



EMERGENCY
OPERATIONS
PLAN

Revised July 2018

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Guidelines for Canyon View High School Emergency Operations Plan

Purpose: To develop an Emergency Operations Plan (EOP) to provide for the protection and safe care of students and staff before, during, and immediately after a threatened or actual emergency. To prepare personnel and students to take appropriate action in the event of a school emergency and to coordinate the Canyon View High School EOP with the Iron County School District EOP to maintain as consistent implementation as possible.

Establishment of Canyon View High School EOP

A school emergency operations team will be established that includes all faculty and staff. The team will adapt a school plan from the Iron County School District EOP format. The team will review, exercise, and maintain the EOP consistent with federal, state, and district policies and procedures that have been adapted to the facilities. Responsibility for plan development, implementation, and review lies with the Incident Management Team made up of the following individuals and any other individuals as the need dictates:

Principal: Dennis Heaton
Assistant Principal: Julie King
Assistant Principal/AD: Kyle Robinson
SRO: Aaron Condie
Fire Department: Travis Douglass
Secretary: Donna Sanders
Custodian: Tony Wilkey

The EOP will be reviewed and updated at the beginning of each school year. Everyone should understand the workings of the EOP so that it does not become nonfunctional if a member of the incident management team is not present.

Each school will conduct an emergency preparedness week prior to October 31 of each year. During this week, staff and students will be trained on the EOP with attention to changes and updates from the previous year. (Utah Administrative Code R277-400)

Purpose and Definitions

Incident Management: Organization of emergency management involving a team made up of members with specific expertise in different aspects of possible emergency situations. The incident commander will be determined by the nature of the emergency. For example, if the emergency is a fire, the incident commander will be the member from the fire department. If the incident involves a crime, the commander will be the SRO or member of law enforcement. All other team members will work in their capacity in assisting the incident commander as instructed. The principal or designee will always act as the incident commander until the appropriate member of the team arrives to assume incident command.

Incident Management Team: Team of individuals representing different areas of emergency services that will be involved in leading the emergency management effort.

Incident Command Center: A predetermined location from which the Incident Management Team can operate in making decisions, gathering information, giving information and direction, communicating with involved parties, and providing for the most orderly and organized management of the emergency as is possible.

Student Evacuation Location: Area where evacuated students and staff will be moved to once it is determined that reentry into the building is not an option. Management of student accounting and orderly supervision, student transportation, student release to parents, and overall student safety will be managed from this location. All students and staff should remain at the evacuation location until released by a member of the Incident Management Team or their designee. An inclement weather location and a process for gaining access to the inclement weather location should be determined in advance.

Family Information/Reunion Location: Area where parents and family members will be assembled to receive information regarding the emergency and where the organized release of student to parents will occur. Depending on the nature of the emergency, this area may require management assistance from law enforcement or crisis management personnel. The identification and management of this area is critical in maintaining public safety and in helping to assure that interference with the management of the emergency is avoided.

Media Staging Area: Area where members of the media can be contained and receive information as it becomes available. This area is critical in managing distribution of information and avoiding interference with management of the emergency scene.

Communication System: The primary system is the building all-call or intercom system. The secondary system is a way in which you can communicate with teachers in the event of primary system failure. Additionally, your secondary system will be used to communicate with classes being taught outside such as P.E. classes, or classes being taught in an area not served by the primary system. The secondary system is often hand radios, or cell phones over which teachers can be reached when not within hearing range of the primary system.

Portable Command Center Kit: A kit containing the items necessary to conduct emergency management should the command center need to be moved away from the primary location.

Student Release: Utah State Board of Education Policy R277-400-5.A2 states: “LEAs or schools shall not release children younger than ninth grade age at other than regularly scheduled times unless the parents or other responsible persons have been notified and have assumed responsibility for the children. LEAs or schools may release older children without such notification if a school official determines that the children are reasonably responsible and notification is not practicable.”

Student Transportation: In the event of an emergency, transportation may need to be accessed at irregular times. School buses may also be used as a student evacuation location in case of inclement weather or if the need dictates. Principals will work with the district office and transportation director in accessing school buses for this purpose.

Preparedness Checklist

School _____ Canyon View High School _____

Incident Management Team:

Principal: Denny Heaton.....435-590-7659
Principal Designee: Julie King.....435-559-0391
Principal Designee: Michael Hudson.....435-590-7485
SRO: Matt Carpenter.....435-590-8695
SRO: Designee: Heather Daynes.....435-238-0312
Fire Contact: Chief Mike Phillips.....435-586-2964
Fire Contact Designee: Travis Douglas.....435-233-0066
District Office: Roy Mathews.....435-868-8732

Incident Command Center:

Primary Location _____ Main Office _____
Secondary Location _____ Main Parking Lot _____
Third Location _____ Iron County Jail Rear Parking _____

Student Evacuation Location:

Primary Location _____ Football Field _____
Secondary Location _____ Iron County Jail Rear Parking _____
Inclimate Weather Location _____ CV Middle School or Iron Co. Jail _____

Family Information/Reunion Location:

Primary Location _____ Football Field _____
Secondary Location (Level 3 Lockdown) _____ Iron County Jail Rear Parking _____
Inclimate Weather Location _____ CV Middle School or Iron Co Jail _____

Press Staging Area:

Primary Location_____CV Middle School Parking Lot_____

Secondary Location____Canyon View Stake Center_____

Communication System:

Primary System_____School intercom and phone system_____

Back up System_____Cell phones and hand held radios_____

Portable Command Center Kit:

- ___ Copy of Emergency Operations Plan
- ___ Electronic Device to Access Student Information
- ___ Map of school with each area evacuation routes and utility shut off marked
- ___ Master Keys
- ___ Hand Radios or cell phones
- ___ First Aid Kit
- ___ Telephone list: Emergency #'s, Administrators #'s Teachers #'s, etc.

Evacuation Procedure

Evacuation Routes: A main evacuation route and an alternate route will be established for each room or area of the building. Maps of both routes should be included in this section. A map showing both routes will be posted in each room. All occupants of each room or area will exit the building using the main evacuation route. If the main route is blocked, then the alternate will be used.

