



EMERGENCY RESPONSE PLAN

Prepared By

Name	Title
Susan Goers	Director
Lynn Hinckley	Director of Counseling and Assessment

Emergency Response Plan Version Control

Version Number	Date	Major Change
1.0	8/1/2018	Initial publish

This guide is intended to serve as a reference and does not replace common sense, sound judgment, and prudent actions in response to emergency situations.

If you are unsure whether or not to call 911, MAKE THE CALL.

Index

General Response to Any Emergency 3

Fire/Evacuation..... 4

Lock-Down Procedures 5

Bomb Threat 7

Earthquake 8

Train Accident or Incident..... 9

Severe Storm..... 9

Serious Injury or Death..... 9

Evacuation / Off-Site Relocation 10

Emergency Alert System 10

Media/Public Information 11

Essential Safety Equipment and Supplies 12

Scheduling of Drills, Training, and Maintenance of Supplies 12

Media Response Script 13

Evacuation Meeting Points Outside..... 13

Points of Contact..... 14

Appendix 1: Bomb Threat Checklist..... 15

Appendix 2: Media Response Script..... 18

GENERAL RESPONSE TO ANY EMERGENCY

Attempt to define the type and extent of the crisis as soon as possible so that you can provide clear, accurate information to those who can assist you.

1. Call 911 immediately.
2. Provide the 911 dispatcher with clear, detailed information:
 - a. Who is in need of emergency attention?
 - b. What has happened?
 - c. Where did it happen?
3. Notify the office that an emergency exists and that 911 has been called.
 - a. If you are on the phone with the 911 dispatcher, send someone to the office or nearby classroom to notify a teacher who will notify the office of the emergency and that 911 has been called.
4. Seal off high-risk area(s).
5. Take charge of the area(s) until the incident is contained. (De-escalate and diffuse the situation if possible.)
 - a. If safe, move scholars to another area of the building.
6. Preserve evidence. Keep or have someone else keep detailed notes of incident.
7. Refer media to the Board Chair or designee.
8. Emergency Response Team will notify pertinent individuals to inform them of the situation.

EMERGENCY RESPONSE TEAM MEMBERS		
Position	Name	Cell Phone
Director	Susan Goers	(585) 455-9890
Board Chair	Chris Gurnee	(801) 628-4600
Director of Counseling and Assessment	Lynn Hinckley	(801) 309-9070
Administrative Manager	Brittini Donnelson	(801) 389-7138

DIRECTOR (OR DESIGNEE) RESPONSIBILITIES FOR ALL EMERGENCIES

1. Verify information.
2. Call 911, if necessary.
3. Seal off high-risk area(s).
4. Notify, as appropriate:
 - a. Board President
 - b. Scholars and staff
 - c. Parents
5. Evacuate or take charge of the area(s) until the incident is contained.
6. Preserve evidence. Keep detailed notes of incident.
7. Convene Emergency Response Team to assist if necessary.
8. Notify community agencies, if necessary (those not responding to the 911 call).

TEACHERS RESPONSIBILITIES FOR ALL EMERGENCIES

1. Verify information.
2. Lock classroom doors unless evacuation orders are issued.
3. Warn scholars, if advised.

4. Stay with scholars during an evacuation.
5. Ensure that scholars are calm, quiet, and listening for directions.
6. Take emergency clipboard with attendance sheet and green/red cards.
7. Account for all scholars by taking roll.
8. Refer media to Board Chair or designee.
9. Keep detailed notes of incident.

FIRE/EVACUATION

In the event that a fire, smoke from a fire, or a gas odor has been detected:

1. Call 911.
2. Do not use light switches.
3. Evacuate to primary or secondary meeting sites.
4. Director or designee may move scholars and staff to a primary relocation center, if building is damaged or weather is inclement.
5. No one should re-enter the building until declared safe by fire safety personnel.
6. Director or designee notifies scholars and staff of termination of emergency and resumption of normal operations.

