

Emergency Preparedness Plan

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Emergency Telephone Numbers

Director: Tracy Stevens.....435-680-8526
Admin Assistant: Kelly Fausett....435-229-0116
Counselor: Laurie Harper.... 702-426-9386
HCPD Representative: Officer Richmond 435-773-7196

For a life-threatening situation CALL 911

Hurricane Police Department.....435-635-9663
Hurricane Fire Department.....435-635-9562
Ambulance/Emergencies.....911

Utilities

Hurricane City Offices (water/sewer/power departments).....435-635-2811
Hurricane City animal control.....435-635-8314
Dominion Natural Gas (to report gas line break/leak/odor).....1-800-541-2824

Emergency Preparedness Committee Members

Director: Tracy Stevens

Administrative Assistant: Kelly Fausett

Head Custodian: Leon Gubler

Teacher Representative:

Board Representatives: Kevin Castro/Alisha Terry-Martin

Parent Representative:

School nurse/Parent Representative:

School Resource Officer: Darren Richmond

Valley Academy will have an Emergency Preparedness Committee that consists of at least the members listed above. Others may be added as necessary. Committee members will be appointed yearly and meet as needed. Committee members can make recommendations, but the final decision will always rest with the Director in all emergency situations.

The duties and responsibilities of the committee are the following, but are not specifically limited to:

- Being acquainted with all aspects of Valley Academy's emergency plan.
- Review, at least yearly, the entire emergency plan and make revisions as necessary.
- Assist in planning and evaluating emergency procedures in the school.
- Assist in providing training opportunities related to this emergency plan for all team members and proper use of emergency equipment in the school.
- Assign a chain of command so that, in the event the Director is absent, emergency procedures will still function.

Chain of Command

During all drills and emergencies, the chain of command will be as follows:

- The Director will be in charge of total school operation. All department heads and teachers will report directly to the Director.
- When the Director is absent, the Administrative Assistant will assume his duties. If the Administrative Assistant is absent, the Counselor will assume emergency leadership duties.
- Teachers are immediately in charge of their students. Classroom aides or other school volunteers will not take charge of students unless the teacher is unable.

Training

The Emergency Response Plan has 4 primary objectives:

1. To save lives and avoid injuries
2. To safeguard school property and records
3. To promote fast and effective reaction in coping with emergencies
4. To restore conditions back to normal with minimal confusion as quickly as possible

For these objectives to be attained, an organized yet flexible response and cooperation of all team members will be required. Yearly training will be required for all team members prior to the start of each school year.

It is vital to the continued functioning of the school and its staff and students that we are prepared to respond effectively in times of emergency.

This plan has been developed to be used in case of emergency. All team members at Valley Academy should:

- Familiarize themselves with this plan.
- Be prepared to activate it immediately.
- Perform any duties which they have been assigned to help the plan be successful.

All Valley Academy team members will be able to:

- Respond to a drill and evacuate the school within 2 minutes and 30 seconds, following appropriate procedures. All staff and students are required to participate in all evacuation drills.
- Recognize the difference between warning systems for different types of emergencies.
- Know how to call for help.
- Know where emergency and first aid equipment is located in the building, and how to use it.
- Know how and when to evacuate the school and/or the school grounds.
- Know and understand the early dismissal plan.

Evacuation maps will be posted in each room in a prominent spot. Everyone who uses the room should be familiar with the evacuation pathway. Substitute teachers and aids should be made aware of this plan and the duties they may be expected to perform.

The emergency plan will be taught to the students so they can respond immediately and appropriately upon receiving the necessary warning. The Director will initiate monthly drills to ensure that all students and team members are familiar with emergency procedures. These drills will be held at both regular and irregular times to help prepare for any situation.

Emergency/First Aid Kit

The school will have an Emergency which will include the items listed below. It will also include forms to keep records of the emergency and a copy of this emergency response plan.