Evacuation Locations: Upon evacuation, students will assemble with their class at a distance not less than 300 feet from the building in an area free from hazards such as overhead power lines, gas lines, traffic, etc. When instructed to do so, all students and staff will move to the primary evacuation location. If necessary, students and staff will move to the secondary or inclement weather location as instructed by a member of the incident command team.

Evacuation Procedure: Immediately upon hearing the warning signal, students, faculty, and all others in the building shall evacuate the building via the route posted. No one is exempt from leaving the building. If the main route is blocked, then use the alternative route or follow the directions given by the teacher or advisor. The fire alarm is always the signal to evacuate the building.

Classroom Evacuation

1. Teachers will lead the evacuation.
2. Teachers will take attendance records with them.
3. Take nothing with you that would delay the evacuation process.
4. Listen carefully to instructions and follow them.
5. Teachers make sure the door is locked and room is unoccupied.
6. Teachers who have a room next to a restroom or unoccupied room shall check those areas and instruct occupants to evacuate with their class to the designated area. Upon reaching the designated area, the student will join his/her own class.
7. Proceed immediately to the evacuation point.
8. Leave the building in an orderly manner, quickly but without running and assemble at the predetermined area.

Assembled Area

1. Teachers will check attendance and note students not with the class.
2. Teachers will report names of absent students to incident management team upon reaching the student evacuation location.
3. Group will stay together until told to return to class (following a drill) or told to proceed to student evacuation location (actual emergency).
4. No one may reenter the building following the evacuation until properly authorized to do so.

Return to Building

Return to the building only when instructed to do so by the principal or his designee. Do not return to the building when the alarm stops. Return to the building in the same way you exited, quickly, quietly, and in an orderly manner under the direction of the teacher.

Evacuation After Severe Structural Damage or Civil Disturbance

If both predetermined routes are blocked, the teacher or advisor will determine the best escape route to use or if necessary, staying in place. In the event of a civil disturbance or following a building lock down, areas will be evacuated one at a time under the direction of a member of the Incident Management Team. Be aware that if the building is determined to be a crime scene, such as the site of a civil disturbance, violent crime, etc., evacuation under the direction of law enforcement personnel will follow a very strict protocol. Students may be searched as they evacuate, be ordered to evacuate with hands on head, etc. Students should be aware of the need for these extreme measures and comply completely for their own safety and the safety of others.

Lockdown Procedure Level 1

A level 1 lockdown is initiated, in most cases, when a threat, or possible threat, exists outside of, but in the area of the school building.

When a level 1 lockdown is announced

Step 1) If outside the building, return to your classroom immediately

Step 2) Ensure that all the students understand the instructions of the lockdown

Step 3) Limit cell phone use of students

Step 4) Follow the directions as you received them over the intercom including:

- Students and staff remain in the building
- Classroom instruction continues
- Student movement in the building will be limited and regulated by school staff
- If movement into, or out of, the building is necessary it will be conducted under the direct supervision of the principal or designee

Step 5) Continue as directed until the lockdown is lifted

Lockdown Procedure Level 2

A level 2 lockdown is initiated when a situation on campus poses an unknown threat and needs to be investigated. A Level 2 lockdown may also be used to limit student movement for police K-9 sweeps

When a level 2 lockdown is announced

Step 1) If outside the building, proceed to the secondary evacuation location and contact a school administrator

Step 2) Ensure that all the students understand the instructions of the lockdown

Step 3) Limit cell phone use of students

Step 4) Follow the directions as you received them over the intercom including:

- Students and staff remain in the building
- Teachers clear the halls by bringing all nearby students into their classroom
- Teachers lock their doors
- Classroom instruction continues
- No student movement in the halls
- No movement into or out of the building unless directed by law enforcement

Step 5) Continue as directed until the lockdown is lifted

Lockdown Procedure Level 3

A level 3 lockdown is initiated when a situation on campus poses an active threat of severe bodily harm.

When a level 3 lockdown is announced

Step 1) If outside the building, proceed to the secondary evacuation location and contact a school administrator

Step 2) Ensure that all the students understand the instructions of the lockdown

Step 3) Limit cell phone use of students

Step 4) Follow the directions as you received them over the intercom including:

- Teachers clear the halls of students by bringing all nearby students into their classroom
- Teachers lock the door
- Teacher direct students to take cover away from windows and doors in area of greatest concealment
- Teachers keep their doors locked and do not open the door for anyone
- Teachers, staff and students proceed according to Run-Hide-Fight guidelines
- Building remains in lockdown until instructed by principal or incident commander

Step 5) Continue as directed until the lockdown is lifted

Evacuation Following Lockdown: Due to the circumstances surrounding an incident requiring a level 3 lockdown, the building will almost always be deemed a crime scene. In such a case, evacuation of the building will be under the direction of law enforcement as the incident commander. Evacuation will be in small groups, one area at a time. Due to the extreme nature of this type of incident, evacuation protocol may require that students be searched as they exit the building, students may be asked to walk with their hand on their head. Armed law enforcement officers may monitor student evacuation. It is important that students understand this protocol is required for their safety and the safety of others. It is mandatory that, during an evacuation following a lockdown, students follow completely and immediately all orders regarding the evacuation.

Fire Procedure

1. Upon detection of smoke or fire, the fire alarm will automatically sound.
If alarm does not sound it can be manually activated by an administrator or designee.
If a fire starts in your room or area, follow evacuation procedure and notify front office.
2. Evacuate the building.
3. Investigate the source of the alarm and confirm that there is, or is not, evidence of a fire in that area. (Administrator or designee)
4. If there is a fire call 911. (Administrator or designee)
5. Shut off utilities if possible. (Custodian, administrator or designee)
6. Notify district office. (Administrator or designee)
7. Upon arrival of fire department, advise them of the situation and activate incident command system in which the fire department designee will become incident commander.
8. Follow the procedures outlined in the *Purpose and Definitions and Evacuation Procedures* sections of this plan.