TEACHERS

1. Respond to the Fire Alarm, or Evacuation Instructions, with a command for all scholars to be silent.
2. Instruct scholars to line up silently at the door.
3. Take emergency clipboard with roll sheet and green/red card.
4. Be the **last one** out of the room. If able and prudent, make sure classroom doors are shut but unlocked.
5. Direct any volunteers and/or aides to proceed to the parking lot and check in with Administrative Manager.
6. Make sure scholars walk silently and quickly from the building; making sure all scholars are with you before exiting.
7. Proceed to assigned destination.
8. Make sure all scholars are accounted for by taking roll.
9. Hold up sign – **Green** = all scholars accounted for; **Red** = missing or extra scholars. If green and red cards are not available, a thumbs-up sign means green, and a thumbs-down sign means red.
10. Have scholars stand quietly in a group while waiting for further instructions. (Direct scholars to sit at your discretion.)
11. If not with scholars at the time of the drill/ evacuation, exit the building and proceed to designated rally point.

SCHOLARS

1. Look at teacher and listen for instructions.
2. Line up quickly according to classroom procedures.
3. Voices off.
4. Walk single file to assigned area.
5. Remain in a group and follow teacher's directions.
6. If not with class, go out nearest exit and report to nearest teacher.

ADMINISTRATIVE MANAGER

1. Gather the scholar and staff rosters with contact information, volunteer sign in sheet, and scholar check out book
2. Proceed to the parking lot to account for staff and volunteers; alternate meeting site is Utah Dance Company.
3. Attempt to resolve issues at your meeting point.
4. After accounting for staff and volunteers, report all clear for your zone to Director via cell phone.

RECEPTIONIST

1. Call FireTrol Alarm Company (801-458-6900), to notify of the emergency or drill.
2. Check the first floor to make sure everyone has evacuated the building.
3. After exiting the building report all clear for your zone to Director via cell phone.
4. Attempt to resolve issues at your meeting point.
5. Call the Alarm Company once the drill is complete.
6. Record the evacuation event or drill in the emergency procedures log book.

DIRECTOR OF COUNSELING AND ASSESSMENT

1. Check the 2nd floor of the building.
2. Proceed to the parking lot to account for scholars and staff.
3. Attempt to resolve issues at your meeting point.
4. After accounting for staff and scholars, report all clear for your zone to Director via cell phone.

Remember, teachers should also be standing quietly to be able to listen for further instructions.
Special Note: If scholars are already outside the building, at lunch for example, have scholars move to the parking lot and line up by previous class.

LOCK- DOWN PROCEDURES

TERMS

Lock-Down	Dangerous person(s) or situation inside the building or immediate vicinity that may result in harm to persons on the academy site.
"Soft" Lock-Down	Potentially dangerous situation or reported danger outside the building or in the neighborhood; may be a safety precaution to protect persons inside the building

GENERAL GUIDELINES

1. Call 911. Inform dispatch that the academy has gone into Lock-Down and why.
2. Activate the "Emergency" alarm on the intercom. This alarm will sound for one minute.
3. Announce Lock-Down over the intercom by using common language. (For example, "This is a Lock- Down, situation inside the building.")
4. All scholars and adults are to move into the nearest area which can be secured.

LOCK DOWN

1. Keep scholars in classrooms or secure area with doors locked; do not allow anyone in or out.
2. Close and lock all doors. Cover windows. Turn off lights.
3. Keep scholars seated on the floor, away from windows and doors. Keep quiet.
4. Take attendance and verify if any scholars are absent or missing. Take note of names of missing scholars. Take note of names of any extra scholars or adults that may be in your area. Hold this information to be reported on release.
5. Stay in position until police have secured the building.
6. Police officers and/or Emergency Response Team members will open each door and give the "all clear".
7. Be prepared to inform authorities of any unaccounted or extra scholars or adults.
8. When safe, Emergency Response Team will work with staff to identify and locate any unaccounted scholars and adults.

"SOFT" LOCK DOWN

1. Keep scholars supervised inside the building in classrooms or secure area.
2. Lock classroom doors.
3. Keep scholars calm. Continue class as usual unless you deem an immediate safety concern.
4. Director, or designee will lock all exterior doors.
5. Leadership will post a staff person(s) to observe main doors.
6. Stay in class until released.
7. Emergency Response Team will announce "all clear" over the intercom.

DIRECTOR

1. Verify information.
2. Call 911, if necessary.
3. Activate Emergency Response Team.
4. Ensure that Lock-Down procedures have been initiated.
5. Notify, as appropriate:
 - a. Board President
 - b. Scholars and staff
 - c. Parents
6. Preserve evidence. Keep detailed notes of incident.
7. Notify community agencies, if necessary (those not responding to the 911 call).

