

Entheos Academy Crisis Plan

What is the purpose of a crisis plan?

- To effectively handle an emergency, a comprehensive Emergency Operations Site Plan must be developed, and an Emergency Response Team must be organized before an emergency occurs. Our school's Emergency Operations Plan must be organized and all staff members trained in order to effectively prepare for maximum safety, efficiency and communication in the event of an emergency.
- Students and parents must also understand that contingency preparation and procedures are necessary and are conducted for their safety and well-being.
- Planning, preparation, and training will help staff personnel learn the proper course of action in an emergency. This manual will provide step-by-step guidelines to help deal with emergencies that may occur. This manual cannot foresee all possible circumstances of an emergency. Staff must be prepared to evaluate all the circumstances and make sound judgments based on the situation.
- A committee will be established consisting of local law enforcement, fire/EMS, emergency management, and site personnel to develop the Emergency Operation Plan. The committee should consist of site staff from the following disciplines at a minimum:
 - Administrator
 - Office Manager
 - Safety Coordinator
 - Maintenance/Custodian
 - School Counselor
 - Teachers
 - Board Member
- Procedures will be developed to provide for disabled and non-English speaking students and staff.
- This plan shall be reviewed annually by the above committee and updated to maintain up to date procedures.
- Drills will be conducted periodically to test the effectiveness of the plan.

Emergency preparedness plan

The purpose of this Emergency Preparedness Plan for Entheos is to provide information and direction for all persons with emergency response tasks. This includes civil agencies, school administrators, teachers and support staff, students, and parents.

The directives and information contained herein serve to increase the overall efficiency and security of Entheos with the prime purpose being on the physical and emotional well being of the students in our charge.

A constant state of readiness to respond to emergencies is the responsibility of the school director. This includes any orientation or training deemed necessary and the conducting of fire drills a least once each month during school sessions. Also schools shall hold at least one drill for

other emergencies during the school year. A debriefing shall be conducted after each drill to receive feedback from all participants on the effectiveness of the plan.

Medical Emergencies

1. Assess the situation; give immediate and appropriate treatment to the maximum level of your training only, and call “9911” if needed.
2. Take steps to prevent the condition from worsening.
3. Provide reassurance to the injured person.
4. Maximize comfort for the injured person.
5. Notify parents of injuries.
6. Help arrange for the injured person to be seen by a physician or taken to the hospital.

Civil Disturbance

Civil disobedience is defined as any unauthorized person whose purpose is to disrupt school or the conduct of schools and the welfare of students.

Lock-down

Lock-down procedures may be issued in a situation involving dangerous intruders or other incidents that may result in harm to persons inside the building.

1. The administrator will issue a lock-down by announcing a warning over the intercom or alternative method. “Dr. Pace you have a call on line 6.”
2. Direct all students, staff, and visitors into the nearest classroom.
3. Shut locked doors.
4. Cover all windows.
 - a. Have green showing if all students are accounted for.
 - b. Have red showing if you are missing students, have additional students, or a severely injured student.
5. Turn off lights.
6. Move all persons away from windows and doors.
7. Have all persons get down on the floor.
8. Do not call the office.
9. Send an e-mail to the Kearns Emergency Response Group.
 - a. Subject line will say:
 - i. Green: (Only if you have the exact amount of students.)
 - ii. Red: (If missing students, have additional students, or a severely injured student.)
 1. In body of e-mail:
 - a. +2 students extra
 - i. John Doe
 - ii. Jane Doe
 - b. -1 student missing
 - i. John Doe
10. Do not allow students to use cell phones.
11. Allow no one outside of the classrooms until the Administrator gives an all-clear signal.

Outside During Lockdown

1. Move to a secure place.
2. E-mail Kearns Emergency Response Group (e-mail from smart phone)
 - a. State location of class in subject line with same protocol as above.
12. If no access to e-mail: Send a text to Eric Robins, Heather Martin, Misty Startup, and Bryan Crown.

Shelter-In-Place

Shelter-in-place provides refuge for students, staff and authorized public persons within the school buildings during an emergency.

1. The administrator will issue a Shelter-In-Place by announcing a warning over the intercom or alternative method.
2. The custodian or administrator will proceed to lock and secure all exterior doors and turn off outside ventilation if necessary.
3. Direct all students, staff, and visitors into the nearest classroom.
4. Shut locked doors.
5. Cover all windows.
6. Move all persons away from windows and doors.
7. Teachers will account for all students and authorized public persons in their classrooms.
8. Office personnel will take a headcount of all persons in the building by contacting each teacher/classroom.
9. Carry on with normal school once everyone is accounted for.
10. Allow no one outside of the buildings until the Administrator gives an all-clear signal.

Evacuation Routes

A building emergency plan will be posted by each classroom door. Each staff member's classroom location will determine which route they will take in order to exit the building. There will be a pre-designated location with an alternate location for all students/staff to assemble for roll call.

Evacuation:

1. Administrator issues evacuation procedures.
2. Direct students and staff to follow evacuation drill procedures and route. Follow alternate route if normal route is too dangerous.

