Once the gas main has been shut off, only a representative of the gas company can restore service.)
Hazardous Materials Release

PURPOSE

A hazardous materials release involves the release of any chemical or substance which poses an immediate health risk to people. This may include the release of substances both inside and outside of a facility. Of special concern is the unintended release of chemicals from a science lab, cleaning supplies, and HVAC systems. Additionally, the location of Summit Academy campuses near major road systems and rail lines introduces an increased risk of the unhealthy release of chemicals following an accident.

All staff members should be train on how to respond in the event of the release of hazardous materials. This includes:

- All staff members should be instructed on the use of safety data sheets and hazards communication on an annual basis.
- Any staff discovering a unhealthy release of a hazardous material shall report the issue to the administration.
- Once determined that there is an unhealthy exposure to a hazardous substance inside the building, staff, students, and visitors will immediately EVACUATE the building using the prescribed routes or alternate routes to the assembly areas.
- No one may re-enter the building until it is declared safe to do so by emergency responders.
- If there is a release of a hazardous material outside of the building, the administration should contact emergency services to determine the appropriate course of action.
- Once emergency responders arrive, it is critical to follow all instructions given. Relocation sites may be adjusted based on the substance released and current weather conditions.

RESPONSIBILITIES

Incident Commander

- Once it is determined that there has been an unsafe release of a hazardous material, call 9-1-1 to notify emergency responders of the situation. Identify the school by name and location. Provide the exact location and any details of the released material.
- If the release of the hazardous material is inside the building, activate an EVACUATION by either initiating the fire alarm or making a general announcement.
- If the hazardous materials release is outside of the building, work with emergency responders to determine the best course of action. This may include the LOCK OUT procedure.
- Notify the Director of Summit Academy and initiate COMMUNICATION Procedures.
- Upon consultation with emergency responders and the Director of Summit Academy, and if necessary due to unsafe conditions, direct an off-site EVACUATION to a designated off-site relocation center.
- If relocation occurs, activate the FAMILY REUNIFICATION procedure.
• If relocation is not necessary, work with emergency responders to determine when it is safe to reoccupy the building.

**Teachers and Staff**

• Quickly remove all individuals away from any unhealthy release of a hazardous material and notify the administration.
• When instructed to do so, follow the EVACUATION procedure.
• If the threat of exposure is outside, be prepared to follow the LOCKOUT procedure.
• Follow the instructions of the Incident Commander and emergency responders.
• Be prepared to initiate the MAJOR MEDICAL EMERGENCY procedure.
• Keep students together in the assigned area.
• Be prepared to RELOCATE off-site if the situation requires.

**Office Staff**

• Be ready to follow the EVACUATION, ACCOUNTING FOR PERSONS, and FAMILY REUNIFICATION procedures based on direction given by the Incident Commander.
• Account for all logged visitors and/or vendors on property.
• Following COMMUNICATION Procedures, be prepared to assist the Incident Commander in communication with parents.

**Maintenance Staff**

• Assist the Incident Commander in locating any material safety data sheet (MSDS) that may assist in the response to the incident.
• Follow the instructions of the MSDS and/or emergency responders in cleaning up any material that may be hazardous to an individual. This includes wearing the proper PPE.


**Loss of Utilities Annex**

**PURPOSE**

A temporary loss of utilities (gas, water, electricity) is common and most of the time does not constitute an emergency situation. Long-term loss of utilities, or a loss of utilities in combination with other factors, may require emergency steps to be taken to maintain a safe learning environment for staff, students, and visitors.

All staff members should be trained on how to respond when a loss of utilities creates a hazardous situation for staff, students, and visitors.

