



Instilling Accountability, Responsibility, Respect

364 North SR 198 Santaquin, Utah 84655
Phone: 801.754.3376 Fax: 801.754.3102

EMERGENCY PREPAREDNESS AND RESPONSE POLICY

Philosophy:

Under the Utah State Board of Education, C.S. Lewis Academy has created this policy in accordance with Utah Code 53A-3-402-18-(a-e) and Board Rule R277-400. Therefore, the purpose of this Policy shall be to direct the Board of Trustees to develop prevention, training, intervention, and response measures to prepare students and staff to respond promptly and appropriately to school-violence emergencies. The end result will be to promote the safety and welfare of students and staff, protect facilities, and demonstrate cooperation with community agencies.

Definitions:

1. Community Agencies refers to the law enforcement, SWAT, fire department, EMT's, hospital and staff, and other government, emergency personnel and agencies.
2. Emergency means a natural or man-made disaster, accident, act of war, or other circumstance which could reasonably endanger the safety of school children or disrupt the operation of the school.
3. Emergency Preparedness and Response Plan shall be referred to as the "Plan" in this Policy.
4. Lock Down is a security measure taken during an emergency to prevent people from entering or leaving the building. There is no unauthorized access to the school, and all students will take proactive cover in locked classrooms with teachers, until notified by a school administrator or law enforcement.
5. Shelter In Place requires students and staff to remain secured within the classroom and school building.

Policy:

The individual school staff is primarily responsible for the safety of the student body. It is the duty of the school director, with the help of teachers, students, parents, community agencies, and the Board of Trustees to develop and implement a Plan. The Board may enter into cooperative agreements with community agencies to assure proper coordination, support, and direction during drills in preparation for actual emergencies.

Procedures and Responsibilities:

In all emergencies, the welfare and safety of students and staff is the number one priority. The Plan shall contain information concerning the following: training, intervention, preparation, response, procedures, and post-emergency issues.

1. At the beginning of each school year or more often if needed, the Director shall review the Plan with staff, students, parents, and appropriate community agencies.
2. C.S. Lewis Academy shall use measures which assure that school children will receive emergency preparedness training and identify the resources and materials available and needed for training.



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3. School children shall be provided with training appropriate to their ages in rescue techniques, first aid, safety measures appropriate for specific emergencies, and other emergency drills.
 4. During each school year, C.S. Lewis Academy shall be in compliance with the number of required fire drills: the school shall have one during the first two weeks of school followed by one per month. In addition, C.S. Lewis Academy shall conduct at least one annual drill for school violence emergencies. When feasible, the School shall coordinate and practice some of these drills with local community agencies (R277-400-6).
 5. C.S. Lewis Academy shall conduct an “Emergency Preparedness Week” prior to October 31 each year.
 6. The School shall annually review existing security measures and procedures and make adjustments as needs demonstrate and funds are available.
 7. As part of our regular curriculum, C.S. Lewis Academy shall provide students and teachers with information on emergency preparedness, comprehensive violence prevention, and intervention strategies, i.e., anger management, conflict resolution, bullying, and respect for diversity and other cultures.
 8. During emergencies, the School shall establish protocol for notification of proper community agencies, the Board and other personnel, buses, parents, media, etc.
 9. The School shall develop standards and protections to the extent feasible for participants and attendees at after-school activities.
 10. C.S. Lewis Academy shall also develop a procedure to account for students while responding to emergencies that may occur not during class time, e.g., during recess, class breaks, lunch, assemblies, etc.
 11. The Plan shall contain information, directions, and action for the school occupants to take for the following emergencies:
 - A. Fire
 - B. Natural disasters or severe weather conditions: earthquake, snow, thunderstorm, flood, etc.
 - C. Utilities: electrical, water, natural gas, heat, etc.
 - D. Bomb threats or explosion
 - E. Hazardous materials
 - F. Written or verbal threats to students, staff, or school property; hit lists; bullying; gang activity; technology devices; etc.
 - G. Gun or other weapons
 - H. Hostage situation
 - I. School shooting
 - J. Civil disturbance
 - K. Shelter in place
 - L. Student release
 - M. Lock down, Intruder Lock down, and other emergencies
 12. The Director, or his/her designee, shall act as the spokesperson for handling emergency communications in addressing the students, staff, parents, media, etc. at a pre-determined locations.