Explosion Procedure

1. Upon occurrence of an explosion, the fire alarm will sound. If the alarm does not sound automatically is can be manually activated by the administrator or designee.
2. Evacuate the building. If structural damage is such that the primary evacuation route is blocked, use secondary route or best judgment in evacuating the building. (Teachers)
3. Call 911.
4. Shut off utilities. (Custodian, administrator or designee)
5. Notify district office. (Administrator or designee)
6. Upon arrival of fire department and law enforcement, advise them of the situation and activate incident command system. It will be determined who will act as incident commander based on the situation surrounding the explosion.
7. Follow the procedures outlined in the *Purpose and Definitions and Evacuation Procedures* section of this plan.

Earthquake Procedure

During the Shake

If you are indoors:

1. Stay where you are.
2. Drop and Cover. Take cover under desks, tables or other heavy furniture or in interior doorways or narrow halls. Stay away from windows and be aware of falling objects.
3. Stay under shelter until shaking stops.
4. Be quiet and listen for instructions.

If you are outdoors:

1. Stay in the open. Move away from buildings if possible. Avoid utility poles, overhead wires, trees, etc., stay away from windows and masonry walls.
2. Stay in the open until shaking stops.
3. Be quiet and listen for instructions.

After Shaking Stops

1. Teachers: try to remain calm and in control.
2. Assess extent of injuries and capability of evacuation.
3. Assess environment. Is room stable? Damage? Fires?
4. If room is stable, fix the critically injured so they are stable. Evacuate leaving the critically injured. Report their injuries and condition to incident command. EMS will conduct rescue.
5. If room is not stable, fix the critically injured the best you can. Evacuate, taking the critically injured with you.
6. Assess evacuation routes. Evacuate using the safest evacuation route. Do not use open flames.
7. As you evacuate, make note of blocked evacuation routes, tires, broken water lines, trapped individuals, etc. Report to incident command.
8. Follow the procedures outlined in *Purpose and Definitions and Evacuation Procedures* sections of this plan.

Bomb Threat Procedure

1. Whoever receives the bomb threat will use information sheet as they are listening to the call to collect as much information as possible. As soon as you hang up press *57 on your phone, this will start a trace on the call. Hang up, call 1-800-541-3386 (Trace Bureau, Phone Security Dept.) and tell them why you activated the trace.
2. Provide the administrator with the information you gathered during the call.
(Person receiving the call)
3. Notify SRO or law enforcement officer. (Administrator)
4. Incident command team will determine course of action. This may include... search of area only, partial evacuation and search of area, partial lock down and search of area, or any action they deem appropriate.
5. If you see anything suspicious note what it is and its location and report it to an administrator. DO NOT TOUCH IT. (Faculty and staff)
6. Notify district office. (Administrator or designee))
7. If determined necessary, prepare and release a statement to the media.
8. Notify staff, parents, and students as to what occurred and action taken.
(Administrator or designee)

Bomb Threat Information Sheet

Instructions: Be calm and courteous. LISTEN! Do not interrupt caller. Quietly attract the attention of someone nearby indicating to them the nature of the call so they can inform administration.

Try to take down the entire message as it is given. Listen for identifying speech characteristics and background noise.

Person taking the call _____ Date _____ Time _____

Message:

Try to keep the caller talking. Get as much information as possible. If the caller will continue to talk ask questions like...

When will the bomb go off! _____

Where specifically is the bomb located? Area _____

Where are you now? _____

Does caller appear to be familiar with building or school site by his description of bomb location?

What kind of bomb is it?

What is in the bomb?

How big of an explosion will it create? _____

How do you know so much about bombs? _____

Why are you doing this? _____

Who are you? _____

Bomb Threat Questions:

1. Where is the bomb located? (Near classrooms, gym, etc?)
2. What is it packaged in?
3. How is it triggered?
4. Can it be stopped?
5. What is it made of?
6. When is it going to go off?
7. (If caller is 1st party, attempt to get name) Otherwise, do you know who is responsible for this?
8. Did they come in a vehicle? Can you describe it for me?

Bomb Threat

Call Characteristics: Circle appropriate responses

Caller is: Male Female Adult Juvenile

Origin of call: Local Long-Distance Cell Phone Booth Within School

Background Noise: Quiet Road Noise Factory Music Mixed Other_____

Caller's Voice: Loud Soft Deep High Pitched Intoxicated Other_____

Callers Speech: Fast Slow Slurred Nasal Stutter Distorted Other_____

Callers Language: Excellent Good Poor Foul Other_____

Callers Accent: Local Foreign Race____ _ Other_____

Callers Manner: Irrational Angry Calm Emotional Incoherent Other_____

Other Information:

Civil Disturbance Procedure

Crisis may be minimized through early recognition of problems and prompt response actions. Administration needs to be aware of local situations that may generate civil disturbances within the school through outsiders moving into student groups and inciting student participation.

1. At the beginning of a potential or actual civil disturbance, obtain the following information...
 - a. Specific location.
 - b. When did it begin?
 - c. How many people are involved?
 - d. What is taking place?
 - e. What is the intent of the group?
 - f. Identities of participants and leaders if known.

If disturbance occurs during school hours:

1. Advise SRO or law enforcement of the situation. If problem escalates they will act as incident commander. (Administrator or designee)
2. Notify district office.
3. Isolate the situation. Keep new people from entering the affected area, this may require partial building lockdown. Follow Lockdown Procedure section of this plan. If situation requires, evacuate building and follow the Evacuation Procedure section of this plan. Evacuation following a lock down may require moving student out in small groups. Prepare to have them leave the area immediately upon evacuation so as not to be endangered by, or become part of, the disturbance. This will require coordination with school transportation, parents, and possible access to student vehicles. Student vehicles may not be accessible as determined by the law enforcement person acting as incident commander. (Administrator)
4. Film civil disturbance and unlawful activities if possible. (Administrator or designee)
5. Keep written record of incident. Include names of those involved and details of the incident. (Administrator or designee)
6. Prepare media statement.
7. Inform parents, students, and staff of situation and action taken.

If disturbance occurs after school during extracurricular activities:

1. In most cases an SRO will be present at an after-school activity. In this case the SRO will become the incident commander. Administrators and other members of the incident command team will follow their direction.
2. If an SRO is not present, isolate the situation and call 911. When law enforcement arrives, they will take over incident command.