**RESPONSIBILITIES**

**Incident Commander**

- Evaluate the need for emergency procedures in the event one or more utilities lose service. The following questions should be considered when making the determination to modify the normal school schedule:
  - Can the building sustain a safe temperature without electricity and/or gas service? Sustained indoor temperatures under 65°F or above 90°F may necessitate alternate arrangements.
  - Does a lack of running water create an unhealthy or unsafe situation? Consider the ability to maintain sanitation procedures.
  - Is a lack of water preventing the use of restroom facilities?
  - Can food services continue without access to one or more utilities?
  - How long is the utility outage expected to last?
- Contact, or designate a staff member to contact, utility service providers to determine the extent and length of an outage.
  - Dominion Energy (Gas) 800-767-1689
  - Rocky Mountain Power 877-508-5088
  - Water Pro (Draper, Ind., HS) 801-571-2232
  - Jordan Valley Water (Bluff.) 801-565-4300
  - South Valley Sewer 801-571-1166
  - Bluffdale City Utilities 801-254-2200
  - Draper City Utilities 801-576-6500
- If needed, direct a trained staff member to shut off one or more utilities to the facility. Only a representative of the gas company can restore gas service to the facility once it has been turned off.
- Initiate the EVACUATION and FAMILY REUNIFICATION procedures if the facility becomes unsafe for occupation.
- Contact the Director of Summit Academy and explain the current situation.

**Teachers and Staff**

- Be prepared to follow the directions of the Incident Commander.
• In the event of a loss of water service, students will not be able to use the restroom facilities.

Office Staff
• Following COMMUNICATION procedures, be prepared to assist the Incident Commander in communication with parents.
• Be prepared to follow the REUNIFICATION Procedure if the Incident Commander determines it is necessary to release students early or students need to be relocated.

Food Services Staff
• Work with the Summit Academy Director of Food Services to discuss options or alternatives for providing food services for students.
• Limit the opening of freezers to limit the potential spoilage of food.
• Track the amount and cost of any food which becomes unusable. Report this loss to the Director of Business Services for potential insurance claims.
Pandemic

PURPOSE

A pandemic is a global disease outbreak. It is determined by how the disease spreads, not its effects. Most times, when a new virus emerges, the human population has little to no immunity against it. The virus spreads quickly from person to person worldwide making schools a prime location for a pandemic to spread.

During a pandemic, Summit Academy’s many goals will be to limit the number of illnesses and deaths, maintain its function as an educational institution, minimize academic disruptions, and minimize economic losses.

All staff members should be trained on how to respond in the event of a pandemic. This includes:
- Working with the agencies in the community assigned to lead the response to a pandemic.
- Being flexible in students are educated, including the use of distance learning options and working from home.
- The use of mitigation strategies and prophylactics to prevent the spread of disease.

RESPONSIBILITIES

Incident Commander
- Work with local health officials to identify cases and respond to the pandemic. During a pandemic, local health officials may be granted emergency authorizes which give the ability to enforce community policies and regulations.
- Work with the Director of Summit Academy to determine the best course of action to continue the educational mission of the school. The modification of mandated school hours and days may need approval from the Utah State Board of Education through the Summit Academy Board of Trustees.
- Activate COMMUNICATION procedures to keep stakeholders informed of response efforts and plans to continue providing educational services.
- Determine if the normal school schedule needs to be modified or cancelled for a period of time. Things to consider include, but are not limited to, the number of individuals effected, the ability for staff to provide a safe educational environment, and public health orders.
- If it is necessary to close the school, all extracurricular activities should be cancelled or postponed.
- Implement a daily symptom monitoring and reporting processes. Any student or staff member with symptoms should be sent home.
- Determine the need for any changes to cleaning schedules or procedures.
- Implement a process to report the number of student and staff absences due to the illness.
- Keep track of any expenses related to the response to the pandemic.
Teachers and Staff
- Report any students with signs of illness.
- Maintain proper social distancing and proper hygiene for all staff and students.
- Work with students and parents to continue educational services for students who are not able to attend classes.

Office Staff
- Maintain accurate attendance records and report daily attendance to the Incident Commander.
- Assist the Incident Commander with COMMUNICATION procedures with a focus on informing families of the response plan and direction.

Maintenance Staff
- Follow any increased sanitation requirements for the facility.

Food Services
- Adjust food delivery services to meet the needs of students. This may require a change to the menu and a plan for students to take lunches from campus.
Severe Weather

PURPOSE

While uncommon, severe weather presents a significant threat to the safety of Summit Academy staff and students. For the purpose of this procedure, severe weather includes any watch or warning for severe weather and significant amounts of snowfall.

