Carbon School District
251 West 400 North
Price, UT 84501
435-637-1732

EMERGENCY PREPAREDNESS PLAN

Revised February, 2016
EMERGENCY PREPAREDNESS PLAN

Revised September, 2014
CARBON SCHOOL DISTRICT

This revised Emergency Preparedness Plan for the Carbon School District has been read and approved by the following:

__________________________________________ Date
Steven Carlsen, Superintendent
Carbon School District

__________________________________________ Date
Justin Needles
Carbon County Emergency Management/Homeland Security Director

__________________________________________
Ken Labrum
Kerry Jensen
District Emergency Managers
Carbon School District
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(02/2016)
EMERGENCY PHONE NUMBERS

EMERGENCIES ONLY

PUBLIC SAFETY DISPATCH
(Use in a non-emergency for an officer from police, highway patrol, or sheriff department)

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<tr>
<th>Location</th>
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<tr>
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<tr>
<td>East Carbon</td>
<td>435-888-2081 or 911</td>
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<tr>
<td>Wellington</td>
<td>435-637-4830 or 911</td>
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SHERIFF OFFICE

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HIGHWAY PATROL

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ROCKY MOUNTAIN POWER

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PROPANE COMPANY

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QUESTAR

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UNION PACIFIC RAILROAD HELPER EAST

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UNION PACIFIC RAILROAD HELPER WEST

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TRANSPORTATION

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DISTRICT OFFICE

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SOUTHEAST UTAH DISTRICT HEALTH DEPARTMENT

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<td>435-637-3671</td>
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(02/2016)
LIST OF SCHOOLS

Bruin Point Elementary
100 Viking Blvd.
Sunnyside, UT 84539
888-4474/Fax 888-9938
Principal: Dina Wise

Carbon County School District Office
251 West 400 North
Price, UT 84501
637-7132/Fax 637-9417
Superintendent: Steve Carlsen

Carbon High School
750 East 400 North
Price, UT 84501
637-2463/Fax 637-4127
Principal: Bruce Bean

Castle Heights Elementary
750 Homestead Blvd
Price, UT 84501
637-7177/Fax 637-4645
Principal: Chris Winfree

Castle Valley Center
755 North Cedar Hills Drive
Price, UT 84501
637-9150/Fax 637-0714
Principal: Mike Keller

Creekview Elementary
590 West 500 South
Price, UT 84501
637-0828/Fax 637-4902
Principal: John Thomas

Helper Middle School
151 Uintah Street
Helper, UT 84526
472-5441/Fax 472-3502
Principal: Mika Salas

Lighthouse High School
251 West 400 North
Price, UT 84501
637-7540/Fax637-4019
Principal: Karlene Bianco

Mont Harmon Middle School
60 west 400 North
Price, UT 84501
637-0510/Fax 637-6074
Principal: Seth Allred

Sally Mauro Elementary
20 Second Avenue
Helper, UT 84526
472-5311/Fax 472-3687
Principal: Ryan Maughan

Wellington Elementary
250 West 200 North
Wellington, UT 84542
637-2570/Fax 637-5043
Principal: Stacy Basinger

(02/2016)
GENERAL GUIDELINES

This plan is designed to be used in case of fire, severe weather, natural disaster, bomb threats, utility failure, lockdown or any other situation that requires an emergency response. The National Incident Management System (NIMS) will be used in any incident, training, or drill. All members of the faculty and staff should:

1. Be familiar with this plan
2. Be familiar with NIMS
3. Be prepared to activate it immediately
4. Perform any duties to which they are assigned to make its activation effective
5. Remember that our primary goal is the safety of everyone involved

A summary of this plan will be present in each classroom in a prominent spot. All who use that room should familiarize themselves with the provisions as it applies to the occupants of that room.

Instructions of Emergency Preparedness Plan:
Members of the faculty shall teach the emergency preparedness plan to the students at the beginning of the school year. The members of each class shall be instructed in the evacuation plan so they can respond immediately. Patrons of the school will be informed of the plan at a general PTA/PTO meeting.

Warning from without:
Information of severe weather such as storms, earthquakes, and other emergencies which can be foretold is received in the superintendent's office and is then relayed to the principal’s office in each building. Each school should be equipped with an Emergency Broadcast Radio Receiver. School personnel may tune radios to local stations if an impending emergency is suspected.