3. If possible, record situation on film and keep written record of incident, including names and details of the incident.
4. Prepare media statement.
5. Inform parents, staff, and students of situation and action taken.

In the event that a civil disturbance is occurring when the media arrives, follow procedure in *Purpose and Definitions* section of this plan. Also, familiarize yourself and staff with the media section of this plan.

Intruder Procedure

1. If an intruder is in the building or on the school grounds, notify the administration immediately. (Staff, students)
2. If you suspect the intruder is armed or dangerous initiate Lockdown. Follow the procedures outlined in *Lockdown Procedures and Purpose and Definitions* in this plan. (Administrator)
3. Contact the SRO or call 911. (Administrator or designee)
4. If possible, maintain surveillance of the intruder through security cameras and maintain communication with law enforcement by phone or radio. (Administrator or designee)
5. Contact District Office. (Administrator or designee)
6. Advise parents, staff and students as necessary. (Administrator or designee)
7. Prepare statement for the press. If the press arrives during the lockdown, follow procedures outlined in the *Purpose and Definitions* section of this plan. Also, familiarize yourself and staff with the *Media* section of this plan. (Administrator or designee)

Active Shooter/Man with a Gun Questions:

(If the incident has not started yet)

1. Describe the person(s) who have the weapon?
2. What kind of weapon does the person have?
3. When will the incident begin?
4. Where will the incident begin?
5. Are they in the building now? If so, where are they?
6. Do you know who this person is?
7. Do they have a vehicle? If so, describe it for me?
8. Are they wearing any sort of body armor or carrying any bags?
9. Is there anything else that you can tell me about this incident?

(Incident has already started)

1. Where are they in the building?
2. Describe the shooter? Is there more than one person involved?
3. Do you know the shooter?
4. Were they carrying any sort of bag with them?
5. What kind of weapon are they using?
6. How many shots have been fired?
7. When was the last time you heard shots fired?
8. How many people are injured?
9. What type of injuries do they have?
10. Did you hear the shooter say anything?
11. Is first aid being provided to any of them, if so who is providing it and what are they wearing?

Hostage/Kidnapping Procedure

1. If a hostage or kidnapping situation develops, notify the administration immediately. (Staff, students)
2. Take note of the person or people involved. Appearance, dress, vehicle, direction of travel if they have left. Any information may be helpful. (Staff, students)
3. Call 911 immediately. (Anyone who witnesses the situation)
4. Isolate the area of the building where the situation is taking place. Initiate lockdown procedure. Follow procedures outlined in the *Purpose and Definitions* and *Lockdown Procedures* in this plan. (Administrator, incident command team)
5. If press arrives during the situation, follow procedures outlined in the *Purpose and Definitions* section of this plan. Also, familiarize yourself and staff with the *Media* section of this plan.
6. Inform staff, students, and parents of the situation. (Administrator or incident commander)
7. Remember in any event in which your building becomes a crime scene, the SRO or a member of law enforcement will become the incident commander and direct the handling of the situation. The incident command team will function under their direction and all persons on site will follow their orders.

HAZ MAT
Hazardous materials kept on site

1. Each educational and custodial area that uses hazardous materials will prepare and maintain a current inventory of all hazardous material they have on site.
2. SDS Sheets will be kept for each chemical in the Haz-Mat book along with the inventory.
3. The inventory and SDS sheets will be updated by April 1st of each year.
4. A copy of the Haz-Mat book (including the inventory and SDS sheets) will be kept in the emergency operations plan in each of the following locations... principal' s office, assistant principal's office, custodial office, science department, and any other area using hazardous material.
5. At the beginning of each class, students will be given thorough instruction in the proper use, safe handling, and first aid measures for the hazardous materials they will be working with during the class. The teacher will keep documentation of this training.

HAZ-MAT Procedure (on site)

1. In the event of a spill of hazardous material, the alarm system will activate due to its chemical sensitivity. Notify the administration. (Teacher or custodian)
2. Evacuate the building.
3. If the alarm does not sound, notify the administrator. (Teacher or custodian)
4. Evaluate the problem. (Administrator)
5. Call 911 or notify SRO and fire department if determined necessary. (Administrator)
6. Notify district office. (Administrator)
7. Administrator, with assistance from fire department and law enforcement, will determine the course of action and appropriate clean-up of the spill.
8. Notify staff, students, and parents as to what occurred and action taken. (Administrator or designee)

HAZ-MAT Procedure (off site)

In the event a hazardous material incident occurs off site, the school will usually be notified by the fire department, law enforcement, or emergency management officials if the incident occurred sufficiently near the school to be a threat.

1. Upon being notified of a Haz-Mat problem outside of the school, follow the directions of the emergency manager, law enforcement, or fire department.
2. In the event of **Shelter recommendation**, close off all outside air intakes and curtail all outdoor activities. (Administrator, custodian)
3. Advise staff and students as necessary. (Administrator)
4. Notify district office. (Administrator)
5. Notify parents. (Administrator)
6. If evacuation is recommended, institute evacuation procedure. (Administrator)
7. Notify staff and students by intercom that the evacuation will not be to the regular area but instruct them in the direction to move which will be cross-wind, never in the direction with or against the wind that may be carrying the fumes. (Administrator)
8. Notify district office. (Administrator)
9. Follow Procedures outlined in the *Purpose and Definitions* and *Evacuation Procedures* section of this plan.

**Utilities Failure
Electrical System Failure**

1. Upon detection of an electrical system failure, notify administrator.
2. Evaluate the problem. (Administrator, custodian)
3. If there is any question as to the safety of the building occupants, evacuate the building by activating the fire alarm. (Administrator or designee)
4. Contact the power company and obtain necessary information as to the nature of the power failure. (Administrator)
5. Notify district office. (Administrator)
6. Resume or cease building operation as necessary. (Emergency Management Team)
7. If the decision is made to cease building operation, follow the procedures outlined in *Purpose and Definitions* and *Evacuation Procedures* of this plan.
8. If an electrical system failure occurs before the beginning of a school day, follow steps 1 - 5. If it is determined that school should not be held, the district office will assist in notifying the transportation director, parents, students, and staff of the problem. Personnel should be posted at the school to notify staff and students as they arrive that school will not be held that day. When normal activity can resume, staff, parents, students, and transportation will be notified.

