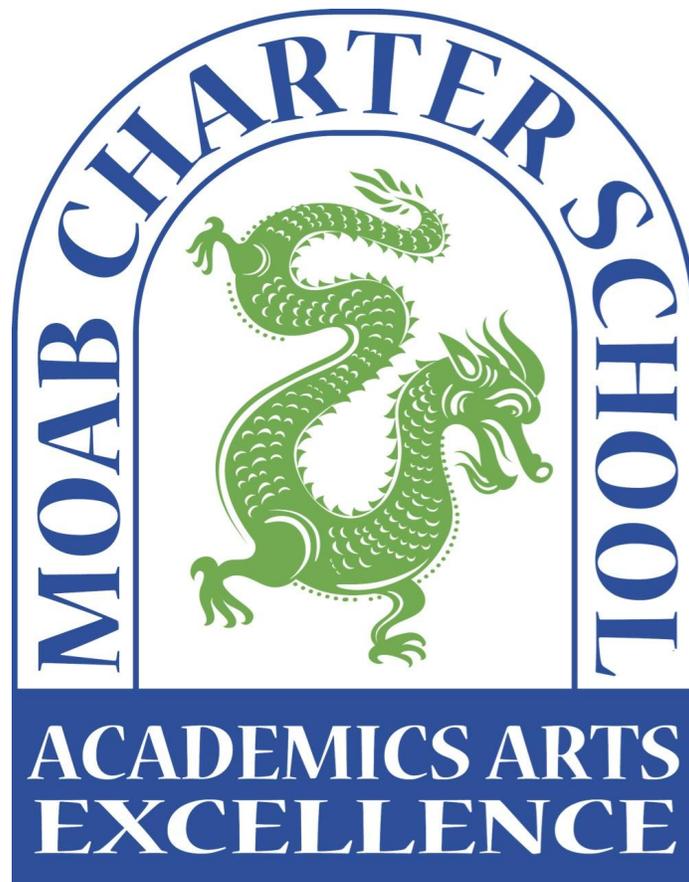


# Moab Charter School

## Emergency Preparedness and Emergency Response Plan



2020-2021

Board Approved 8/18/2020

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# **Emergency Preparedness and Emergency Response Plan**

## **General Policies**

- All staff are to use sound judgment in ensuring the safety and protection of Moab Charter School (MCS) students. The MCS Emergency Preparedness and Emergency Response Plan should be followed and is meant to ensure the safety of the students, staff, and parents of MCS.
- All school buildings/ rooms will have an emergency evacuation map and procedure posted near the main exit door.
- Emergency Preparedness and Emergency Response Plan will be practiced at the school level, presented to and reviewed by its teachers, administrators, students, and their parents, local law enforcement, and public safety representatives.
- MCS will appoint a committee to prepare, modify or adjust existing plans to meet individual school needs and features, to satisfy state rule or law, to include government agencies and bodies vested with responsibility for directing and coordinating emergency services on local and state levels.
- A copy of the Emergency Preparedness and Emergency Response Plan will be filed at the MCS Director's office and available on the school website.
- Parents and staff will receive written notice of relevant sections of the Emergency Preparedness and Emergency Response Plan, applicable to MCS.
- School Emergency Preparedness/Emergency Response week will be designated prior to April 30th of each school year.
- The Emergency Preparedness and Emergency Response Plan will contain measures that assure students receive adequate educational services and supervision during school hours.
- All school staff will be instructed that they are responsible to assure reasonable care and supervision of children until responsibility has been affirmatively assumed by another responsible party in evacuation procedures.
- School Staff will be instructed that the release of a child below ninth grade 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.
- The Emergency Preparedness and Emergency Response Plan contains measures to assure emergency preparedness training for students is age-appropriate
- Fire, earthquake, and lockdown drills are held annually as required and documented.
- Annual meetings with local emergency agencies are held and documented.
- The MCS School Safety Committee will meet annually to review the Emergency Preparedness and Emergency Response Plan, recommend revisions, and submit to the MCS Governing Board for approval.