EMERGENCY RESPONSE TEAM

1. Assist as needed and instructed.
2. Ensure all doors are closed and locked.
3. Check for unsheltered scholars.
4. When safe, assist with release of scholars in secure areas.

TEACHER

1. Initiate Lock-Down procedures in classroom.
2. Warn scholars, if advised.
3. Stay with scholars during lock-down.

4. Keep emergency clipboard with attendance sheet and green/red cards.
5. Account for all scholars by taking roll.
6. Keep detailed notes of incident for police.
7. Refer media to Director or designee.

RELEASE OF SCHOLARS

Emergency Response Team will release scholars from Lock-Down, if class-by-class release is required:

Director: First Floor

Director of Counseling and Assessment: Second Floor

BOMB THREAT

If a phone bomb threat is made at the academy, the person receiving the threat must adhere to the following procedures:

1. Complete the Bomb Threat Checklist (app 1), while on the phone, obtaining as many details as possible
2. Note the number the call is coming from if you have a display phone, and note the exact time. (If no caller ID displays, after hanging up, immediately dial *57 to trace the call)
3. Note the line on which the call was received.
4. Notify the Director. Director will determine if an emergency call is necessary.
5. Director and Law Enforcement will decide if evacuation should occur

EVACUATIONS

In the event the Director decides to evacuate, follow building evacuation plan.

1. All staff should, in the process of evacuating, look for unusual or suspicious items.
2. **DO NOT touch anything suspicious.**
3. Some devices are activated by radio wave frequencies: Do not use cellular phones, radios, or walkie-talkies.
4. Form up in parking lot and move under the Emergency Team's direction to the alternate assembly area.

BOMB THREAT IN WRITTEN FORM

1. DO NOT handle the note after discovering what it is.
2. Protect the note for police by placing it into a plastic or paper bag or envelope.
3. Call the Director immediately.

EMAIL BOMB THREAT

1. Leave on screen and do not touch.
2. Call the Director immediately.

SUSPICIOUS PACKAGE

Persons who receive mail will be trained on the guidelines in Appendix 2.

DIRECTOR OR DESIGNEE

1. Verify information.
2. Call 911, if necessary.
3. Account for all scholars/personnel.
4. Activate Emergency Response Team, if necessary.
5. Seal off high-risk area(s).
6. Evacuate or take charge of the area(s) until the incident is contained.
7. Preserve evidence. Keep detailed notes of incident.
8. Notify, as appropriate:
 - a. Board President
 - b. Scholars and staff
 - c. Parents
9. Notify community agencies, if necessary (those not responding to the 911 call).

ADMINISTRATIVE MANAGER

1. Call emergency personnel, as instructed.
2. If device is found, TURN OFF GAS.
3. Assist as needed and instructed.

RECEPTIONIST

1. Gather the attendance rolls, scholar and staff rosters with contact information, volunteer sign in sheet, and scholar check out book
2. Account for all staff members and volunteers, and report all clear to Director.
3. Provide emergency contact information to staff members as needed.
4. Assist as needed and instructed.

TEACHER/ SUPPORT PERSONNEL

1. Evacuate scholars, and take attendance.
2. Report attendance to Director.
3. Assist as needed and instructed.

EARTHQUAKE

DURING AN EARTHQUAKE

1. Stay calm.
2. Stay put. If you are indoors, stay there. If outdoors, stay there.
3. Take cover. If indoors, do a "drop and cover" under a desk, table, or bench, or stand alongside an inside wall, in an archway, doorway that does not have a door, or corner. Avoid windows, doorways with a door, bookcases, hanging fixtures, or outside walls until the shaking stops.
4. If no protection is available, drop to the floor and cover your head with your hands. Make sure scholars are in "drop and cover" positions.
5. Do not be surprised if the electricity goes out, or if fire alarms and sprinklers go on.

AFTER AN EARTHQUAKE

1. Keep scholars safe and relaxed. Carefully evaluate the situation.
2. Use caution when moving scholars and staff to evacuation area. Take emergency clipboard with

roll sheet and kit.