If for any reason the telephone or messenger should fail to give the warning, then as a “back-up” the message will be received by a radio tuned to the following emergency broadcasting systems station.

KOAL/KARB/CRPX - 750 AM/103.9 FM/98.3 – 637.1167
KUSA/KSSL/KWSA – 1080 AM/104.7 FM/100.1 FM – 637.1080
CARBON COUNTY CODE RED – 435-637-0893 or 911

Warning from Within Building:
It will be the duty of the building principal to notify faculty, students, and others of an existing or impending emergency. This notification will be over the public address system, the school bell system, two-way radio, messenger or by cell phone through a predetermined calling tree.
First Aid:
In case of injury in any emergency, the building principal shall make available to all faculty/staff members the names of persons who are first aid trained. First aid equipment is to be located in the office or health room.

Drills:
Elementary principals will conduct a fire drill once a month for a total of nine drills. Secondary principals will conduct drills once each quarter for a total of four drills. The first of these drills is to be held within the first two weeks of the school year. A log of all drills will be kept. Other drills (earthquake, bomb threat, lockdown, etc.) will be held as necessary to insure that all students, faculty and staff members and others are sufficiently familiar with such drills that they can be activated and accomplished quickly and effectively. These drills shall be held at various times during the school day. Everyone in the building must obey instruction when the alarm is sounded.

Special Duties:
Each member of the faculty and staff shall assume special prescribed duties which will relate to a specific type of emergency. These duties are described in the various sections of this document. Following are some general duties which relate to most evacuation drills.

1. School personnel are usually first on the scene of an incident. Staff and faculty are expected to take charge and manage the incident until it is resolved or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility. Staff will seek guidance and direction from school district and local officials and seek technical assistance from State and Federal agencies and industry where appropriate.

2. Teachers shall take class rosters/lists when each drill is performed. Immediately upon arrival at prescribed point, the faculty member shall check the students to see that all are present and safe. A report of missing or extra students and any injuries shall be made immediately to the office/command center.

3. Special attention will be given to students who are physically handicapped. Assignments will be given annually to staff or students to help those who require special help.

4. The secretary shall secure school records in accordance with instruction from the principal. All students and personnel must be accounted for. A log is to be kept of the location or release of all students and any injuries.

5. Assigned staff members will check rest rooms, vacant rooms and special rooms to see that all persons have been notified of and have obeyed the warning.

6. Custodial help or other assigned school personnel shall shut off all utilities if the emergency warrants, then report for further assignments of duties at command.
The Command Center
A pre-determined area shall be designated as the Command Center. The principal assumes the role of incident commander until relieved by appropriate personnel. The principal or designee will represent the school district at the command center when the need arises. See Annex 2.

Line of Authority
Authority of the school rests as follows: principal, vice principal, designee (staff member named to act in principal’s absence from the building). The superintendent will designate a Public Information Officer (PIO). **All media will be referred to this person.**

Duties of the Principal:
1. Carry out the superintendent’s directions and keep him/her fully informed of plans and actions. **Provide the superintendent a copy of the School Emergency Preparedness Plan (required by Utah Code). R277-400-4**
2. Care for and monitor all warning systems to keep them functional.
3. Hold and monitor drills and training.
4. Provide the staff with copies of the Emergency Procedure Checklist and instigate training and drills to keep this procedure functional.
5. Communicate with public through the district Public Information Officer (PIO).
6. Cooperate with community groups interested in emergency preparedness, and work with PTA/PTO to educate parents about the Emergency Preparedness Plan with special attention to the Student Release Section.
7. Provide Emergency Summary Procedures Folder to all appropriate rooms.
8. Refer all media to Superintendent/Public Information Officer.
9. Provide curriculum to aid in training of faculty, staff and students in responding to emergencies.

Duties of the Teachers:
1. Be informed about the Emergency Preparedness Plan of the School, know the part they play as teachers, and accept their responsibilities under the plan.
2. Insure emergency information and class rosters/lists are current and available at all times. Keep the Emergency Summary Procedures Folder in a prominent location in the classroom.
3. Integrate recent and pertinent emergency preparedness data into regular classroom instruction.
4. Learn survival techniques and be prepared to assume responsibility for student care under emergency conditions.
5. Know the whereabouts of all students at all times. Use rosters/checklists to account for all children. Roster should include phone numbers.
6. Be aware of the characteristics of "panic" and know some of the techniques for its control.
8. Refer all media to Superintendent/Public Information Officer.
Duties of Non-teaching Personnel

1. Secretaries will:
   A. Assist with communication and warning.
   B. Have on hand a complete master list of students, staff and their phone numbers. Account for all students and personnel in the building.
   C. Maintain a supply of first aid equipment.
   D. Monitor the use of telephone to keep lines free for emergency communications.