All staff members should be trained on how to respond when a severe storm is imminent or occurring. This includes:

- Students and staff should remain indoors when a warning of severe weather has been issued by the National Weather Service. Possible warnings include:
  - High Wind Warning
  - Extreme Wind Warning
  - Severe Thunderstorm Warning
  - Tornado Warning
  - Excessive Heat Warning
- Staff should understand the difference between a “watch” and a “warning”. A “watch” means you should prepare for the possibility of a severe event. A “warning” means you should act now to protect yourself.
- In the event of a tornado warning, all staff, students, and visitors should move away from exterior windows and follow the DROP, COVER, AND HOLD Procedure until the warning is cleared.
- In high wind events, people should avoid gymnasiums and cafeterias with wide free-span roofs and large areas of glass windows.
- School buses may not drive when severe weather conditions make roads conditions unsafe. This includes current conditions at the school and planned conditions at the scheduled destination.
- After-school and athletic events may need to be postponed or cancelled when severe weather conditions make it unsafe for participants and spectators.
- If lightning strikes are within ½ mile, all persons should be relocated indoors for at least thirty minutes following the last lightning strike in the area.
- School start and end times may need to be modified to protect staff and students in extreme weather conditions.

RESPONSIBILITIES

Incident Commander

- Be set up to receive severe weather alerts through a reliable smartphone application or through an emergency radio.
- Once notified of a severe weather condition, take the appropriate actions to limit staff, students, and visitors from leaving the building. This includes relocating classes being held outside and/or recess to be brought indoors.
• In the event of a Tornado Warning, instruct all staff, students, and visitors to move away from windows and follow the DROP, COVER, AND HOLD Procedure until the warning is over.
• If lightning strikes are within ½ mile, all persons should be relocated indoors for at least thirty minutes following the last lightning strike in the area.
• Following communication with the Director of Summit Academy, determine if school schedules need to be modified for late start, early release, late release, or closed campus. A closed campus at a the high school would disallow students to go off campus for during lunch.
• Notify staff once the threat of severe weather no longer exists.

Teachers and Staff
• Close classroom windows and blinds.
• Keep students in the classroom whenever possible.
• Recess and outdoor activities will be cancelled.
• Be prepared to follow the DROP, COVER, AND HOLD Procedure if instructed to do so or conditions worsen.
• Keep students calm and focused.

Office Staff
• Following the COMMUNICATIONS Procedures, be prepared to assist the Incident Commander in communication with parents.
• Be prepared to follow the REUNIFICATION Procedure if the Incident Commander determines it is necessary to release students early or students need to be relocated.
VI. RECOVERY

A. Continuity of Operations Plan

PURPOSE

The Continuity of Operations Plan (COOP) outlines the procedures in place to ensure the rapid return of essential operations following an incident that results in the disruption of normal activities or services at the school. Failure to maintain these critical services would significantly affect the education and mission of the school. The school must continue to provide services as dictated by state and federal regulations, including access to special education services and accommodations.

The goal of the COOP is to maintain or rapidly resume essential academic and business services following an incident. It is the full intention of Summit Academy to use technology to continue services using distance learning options until in-class learning can be restored.

RESPONSIBILITIES

Due to the extensive resources required to implement this plan, most of the work is to be carried out by LEA staff and administrators. Typically, the Director of Summit Academy will take on the role of Incident Commander at this stage of an emergency.

Summit Academy Board of Trustees
- Working with the Director of Summit Academy, determine if schools need to be closed to protect the health and safety of staff and students.
- Determine if classes and services should be provided digitally using online resources.
- Communicate with the Utah State Board of Education the plans and intentions of Summit Academy in the event that long-term closure or distance learning is necessary.

Director of Summit Academy
- Work with the Summit Academy Board of Trustees to draft a detailed plan outlining the length and scope of any school closure or period of distance learning.
- Assign someone to act as the Public Information Officer during the length of the COOP period.
- Consult with the Director of Safety to determine when it is appropriate and safe for students to return to in-person learning.

Business Administrator
- Work with insurance companies to document and cover all financial loss.
- Assign an individual to keep detailed records of all expenses during the COOP period.
**Director of Special Education**
- Ensure that the rights of students who qualify for special education services and/or have 504 accommodations are being met.
- Work with the Director of Summit Academy to determine what in-person options are available, when possible and necessary.