3. Make sure everyone is alright. Account for all scholars.
4. Do not move the seriously injured unless they are still in danger. Call the administration if there is an emergency. If phone lines are down send an adult/scholar to notify the administration of the emergency. Administer first aid if necessary.
5. Wear sturdy shoes in areas near fallen obstacles and broken glass
6. Check natural gas, water, and electrical lines for damage
7. Do not use telephone, light switches, matches, candles, or other open flame.
8. Do not touch electrical power lines or broken electrical equipment.
9. Be prepared for aftershocks.

TRAIN ACCIDENT OR INCIDENT

1. Inform Director.
2. Director or designee may initiate soft lockdown.
3. Director or designee may move scholars and staff to the primary relocation center, if indicated.
4. Director or designee determines what actions to take in coordination with first responders.

SEVERE STORM

Severe wind, snow, rain, hail, thunderstorms, and flash floods are not uncommon in Utah. Tornadoes, although not common, do occur as well. Procedures for dealing with these threats are similar.

1. Bring all scholars and staff inside the building. Move to safe areas. Review "drop and cover" procedures if tornadoes threaten.
2. Close blinds; avoid outside walls.
3. Account for all scholars by taking roll.
4. Be prepared to move quickly if flooding threatens. Take emergency clipboard with roll sheet and kit.
5. Remain in safe areas until warning(s) expire or emergency personnel have issued "all clear" advisories.

RECEPTIONIST AND P.E. TEACHER

1. Check weather report in the morning.
2. Consult with Director as needed when weather advisories or alerts are issued and when changing conditions are observed.

SERIOUS INJURY OR DEATH

IF AN INCIDENT OCCURS AT ACADEMY:

1. Call 911. If possible, have the caller utilize a cordless phone or a cell phone at the site of the affected individual(s).
2. Notify:
 - a. Director
 - b. Emergency Response Team if appropriate
3. Isolate affected individual(s) if possible.
 - a. Move other scholars in the area to an alternate classroom.

4. Assess injuries and assist medical personnel, if needed.
5. Designate staff person to accompany ill or injured person(s) to the hospital.
6. Director, or designee, notifies parent(s) or guardian of affected scholar or emergency contact of affected staff member, and siblings (be age sensitive).
7. Arrange for individual counseling, or establish a counseling center, as appropriate. (Assistance can be made available through the responding agency: Fire or Police Departments, or through the Red Cross (801) 625-0853, or (801) 409-0481.)
8. Refer media to responding agency or the Board Chair.

INCIDENT OUTSIDE OF ACADEMY HOURS OR ACTIVITIES:

1. Notify or Activate Emergency Response Team.
2. Notify staff members before normal operating hours.
3. Arrange for individual counseling, or establish a counseling center, as appropriate.
4. Determine method of notifying scholars and parents, include counseling information.
5. Refer media to responding agency or the Board Chair.

DIRECTOR OR DESIGNEE

1. Ensure that 911 has been called.
2. Ensure parents/guardians/next of kin are contacted.
3. Activate Emergency Response Team as needed.
4. Follow up with scholars and staff receiving counseling.
5. Designate staff person(s) to attend funeral(s) if any.
6. Allow for changes in normal routines or test schedules to address situation.

EVACUATION/OFF-SITE RLOCATION

1. Call 911, if necessary.
2. Director or designee determines whether or not to evacuate/relocate based on an assessment of imminent threat.
3. Director or designee determines if scholars and staff should be evacuated outside of building or to relocation center(s).
4. Director or designee notifies relocation center.
5. If able and prudent, close all windows and blinds turn off lights, electrical equipment, water faucets, air conditioning, heating, and ventilation.
6. Scholars and staff follow fire/evacuation procedures. If situation dictates, follow alternate route out of the building.

Relocation Center

Utah Dance Company

Transportation

Situation Dependent (walking most likely)

EMERGENCY ALERT SYSTEM

The office shall have access to a radio tuned to a local radio station for information regarding potential or impending emergencies. Utah radio stations participate in the Emergency Alert System (EAS). KSL-AM 1160 and KALL-AM 910 respectively serve as primary and secondary

EAS stations in Utah.

MEDIA/PUBLIC INFORMATION

All staff must refer media inquiries to the Law Enforcement Public Information Officer or the Director.