2. Teacher assistants may assist as directed by teacher or principal.

3. Custodians and helpers will:
   A. Assume responsibility for the physical plant during an emergency. Report structural defects or safety issues to the principal/incident commander.
   B. Assume responsibility for the inspection and maintenance of fire-fighting and safety equipment.
   C. Label emergency shutoff valves and switches for gas, water and electricity.
   D. Assist in checking for power line or building damage for exit safety.

4. School Food Service Personnel will maintain facilities and equipment for the preparation and distribution of food and water in quantities authorized by the principal/incident commander during an emergency.

Duties of Students

1. Will make every effort to maintain discipline during emergencies.
2. Obey all directions from the teacher, principal/incident commander.
3. When exiting the building follow the teacher in orderly manner. Students may leave in single file or a double line depending on the existing conditions.
4. Know appropriate actions to be taken when they arrive home.

Duties of Parents

1. Be familiar with the Summary Emergency Preparedness Plan when it is sent home and discuss with students.
2. Understand the Student Release Plan.
3. Cooperate with school and emergency personnel.
NON-EMERGENCY SCHOOL CLOSING

It may be necessary to close a school for a non-emergency reason like utilities disruptions. The superintendent will determine when a school will close.

Principal:

- Notify superintendent and 911 if situation warrants.
- Ensure the safety of students and staff members.
- Involve appropriate people to handle the situation.
- Contain effected area as appropriate.
- Direct students to a safe location in the building or initiate Evacuation Procedures if necessary.
- In cooperation with Superintendent, make a plan of action.
- Communicate to staff the plan and make assignments.
- Communicate plan to parents and arrange for student release (see Student Release Plan).
- Maintain written record of incident.

Teachers:

- Maintain student order.
- Account for all students and report missing or extra students to office/command center.
- Release students only as directed by Principal/Incident Commander.
- If appropriate, allow students to use phones to contact parents. If parents are called, the teacher should talk with the parent to obtain permission to release the student.
- Keep written record of each student released.
STUDENT RELEASE PLAN

When the superintendent determines that students are to be released early, a plan to get students home must be in place to assure that each student is accounted for and that proper records are kept. Flexibility is given to adapt to the situation.

Principal:
- Communicate with the superintendent and emergency personnel as needed.
- Consult with the faculty/staff and develop a plan with at least these details:
  - Time school will be released.
  - Where students will be housed and how they will be cared for until released. Students must stay with assigned faculty/staff until authorized to be released to parent/guardian.
  - Coordinate with transportation director for transportation of bus students.
  - How parents will be contacted, i.e. by Parent Link, radio stations, personnel calls from the office or by teacher.
  - Who will be allowed to walk home, who will be transported by bus, and which parents/guardians will pick up students.
  - What records each person will keep. (Teachers may keep a record of phone calls made to parents of students in their classroom gaining permission for the student to walk home. The secretary should keep a complete list of all students and a signature page of adults who come to the office/command center and pick up their student.) **Elementary and middle school students may ONLY be released to adults on the student’s emergency contact list and who sign the log. High school students may be released when permission is granted by adults on the student's emergency contact list.** Adults may be required to show a picture ID.
  - Students may be required to leave vehicles on school property if the incident dictates.
  - Designate the First Aid Station and assign the person responsible to administer first aid.
  - Make other assignments as necessary.
- If a safety concern makes it necessary to establish a new assembly area, students should be escorted to the alternate site. Someone needs to stay at the originally published site (only if safe to do so) to inform parents and others of the current location. The superintendent should be notified.
- Sweep the building and grounds to account for all persons in the building.
- If the superintendent or emergency authorities are not available, the principal or designee has authority to make necessary decisions.