**Director of Child Nutrition**
- Create a plan to continue mandated food services throughout the duration of the COOP.
- Work with the Business Administrator to track any additional cost to continue providing services.

**School Administration**
- Disseminate information internally to students and staff.
- With the approval of the assigned Public Information Officer, communicate with parents the plans to continue educational activities.
- Ensure that students have the technology needed to continue their education at home, when distance learning is in place.
- Working with the Business Administrator, secure additional personnel and resources needed.

**School Facilities Personnel**
- Work with local government officials to determine when facilities are safe for students and staff to return to normal operations, including in person learning.

**Teachers**
- Work with the administration to create plans for students to learn remotely.
- Communicate with students and families about their needs to attend school remotely using technology.
- Revise curriculum to meet the needs of distance learning.
- Be willing to modify lesson materials for students who may be struggling to meet the standards due to the emergency or distance learning.
VII. PLAN ADMINISTRATION

A. Planning Team/Safety Committees

Each campus is responsible for establishing a functioning Safety Committee. These committees address the safety issues at their respective campuses. These committees are also expected to understand this Emergency Operations Plan and provide training on the plan to their staff and students.

The campus safety committee’s primary responsibility is to ensure that the school is making all reasonable efforts to mitigate potential hazards and prepare for emergencies. These committees take the lead in helping all members of the school community understand how to promote a safe environment for all staff and students of Summit Academy.

Members of the Campus Safety Committee include:

- Administrator assigned to safety
- Office Manager
- School Counselor
- Faculty representative
- Summit Academy Director of Safety
- Administrator assigned to facilities and maintenance
- Member of the PTO (Optional)
- Member of local law enforcement (Optional)
- Student representative (High school only, Optional)

The Campus Safety Committee should meet at least monthly. The agenda for these meetings must include the following, but additional items may be added, as needed.

- Review on campus accidents, injuries, and near-misses in the previous month.
- Discuss the results of the recent safety inspection.
- Discuss the results of the last safety drill and plan the next drill.
- Discuss specific concerns for student and faculty safety.

B. Review and Updates to the Plan

The emergency operations plan should clearly identify the latest revision date and the signature of individuals involved in its creation or revision.

Between January 1st and March 15th of each calendar year, the Summit Academy Director of Safety shall review the plan and certify that the plan is current and accurate, meets all laws and policies of the State of Utah and the Utah State Board of Education, and follows best practice.

Additionally, if at any time changes are made to the EOP, the revised content will be communicated through campus administrators to the staff and students of Summit Academy.
The most recent version of the plan should be published on the LEA’s webpage for public access. Parts of the plan available on the website may be redacted to protect personal information or maintain security.

C. Personal Emergency Preparedness

All Summit Academy staff members are encouraged to develop personal and family emergency plans and maintain a level of preparedness. Each family should anticipate that a staff member may be required to remain at school following an emergency. Knowing that the family is prepared and can better handle the situation will enable school staff to do their jobs more effectively.

Every staff member should:
- Have a plan, including plans facilitating communication
- Make an emergency kit
- Alert employer of situations that may cause danger at the school.
## EOP Record of Changes

<table>
<thead>
<tr>
<th>Change Number</th>
<th>Date</th>
<th>Name</th>
<th>Summary of Changes</th>
</tr>
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<tbody>
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</table>
VIII. Appendices

Appendix A - Offsite Relocation Centers

Draper Campus

Primary
Church of Jesus Christ of Latter-day Saints
13366 South 1300 East, Draper, UT 84020

Secondary
Church of Jesus Christ of Latter-day Saints
1280 Walden Lane, Draper, UT 84020

Independence Campus

Primary
Summit Academy High School
14942 South 560 West, Bluffdale, UT 84065

Secondary
Church of Jesus Christ of Latter-day Saints
15120 S. Noell Nelson Drive, Bluffdale, UT 84065

Bluffdale Campus

Primary
Church of Jesus Christ of Latter-day Saints
14400 S. Redwood Road, Bluffdale, UT 84065