Natural Gas Leak

1. The fire alarm will activate automatically if gas fumes are present as it is chemically sensitive.
2. If someone detects gas fumes and the fire alarm did not activate, they will notify an administrator.
3. The administrator or custodian will conduct a quick inspection and if determined necessary, will manually activate the alarm. (Administrator, designee)
4. Evacuate the building.
5. Shut off Gas. (Administrator, custodian) .
6. Contact Gas company. (Administrator or designee)
7. Call 911. (Administrator or designee)
8. Notify district office. (Administrator or designee)
9. Resume or cease building operations as necessary. (Incident Command Team)
10. If building operation will cease follow procedures outlined in the *Purpose and Definitions* and *Evacuation Procedures* sections of this plan.

Other Utilities Failure Water, Sewer, Heating

These system failures will not normally pose a threat to building occupants. In the event one of these system failures occur, follow the steps below:

1. Evaluate the problem. (Administrator, custodian,)
2. Contact the utility provider and advise them of the problem. (Administrator)
3. Advise students and staff as necessary. Move faculty and staff from areas affected by failures such as water or sewer line breakage. Remove equipment such as computers from areas where they may be damaged. (Administrator, custodian or designee)
4. Contact district office. (Administrator or designee)
5. Course of action will be determined based on the nature and severity of the problem. (Administrator, district, utilities personal, custodian)
6. Notify parents, students, and staff as necessary. (Administrator)

Canyon View High School Drill Log

Date _____ Drill Type _____

Time or Outcome _____

Notes _____

Signature _____

Title _____

Signature _____

Title _____

Date _____ Drill Type _____

Time or Outcome _____

Notes _____

Signature _____

Title _____

Signature _____

Title _____

When You and Your School Become Involved in a News Story...

DON'T:

- * Speculate on the cause of the emergency.
- * Speculate on the outside effects of the emergency.
- * Speculate in any way or share personal opinions with news people, stick to the known, verified facts.
- * Interfere with the legitimate duties of news people
- * Attempt to cover-up or mislead the media.
- * Place blame for the emergency.
- * Speculate on dollar value losses
- * Permit unauthorized spokespersons to comment to the media.
- * Ask to approve stories before they are made public.
- * Have to answer a question; however, tell the reporter why you cannot answer. It is ok to say "I don't know."
- * Respond to a question with "no comment."
- * Go "off the record." There is no such thing.

Tips on Working With the Media

1. Always act in a responsive, and friendly manner.
2. If the reporter wants to discuss a matter within your area of expertise, give him or her your full cooperation. If a reporter calls while you are out or unavailable, return the call as quickly as possible.
3. Get the reporter's name and publication or station that he or she represents.
4. You don't have to answer a question immediately, especially if you're not involved in a live broadcast. Radio and TV can be edited to take out pauses. You can tell a reporter who's on the phone that you don't have the materials you need to answer the question, or that you're not at your desk, and offer to return the call.
5. You don't have to answer a question at all. It's perfectly all right to say, "I don't know." You can refer the reporter to a colleague or to news services.
6. If you give a personal opinion, make certain that the reporter understands that you are speaking for yourself, not the school.
7. Don't assume you will see the reporter's story before it is published or broadcast.
8. Don't go "off the record." The rule of thumb is: if you don't want to see it in print, don't say it.
9. Don't assume the reporter is familiar with the background of the situation or subject you are discussing.
10. Don't let the reporter put words in your mouth.
11. If an error appears in the story, consider its magnitude before complaining. If it is a significant factual error, call the reporter directly.
12. Alert news services that you are about to be interviewed.