Teachers:
- Follow the plan as assigned. Account for assigned students and direct any unassigned students to a designated location.
- Communicate any necessary information to principal/incident commander.
- Turn in any reports required by the principal/incident commander.
ANNEX 1

DESIGNATED PRIMARY COMMAND CENTERS

Bruin Point Elementary
Lawn South of Building

Carbon High School
Ticket booth (Northeast of the building between the football field and student parking lot)

Carbon County School District Office
Lawn on east side of building

Castle Heights Elementary
By the large swing set south of the building

Castle Valley Center
Southeast corridor of lawn

Creekview Elementary
Lawn on east side of the building

Helper Junior High
Football field south of the school

Lighthouse Learning
Parking lot south of building

Mont Harmon Jr. High
Football field east of school

Sally Mauro Elementary
West lawn

Wellington Elementary
West playground (center)
ANNEX 2 – PROCEDURES
LOCKDOWN/INTRUDER PROCEDURES

Lockdown procedures may be initiated when it is necessary for students and staff to be contained in the classrooms. This may include an intruder, a medical reason, the request of law enforcement, etc.

Principal:
- Initiate Lockdown by saying “Teachers, Shut your doors and keep students in your rooms until further notice;” or “ Teachers, we are in lockdown! Shut and lock your doors!”
- Notify superintendent if situation warrants.
- Notify police if situation warrants.
- Ensure the safety of students and staff members.
- Contain area and preserve evidence.
- Suspend bell operation, if situation warrants.
- Maintain written record of incident.

Teachers:
- Maintain student order.
- Teachers lock classroom doors. While locking doors, check halls for straggling students and bring them into the room. Cover windows of classrooms, if possible.
- Report names of students absent or additional students not on class roster to office/command center by email, intercom, radio or phone as directed.
- Remain in classroom until directed by principal/incident commander. Students should not use cell phones unless directed to do so.
- Maintain written record of incident.
FIRE

Fire Warning
Each school is equipped with a fire alarm system. It is activated by heat or smoke detectors or by manual pull switches.

Frequency of Drills
The principal shall hold a sufficient number of fire drills at the various times during the day to assure that all students understand the procedures and exits to use. R277-400-7-B Article 13 Sec. 1303.3.2 Utah Fire Code: Elementary principals will conduct a fire drill once a month for a total of nine drills, secondary principals will conduct fire drills once each quarter for a total of four drills. A log will be kept of all drills. The first of these drills is to be held within the first two weeks of the school year.

Procedure
Whenever the fire alarm is activated, teachers should immediately begin to initiate the following procedures:

Principal:
- Evacuate the building.
- Principal calls 911, notifies authorities and superintendent. Principal and/or superintendent must report incident to state fire marshal.
- After consulting with superintendent and/or emergency personnel, principal/incident commander may move students and staff to different site if building is damaged or weather is inclement.
- Notify students and staff when it is safe to re-enter the building
- If necessary initiate Student Release Plan.

Teachers:
- Follow fire drill procedures using established exit unless situation indicates alternate route is safer.
- Call roll following evacuation. Report any missing or extra students to office/command center.
- DO NOT re-enter the building until declared safe by qualified personnel.
- Remain with students until it is safe to re-enter the building and resume normal operations or students are released according to Student Release Plan. Students should not use cell phones unless directed to do so.

GUIDELINES FOR FIRE DRILL EVACUATION
A. Use exits as assigned.
B. Windows and doors should be closed. Lights need to be switched off.
C. No talking during the drill.
D. Brisk walking, but not running.
E. There is need for quick response; leave everything and exit quickly and orderly.

(02/2016)
F. Rest rooms are to be checked by assigned staff.

G. As students get to assigned areas they should line up single file facing the building, ready to listen to any instruction that might be given.

H. Students and staff should be instructed to always take these drills seriously.

I. An attendance check will be made at the assembly point. Report any missing or extra students to the office/command center.

J. A person assigned or an audible message to give the all clear signal to re-enter the building.

K. Each school is to have assigned exits as organized and planned in advance.

**Books, Coats and Other Belongings**

Students are not to take books or other belongings with them during an evacuation. No one may re-enter the building once it has been evacuated until deemed safe by qualified authorities.

**Building Sweep**

Appointed staff should check restrooms, adjoining learning centers or any other area (workrooms, etc.) not supervised to ensure that everyone in the area has received the warning and leaves the building.