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- A. Appropriate notification time measures have been put into place to notify parents/guardians via social media and a schoolwide texting alert system in the event of an emergency for rapid notification to communicate all safety threats to the public.
 13. The Plan shall contain measures which assure that, during an emergency, school children are accounted for and receive reasonably adequate educational services and supervision during school hours.
 - A. C.S. Lewis Academy shall establish procedures for: shelter in place and lock downs.
 - B. The School shall establish a procedure for school evacuation, evacuation routes, and assembly points to assure reasonable care and supervision of students until responsibility has been affirmatively assumed by parents or other responsible parties. Special provisions and supervision shall be made for the disabled students.
 - C. Release of a child, at other than regularly scheduled hours, is prohibited unless the parent or another responsible person has been notified and has assumed responsibility for the child.
 - D. The School shall, to the extent reasonably possible, provide educational services to school children whose regular school program has been disrupted by an extended emergency.
 - E. The School shall make arrangements for counseling and other professionals as needed for emotional first aid either during or after an emergency.
 - F. The Plan shall be on file with the Board of Trustees and in the office of the Director. A copy of the Plan shall also be given to each staff member and shall be readily available for addressing emergencies.

Administrative Functions:

1. In most emergency situations, the Director and Assistant Director shall jointly assess the situation and render decisions as the circumstances may dictate.
2. The Director and Board may also appoint designated persons to prepare, review, and modify existing Plans once every three years. The Emergency Preparedness and Response Committee shall consist of appropriate school and community representatives, who may include school administrators, Board members, teachers, parents, and representatives from various community agencies who may be responsible for directing and coordinating emergency services.
3. The School shall cooperate with community agencies and other governmental departments, as reasonably feasible, to provide emergency relief service. The School shall assess and provide facilities, equipment, and personnel to meet public emergency needs as are available.
4. C.S. Lewis Academy shall establish common communication channels and lines of authority within the cities, County, and State. The State Board of Education, through its Superintendent, is the chief officer for emergencies involving more than one school, district, or state or federal aid. Direction and control of emergency operation shall be exercised by the executive heads of government and the Director. The local government and the School shall retain their autonomy and identity throughout all levels of



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emergency operations. Personnel and resources received from outside sources shall be incorporated into the structure of the local government and the School.

5. By July 1 of each year, C.S. Lewis Academy shall certify to the State that, at the school level, the Plan has been presented and reviewed by its teachers, administrators, and students and that information has been provided to parents and community agencies.
6. The Plan shall address procedures for recording school funds expected for emergencies, for assessing and repairing damage, and for seeking reimbursement for emergency expenditures.



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EMERGENCY PROCEDURES MATRIX

Procedure Action	Evacuation	Lockdown	Shelter In Place	Drop, Duck, & Cover	Reverse Evacuation
Situation	Danger is in the building like fire, gas leaks, bomb threat, etc.	Violent situation exists in school or community like intruder or active shooter.	Domestic violence, serious fight, weather, hazardous materials, etc.	Earthquake, explosion or severe weather condition like tornado.	When danger is outdoors or on the premises. This includes severe weather like a Thunder Storm.
Response	Move students to a designated area.	<ul style="list-style-type: none"> •Confine students where they are located. •If outside and danger is inside, go to a safe alternate site. 	Move people to safe areas and remove the dangerous situation	Drop, get under a desk or table, and cover your head.	Bring students and staff indoors quickly and use lockdown, shelter in place, or drop, duck, and cover procedures if needed or as the situation may require.
Security Facility	Do not let anyone other than emergency crews enter the building.	<ul style="list-style-type: none"> •Lock/barricade doors. •Shut blinds for maximum concealment. •Take cover remaining seated as low as possible. •Remain quiet. 	<ul style="list-style-type: none"> •Key personnel will address the situation. •All personnel will remain in class or be moved from the immediate area in cases of domestic violence. 	No action required.	
Call for Help	Call for Help: 911, Director, Assistant Director				
Attendance	Take roll to account for all students.	Hide: No need to take attendance.	Take roll to account for all students.	<ul style="list-style-type: none"> •Duck and Cover. •No need to take attendance. 	
Teaching & Work	Maintain accountability of students.	<ul style="list-style-type: none"> •Do not continue to teach. Hide until "all clear" signal is given. •Only local authority (fire/police) can give the "all clear" signal. 	Teaching can continue in unaffected areas while remaining at heightened security.	<ul style="list-style-type: none"> •Do not continue to teach. •Remain under cover until "all clear" signal is given 	