1. The academy assumes responsibility for issuing public statements during an emergency.
2. The Board Chair serves as the official spokesperson. During an emergency where media are relevant, the following procedures are to be followed:
 1. Coordinate with and assist on scene Law Enforcement or Fire Department in order to establish a communication center away from the academy.
 2. In consultation with the on scene Law Enforcement or Fire Department representatives, draft and provide updates to media. Only provide known facts. Do not guess, exaggerate, offer personal opinions, or promote rumors or sensationalism. Never say "No comment." Do not argue with the media.
 3. Maintain a log of all telephone inquiries and conversations. Where possible, use a scripted response to inquiries. Use the Public Information (app 1) as a guide.

PUBLIC INFORMATION

1. Emphasize the safety of scholars and staff
2. Briefly describe the academy's plan for responding to emergencies.
3. Make certain all information released is factual.
4. Respect privacy of affected persons and their families.
5. ***Do not release names to the media.***

NOTIFICATIONS TO CCA FAMILIES

The Administrative staff shall share important and verified information as needed through a variety of formats, including:

1. Facebook, which will also release the information via text to those families who have signed up for notifications
2. Email and/or phone call to parent email group via automated system
3. Update on website and CCA phone message if situation warrants

GENERAL CONCERNS

1. Managing a crisis is a team effort. Do not try to do it alone. Contact your administrator for advice and assistance.
2. In major events, the academy will convene the Emergency Response Team. The committee will assist in getting the building back to normal by providing leadership, instructional support, facilities, transportation, budget, safety, and security.
3. Anytime a serious event occurs at academy, the Board Chair should consider a carefully worded communication to parents and the community. There are often legal implications or privacy issues to be considered. The Director should be contacted and advised.
4. In severe events such as criminal conduct, homicide, suicide, natural death, war, etc., it may be necessary to engage in post-intervention or post-trauma stress debriefing. Responding Law Enforcement Agencies and Fire Departments may be able to assist with finding counseling services. The Red Cross has teams of specialists that can be assembled to respond to schools.

These teams will help with emotional support for scholars and staff, make referrals for long term counseling and help return your building to normal.

ESSENTIAL SAFETY EQUIPMENT AND SUPPLIES

Obtain these items as soon as possible. Update, re-supply and maintain serviceability of equipment twice annually throughout the academy year. Essential items are not limited to the list below, as additional items may become desired or necessary.

1. Emergency Packet for each classroom, including specials, containing:
 - a. Emergency Preparedness Plan and Emergency Response Plan
 - b. Current class roster with special needs/allergies
 - c. Laminated Red/Green card for communicating roll/accountability, or issues (Label with teacher's name, grade, and room number)
 - d. Clipboard to hold items
 - e. Pen
 - f. Paper

2. Cell phones for the following individuals:
 - a. Director
 - b. Director of Counseling and Assessment
 - c. Administrative Manager
 - d. Second floor teacher
 - e. Receptionist

3. Supplies for the Nurse's station include, but are not limited to:
 - a. First Aid Kit
 - b. Blood born Pathogen clean up supplies
 - c. Eye Wash station
 - d. Cot
 - e. Blanket

SCHEDULING OF DRILLS, TRAINING, AND MAINTENANCE OF SUPPLIES

DRILLS

Notify Fire Department or Police Department prior to holding drills. Maintain accurate records of drills in the academy office.

Fire drills are to be held:

- In the first two weeks of academy
- Once per month thereafter

Other weather emergency drills are to be held once annually. Threat of Violence drills are to be held once annually.

TRAINING

Whenever possible, schedule staff/teacher training prior to each academy year. Be sure to cover the following areas:

1. The Academy Emergency Preparedness Plan and Emergency Response Plan
2. First Aid

Prior to April 30th, annually, establish an Emergency Preparedness/Emergency Response week. This is a good time to cover the following topics for all staff and scholars:

1. The Academy Emergency Preparedness Plan and Emergency Response Plan
2. Stranger Danger
3. General Fire Safety

Invite Police Department and Fire Department to conduct building familiarization and on-site training during the summer break

EVACUATION MEETING POINTS OUTSIDE

PRIMARY MEETING POINT

All classes will meet in the west road. Teachers should report roll and quietly wait for instructions.

SECONDARY MEETING POINT

Secondary meeting point is east road

MEDIA RESPONSE SCRIPT

Check off, fill in, and cross off as appropriate. Note: If used as a script, read only those items checked. Make no other comments.