Emergency Kit

- White board with dry erase markers
- Notepad
- Writing utensils
- Post-it notes
- Bag of hard candy
- 6 water bottles
- Packaged Kleenex
- Package of baby wipes

First Aid Kit

- Triangular bandages (2)
- Kerlix bandage wrap (2)
- Cloth tape (1)
- Sterile gauze 2x2 and 4x4 (8 each)
- Non-latex gloves (S,M, L)
- Band-aids (various sizes)
- Trauma dressing 5x9 (1)
- Antibiotic ointment packets (10)
- Alcohol wipes/antiseptic (1 package)
- Bandage scissors (1)
- Blanket (1)
- CPR pocket mask (1)
- Cold pack (2)
- Tweezers (1)
- Small plastic baggies (1 box)
- Hand sanitizer (1 bottle)
- Flexible splint (1)
- AED

Special Duties

The Administrative Assistant and/or staff member assigned will bring the emergency and first aid kits with them outside of the school during each evacuation drill. Immediately upon arrival at the meeting place behind the school (or other designated safe place as may be determined), faculty members will check to see that all students are accounted for. An accountability report will be given immediately to the Director, or his designee, who will be walking to each teacher to gather this information. Teachers will be issued red and green cards to indicate if all students in their charge are accounted for. The Director will have a radio and his personal cell phone with him when he exits the school. All staff members on the emergency committee will have radios issued to them. Members are responsible to keep radios fully charged on their person during all emergency drills and situations.

Emergency committee members and office assistants(as assigned) will be responsible to check all restrooms for students as they exit the school, and will then be responsible for assisting the secretaries and Director with any other duties as needed.

Maintenance staff will shut off gas and electricity if the emergency requires it. Since our school may be used as a shelter in an emergency, the gas will not be turned off unless a risk of gas leak or gas odor is detected. The custodian will have a cell phone and a radio and will report to the Director for further duties.

If available, the lunchroom supervisor will be in charge of food organization if our school is used as a shelter.

Duties of the Director:

- Order and monitor all drills and training.
- Provide all team members with a copy of the Emergency Preparedness Plan and provide activities to keep procedures functional.
- Keep in contact with authorities for information on emergency warnings.
- Cooperate with community emergency services leaders in coordinating emergency response plan with that of the community.
- Immediately report any missing persons to emergency personnel.
- Determine when/how contact with parents will be made during an emergency.

Duties of the Teachers:

- Stay updated on emergency response procedures.
- Keep emergency information and class list available for quick access.

- Integrate emergency preparedness planning/procedures and safety practices into regular learning.
- Learn First Aid and be prepared to assist students/other team members in emergency situations.
- Know the whereabouts of your students at all times during an emergency.
- Make special provisions to assist special needs student in evacuating the building. Teach students to use a chair carry and use it under the direction of the teacher.

Duties of Non-Teaching Team Members:

1. Secretaries:

- Assist with communication and warnings in the school.
- Keep students emergency information current.
- Maintain and order first aid/emergency equipment as needed.

2. Maintenance staff:

- Monitor alarm systems and keep them functional/know how the alarm systems work.
- Monitor safety factors in the building.
- Inspection and maintenance of school equipment, including fire extinguishers and fire riser.
- Know where shutoff valves/switches for gas, water, and electricity are and how to use them.
- Assist in checking for damage to the building during an emergency and help with safe exit of the facility.

Duties of Students:

- Listen to the directions of teacher and react quickly to an emergency.
- When exiting the building, do your best to do so in an orderly and calm way.
- Assist members of your class that have handicaps or who may be injured.

Command Centers

The command center will usually be in the office. If there is a reason that the school office cannot be used, another location may be chosen within the school. If the command center needs to be set up outside the school, it will be on the basketball court.

In the event that the school grounds need to be evacuated, the command center will be at Hurricane Elementary. This location is close enough for students to walk and provides a safe shelter until students can be picked up.

The Director and emergency responders will meet at the command area. All incident reports will be taken to the Director in an orderly manner. At the command center, an analysis will be made of any threatening situations. The Director will work with emergency responders in providing necessary information to keep our students, staff, and building safe.

Communication

If our PA system is operational, it will be the primary source of communication inside the school in an emergency. If it is not, communications can be made by hand-held radio, messenger, or by cell phone. Communication between the Maintenance staff and the office will be by radio or cell phone. The following people will have their radio and/or cell phone with them at all times: Director, Head Custodian, Administrative Assistant, all staff members on the Emergency Committee.

Notification Duties in an Emergency

The Administrative Assistant will notify the appropriate agency (police, fire, etc) as instructed by the Director. The Administrative Assistant will also notify parents of the emergency as appropriate via the school's notification system.

Valley Academy's Public Information Officer (PIO) will be the Director.

If a school emergency requires evacuation of the school or grounds, if there is substantial damage to the school building, if one or more students are injured at school and require emergency medical care, or if there is an emergency that the Director feels is critical, it will be reported to the Board Chair as soon as it is reasonably safe to do so.