Preparing for an Interview

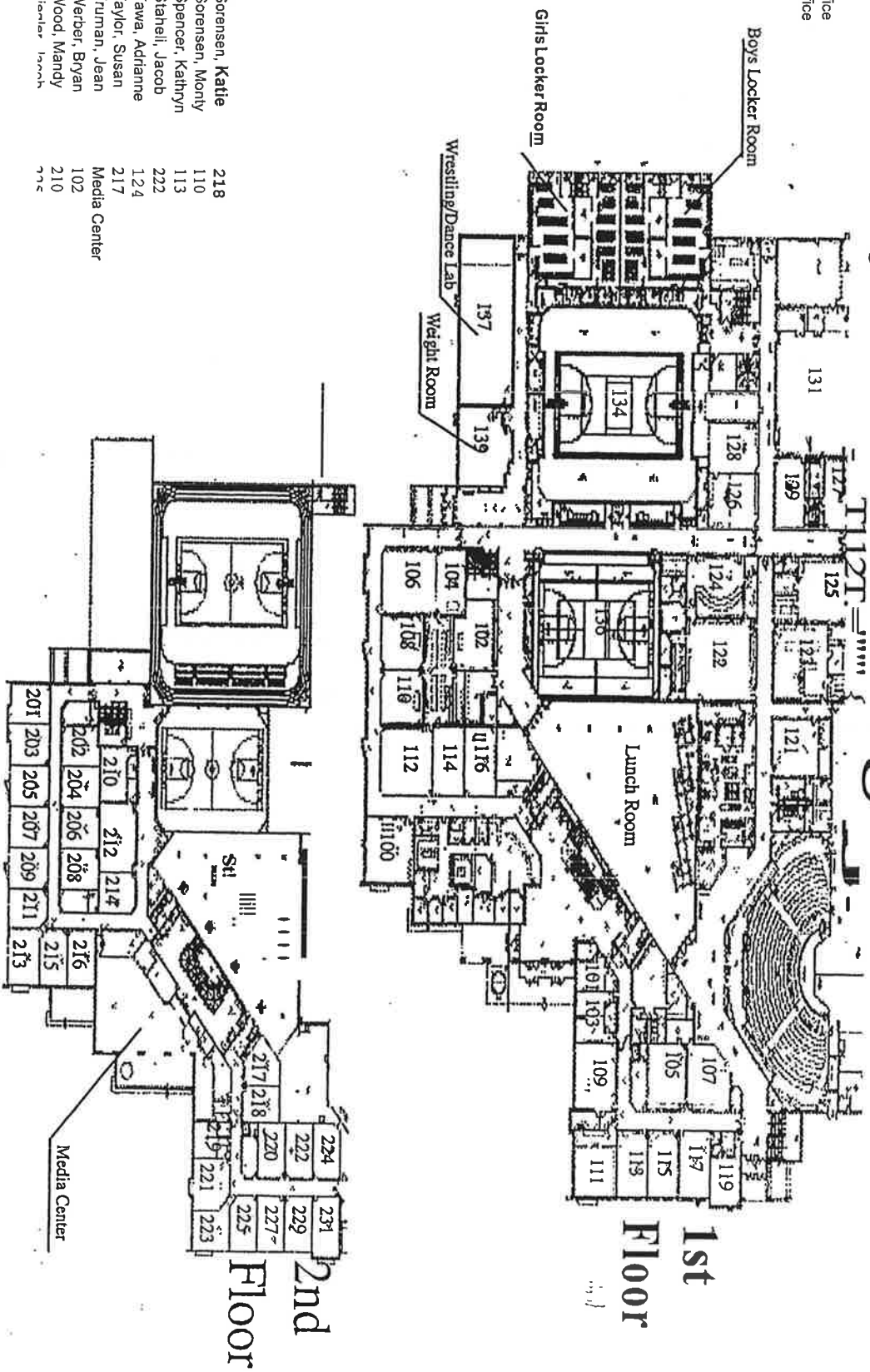
1. Ask the reporter for a general idea of what he or she wants to discuss.
2. Decide on your main objective. Ask yourself this question: If I could make only two points about this issue, what would they be? (Note; News Service editors can help you prepare for an interview and coach you on how to focus and boil down the comments.)
3. Repeat those main points at least twice during the course of the interview (if possible).
4. Speak slowly: spell difficult words and names. Repeat figures.
5. Speak in short sentences, using short words and avoid academic or scientific jargon. People, who speak in short sentences, using simple words, are less likely to be misquoted.
6. Make sure your body language is giving the same message as your words.
7. Use analogies and examples to help make your points, especially for technical matters.
8. If the reporter asks about something you consider a major point, flag it by saying "that's really a key question..." or "I'm glad you asked because that's the critical issue..." before you answer.
9. Stop talking when you've answered the question.
10. Gather any printed material you may need to refer to before the interview.
11. Don't hesitate to correct the reporter if he or she makes a statement that is incorrect.
12. At the end of the interview, you still have the opportunity to answer questions you wish you had been asked (if you haven't had a chance to make your major points).

Canyon View High School

| Teacher | Room |
|-------------------|-------------------|
| Baker, Crystal | 109 |
| Benson, Tim | 128 |
| Birmingham, Robin | Counseling Office |
| Blackner, Kim | Counseling Office |
| Boyes, Sandra | 104 |
| Brandt, Chuck | 117/107 |
| Brown, Christina | 115 |
| Brown, Kirt | 121 |
| Bulloch, Jessica | 119 |
| Burton, Jonathan | 100 |
| Christensen, Cody | 223 |
| Cornstock, Mark | 209 |
| Daughton, April | 207 |
| Davis, Spencer | 123 |
| Dowse, Colleen | 229 |
| Duncan, Maria | 220 |
| Findley, Kyle | 202 |
| Frandsen, Kobi | 115/gym |
| Goff, Holly | 107 |
| Grimes, Jennie | Dance Lab/224 |

| | |
|---------------|-------------------|
| ander, Andrea | 108 |
| ambeih, Brad | Office |
| ngford, Jim | Office |
| wry, Dallas | 203 |
| nan, Glen | 125 |
| rrelli, Corey | 213 |
| rrelli, Susan | 231 |
| ler, Skyler | 211 |
| chell, Diana | 204 |
| lsen, Barry | Counseling Office |
| lsen, Rich | Office |
| nod, Tiffany | 114 |
| ter, Rob | 116 |
| ter, Ron | 206 |
| binson, Robby | Gym |
| nders, Jared | 216 |
| ensen, David | 121/120 |

| | |
|------------------|-----|
| Sorensen, Katie | 218 |
| Sorensen, Monty | 110 |
| Spencer, Kathryn | 113 |
| Staheli, Jacob | 222 |
| Tawa, Adrienne | 124 |
| Taylor, Susan | 217 |
| Truman, Jean | 218 |
| Werber, Bryan | 102 |
| Wood, Mandy | 210 |
| Wardle, Sarah | 225 |



1st Floor

2nd Floor

3rd Floor

CVHS Lockdown Announcements

Level 1 Lockdown PA Announcement:

"Attention All Students and Staff. Attention. We are in a Level 1 Lockdown. All students are to remain in the building and in their classroom unless directed by staff. Teachers, please continue your regularly scheduled classroom activities. Movement in the building may continue under the direction of staff members."