## Emergency Drill Schedule 2020-2021

<b>MONTH</b>	<b>DATE</b>	<b>TIME</b>	<b>DRILL</b>	<b>NOTES</b>
August	F. 8/28	11:00am	Fire	
September	W. 9/23	2:00pm	Fire	
October	Tu. 10/13	8:30 am	Natural Gas Leak/Odor	
November	W. 11/18	12:40pm	Lockdown	
December	M.12/14	10:05am	Fire	
January	Th. 1/21	9:45am	Earthquake	
February	W. 2/24	1:15pm	Bomb Threat	
March	Tu 3/16	3:00pm	Natural Gas Leak/Odor	
April	Th. 4/15	12:20pm	Fire - Full Evacuation	
May	M. 5/17	10:35am	Earthquake	

## Safety Committee Meetings

<b>DATE</b>	<b>TIME</b>	<b>ATTENDANCE</b>	<b>NOTES</b>
F. 8/28	1:15pm		
F. 11/13	1:15pm		
F. 3/12	1:15pm		
F. 5/28	1:15pm		Review 2020-2021 plan and revise for 21-22.

## **Emergency Preparedness/Emergency Response Plan Procedures**

The following procedures/plan are meant to guide the implementation of MCS emergency policies.

### **Emergency Situation Briefing**

If the school has been evacuated, emergency personnel, parents, or other individuals will meet the school administration and staff at The Bark Park (the MCS location for school evacuation) for briefing.

If the school is in lockdown, emergency personnel, parents, or other individuals may contact the school administration via landline (435-259-2277) or the Director's cell phone for briefing.

### **Emergency Situation Staging Area**

The Bark Park, at the corner of 300 South and 1st East St., is the typical staging area for school evacuations due to its proximity to Moab Charter School. If children are in danger at The Bark Park, they will be moved to City Market under staff direction.

Staff are to remain in the Staging Area (if reentry to school is not possible) until all students are released to the custody of their parents or adults designated by their parents.

### **Evacuation Plan**

If notified that the school is to be evacuated due to fire, gas leak, chemical spill, bomb threat, or for any other reason, the following procedures will be followed.

1. The Director, ~~lead teacher~~ **designee**, or administrative assistant will lead the evacuation, determining the problem and notifying all people on the campus of the need to evacuate.
2. The Director, ~~lead teacher~~ **designee**, or administrative assistant will call 911 or other agencies (Questar/Dominion Energy for gas leaks) if needed.
3. Follow the evacuation routes on the evacuation maps at the end of this document. Typically this means everyone exits between the buildings, through the MCS parking lot to 300 South. Head west on the south side of 300 South to The Bark Park and line up by class for roll call. (If the emergency does not allow certain people in the school to follow the standard evacuation routes or procedures, the leaders of the evacuation will direct the alternative evacuation procedures.)

4. At The Bark Park, teachers will call roll and account for all students and await instructions.
5. Students are to remain quiet until instructed to do otherwise.
6. Await the all-clear signal and instructions to return; if other students and staff cannot return, organize the notification of parents and the cancellation of school.

### **Evacuation Drill**

1. Follow the same directions for a real emergency evacuation with the exception of Step 2 - do not call 911 or agencies.
2. Give instructions at the completion of the drill and discuss with students what they did well or needed to improve upon.
3. Document the drill for school records.

### **Power Outage**

Notify the Director, ~~lead teacher~~ **designee**, or Administrative Assistant who will lead the situation and the following steps.

1. Determine if the outage is campus-wide or isolated rooms or buildings.
2. If isolated to certain rooms or buildings, check circuit breakers and call a repairman, if needed.
3. If campus-wide call Rocky Mountain Power at (877)548-3768. Determine if school can proceed and make accommodations as necessary, including, the possible cancellation of school and notification of parents.

### **Natural Gas Leak/Odors**

Notify the Director, ~~lead teacher~~ **designee**, or Administrative Assistant who will lead the situation and the following steps:

1. Determine the location of the leak/odors. If substantiated, then call 911 and Questar/Dominion Energy immediately at (800)767-1689 to report the suspected leak.
2. If possible, shut off the valve leading to the leak.
3. If needed, conduct evacuation of staff and students following the evacuation plan.
4. Determine if school can proceed and make accommodations as necessary, including, the possible cancellation of school and notification of parents.

### **Earthquake**

1. When an earthquake strikes, assume the preferred defensive position: kneeling under a desk or table while holding tightly to the table or desk's legs; if this is not possible, assume the safest possible alternative position (some suggest in a

doorway or away from possible falling shelves and/or furniture; squatting and covering one's head.)

2. If possible, stay away from windows.
3. Remain in these positions until quaking has stopped.
4. When the quaking stops, check on students and staff around you and administer first aid as needed.
5. The Director, ~~lead teacher~~ **designee**, or Administrative Assistant will lead the situation and determine evacuation procedures.
6. Follow the evacuation plan, staying clear of power lines and trees or other objects that might fall.
7. Determine if school can proceed and make arrangements as necessary for notification of emergency departments (police, fire, gas company). Notify all parents. Arrange for possible cancellation of school.