Alarm Signals

1. Fire alarm: Continuous ringing of the fire alarm along with light strobes will signal a fire.
2. All Clear: All students and team members will know it is safe to return to the school when a whistle is blown.
3. Early closing of the school: Special instructions will be given over the intercom or by messenger.
4. Earthquake: No audible signal. Teachers will direct students during a quake to take cover.
5. Bomb threat: An announcement will be made over the intercom that states, "Everyone please evacuate the building. Teachers please look for packages." The fire alarm will then be sounded.
6. Fallen Aircraft: An announcement will be made over the intercom that states, "Everyone please evacuate the building". Special instructions may also be given. The fire alarm will then be sounded.
7. Civil Disturbances: An announcement will be made over the intercom that states, "Lock Down" or "Lock Out". Please lock your classroom doors, close the window blinds, and do not allow entrance or exit until further instruction is given. If classes are outdoors during such a situation, they will return to their classroom as quickly possible, if safe to do so.
8. Emergencies not classified that require evacuation will use the fire alarm. Specific instructions will be given over the intercom if possible.
9. Missing Child: When a child is discovered to be missing, a "Code Converse" will be called over the PA and radio. This will result in a "Lock Down" situation in the school. All students will be accounted for immediately and any missing student will be reported to the front office. When/if the missing student is found, it will be immediately reported to the front office where the "Code Converse" can then be cancelled. If the child is not found on school grounds, the police will be called.

Building Evacuation

1. Be aware of any special duties you have been assigned.
2. Immediately upon hearing the emergency signal or order to evacuate, all occupants of the building will evacuate via their prearranged routes. The teacher will be the last person out of the room and will close, but NOT LOCK, the door.
3. Students with special needs will be assisted by the teacher, classroom aid, or fellow students as necessary.
4. The first two students exiting the exterior door will hold the door open for all other students to exit, then join their class at the meeting point. The first teacher out will monitor exit and prohibit anyone from re-entering the building.
5. Students in other special classroom areas will exit the building via the closest door and go to the meeting area.
6. If the planned exit is blocked, the teacher will make a decision to lead the group to the closest alternate exit.
7. If students are at recess, they will go directly to their outside meeting place.
8. If a student is not with their homeroom class, they will report to their homeroom teacher as soon as they exit the building.
9. Upon reaching the meeting place, teachers will take attendance and hold up either the green card for "all students present" or the red card for "student missing". Any absence will be immediately reported to the Director. The Director will take note and report absences immediately to emergency responders. Necessary first aid should be performed. The first aid kit will be located with the office staff. Students and staff should wait in their assigned area for further instructions. Re-entry and further instructions will come only from the Director.
10. The custodian will be notified of any suspected damage to utilities or building.
11. The Director will determine the seriousness of the situation and whether students will need to go home for the day. If students are released from school early, the "Release of Students to Parents" will be followed.

Evacuation of School Grounds

In the event the school cannot be re-occupied follow an evacuation, it may be necessary to evacuate the school grounds. The first option will be to evacuate to Hurricane Elementary, until we can notify parents/guardians/responsible adults to pick up students. The Administrative Assistant will notify parents via the school's SIS system.

If food is to be provided during the evacuation period, it will be coordinated by the Lunch supervisor.

When releasing students to the care of parents or other adults, we will follow the "Release of Students to Parents" policy.

Release of Students to Parents

Valley Academy will first use the school's SIS notification system to notify parents of the emergency. If this is unavailable or unsuccessful for some reason, the school will use the text alert system.

If phones are not working, students will shelter in the school (or the designated safe area) until a parent, guardian, or other adult on the student's pick-up list is able to safely retrieve them.

Each teacher will have a copy of each student's Emergency Evacuation information on the daily roster. The adults listed in SIS/emergency contact will be the ONLY adults the student will be released to. Any other adult showing up may be allowed to stay WITH the student, but WILL NOT be permitted to leave with them. The Head Secretary will maintain an updated roster to the teachers as often as information changes.

Unusual Start/Stop Times

Early Dismissal: If an emergency occurs during the school day, and it is believed advisable to dismiss school early, students will be provided shelter and supervision as long as deemed reasonable by the Director. Parents/guardians will be informed as soon as possible. The Release of Students to Parents policy will be followed.