**Assembly Area**

The assembly areas will always be a reasonable and safe distance from the building. Upon reaching the assembly area, students shall await further instructions. In order to insure that pupils will not be returned to a burning building, the recall signal shall be one that is separate and distinct and cannot be mistaken for any other signal. This signal shall be by intercom or runner.

**Inspection**

It shall be the duty of the principal, teachers and staff to inspect all exit facilities daily to ensure all doors and other exits are in proper working condition. All exits must be clearly marked and free of obstructions.

**Handicapped Students**

One or more staff or students may be assigned to assist a handicapped child.

**Return to Building**

Re-entry to the building is allowed only after the signal is given by the principal/incident commander. Students will return to the classroom in a quiet, orderly manner with the teachers in charge.

**Fire Extinguishers**

Fire extinguishers are placed in strategic locations as recommended by the fire department. They will be inspected annually by certified technicians. Faculty members and other personnel shall be instructed as to the location and use of fire extinguishers.
BOMB THREAT

There are two types of bomb threats: written (including electronic) and oral. Although most bomb threats are made by telephone, all are taken serious. Written bomb threats may come in the form of cutout words from a newspaper or other publication pasted onto plain paper and either mailed or delivered in some other manner. They may be typed or written messages on other types of paper or scribbled on mirrors, walls or other places on the property. They may also be received electronically through email, social media or texting. Bomb threats written on paper should not be unnecessarily handled and should be preserved for law enforcement. Threats sent electronically must not be deleted.

Bomb Threat Checklist

When a bomb threat is received on the telephone it is important to stay in control of the situation and to obtain information from the person making the threat. A Bomb Threat Checklist (included at the end of this plan) will be readily accessible (taped to the bottom of the phone) to personnel who either answer a telephone or may otherwise be in a position to receive a telephoned bomb threat. An immediate response toward managing the conversation is effective.

Questions to ask: When is the bomb going to explode? Where is the bomb? What does it look like? What kind of bomb is it? What will cause it to explode? Where did you place the bomb? Why are you doing this? Where are you calling from? What is your address? What is your name? What is your telephone number in case we get cut off?

Pay attention to the callers voice: calm, stutter, giggle, stressed, disguised, slow, deep, accent, nasal, sincere, crying, loud, angry, lisp, squeaky, slurred, broken, rapid, excited, normal. If the voice is familiar, who did it sound like? Were there any background noises?

The threat recipient should alert co-workers that threat is being made without the knowledge of the caller and without alarming the general public. Holding up the Bomb Threat Checklist or a red card are ways to inform co-workers there is a problem. Talk about your signaling system ahead of time.

Person Receiving Threat

- The person receiving a bomb threat should remain calm and make mental and written notes of the person calling.
- The recipient will notify the principal immediately.

Principal

- The principal or person designated will call 911 and the superintendent.
- The Principal will order evacuation of all persons to a re-location site away from the building by activating the standard fire drill.
- A secondary re-location site may be necessary for safety, in which case the superintendent and responding agencies must be notified.
Teachers:
- Evacuate using Fire Evacuation Plan to designated re-location site as directed
- After reaching relocation site, call roll and report missing or extra students to office/command center.
- **Students should not use cell phones unless directed to do so.**
- Re-enter building only when directed by principal/incident commander.

Command Center
- The command center should be moved if necessary for safety and the new location should be announced to all involved.
- The principal and other needed individuals will meet at the command center.
- Decisions will be made at the command center. Responsibility rests with the principal or incident commander. In his/her absence, the person appointed in his/her stead will assume the responsibility.
- Analysis will be made of the threat at the command center. The principal/incident commander will consult with the superintendent to determine if the students remain in the assembly areas or are to be released to go home (see Student Release Plan).

Prevention
Employees should have daily explosive security awareness. Good housekeeping in all areas minimizes the possibilities of a bomb being placed and left unnoticed for a period of time. Since not all bomb explosions are preceded by a threat or warning, employees should be aware of any unusual object or container that has been left behind, unattended, or in an area where it doesn’t belong.

In order to prevent the implantation and explosive of a bomb the following shall be adhered to:

- Any suspicious containers or changes noted by employee as they enter their classroom should be reported to the principal or supervisor.
- During the evening occupancy of the building, the public shall be limited to those areas set aside for their use.
- Supply areas, office area, PE and athletic closets and other determined areas shall be kept locked and secure.
- All visitors entering the building must check into the office before going any place else in the building.