### **Lockdown (Intruder, Gun on Campus, Hostage Situation, Threatening Person)**

If the situation allows, notify the Director, ~~lead teacher~~ **designee**, or Administrative Assistant who will lead the situation and the following steps.

1. The entire campus will be notified that "we are in lockdown."
2. Call 911.
3. Lock doors and move anyone in the room away from eyesight through windows and away from the door. Cover windows and close blinds.
4. Remain quiet; calm any students around you.
5. Wait for the all-clear signal from the Director, ~~lead teacher~~ **designee**, or Administrative Assistant or emergency personnel (police or fire). Do not leave the classroom or lockdown location until cleared by emergency personnel.

### **Bomb Threat**

If possible, keep the caller on the phone as long as possible and get as much information as possible. If the caller remains on the phone, send someone to initiate or lead the following steps.

1. Call 911.
2. Notify the Director, **designee**, or Administrative Assistant who will lead the situation and the following steps.
3. Announce to the school that we are in an evacuation.
4. If the bomb threat caller is still on the phone, notify the 911 agency that the caller is still on the line and give them the phone number for that line.
5. Follow the evacuation plan and await directions from emergency personnel (police and fire).
6. Notify all parents and arrange for possible cancellation of school.

## **Fire**

Notify the Director, **designee**, or Administrative Assistant who will lead the situation and the following steps.

1. Determine the location of the fire.
2. Call 911.
3. Follow the evacuation plan.

## **Chemical Spill**

Notify the Director, **designee**, or Administrative Assistant who will lead the situation and the following steps.

1. Determine the location of the spill.
2. If needed, call 911.
3. If needed, conduct evacuation of staff and students following the evacuation plan.
4. Determine if the school can proceed and make accommodations as necessary, including, the possible cancellation of school and notification of parents.

## **Medical Emergencies/Injuries**

The staff are to determine the type and level of emergency and respond accordingly to either Plan A or Plan B.

**Plan A:** If the medical emergency or injury requires an ambulance, then notify the Director, ~~lead teacher~~ **designee**, or Administrative Assistant who will lead the situation and the following steps in Plan A.

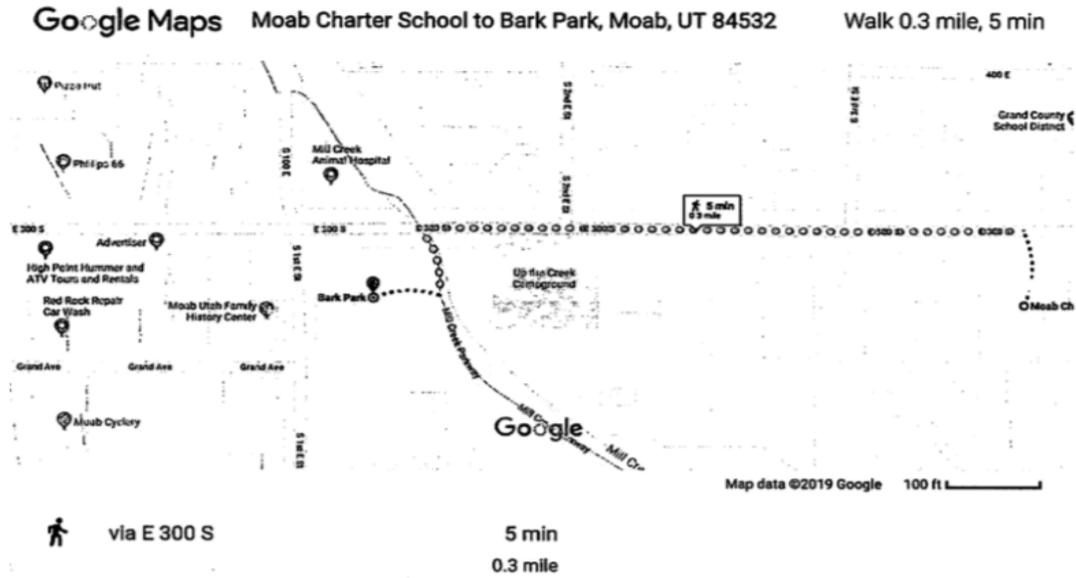
1. Call 911.
2. Begin First Aid services as required until medical personnel arrives.
3. Contact the parents or guardians of the student or the family of the staff member.