Secondary
Bluffdale City Hall
2222 W. 14400 S., Bluffdale, UT 84065

Summit Academy High School

Primary
Summit Academy Independence
15327 S. Noell Nelson Drive, Bluffdale, UT 84065

Secondary
Church of Jesus Christ of Latter-day Saints
15120 S. Noell Nelson Drive, Bluffdale, UT 84065
# Appendix B - Emergency Forms and Documentation

## STUDENT INJURY REPORT FORM

**Utah Department of Health**

**Violence & Injury Prevention Program**

This form is to be completed immediately following the occurrence of any injury that is severe enough to (a) cause the loss of one-half day or more of school, (b) warrant medical attention and treatment (i.e. school nurse, M.D., E.R., etc.) and/or require reporting according to School District Policy. Additional instructions on back.

<table>
<thead>
<tr>
<th>1. Child’s Name</th>
<th>5. Date of Birth</th>
<th>8. Date of Injury</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent's Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Name</td>
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<td></td>
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</tbody>
</table>

**11. DAYS ABSENT:**
- [ ] a) Less than 1/2
- [ ] b) 1/2 to 1
- [ ] c) 1 1/2 to 2
- [ ] d) 2 1/2 to 3
- [ ] e) If more than 3 days, then specify # ________ days

**12. ACTION TAKEN:**
- [ ] 1. First aid administered
- [ ] 2. Parent or guardian notified
- [ ] 3. Unable to contact parent/guardian
- [ ] 4. Remained in or returned to class
- [ ] 5. Sent/taken home
- [ ] 6. Parents deemed no medical action necessary
- [ ] 7. Hospitalized
- [ ] 8. Checked by school nurse
- [ ] 9. Called 911
- [ ] 10. Seen by M.D./E.R./health care provider/hospital/etc. Diagnosis:
- [ ] 11. Restricted school activity

**13. NATURE OF INJURY:**
- [ ] More Severe
- [ ] Less Severe

**14. AREA AFFECTED:**
- [ ] Head
- [ ] Trunk
- [ ] Extremities

**15. CONTRIBUTING FACTOR:**
- [ ] 1. Animal bite (dog bite etc.)
- [ ] 2. Collision with object or person
- [ ] 3. Compression/Pinch
- [ ] 4. Contact with equipment (shop, P.E.)
- [ ] 5. Cut/Laceration
- [ ] 6. Drug, alcohol or other substance
- [ ] 7. Fracture/Broken (possible)
- [ ] 8. Foreign body/Object
- [ ] 9. Hit with thrown object
- [ ] 10. Overexertion/Twisted
- [ ] 11. Seizure disorder
- [ ] 12. Tripped/Slipped
- [ ] 13. Weapon (gun, knife, etc.)
- [ ] 14. Other

**16. PERIOD:**
- [ ] 1. After school
- [ ] 2. Assembly
- [ ] 3. Before school
- [ ] 4. Athletic event (team competition)
- [ ] 5. Athletic practice session
- [ ] 6. Athlete recess
- [ ] 7. Class time (exclude PE)
- [ ] 8. Field trip
- [ ] 9. Intramural competition
- [ ] 10. Lunch
- [ ] 11. Lunch recess
- [ ] 12. Other

**17. SURFACE:**
- [ ] 1. Blacktop
- [ ] 2. Carpet
- [ ] 3. Concrete
- [ ] 4. Dirt
- [ ] 5. Grass
- [ ] 6. Lawn
- [ ] 7. Linoleum/Kitchen
- [ ] 8. Mats (i.e. Tarpon surface)
- [ ] 9. Metal
- [ ] 10. Synthetic surface
- [ ] 11. Tile
- [ ] 12. Wood/wood (example)

**18. LOCATION:**
- [ ] 1. Athletic field
- [ ] 2. Auditorium/Multipurpose
- [ ] 3. Bus loading area
- [ ] 4. Classroom
- [ ] 5. Corridor/Hall (exclude stairs)
- [ ] 6. Dine/Food service
- [ ] 7. Gymnasium
- [ ] 8. Library (Home Econ., Chem., etc.)
- [ ] 9. Main indoor/Outdoor
- [ ] 10. Playground/Playfield
- [ ] 11. School bus/Public bus
- [ ] 12. Shop (Industrial Arts, etc.)
- [ ] 13. Sidewalk/States/Ramp
- [ ] 14. Street/Dwelling/Parking Area
- [ ] 15. Restroom/Lavatory
- [ ] 16. Other