No School or Late Start: Hazardous conditions identified by the Director, such as severe flooding, that could make getting to and from school hazardous, may result in no school for the day or late start. If this should occur, an announcement will be made first by the school's SIS notification system. Valley Academy would then reach out to local radio/tv stations for notification as well as posting on our website and other social media.

Threat of Harm

Prevention: In order to prevent the implantation and explosion of a bomb or other harm on the school property, the following will be observed:

1. Teachers should maintain awareness of the contents of their room. Any suspicious changes should be reported to the Director.
2. Maintenance staff should assist in keeping doors locked that are not in use, and all supply rooms/storage rooms/etc should be locked at all times.
3. During after hours use of the building, the public will be limited to the rooms set aside for their use.
4. All people entering the building must check in at the main office before entering the building.

All Threats should be taken seriously. If any suspicious looking item is found, do not touch it. Notify Director immediately.

Reporting:

1. The person receiving the threat should remain calm and write down the message as exactly as possible. Make mental notes of the person calling/speaking, and as soon as possible fill out the threat checklist.
2. As soon as the threat has been received, notify the Director.
3. The person who received the threat will then wait in the main office for emergency responders to arrive.
4. The Director will notify police and call the Head Custodian to the office. The decision to evacuate the school will be made at this point, by the Director.
5. If the decision is made to evacuate, the Director will make the evacuation notice over the intercom system stating "Everyone please evacuate the building. Teachers look for packages." The fire alarm will then be sounded. Everyone should leave the building immediately.
6. As teachers and other school staff are exiting the building, they should remain aware of their surroundings and look for any unfamiliar objects. If anything is noticed to be out of the ordinary, the Director will be notified immediately after safe exit has been made and students are in the designated outdoor safe area.
7. Return to the building will be allowed when it has been deemed safe to do so by emergency responders. The Director may assign staff members to assist emergency responders in searching the building. The Director will notify staff when it is safe to return and a whistle will be blown.

Civil Disturbance

Normal school routines help to reduce the threat of civil disturbance within the school. The classroom unit keeps students in small groups where each student is more easily known and can be held responsible for his/her actions. Outsiders are generally recognized and the potential for problems can be reduced if the integrity of the individual classroom can be maintained. The following steps are standard procedure:

1. All teachers will be present with their class before and after recess.
2. Teachers will attend assemblies and sit with their class.
3. All staff members will monitor for people who appear unfamiliar or should not be in the building. Unknown persons will be reported to the office.
4. All visitors to the school WILL wear a visitor tag and check in at the front office. Anyone (adult/non-student) not wearing a visitor tag will be walked back to the front office.

Violent person: Teachers will be notified over the intercom of LOCK DOWN and will remain in their classrooms until the situation is cleared by police. Students who may be without a teacher, outside of a locked classroom will go to the closest safe place indoors, as quickly and safely as possible.

Fighting: Teachers near the situation should announce their presence and discourage further action between combatants. Persons involved in the altercation should be identified and reported, or escorted to the office if safe to do so. If the disturbance is physical or threatening, a written report and/or notification to the Hurricane Police Department may be required.

Unidentified person(s) taking control: If an unidentified voice gives orders over the intercom that are threatening, calling a general assembly, or asking for individuals, teachers will initiate a LOCK DOWN, locking classroom doors and closing the window blinds until a member of the administrative staff comes directly to the classroom with further instructions.

If an unidentified person comes into the classroom, he or she will be asked for proof of office clearance and then stalled by whatever means appropriate for the circumstances. If the person's manner is threatening to the class, a messenger from the class should

be sent to the office for help or text message sent to the office as soon as it is safe to do so.

Advance notice of a large scale disturbance: Any comments from students or teachers concerning the possibility of a disturbance should be reported to the Director as soon as possible. Disturbance leadership should be identified and handled in the appropriate manner at the discretion of the Director.

Earthquake

During the quake:

1. Stay calm. Don't run or panic. If you take the proper precautions, chances are you will not be hurt.
2. Remain where you are. If you are outside, stay outside. If you are inside, stay inside. In earthquakes, most injuries occur as people are entering or leaving buildings.
3. The teacher will give the "drop and cover" signal.
4. Everyone will get under a desk, cover their head, and grab onto the legs of the desk. If a desk or table is not available, sit or stand against an inside wall or in an inside doorway. Stay away from the windows, outside walls, and outside doors.
5. If you are outside, stay away from the building, electrical wires, poles, or anything else that may fall. Look for an open place and stay low.

