

# NORTHRIDGE ELEMENTARY EMERGENCY PREPAREDNESS

SITE DISASTER PREPAREDNESS PLAN  
PARENT NOTIFICATION

1. In the case of a major disaster, all children will be kept at school with their teacher under the direction of school personnel.
2. The students will not be released until they are signed for by a parent or person who is on the student's emergency form.
3. Parents will be notified about the Emergency with a call through our ParentLink system.
4. Designated backup site is the Steeple Church
5. A minimum of nine emergency evacuation drills will be held each school year.

PARENT NOTIFICATION

NORTHRIDGE ELEMENTARY  
SNOW DAY PROCEDURES

**DECIDING PROCEDURE:** The superintendent, in consultation with the Supervisor of Transportation and other staff members, will decide if the school day will be cancelled due to severe weather.

**SNOW DAY:** This is the name for any day having conditions unsafe for travel. A “snow day” means school will be cancelled for the day.

\*\*\*The Principal will call the **Northridge Emergency Calling Tree**

**SEVERE WINDSTORM:** Remain near an inside wall, on lower floors. Avoid auditoriums, gymnasiums, lunchrooms, and other large rooms.

**PROCEDURE:**

1. School closure for other severe weather conditions will be determined by the Superintendent.
2. When severe weather conditions detain students at school, the school will be responsible for the students until they can be picked up by their parents or other authorized person.
3. The district will inform school patrons by radio and T.V. announcement of said closures.
4. Parents are to check with the office before picking up their children.

SNOW DAY

NORTHRIDGE ELEMENTARY  
LOCATION OF UTILITY SHUT-OFF VALVES

1. As a minimum all valves should be tested once a year at the beginning of school.
2. When testing the gas shut-off valve, remember that the pilot lights will all go out and will have to be re-lit before trying to use the appliances.
3. Once gas valves have been shut off, only trained personnel may turn the valves back on. The crisis team is trained.
4. Electrical shut offs may need to be tested daily.
5. Utility shut-off valves may require the use of special tools. Those necessary tools will be found in the custodian's office. Each tool is marked to designate which shut-off valve that it should be used for. These tools are to remain in their designated place and MAY NOT be used for any other purpose.

UTILITY SHUT-OFF VALVES

NORTHRIDGE ELEMENTARY  
CHEMICAL SPILLS PROCEDURE

CONDITIONS:

1. If the chemical spill endangers students, IN THE BUILDING, the Principal will have all persons leave the building in an orderly manner and assemble in the designated area.
2. If the chemical spill endangers students, OUTSIDE THE BUILDING, the Principal will have all students remain in their designated area.
  - A. All teachers will:
    1. Account for each student
    2. Lock all windows
    3. Move all students away from the windows

FURTHER PROCEDURES:

- B. The secretary will:
  1. Contact for Emergency 911
  2. Contact for Non-Emergency: 229-7070
- C. The principal will:
  1. Contact the superintendent to inform him or her and to discuss the need for further action at:  
Alpine School District:  
John Patten: 610-8470 (office)  
Frank Pulley: 756-9839 (office)

CHEMICAL SPILLS

NORTHRIDGE ELEMENTARY  
EMERGENCY TELEPHONE NUMBERS

EMERGENCY: (medical, fire, and police) 911

ALPINE SCHOOL DISTRICT:

**Director:** John Patten 610-8470 (office)

**Building:** Frank Pulley 756-9839 (office)

NORTHRIDGE ELEMENTARY: 801-610-8114

OREM CITY POLICE: (police and fire non-emergency) 229-7070

COUNTY SHERIFF: (emergency management-civil defense) 801-794-3970

OREM CITY PUBLIC WORKS: 229-7500                      Emergency: 801-229-7070

ROCKY MOUNTAIN POWER: 1-877-508-5088

QUESTAR: 800-767-1689

RED CROSS: 373-8580

POISON CONTROL CENTER (U OF U): 1-800-222-1222

EMERGENCY TELEPHONE NUMBERS

NORTHRIDGE ELEMENTARY  
LOCKDOWN

INTRUDER IS INSIDE OR OUTSIDE THE BUILDING

PROCEDURES:

1. In the case of an intruder or any civil disturbance, the school office should be notified immediately.
2. If students are not in immediate danger, but the principal wants the students in a secure classroom, the code "Lock Down" will be given. At that time, all teachers lock classroom doors. All teachers will account for each student and have all students move away from the windows and doors. Generally, students are most safe at school and most safe in a locked classroom. If you are not in your classroom, find a safe place (stage, library or outside) to take cover until the danger is over.
3. The secretary will call:  
    If there is a risk to students or staff:  
        Emergency 911  
        Police for Non-Emergency 229-7070  
    The Physical Facilities Director should be notified  
        Frank Pulley 756-9839 (office)
4. The principal will notify the superintendent:  
    Alpine School District: Superintendent Henshaw 610-8421  
    John Patten: 610-8470
5. It is imperative that all visitors check in at the office.

