Lehi High School
Emergency Plan
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 4th or 8th period begins.
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
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
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!
  - 1st call - Is there trouble in your room? Acknowledge missing students and any extra students
  - 2nd 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
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.
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

- Fire alarm will sound
- Close windows and doors
- Leave doors unlocked
- Take rolls
- Exit classrooms safely; use alternate exit if needed.
- Assist injured to 1st 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