Capstone Classical Academy has just experienced a (n)_____. The (scholars and employees) (are being) or (have been) accounted for. No further information is available at this time.

Emergency medical services (are here) (are on the way) (are not available to us). Police (are here) (are on the way) (are not available to us). Fire Department (and paramedics) (are here) (are on the way) (are not available to us).

Communication center(s) for parents (is/are) being set up at:_____. To answer questions about individual scholars: _____. Communication center(s) for employees (is/are) being set up at:_____. To answer questions about individual employees.

Scholars (and staff) have been moved to a safe area and are with_____. # Injuries have been reported at and are being treated by (staff)_responders. #scholars have been taken to_____ (local emergency room) for treatment of serious injury.

Parents of injured scholars should go to_____. Names cannot be released until families have been notified.

Structural damage has been reported.

Release restrictions? No Yes

If Yes, what? _____

Released to the public as Public Information:

Release Number _____ Date/Time _____

POINTS OF CONTACT

Emergency 911

Pleasant View Fire Department

David Wade, Fire Chief (801) 782-8159

Pleasant View Police Department

Dispatch (801) 629-8221

Ryan Hadley, Chief of Police

Red Cross

Fredrick Henderson (801) 625-0853

Emergencies/After-Hours (801) 409-0481

FireTrol Alarm Monitoring

Fire Alarm- (801) 458-6900

Additional Guidance

Utah Administrative Code Rule R277-400.

Academy Emergency Response Plans. (<http://www.rules.utah.gov/publicat /code /r277 /r277-400.htm>)

APPENDIX 1: BOMB THREAT CHECKLIST

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, **DO NOT HANG UP**, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

1. Notify Director
2. Handle note as minimally as possible.

If a bomb threat is received by e-mail:

1. Notify Director
2. Do not delete the message.

Signs of a suspicious package:

1. No return address
2. Excessive postage
3. Stains
4. Strange odor
5. Strange sounds
6. Unexpected delivery
7. Poorly handwritten
8. Misspelled words
9. Incorrect titles
10. Foreign postage
11. Restrictive notes

DO NOT:

12. Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
13. Touch or move a suspicious package.

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

Ask Caller:

Where is the bomb located? (building, floor, room, etc.)

When will it go off?

What does it look like?

What kind of bomb is it?

What will make it explode?

Did you place the bomb? Yes No

Why?

What is your name?

Exact Words of Threat:

Information About Caller:

Where is the caller located? (background/level of noise)

Estimated age:

Is voice familiar? If so, who does it sound like?

Other points:

Caller's Voice Female? Male?

Accent

Angry

Calm

Clearing throat

Coughing

Cracking voice

Crying

Deep

Deep breathing

Disguised

Distinct

Excited

Laughter

Lisp

Loud

Nasal

Normal
Ragged
Rapid
Raspy
Slow
Slurred
Soft
Stutter

Background Sounds

Animal noises
House noises
Kitchen noises
Street noises
Booth
PA system
Conversation
Music
Motor
Clear
Static
Office machinery
Factory machinery
Local
Long Distance

Threat Language

Incoherent
Message read
Taped message
Irrational
Profane
Well-spoken

Other Information:

APPENDIX 2: MEDIA RESPONSE SCRIPT

Check off, fill in, and cross off as appropriate. Note: If used as a script, read only those items checked. Make no other comments.

Capstone Classical Academy has just experienced a (n)_____. The (scholars and employees) (are being) or (have been) accounted for. No further information is available at this time.

Emergency medical services (are here) (are on the way) (are not available to us). Police (are here) (are on the way) (are not available to us). Fire Department (and paramedics) (are here) (are on the way) (are not available to us).

Communication center(s) for parents (is/are) being set up at:_____. To answer questions about individual scholars: _____. Communication center(s) for employees (is/are) being set up at:_____. To answer questions about individual employees.

Scholars (and staff) have been moved to a safe area and are with_____. # Injuries have been reported at and are being treated by (staff)_responders. #scholars have been taken to_____ (local emergency room) for treatment of serious injury.

Parents of injured scholars should go to_____. Names cannot be released until families have been notified.

Structural damage has been reported.

Release restrictions? No Yes
If Yes, what?_____

Released to the public as Public Information:
Release Number_____ Date/Time_____