LOCKDOWN

NORTHRIDGE ELEMENTARY  
EARTHQUAKE PROCEDURES

PROCEDURES:

1. When an actual earthquake occurs, the principal and the teachers will have students “Drop and Cover.” Students will drop to the ground and cover themselves as much as possible by moving to a protected place and covering their faces and necks with their hands. Periodic drills will be practiced to implement this procedure.
2. Students **MUST** remain down and covered until directed to do otherwise by announcement or other signal.
3. After the shaking has stopped, the principal will have students and staff evacuate the building and assemble in a designated area. The teachers will evacuate their students from the building through a reasonable exit. No one will re-enter the building until it has been declared safe.
4. **AVOID** touching electrical wires, which may have fallen.
5. The crisis team will assemble at the office or at the designated evacuation assembly area ASAP.
6. The custodian will report to the principal and notify the utility companies of disrupted services and breaks in gas, water, or electrical lines:  
ROCKY MOUNTAIN POWER: 1-877-508-5088  
QUESTAR: 1-800-767-1689  
OREM CITY UTILITIES: 801-229-7070

**EARTHQUAKE/EXPLOSION/PLANE CRASH**



NORTHRIDGE ELEMENTARY  
EMERGENCY EVACUATION PROCEDURE

1. SIGNALS:
  - A. Fire Alarm
  - B. Intercom message
  - C. Siren horn signal on the megaphone
  
2. PROCEDURES:
  - A. Upon hearing the signal, students exit the building in a quiet, safe manner according to the directions of the teacher. Teachers should take roll book and red emergency evacuation folders posted by doors.
  
  - B. If the lead student finds the exit route blocked, turn around and find an alternate exit out of the building.
  
  - C. The class is to assemble at a pre-designated area away from the building.
  
  - D. The teacher is to account for all students by taking roll.
  
  - E. Adults not directing students should leave through the nearest available exit.
  
  - F. No one, other than the Crisis Team, may re-enter the building. The Crisis Team will assemble in the office or at the front of the building.
  
  - G. The fire department should be called by anyone not directly responsible for getting children out of the building.
  
  - H. Students and teachers will wait in their designated assembly area for instructions.

EMERGENCY EVACUATION

NORTHRIDGE ELEMENTARY  
BOMB THREAT PROCEDURES

PROCEDURES:

1. When a bomb threat is received by telephone:
  - A. Tell the caller: "I will connect you with the principal."  
However, it is important that **SOMEONE MUST STAY ON THE LINE WITH THE CALLER.**
  - B. If the principal is unavailable or the caller refuses to talk to the principal, use the instructions and questions found on the following page:
2. The principal will evaluate the information received and decide the course of action depending upon whether he or she judges it to be a false threat or a possible real bomb.
  - A. **REAL BOMB THREAT PROCEDURE:**
    1. Alert teachers and student of an emergency situation by announcing over the P.A. system: "We have an emergency situation. Please exit the building according to our Evacuation and Assembly Procedures."
    2. Call: Emergency 911  
Police (Non-Emergency) 229-7070
    3. Police or fire personnel will search the building.
    4. Strange objects should NOT be moved or touched by school personnel.
    5. The principal will notify the superintendent:  
Alpine School District: Dr. Henshaw 610-8421  
John Patten 610-8470
    6. The crisis team will assemble at the office.
  - B. **FALSE BOMB THREAT PROCEDURE:**
    1. Alert the teachers and students by announcing the following over the P.A. system: "We have an emergency situation. Please exit the building according to the Evacuation and Assembly Procedures."
    2. Continue in designated assembly area until signaled to return to the building.
    3. Strange objects should NOT be moved or touched by school personnel.
    4. The crisis team will assemble at the office.

**BOMB THREAT PROCEDURES**