

## ATEC Emergency Procedures

	<b>Earthquake</b>	<b>Fire</b>	<b>Lockdown</b>	<b>Misc.</b>	<b>In Route (Buses)</b>
<b>School Procedure</b>	School to follow Earthquake procedures (drop, cover, & hold on). Students will stay in classrooms unless unsafe and then move to a safer area.	School to follow Fire procedures. Students exit the school to the designated place for each class.	School to follow the lockdown procedures. Students will remain in their classrooms or safe location until it is cleared by a police officer.	<b>Blizzard:</b> Decisions to keep children at school will be based on road conditions and safety <b>Chemical Spill:</b> “Shelter-in-place” procedures will be implemented.	<b>Emergency:</b> students on the bus will be kept on the bus if roads are impassible. Buses are directed to drop children off at school or the closest school available. The driver will contact the school or District office by radio to communicate whereabouts of the students.
<b>Parent/Student Reunification</b>	Go to the office, or a command center that has been set up: students will be released to parents or persons identified on the School Emergency form. Students are to remain at the school with their teacher until they can be picked up.	A command center will be set up (most likely on the South side of the Nutrition/Media Center on Pacific Drive or a safe distance from the fire). Students will be released by the classroom teacher to parents or any persons on the school emergency form.	Parents will be directed to a command center to wait for their student. Individual classes will be released from the school by an officer and sent to the command center. Students will then be released from the Command Center Officer to a parent or person on the school emergency form.	Go to the office, or a command center that has been set up: students will be released by the office staff once the emergency has been lifted by the Principal, to parents or persons on the school emergency forms	<b>Emergency:</b> students on the bus going home, drivers will make every attempt to get them to the bus stops. Students who haven’t got on the bus in the am due to an emergency are still in the care of their parents.

**Note:** In an emergency, **DO NOT CALL THE SCHOOL!** The lines will be needed for emergency communication.

**For a large scale emergency:** Turn your radio to **KSL 1160 AM** for emergency announcements

**Alpine School District Office: (801) 610-8400**