Moab Charter School

Emergency Preparedness and Emergency Response Plan

2018-2019
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School & Staff Contact Information

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3rd Grade – Lexy Walker – Lexy@moabcharterschool.org
4th Grade – Steve McClure – Steve@moabcharterschool.org
5th Grade – Chris Gallis – Chris@moabcharterschool.org
6th Grade – Bettina Oesch – Bettina@moabcharterschool.org
Reading Interventionist – Rex Viray – Rex@moabcharterschool.org
Special Education – Gail Wakefield – Gail@moabcharterschool.org
Counselor – Natalie Olsen – Natalie@moabcharterschool.org
Paraprofessional – Tabby Gritts – Tabby@moabcharterschool.org
Paraprofessional – Candice Gary – Candice@moabcharterschool.org
Art – Liz McNair – Litz@moabcharterschool.org
Music – Jeff Gutierrez – Jeff@moabcharterschool.org
PE – Emily Sukiennik – Emily@moabcharterschool.org
Food Services – Rocio Zapeda – rociozepL24@gmail.com
Custodian –
Moab Charter School
Emergency Preparedness and Emergency Response Plan

General Policies
• All staff are to use sound judgement 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 procedures 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 plan 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.
Moab Charter School
Emergency Drill Schedule 2018-2019

<table>
<thead>
<tr>
<th>MONTH</th>
<th>DATE</th>
<th>TIME</th>
<th>DRILL</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>Tu. 8/28</td>
<td>10:35am</td>
<td>Fire Drill</td>
<td></td>
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<tr>
<td>September</td>
<td>F. 9/19</td>
<td>9:00am</td>
<td>Fire Drill</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>Tu. 10/10</td>
<td>11:30am</td>
<td>Natural Gas Leak/Odor</td>
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<tr>
<td>November</td>
<td>Th. 11/1</td>
<td>8:45am</td>
<td>Lockdown</td>
<td></td>
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<tr>
<td>December</td>
<td>W. 12/12</td>
<td>12:30pm</td>
<td>Fire</td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>Th. 1/17</td>
<td>8:50am</td>
<td>Earthquake</td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>F. 2/22</td>
<td>12:35pm</td>
<td>Bomb Threat</td>
<td></td>
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<tr>
<td>March</td>
<td>M. 3/11</td>
<td>3:00</td>
<td>Natural Gas Leak/Odor</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>Th. 4.4</td>
<td>10:30am</td>
<td>Fire</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>W. 5/15</td>
<td>11:30am</td>
<td>Earthquake</td>
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MCS Safety Committee Meetings 2018-19

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>ATTENDANCE</th>
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Emergency Preparedness/Emergency Response Plan Procedures
The following procedures/plans 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 Dixie 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 land line (435-259-2277) or the principal’s cell phone for briefing.

Staging Area
Dixie Park, at the corner of 300 South and 400 East, is the typical staging area for school evacuations due to its proximity to Moab Charter School. If children are in danger at Dixie Park, they will be moved to the east side of 400 East under staff direction.

Staff are to remain at 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 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, or administrative assistant will lead the evacuation, determining the problem and notifying all people on campus of the need to evacuate.
2. The Director, lead teacher, 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. Typically this means everyone exits between the buildings, through the MCS parking lot to 300 South. Head east on the south side of 300 South to Dixie 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 Dixie 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**

1. Notify the Director, lead teacher, or administrative assistant who will lead the situation and the following steps.
2. Determine if outage is campus-wide or isolated rooms or buildings.
3. If isolated to certain rooms or buildings, check circuit breakers and call a repairman, if needed.
4. 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**

1. Notify the Director, lead teacher, or administrative assistant who will lead the situation and the following steps.
2. Determine location of leak/odors. If substantiated, then call 911 and Questar/Dominion Energy immediately at (800)767-1689 to report the suspected leak.
3. If possible, shut off the valve leading to the leak.
4. If needed, conduct evacuation of staff and students following the evacuation plan.
5. 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 quaking stops, check on students and staff around you and administer first aid as needed.
5. The Director, lead teacher, 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).**
1. If situation allows, notify the Director, lead teacher, or administrative assistant who will lead the situation and the following steps.
2. Entire campus will be notified that “we are in lockdown.”
3. Call 911.
4. Lock doors and move anyone in the room way from eyesight through windows and away from the door.
5. Remain quiet; calm any students around you.
6. Wait for the all-clear from a school administrator or emergency personnel (police or fire). Do not leave the classroom or lockdown location until cleared by the school administrator or emergency personnel.

**Bomb Threat**
1. If possible, keep the caller on the phone as long as possible and get as much information as possible. If caller remains on phone, send someone to initiate or lead the following steps.
2. Call 911.
3. Notify the Director, lead teacher, or administrative assistant who will lead the situation and the following steps.
4. Announce to school we are in evacuation.
5. 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.
6. Follow the evacuation plan and await directions from emergency personnel (police and fire).
7. Notify all parents and arrange for possible cancellation of school.

**Fire**
1. Notify the Director, lead teacher, or administrative assistant who will lead the situation and the following steps.
2. Determine location of the fire. Call 911.
3. Follow the evacuation plan.

**Chemical Spill**
1. Notify the Director, lead teacher, or administrative assistant who will lead the situation and the following steps.
2. Determine location of the spill. If needed, call 911.
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.
Medical Emergencies/Injuries
Staff are to determine the type and level of emergency and respond accordingly to either Plan A or Plan B.

Plan A: If medical emergency or injury requires an ambulance, then notify the Director, lead teacher, or administrative assistant who will lead the situation and the following steps in Plan A.

- Call 911.
- Begin First Aid services as required until medical personnel arrive.
- Contact parents or guardians of the student or family of the staff member.

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

- First Aid items are located in the green cupboards above the sink and fridge in the main office.
- Document treatment (even if for a simple band-aid) in the First Aid binder at the Administrative Assistant’s desk.
- Contact parents if the injury warrants notification (head injuries, injuries involving ice packs, anything where an injury might be hidden).

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 judgement in finding the safest possible alternative route to safety.