**Letter and Parcel Bomb Recognition Points**
Although safe packages or envelopes will have some of the following characteristics from time to time, a combination of these characteristics is cause for concern.

- Parcel emitting sounds or noises or any kind.
- Oil stains or other discolorations.
- Protruding wires, foil or other metal-like materials.
• Unusual weight or postage for the size of the article.
• Excessive securing materials, such as tape, twine, etc.
• A rigid envelope that cannot be flexed.
• A lopsided or uneven envelope.
• Markings such as "Confidential" or "Personal" or an incorrect title or a title with no name following.
• No return address or poorly typed or written address.
• Visual distractions on the parcel.

If you’re suspicious: Don’t touch the package—not even to move it out of the way.
Immediately call 911.
EARTHQUAKES

In the event of an earthquake, building occupants should remain calm and seek protection in the immediate area in which they are located. Every teacher should analyze his/her own class procedures consistent with the guidelines listed in this section.

Preparedness Survey
An important step to earthquake preparedness is to survey the school and campus for possible hazards and then take action to lessen those hazards. Earthquake deaths and injuries are seldom caused by the actual movement of the ground but from falling objects and debris.

Earthquake Drill Procedure
- The general signal will be a call over the intercom which will go as follows: “Attention, staff; This is an earthquake drill!”
- Students and staff will immediately follow the procedures as outlined under general earthquake procedures.
- The drill and signal should be thoroughly discussed with students before the initial drill with special consideration for young students and those who are new to the school or class. Alternate routes should be included in the evacuation plan.

General Earthquake Procedures
- Remain calm.
- Remain in same place whether indoors or outdoors unless the place is obviously dangerous (for example, near high voltage electrical wires).
- Move to a supported doorway, or alongside an interior wall or corner, getting as low to the ground as possible. If no protection is available, drop to the floor or ground and cover head with hands. Avoid windows, bookcases, hanging fixtures, or outside walls until the movement ends.
- Be aware that electricity may be interrupted, and that fire alarms and sprinklers may activate.
- If in a vehicle, stay inside. Downed power lines could be a hazard if they are touching the vehicle. Common sense is needed to determine if it is safer to stay in the vehicle or evacuate.

Principal:
- The principal will notify the superintendent.
- Insure the safety and account for everyone in the building.
- Assign staff to check utilities. The earthquake may have broken gas, electrical and water lines. If gas is smelled, open windows and shut off the main gas valve. Leave the building and report the leakage to authorities. Do not re-enter the building until it is certified safe. If electrical wiring is shorting out, shut off the electricity at the main switch. If water pipes are damaged, shut off the water supply at the main valve. Emergency water may be obtained from hot water tanks, toilet tanks (not bowls), and melted ice cubes.
- Evacuate to a safe re-location site and inform superintendent and responding emergency
services of the move
- Develop the plan to release students according to Student Release Plan.
- Assume roll of incident commander or coordinate with the incident commander/emergency personnel.

Staff and Students:
- If students and teachers are outdoors during an earthquake, they should stay outdoors and move away from the school building, power lines and poles to an open area. Stay away from trees and all types of fences. Everyone should move to the outside assembly area.
- Students and staff should remain calm. They should not run from the indoors to the outdoors, or the outdoors to the indoors. The greatest damage is caused in the first few seconds from falling debris, and most injuries occur as people are entering or leaving buildings. Buildings may weaken from the main shock and when smaller after shocks occur the building may fail at that time.
- After an extreme earthquake, students and staff will evacuate the building to outside assembly areas when it is safe to do so at the teacher’s discretion. Fire evacuation procedures will be used with earthquake hazards in mind; however, the teacher shouldn’t wait for a signal but evacuate at their discretion. The reason for evacuation is that after shocks can cause a building to fail. After shocks can also bring down debris as students are exiting the building. Extreme caution is needed at this time.
- Assembly areas will be the same as fire drills if safe.
- The teacher should leave the room first, taking the class list along. The teacher should check the doorway for dangerous obstructions. If other adults are in the room, at least one should follow at the end of the class.
- The teacher will report missing or extra students to the command center.
- The teacher will report damage observed and student or staff injury to the command center. Staff members with first aid training should be assigned to take care of injured students and staff.
- The principal will notify the district office if students are evacuated to an alternate location because of damage to the school building or campus. Parents will be given the above information through the local Emergency Alert System (EAS) stations or other available method.
- Analysis of the earthquake, damage, injury, etc., will be made at the command center. The principal/incident commander, in consultation with the superintendent, will determine whether students will remain on the grounds or be sent home. (See Student Release Plan).
- The teacher will release the students, as directed, to parents or those listed on emergency card. A record is to be kept with the student’s name and signature of the person who picks them up. (See Student Release Plan).
- The students and staff should not re-enter the building until a qualified person has declared the building safe.
• Teachers and staff members should wait for instructions through pre-determined lines of communication that include: PA system, runner, two-way radios, megaphone, or cell phones.
• Phones should not be used except to report emergencies or update the command center. **Students should not use cell phones without permission.** This frees phone lines for emergency traffic.
• Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger. Report these to the command center.