Teachers:

1. Close all windows.
2. Turn off all lights and electrical equipment.
3. Leave door open.
4. Direct students to follow normal evacuation drill procedures.
5. Take emergency plan from by the door.

6. When at outside meeting place account for all students. Inform administrator immediately of any missing student(s).

School Uninhabitable

In case the school is uninhabitable in an emergency there are three choices where parents can pick students up.

1. The Kearns cougar lane ward house (801) 964-7460
2. Kearns-Oquirrh Park Fitness Center (801) 966-5555
3. Kearns High School (385) 646-5380

Fire

1. Convey warning to school staff and students by alarm.
2. Quickly and safely evacuate building as per predetermined evacuation routes to designated outside meeting areas at least 1000 feet from building.
3. Individual students or groups of students who are not in their classrooms should evacuate by moving immediately to the nearest safe exit.
4. If possible, students should grab coats as they exit the classroom.
5. Teacher should exit last, being sure take emergency plan from by the door.
6. Doors should remain open.
7. Notify authorities of unaccounted students.

Earthquake:

1. When an earthquake strikes, assume the preferred defensive position; kneeling under a desk or table, while holding tightly to its legs.
2. If it is not possible to respond in the preferred manner, an appropriate defensive position may be up against a wall or in a doorway, squatting and covering one's head.
3. If possible, stay away from windows.
4. Remain in these positions or until further instructions have been given from the school office.
5. Evacuate the school building when it has been deemed safe and appropriate as per predetermined evacuation procedures.
6. Once outside, stay clear of buildings, trees, poles, and power lines.
7. Assemble in predetermined areas and account for all students.
8. Remain in assembly areas until situation is assessed and further directions are given.
9. Coordinate further response with authorities

Natural Gas Leak

1. Convey warning to school personnel through intercom, messenger, or through another communication source.
2. Instruct custodial staff to shut off natural gas to the building. (Administrator will shut off gas if custodian is not available.)
3. Evacuate building as per predetermined plan.
4. Assemble students and staff as far away from building as safely possible.
5. Notify gas company, fire department, local police, and other appropriate agencies.

6. Teachers will account for all students under their supervision.

Power Outage

Administration:

1. Contact Power Company to determine extent of power outage.
Rocky Mountain Power 1-877-508-5088 www.rockymountainpower.net.
2. Obtain directive from Administrator whether to dismiss or finish school day.
3. Conduct school as usual until directed otherwise by administration.

Severe Weather/ Environmental

- 1) Bring all students and staff into the building. Move everyone to a safe area away from glass or loose objects.
- 2) Take role and account for all students and staff.
- 3) Close windows, blinds, and doors. Make sure all skylights and openings are covered.
- 4) Shut off gas if appropriate with the situation.
- 5) Monitor the Emergency Alert Stations, Weather Stations, and National Weather Service. Follow guidelines and commands from Authority of Jurisdiction.
- 6) Remain in safe areas until warning expires or until administrator has issued an all-clear signal.
- 7) Inventory all food, blankets, lights, first aid equipment and water that is available

Chemical Spills

1. Convey warning to school personnel through intercom, messenger, or through another communication source.
2. Contact law enforcement and/or fire department "9911." Determine action to be taken.
3. Announce emergency response to be taken as one of the following:
 - o Shelter-In-Place
 - o Partial evacuations –avoid contaminated area while evacuating school; do not re-enter until spill is cleaned up by trained personnel.
4. School evacuation and closure – evacuate school and arrange for students to be sent home by predetermined emergency procedures.
5. Teachers will be directed to account for all students under their supervision.
6. If evacuation is necessary, use the primary or secondary gathering area depending on which location is up wind of the spill area. Prevailing winds are a consideration.

Chemical/ Biological attack:

Defense against a Chemical/ Biological attack is difficult. The first signs may emerge as personnel notice a higher than usual incident of various symptoms. Should an attack be discovered while in process the school should:

1. Go into Shelter-In –Place.
2. Shut down the HVAC system (limit outside airflow).
3. Seal all doors and vents with plastic and duct tape.

Phone Call Threat

Be calm and courteous. Listen: Do not interrupt the caller. Carefully attempt to keep caller on the telephone as long as possible and discretely alert someone else by a prearranged signal to call "9911".

Questions to ask:

- 1) When is the threat going to occur?
- 2) Where is it right now?
- 3) What does it look like?
- 4) What kind of threat is it?
- 5) Why?
- 6) What is your address?
- 7) What is your name?

Exact wording of the threat: _____

Sex of Caller: Male Female

Date: _____ Time: _____

Number at which call was received: _____

Notes:

The person that dials "9911" should tell the operator. "This is (name of caller) from Entheos. We are receiving a threat on another line. The number of that line is _____."

- The director shall determine whether to evacuate the building(s) threatened.
- Resume school when it is determined safe by the proper authorities.

