

# **Lehi High School Emergency Plan**

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## **POWER OUTAGE**

- **In the event of an extended power outage, please have the students in your classroom remain with you during the entire outage.**
- **We will not change classes on any bell schedule!**
- **Area Supervisors will be in the hallways with flashlights for restroom breaks.**
- **In the event of a power outage during lunch, students should remain at lunch until their regularly scheduled 4<sup>th</sup> or 8<sup>th</sup> period begins.**

## **POWER OUTAGE**

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## **BOMB THREAT**

- **Bomb threat procedures initiated over the intercom**
- ***“THIS IS A LOCK-DOWN, ORANGE***
- **Don’t tell students it is a bomb threat**
- **Check your room or area, DO NOT OPEN LOCKERS, DOORS OR RESTROOM!**
- **Report any suspicious packages or signs of forced entry to the administration office.**
- **Instruct students to turn CELL PHONES off, confiscate if necessary. This is critical!**
- **On command only - evacuate students**
- **Have students leave their bags or packs in the school**
- **Bomb threat during class break, Incident Command will give instructions.**
- **Area Supervisor will call your room**

**BOMB THREAT**

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## **LOCK-DOWN DURING LUNCH**

- **Lock-down initiated over the intercom with the following statement: *"This is a lock-down"***
- **Students and teachers should move calmly and quickly to the nearest exits of the school.**
- **If teachers are in their classroom, quickly check for students outside of the classroom and get them into your room. Close and lock any doors!**
- **Safety is the priority! Get to a safe spot!**
- **Wait for instruction from Incident Command**

**LOCKDOWN DURING LUNCH**

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## LOCK DOWN

- Lock-down initiated over the intercom with the following statement: *"This is a lock-down"*
- Calmly ask students to move away from the door and windows
- Quickly check for students outside of the classroom and get them into your room
- Close and lock any doors – close window blinds or cover all windows
- Absolutely NO CELL PHONES! (Safety reasons)
- Take roll. Remain Calm and Quiet.
- Area supervisor will call your room – Teacher must answer phone!
  - 1<sup>st</sup> call - Is there trouble in your room?  
Acknowledge missing students and any extra students
  - 2<sup>nd</sup> call - Additional instructions
- Make sure your phone is on and working! Stay off the phone and wait for "all clear" to be given only by Area Supervisor.
- Do not excuse class under any circumstance or at the bell until all clear is given by Area Supervisor

LOCK DOWN

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## **IN-SCHOOL SHELTERING**

- **The purpose of in-school sheltering is to protect students from external environmental hazards.**
- **In-school sheltering initiated over the intercom with the following statement: “This is an in-school sheltering.”**
- **Clear students from the halls or outside into the classroom.**
- **Tape doors and windows to seal air in room**
- **Call roll**
- **A supervisor will call your room**
  - **Indicate any students that were in class, but are now missing.**
  - **Indicate any students who were brought in from the hall.**
- **Stay off the phone or intercom and wait for “all clear” to be given by Area Supervisor.**

**IN SCHOOL SHELTERING**

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## **EVACUATION DURING LUNCH, CLASS CHANGE, OR ASSEMBLY**

- **Fire alarm will sound**
- **Move students to the nearest exits**
- **Make sure the building is clear**
- **Direct students to the football field to locate their designated area - A3 Teacher**
- **Supervise students**
- **Attempt to formulate roll**
- **Keep students in designated areas!**
- **Wait for further instructions from Area Supervisor**

**EVACUATION: LUNCH, CLASS CHANGE, OR ASSEMBLY**

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## **EVACUATION**

- **Fire alarm will sound**
- **Close windows and doors**
- **Leave doors unlocked**
- **Take rolls**
- **Exit classrooms safely; use alternate exit if needed.**
- **Assist injured to 1<sup>st</sup> Aid station - North End-Zone of football field.**
- **Move to designated area on the football field**
- **If you have a prep period, report to area supervisor!**
- **Call roll, hold appropriate card high enough to be seen:**  
Green card = all accounted Red card = missing students
- **Report to area supervisor missing or injured students**
- **Send injured to first aid station or notify supervisor**
- **Keep students in designated area, ask them to sit down in assigned area**
- **If relocation is necessary, wait for instruction from supervisory to go to secondary location**

## **EARTHQUAKE**

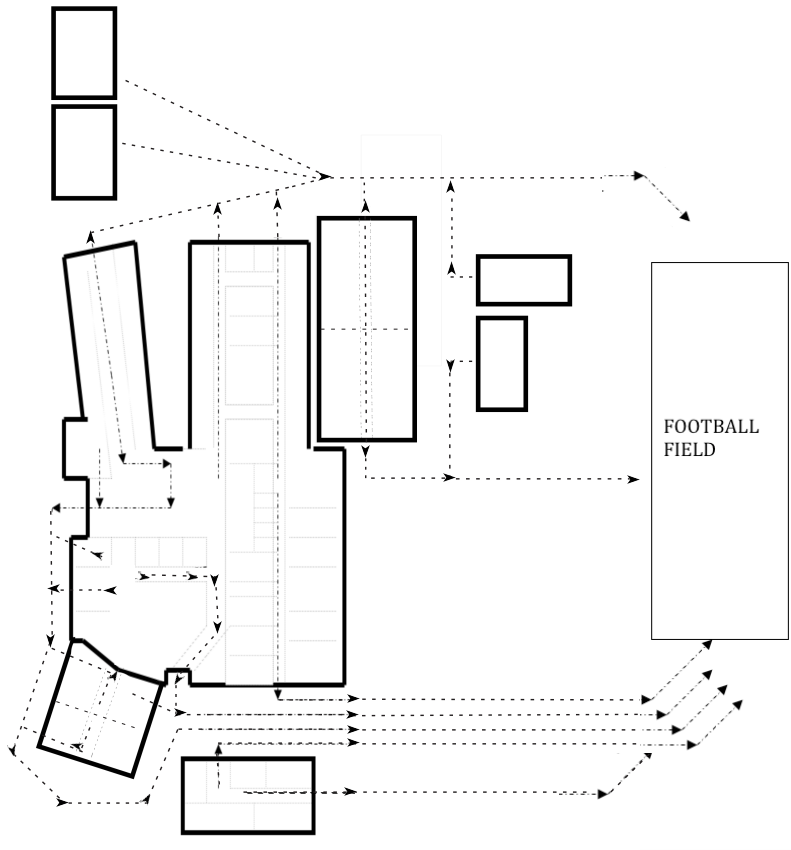
- **Yell, "EARTHQUAKE! DROP!"**
- **Duck and cover UNTIL TREMOR HAS ENDED!**
- **QUICKLY evacuate your classroom when you feel it is safe, there will be no evacuation command or fire alarm**
- **Check hall for exit**
- **Follow evacuation procedures to football field**

## **EVACUATION/EARTHQUAKE**

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# MAP - EVACUATION ROUTES



# MAP - EXITING THE BUILDING

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