**Safety Precaution**
The students should be advised of the following safety precautions:
• Exit the building with extreme caution as parts of the building may still be falling.
• Avoid touching electrical wires.
• Do not light any fires after the earthquake. Don’t use candles, matches, or other open flame either during or after the tremor because of possible gas leaks.
• Do not re-enter to the building for any reason until it has been declared safe by officials.
• Stay with your class in your assigned area.

**Emotional Needs of Students and Staff**
Training and preparation give students and staff skills to keep control of their emotions. One must recognize that a child who is afraid is **afraid**. If the child feels teachers are not understanding of his fear, he feels ashamed, rejected, unloved and consequently, even more afraid. Teachers need to understand the kinds of fear and anxiety students could experience. Teachers may want to have an emergency pack with activities to occupy students.

**After the Earthquake**
After a severe earthquake, essential services may be out for a few days. Listen over the Emergency Alert System for official information, instructions and the extent of damage in your area by turning on the radio or television.

• Be prepared for additional earthquake shocks called aftershocks. Although most of these are smaller than the main shock, some may be large enough to cause additional damage or topple weakened structures.
• If staff or students continue to demonstrate anxiety days or weeks after the disaster, professional help may be needed and should be sought.
HAZARDOUS MATERIALS

Trucks and trains loaded with hazardous material frequently travel our highways and railroads. It is important to be prepared. Nuclear attack and hazardous material spills are situations where the command center (if it is outdoors) may not be the safest place for students. Common sense is to be used in these kinds of emergencies.

Incident in School
- Call 911.
- Notify Principal.
- Principal notifies superintendent. Principal assumes responsibility for incident management until emergency personnel arrive.
- Evacuate students from area of leak/spill.
- Emergency personnel in charge of incident will direct sheltering or evacuation actions, if needed.
- Follow plans and procedures for sheltering or evacuation.
- Notify parents if students are evacuated.
- Resume normal operations as directed by fire or HAZMAT officials.

Incident near School Property
- Emergency personnel notify superintendent.
- Superintendent notifies principal.
- Emergency personnel managing the incident direct principal if sheltering or evacuation is needed.
- Follow plans and procedures for sheltering or evacuation.
- Notify parents if students are evacuated.
- Resume normal operations after consulting with fire or HAZMAT officials.

Shelter Stay
- Identify safe area(s) in each school building and inform staff of locations.
- Principal alerts students and staff to assemble in safe areas within the school building.
- Teachers take class roster(s) accounting for all students after arriving in a safe area and report any missing or extra students to office/command center.
- Close all exterior doors and windows.
- Cover mouth and nose with handkerchief, cloth, paper towels or tissues, if necessary.
- Provide essential food and water to affected victims, as needed.
- Remain in safe areas until notified by the principal/incident commander.
- People in the school will be organized into groups and committees for smooth operation. It is important that everyone stay calm, listen to instructions, assist in any way possible and accept responsibility for making the school stay a successful one.
- Make-shift provisions will need to be made with reference to food and water supplies. A quick inventory should be made of food stuffs found in the cafeteria. Distribution will be determined by the projected length of stay. Water can be obtained from rest rooms and sinks throughout the school (ice cubes and hot water tanks.) Make-shift toilets may be
made by lining the large metal garbage cans with plastic bags. (A supply of bags should be stored with the first aid equipment.) A supply of disinfectant should also be stored. A collection of the first-aid supplies, soap, blankets, books and games should be made at the beginning of the stay.