Hostage Situation

1. Call "9911". Take immediate cover. Avoid confrontation with the intruder before the police arrive.
2. Administrator will sound a pre-planned alarm.
3. Teachers should not allow students to leave the classroom and should direct them to be seated on the floor next to an interior wall away from windows and doors. Students should only be allowed to leave the classroom when the all-clear announcement is given or when directed to move to another location by the police.
4. Teachers take an accurate count of students.

5. Notify Administrator. Refer media contacts to school Administrator or Office Manager.
6. Note the location, number of persons involved and a description of the suspect(s).

Serious Injury/Death

If incident occurred in school:

1. Call "911."
2. Notify school medical personnel.
3. Isolate incident.
4. Notify Administrator who will contact parent/guardian.
5. Activate school crisis team to help witnesses.

If incident occurred outside of school:

1. Activate school crisis team.
2. Notify staff before normal operating hours.
3. Determine method of notifying students and parents. Announce availability of counseling services for students.

Post-crises intervention:

1. Meet with crisis team to determine level of intervention for staff and students.
2. Contact other school counselors in the area to ask for assistance with the counseling and debriefing of students and staff.
3. Designate rooms as private counseling areas.
4. Escort affected students, siblings, close friends, and other "highly stressed" students to counselors.
5. Debrief all students and staff.
6. Recommend professional counseling services to overly stressed students and staff.
7. Follow-up with students and staff who received counseling.
8. Allow for changes in normal routines or test schedules to address injury or death.
9. Refer media to Administrator.

Suicide

Suicide attempt in school:

1. Verify information.
2. Call "911."
3. Notify crisis team. Administrator notifies parent(s)/guardian(s). Administrator may schedule meeting with parent(s)/guardian(s) and school counselor to determine course of action.
4. Calm suicidal person.
5. Isolate suicidal person from other students.
6. Stay with student until parents arrive. Do not leave the person alone.
7. Determine method for notifying staff. Determine if notifying students and parent(s)/guardian(s) is necessary; if so determine method of doing so.

Post-crises intervention:

1. Meet with crisis team to determine level of intervention for staff and students.
2. Contact other school counselors in the area to ask for assistance with the counseling and debriefing of students and staff.
3. Designate rooms as private counseling areas.

4. Escort affected students, siblings, close friends and other “highly stressed” students to counselors.
5. Debrief all students and staff.
6. Recommend professional counseling services to overly stressed students and staff.
7. Follow-up with students and staff who received counseling.
8. Allow for changes in normal routines or test schedules to address injury or death.

Safe School Policy

Student Conduct

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. Students shall exercise their rights responsibly in compliance with the rules established for the orderly conduct of the Entheos educational mission. Students who violate the rights of others or school rules shall be subject to disciplinary measures designed to correct the misconduct and promote adherence by all students to the responsibilities of citizens in the school community.

Safe Learning Environment

If a particular type of conduct has the effect of disrupting the learning atmosphere, it should be subject to regulation. The Board possesses discretion in promulgating regulations and policies for the proper conduct of students.

It is the intent of the Board to provide every student in the school with the opportunity to learn in an environment which is safe, conducive to the learning process, and free from unnecessary disruption. This policy is based on the principle that every student is expected to follow rules of conduct and to obey persons in authority at the school.

Students should be aware that certain behavior, outlined herein and in other policies of the school, is unacceptable and will result in disciplinary action. The Administrator and his/her designees will enforce school policies with the aim to make students and their parents or guardians understand that unacceptable behavior will be dealt with in accordance with the Board’s discipline policies.

Student Notification

A copy of this policy or the essential elements therein shall be given to each student in school upon enrollment in the school. Such copy may be included in each school’s student handbook and should be posted in a prominent place in the school.

Student Removal

The Board hereby delegates its authority to remove or suspend students to Administrators and assistant Administrators in each school for a reasonable period considering the situation. The Board will retain the authority for expulsions.

For purposes of this policy, students may be removed from school premises through procedures governing required parent conferencing, suspension, exclusion, exemption, expulsion or other occasional emergencies which may exist.

Emergency Removal

Students may be removed from classes or schools premises for disciplinary as well as non disciplinary reasons when the Board or their designee determines that an emergency exists. Reasons which relate to the health, safety, and welfare of a student or students or the efficient operation of the school may prompt the emergency removal procedure.

Any student removed from the school premise that is in a condition that threatens his or her own welfare or the welfare of others shall be released to the parent, the parent's representative, or other proper authority, including, but not limited to, law enforcement officers and medical personnel.

Teacher's Authority

A teacher may send a student to the Administrators office in order to maintain effective discipline in the classroom. The Administrator shall respond by employing appropriate discipline management techniques. Detailed procedures should be outlined in the Discipline Policy given to students each year.

Appropriate Physical Force

This policy does not prohibit the use of reasonable and necessary physical restraint or force in self-defense or otherwise appropriate to the circumstances to:

1. Obtain possession of a weapon or other dangerous object in the possession or under the control of a child;
2. Protect the child or another person from physical injury;
3. Remove from a situation a child who is violent or disruptive; or
4. Protect property from being damaged.

Disciplinary Records

Disciplinary records shall be made available to parents or the student, whichever is appropriate, pursuant to the District's student records policy.