

North Sanpete High School – Emergency Guide

FIRE

- When the fire alarm sounds, evacuate students out of your room to the baseball field and line up with your department. Follow the path designated by the emergency evacuation map.
- During planned drill, lock and secure your rooms. Otherwise, close windows but do not lock classroom doors.
- Take the following with you: class rosters, pencil, emergency supplies and department sign.
- Teachers - take roll at the baseball field. Report the names of students who are missing or unaccounted for to administration.
- Keep your class together. Return to class only after the all-clear signal is given by an administrator. Take roll again.
- If an alarm sounds during class time, students must remain with that teacher. During other times (ex. break), students should report to their teacher at the north parking lot.
- Classified personnel and teachers with no class at the time of the evacuation should assist with prompt and orderly clearance of the halls and buildings.

EARTHQUAKE

- Make sure you and your students initiate DUCK, COVER AND HOLD ON upon first indication of an earthquake. Keep away from windows and other dangerous objects.
- When the earthquake is over and it is deemed safe, evacuate students out of your room to the northwest corner of the practice field. Keep students away from buildings.
- Follow Evacuation Procedures listed above under FIRE.

CAMPUS LOCKDOWN

A campus lockdown will occur if there is an immediate danger to student and staff safety where it is essential to secure the site as quickly as possible. Examples include an intruder on campus or a local robbery.

- If you observe one of these situations, alert the school by using the intercom on any school phone (Intercom#0) and/or call the office. State your name, location and direct the campus to “Lock Down”.
- Dial 9-911 from any inside phone. Tell the operator your location.
- Immediately stay in or enter the nearest classroom or office. Avoid large open areas such as fields or parking lots.
- Any class (ex. PE) that is not near or in a building should leave campus and seek safety elsewhere. Students who are off campus (lunch) should remain off campus in a safe location.
- Secure and lock all buildings. Lock the classroom doors, close curtains, cover windows and turn off lights.
- Move people to a safe area of the room, away from windows and doors. Keep students very quiet.
- Ignore all bells, fire alarms or other potential disturbances. Do not let anybody in or out of the classroom.
- Periodically check your voicemail and e-mail for updates. Respond to them if possible.
- In the event of a real emergency, when it is safe, police and administration will unlock individual classroom doors and dismiss classes one-by-one.
- In the event of a drill, an “ALL CLEAR” will come from an identified administrator.

SHELTER IN PLACE

A shelter in place will occur if there is a dangerous situation requiring students and staff to secure themselves in the building until the situation is normalized. An example is a hazardous waste spill.

- An administrator will notify the school of such an incident by stating their name and declaring “Shelter in Place”.
- Students and staff should stay in or enter the nearest classroom or office. Clear the hallways, bathrooms and open areas. Direct students to the closest safe classroom. Students who are off campus should stay off campus.
- Secure and lock all buildings. Lock the classroom doors, close curtains, cover windows and turn off lights.
- Move people to a safe area of the room, away from windows and doors. Keep students calm and quiet.
- Periodically check your voicemail and e-mail for updates. Respond to them if possible.

- When it is safe, an “ALL CLEAR” will come from an identified administrator over the intercom.

Evacuation Locations: Mt. Pleasant Elementary, North Sanpete School District Bus Garage, Mt. Pleasant Stake Center. Parent should contact the North Sanpete School District Office 435-462-2485 for current emergency and evacuation information.