After the quake:

1. As soon as possible after the shaking stops, the fire bell will sound. If the school has lost power, the Director will announce the decision to evacuate the building if it is safe to do so.
2. Use the "Building Evacuation" plan.
3. Use extreme caution in entering or working in buildings that may have been damaged or weakened.
4. Stay away from fallen or damaged electrical wires.
5. The Maintenance staff will check for leaking gas and turn off the gas valve if necessary. The appropriate department will be notified if gas is leaking, or if there are other immediate hazards (damaged electrical wires, fire, etc)
6. The Director will decide if evacuation of the school is necessary. The Building or School Grounds Evacuation plan will be followed as appropriate for the situation. If evacuation to another building is deemed necessary, assurance that the alternate building is safe will be done prior to students and staff entering.

Re-entry of the building:

1. Follow procedures for re-entry of the building.
2. If damage is evident or suspected, the building should be inspected by a qualified person who has been trained in building analysis. Building supervisors will be notified of the corrective actions to be taken to return the building to full use.

Fallen Aircraft

In an effort to maintain safety and isolate hazards if an aircraft falls on or near the school, the following standards are outlined:

1. The Director will determine what action, if any, should be taken. Where necessary, teachers will take immediate action for the safety of the students without waiting for specific direction.
2. All students and staff will be kept at a safe distance due to possible explosion and fire.
3. Notify Hurricane Fire Department and the Hurricane Police Department by calling 911.
4. If the aircraft has fallen ON the building:
 - a. The teacher should direct students to take cover immediately and remain under cover until directed by the teacher.
 - b. When the teacher feels it is safe to do so, students will be immediately evacuated through the nearest and safest exit, making an effort to stay away from the aircraft crash site.
 - c. Any missing staff/students will be reported to the Director as soon as it is safe to do so.
 - d. The Director will initiate evacuation of the school and, if necessary, follow the Evacuation of School Grounds plan.
5. If the aircraft has fallen NEAR the building:
 - a. The teacher should direct students to take cover immediately and remain under cover until directed by the teacher.
 - b. Students and staff in rooms that may be adjacent to the fallen aircraft will be moved to a safe place within the school.
 - c. Classes may continue depending on the circumstances. The Director will make the final decision about evacuation of the school following the Building Evacuation and/or Evacuation of School Grounds plan.

Fire

Actual Fire:

In the event of a natural gas fire, the alarm should be sounded and the Maintenance staff should turn off the main gas valves.

In the event of an electrical fire, the alarm should be sounded and the Maintenance staff should turn off the main electrical switch to the building.

Very small fires can be fought with a fire extinguisher, but staff and students will not remain in the building to fight a fire that may be dangerous and beyond the level that an extinguisher can be helpful for. All staff will be given yearly training on how to locate and operate an extinguisher properly.

When the fire alarm is sounded, all staff and students will evacuate the school immediately.

Drill:

The Head Custodian is responsible for calling the alarm company to inform them of any drill that sounds the fire alarm. The Head Custodian will also be responsible for pulling and resetting the alarm.

Fire drills will be designed monthly to familiarize students with all available means of egress, particularly emergency exits that are not used during normal occupancy of the building. Every fire drill will also be used as an exercise in school management for Administrative Staff and Teachers.

Fire Extinguishers:

Fire extinguishers will be placed in strategic location as recommended by the fire department. Extinguishers will be inspected yearly by a certified extinguisher company.

All extinguishers, unless otherwise stated, are dry chemical types that are able to put out paper, wood, textile, gasoline, oil, grease, and electrical fires.

The Head Custodian will oversee fire extinguisher maintenance in the school.

Flood

Flooding is unlikely at Valley Academy, but possible. The following plan is in place if flooding were to occur:

1. The fire alarm will be sounded if an evacuation is necessary.
2. Parents/guardians will be notified if evacuation is necessary.
3. The Head Custodian will shut off water to the building to prevent contaminated water from entering the school. Electricity will also be shut off, if needed, to prevent electrical shock.

If flooding is minor (one or a few classrooms), the classes affected will evacuate to another part of the building, as assigned by the Director. Classes will continue.