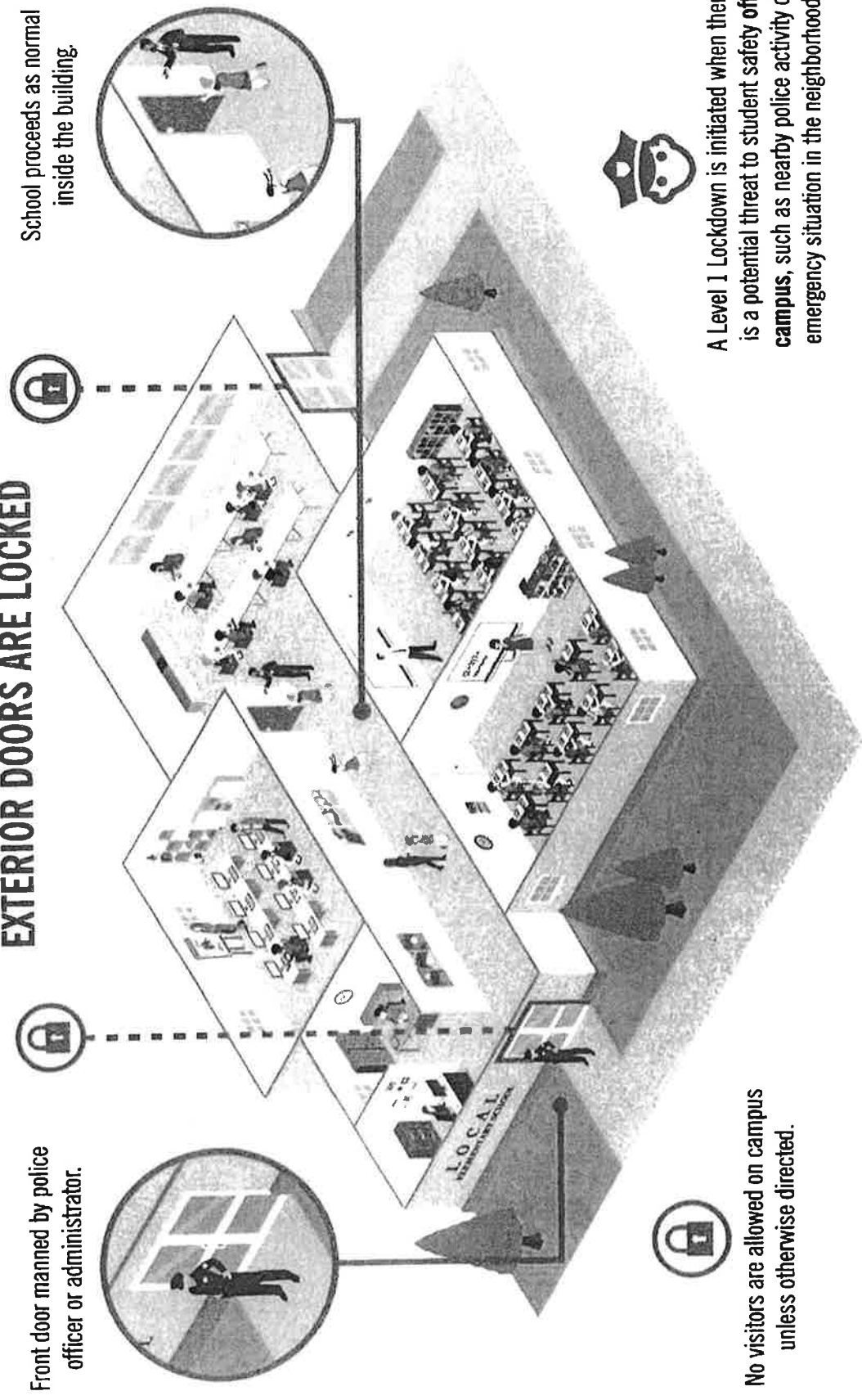
Level 2 Lockdown PA Announcement:

"Attention All Students and Staff. Attention. We are in a Level 2 Lockdown. All students are to go to the nearest classroom immediately and remain there. Teachers, clear the halls near you and then lock your doors. Teachers, you may continue your regular classroom activities."

Level 3 Lockdown PA Announcement:

"Attention All Students and Staff. Attention. We are in a Level 3 Lockdown. This is not a drill. We are in a Level 3 Lockdown. All students are to go to the nearest classroom immediately. Teachers, clear the halls near you and then lock your doors. Teachers, move all students away from the door and windows."

LEVEL 1 LOCKDOWN PROTOCOL



Front door manned by police officer or administrator.

EXTERIOR DOORS ARE LOCKED

School proceeds as normal inside the building.

No visitors are allowed on campus unless otherwise directed.

A Level 1 Lockdown is initiated when there is a potential threat to student safety off campus, such as nearby police activity or emergency situation in the neighborhood.