**19. ACTIVITY:**
- [ ] 1. Baseball/Softball
- [ ] 2. Basketball
- [ ] 3. Bicycling
- [ ] 4. Classroom activity
- [ ] 5. Climbing
- [ ] 6. Dodge ball/War ball
- [ ] 7. Football
- [ ] 8. Flag/Touch football
- [ ] 9. Gymnastics/Tumbling
- [ ] 10. Hiking
- [ ] 11. Jumping
- [ ] 12. Karate
- [ ] 13. Olympic training
- [ ] 14. P.E. (Physical Education)
- [ ] 15. Running
- [ ] 16. Shuffleboard
- [ ] 17. Skiing
- [ ] 18. Slalom
- [ ] 19. Snowboarding
- [ ] 20. Stair climbing
- [ ] 21. Swimming
- [ ] 22. Tennis
- [ ] 23. Track and field
- [ ] 24. Trampoline
- [ ] 25. Volleyball
- [ ] 26. Wrestling
- [ ] 27. Yoga
- [ ] 28. Blowing
- [ ] 29. Climbing
- [ ] 30. Dancing
- [ ] 31. Frisbee
- [ ] 32. Other

**20. EQUIPMENT:**
- [ ] Yes  [ ] No

**Specify equipment:**
- [ ] (a) Did equipment appear to be used appropriately?
- [ ] Yes  [ ] No

**21. DESCRIPTION:**
- Specify how the injury happened:

---

**Signature of Person Making Report**

**Title Code**

**Principal’s Signature**
# STUDENT RELEASE FORM

**To be completed by the adult picking up the student**

Student’s Name: _______________________________________________________

Teacher (if known): _____________________________  Grade: ________________

Name of Adult Picking up the Student: ____________________________________

**To be Completed by Summit Academy Staff**

**ID Verification Station**

<table>
<thead>
<tr>
<th>Photo ID matches the adult:</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>Adult is listed as a contact on SIS:</td>
<td>Yes</td>
<td>No</td>
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</table>

**Holding Area Station**

Student Status (Please circle the applicable status/location of this student)

<table>
<thead>
<tr>
<th>Release to Guardian</th>
<th>See Law Enforcement</th>
<th>First Aid Station</th>
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</thead>
<tbody>
<tr>
<td>Did Not Attend School</td>
<td>Missing</td>
<td>Hospital (List if known)</td>
</tr>
</tbody>
</table>

| Did Not Attend School Today | Missing | Hospital (List if known) |

<table>
<thead>
<tr>
<th>Other:</th>
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<tbody>
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**Reunification Area**

Confirm the student is being matched with the correct adult

Have the requesting adult sign for the student

Parent/Guardian/Caregiver: _____________________________________________  

Signature: _____________________________________________

Print Name: _____________________________________________

Date: _______________  Time: _______________
# PARENT/GUARDIAN SIGNIN SHEET

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>TIME</th>
<th>ADULT NAME</th>
<th># OF STUDENTS</th>
<th>PHONE NUMBER</th>
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STUDENT AND STAFF STATUS REPORT

To: ____________________________

From: ____________________________

Location ____________________________

Date: _____________ Time: ___________

EMPLOYEE/STUDENT STATUS:

<table>
<thead>
<tr>
<th></th>
<th>Absent</th>
<th>Injured</th>
<th>Sent to Hospital</th>
<th>Missing</th>
<th>Deceased</th>
<th>Released to Parents</th>
<th>Under Supervision</th>
<th>Unaccounted</th>
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</thead>
<tbody>
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</tr>
<tr>
<td>Staff</td>
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</tbody>
</table>

Comments:

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<table>
<thead>
<tr>
<th>Location:</th>
<th>Date/Time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Students Present Before Incident</td>
<td>Number of Students Accounted For</td>
</tr>
<tr>
<td>Name of Missing Person</td>
<td>Last Known Location</td>
</tr>
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<td></td>
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</tbody>
</table>