**Plan B:** If the injury does not require an ambulance, follow standard First Aid procedures to treat the injury.

1. First aid items are located in each classroom's First Aid kit, on the window sill above the drinking fountains in the cafeteria, at the Administrative Assistant's desk and in the labeled cupboards in the teachers' lounge.
2. Document treatment if greater than a simple band-aid **or comfort ice pack** in the First Aid binder at the Administrative Assistant's desk.
3. Contact parents if the injury warrants notification (head injuries, injuries involving ice packs, anything where an injury might be hidden, etc.).

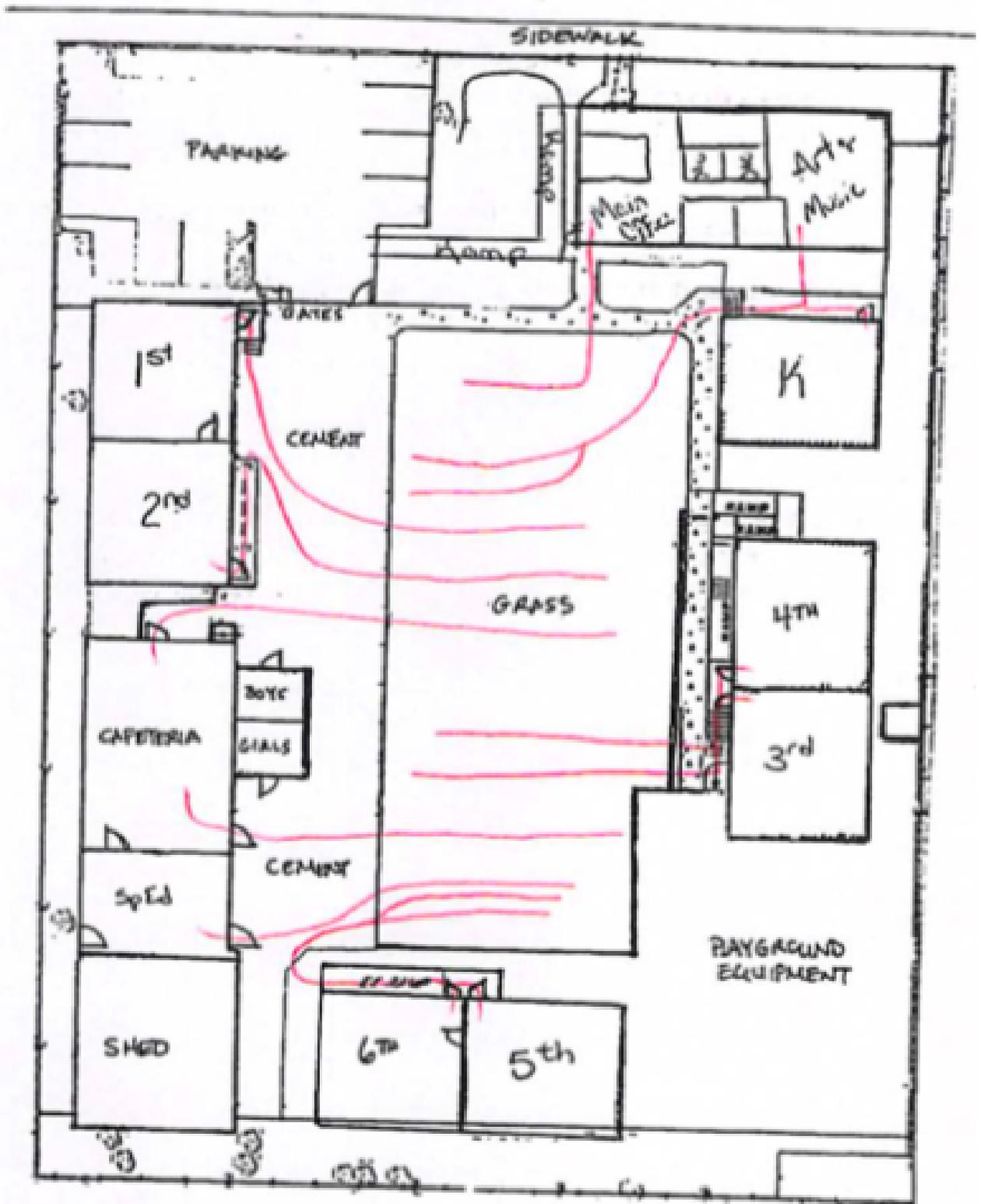
## Evacuation Maps

These maps are located at all major building/room exits. The evacuation map and procedures are to be followed if it can be done in a safe manner. If evacuation routes are blocked, then staff are to use sound judgment in finding the safest possible alternative route to safety.



NORTH ↑

# Emergency Evacuation Map



# Campus Map