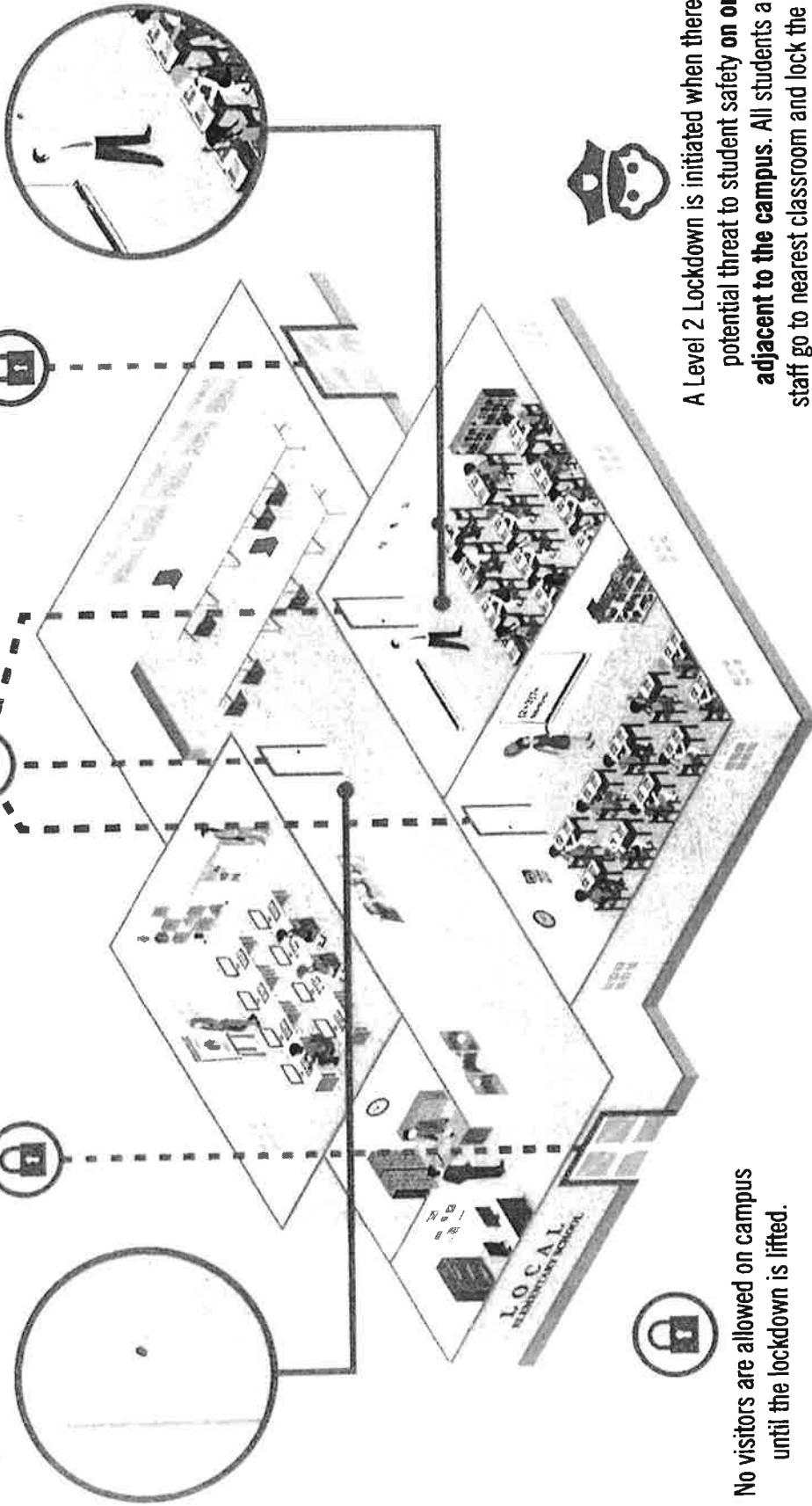


LEVEL 2 LOCKDOWN PROTOCOL

INTERIOR/CLASSROOM DOORS ARE LOCKED

Doors will not be opened for anyone.

Classroom activities may continue.

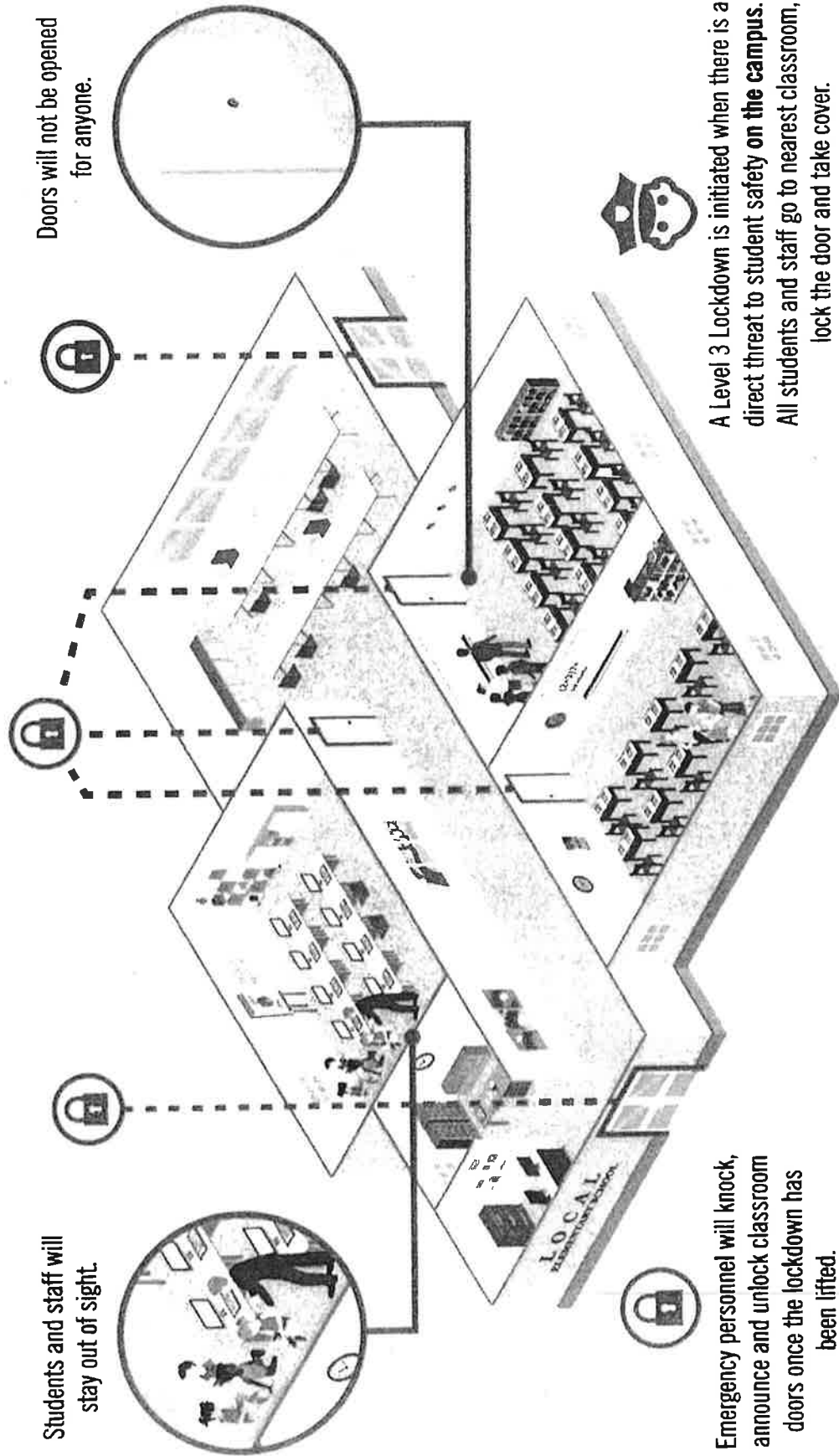


No visitors are allowed on campus until the lockdown is lifted.

A Level 2 Lockdown is initiated when there is a potential threat to student safety on or adjacent to the campus. All students and staff go to nearest classroom and lock the door.

LEVEL 3 LOCKDOWN PROTOCOL

INTERIOR/CLASSROOM DOORS ARE LOCKED AND STUDENTS/STAFF TAKE COVER





Secondary Site

CVHS

Secondary Site Map For CVHS to Iron Co. Jail