Hazardous Materials

In the event of a hazardous materials problem, whether inside or outside the school building, the following plan will be used:

1. Consult MSDS sheets if the incident has occurred within the school and call 911 if needed.
2. Depending on the size and hazardous material in question, call 911:
 - If in-place sheltering is deemed to be the most safe,
 - a. Lines of communication will remain open with emergency services
 - b. Outside airways and ventilation sources into the building will be closed, shut off, or locked.
 - c. All students and staff will be observed for signs of adverse reaction or illness.
 - d. First Aid will be rendered as needed.
 - If it is deemed unsafe to remain in the building, follow the Building Evacuation plan and Evacuation of School Grounds plan as appropriate for the situation, after communication with emergency services.

All chemicals in the building will be identified and stored properly. MSDS safety sheets will be kept in the Head Custodian's office. All staff involved with any chemicals will be trained in their proper use.

The Hurricane Fire Department and Washington County Health Department will be informed by the Head Custodian on a yearly basis of any potentially hazardous chemicals used in the building and where they are stored.

Medical Emergencies

Valley Academy staff will be prepared to provide basic first aid while awaiting necessary emergency assistance. All school staff will be trained in CPR and First Aid prior to beginning the school year each year.

An Emergency Release Card will be filed in the office for each student with emergency contact information. Parents/guardians will be notified as soon as possible of any reportable accident, injury, or illness. Any reportable accident or injury occurring on school property or during a school activity off campus will be reported to the Director as soon as it is safe to do so.

A First Aid Kit/AED will be kept in the office.

For specific First Aid treatment, please see the Appendix.

Terrorist or Hostage Situation

Organized or unorganized terrorists would usually penetrate the administrative offices or a classroom. The administration and staff only have two “weapons” in which to combat the situation: time and egress. Two plans for notification and communication of the terrorist alert to the rest of the school will be considered here:

School staff should not attempt to disarm terrorists.

Terrorists Set Up Command in a Classroom:

1. The teacher should attempt to write a message stating something such as, “There are terrorists in the room” on a slip of paper and attempt to have a runner take it to the office. The teacher could also use a cell phone to discreetly send a message to someone in the building, preferably someone in the office.
2. Immediately brief the students to remain seated and quiet.
3. Try to follow commands of the terrorists without bringing harm upon anyone in the classroom.
4. Upon receiving a notification of this type, the office will send a runner to each classroom informing them of the situation or a message will be sent to all the teachers by cell phone.
5. The Administrative Assistant will call 911.
6. The Director will make the decision to keep all classrooms on lockdown, or evacuate the building, working with emergency responders.

Terrorists Set Up Command in the Office:

1. The office staff member best able to do so will try to send a message to the closest classroom or use a cell phone to get the message to another staff member.
2. If a member of the office staff is able to phone out of the school, without bringing harm to themselves, they will call 911 for help.
3. The school’s office staff shall attempt to follow commands of the terrorists without bringing harm upon themselves or others.

Utility Failure

Power outage:

1. If the failure occurs during school hours, teachers and students will stay where they are.
2. The Head Custodian will see if it is a minor or major problem.
3. The Administrative Assistant will notify Hurricane Power if the problem cannot be fixed by the Custodian.
4. Each class may send one runner to the office if messages need to be delivered.
5. After determining the extent of the power failure, teachers will be notified of the expected length.
6. If the Director decides to dismiss school early, the Early Dismissal Plan will be used.

Gas leak:

1. Dominion Gas will be notified by the Head Custodian. The Custodian will then follow procedures outline by Dominion Gas.
2. If deemed necessary, the fire alarm should be sounded and Building Evacuation plan should be followed.
3. If gas will be off for a short time, classes will continue normally. If gas will be off for a prolonged period, the Director will decide if early dismissal is necessary.

Water Line Break:

1. Hurricane City Water Department will be notified and consulted by the Custodian.
2. After facts are gathered, an announcement will be made over the intercom if students need to restrict use of water fountains and bathrooms.
3. If the water will be off for a short time, classes will continue normally. If it will be off for a prolonged period, the Director will decide if early dismissal is necessary.

Telephone:

1. If school phones are not working, try using a cell phone to contact the phone company.

Fallen High Voltage Lines:

1. If a high voltage line (on the south side of the school property) falls, students will stay in their classrooms until the problem has been resolved. Rocky Mountain Power and/or Hurricane City Power will be notified by the Head Custodian and 911 will be called if the line is threatening the safety of our students, our neighboring school, or residents who may be driving by on the street. If students are outside when the power line falls, they will be taken immediately inside staying as far away from the downed line as possible.