**Possible Assignments and Monitoring**

Equipment and supplies are to be monitored by the administration. Assignments will be made in the following areas:

- Water and food
- First aid and equipment
- Radio-telephone
- Public direction and control
- Child direction and control
SEVERE WEATHER

Severe wind, snow, rain, hail, high wind, thunderstorms and flash floods are not uncommon in Utah. Tornadoes, while not common, do occur as well. Procedures for dealing with these threats are similar. The principal responds as needed.

Principal:
  ➢ Be alert for weather warnings by monitoring Emergency Alert Stations (See EAS section) or NOAA Weather Stations (National Weather Service, Weather Channel).
  ➢ Direct all students and staff inside building(s). Move to safe areas as identified in emergency planning.
  ➢ Report to superintendent and determine if school closure is necessary.

Teacher:
  ➢ Close windows and blinds; avoid outside walls.
  ➢ Call roll and report missing or extra students to the office/command center.
  ➢ Alert staff to be ready to move to other locations quickly if necessary for safety.
  ➢ Remain in safe areas until warning(s) expire or emergency personnel have issued “all-clear” advisories. Students should not use cell phones unless directed to do so.
TRANSPORTATION

In case of an emergency, necessary communications will be handled in the most efficient way possible, including telephone, email, transportation two-way radio system, messenger. Should communications fail, the principal will need to proceed in a logical manner.

To initiate bus evacuation, the principal, in consultation with the superintendent, will contact the transportation director. The director or designee will arrange for drivers as quickly as possible. Only licensed and certified drivers may drive school buses.

The transportation fleet of the Carbon School District shall be made available when requested by appropriate civil defense or emergency authorities.
HEALTH: COMMUNICABLE DISEASE OUTBREAK

Prevention is best practice in controlling communicable disease, especially in the school settings. Providing a safe, comfortable and healthy environment facilitates the educational process. Students and staff shall follow preventive techniques, such as: proper hand washing hygiene and respiratory etiquette; schools shall maintain up-to-date immunization records to maintain a healthy environment. A student or staff may be excluded during an event, if there is good cause to believe that they have or will be exposed to a vaccine preventable disease. Building maintenance staff will follow good housekeeping practices to sustain healthy buildings.

An increase in the number of absenteeism of student and staff related to illness will be reported to the Local Health Department by the designated school employee. In an event, the Local Health Department Director, as public health authority of Southeastern Utah District Health Department will coordinate with the Superintendent or designee to make decisions regarding school closures or other mitigation efforts regarding communicable or infectious disease outbreaks or other health related concerns.

Recommendations will be base on two factors; disease severity and the extent of transmissibility of the disease.
There are several means of communication in case of emergency in Carbon School District. They are:

1) Regular Telephone
2) Emergency telephones. Carbon School District telephone systems require electricity to function. When the power goes out, this system is inoperable with the exception of Bruin Point Elementary and Wellington Elementary. Office personnel must switch the phone cord from the FAX machine into the emergency phone provided to each school. Schools may be reached by district or emergency personnel using the school's FAX number.

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<th>LOCATION</th>
<th>TELEPHONES &amp; NUMBERS</th>
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<tr>
<td>District Office</td>
<td>FAX Phone Jack - 637-2547</td>
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<td>FAX Phone Jack - 888-9938</td>
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3) Cellular telephone numbers:
   Superintendent: 435-640-3520
   Business Administrator: 435-630-0277
   District Security: 435-630-9284
   Special Education/HR: 435-630-0832
   Maintenance: 435-820-8562
   Transportation: 435-820-8562
   Elementary/Secondary Supervisor: 435-650-1177
   School Nurse: 435-650-3637
   District Emergency Manager: 435-630-9284/435-820-8562
   Bruin Point: 435-820-1930
   Carbon High: 435-650-0714
   Castle Heights: 435-313-8250
   Castle Valley Center: 435-650-1947
   Creekview: 435-841-7724
   Helper Middle: 435-650-6251
   Lighthouse High: 435-650-1632
   Mont Harmon Middle: 435-650-9862
   Sally Mauro: 435-590-0424
   Wellington: 435-650-1711

4) Parent Link
5) Email
6) Transportation Two-way radios in school buses and select transportation vehicles:
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