



ENTHEOS ACADEMY

EXCELLENCE • SERVICE • LEADERSHIP

Entheos Academy Emergency Response Plan (ERP)

1. Purpose

The purpose of this ERP is to ensure a comprehensive, legally compliant plan for responding to emergencies, protecting the safety and well-being of students, staff, and visitors. The plan establishes clear roles and procedures for administrators and staff during any emergency.

This plan:

- Fulfills Utah state requirements for school emergency preparedness (Utah Code §53G-8-701, §53G-8-702).
- Incorporates the **ILoveYouGuys School Safety Response Protocol (SRP)** framework, ensuring consistent language, communications, and emergency actions.
- Uses ILYGU terminology for:
 - **Rapid communication protocols** between administrators, staff, and local emergency services.
 - **Clear, pre-scripted messages** to parents, staff, and students.
- Ensures a consistent approach to training, drills, and communication.

2. Emergency Planning Committee

Required Members

- Executive Director

- School Administrator / Principal
- School Safety & Security Specialist
- Local law enforcement liaison

Suggested / Optional Members

- Office Manager
- Maintenance/Custodian
- Student Support Specialist / Counselor
- Teachers

Responsibilities

- Develop, review, and update the ERP annually.
 - Conduct **ILoveYouGuys-compliant drills** for fire, lockdown, shelter-in-place, evacuation, and other emergencies.
 - Ensure procedures are in place for students and staff with disabilities and non-English speakers.
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3. Scenarios & Procedures

3.1 Medical Emergencies

Examples: serious injury, illness, head injury, loss of consciousness.

- Assess and provide immediate assistance within training limits
- Call 911 for any student who loses consciousness (unless pre-existing medical plan specifies otherwise)
- Prevent condition from worsening; maximize comfort

- Notify parents/guardians immediately
- Arrange transport to a physician or hospital if needed
- Administrators coordinate staff to maintain supervision of other students

3.2 Fire

- Activate fire alarms.
- Evacuate via predetermined routes to **ILoveYouGuys assembly areas**.
- Teachers account for students and report status.
- Administrator notifies emergency services and parents using ILYGU templates.

3.3 Earthquake

- Assume defensive positions under desks or against walls.
- Avoid windows and falling objects.
- Evacuate when safe; assemble at ILYGU-designated locations.
- Administrator coordinates communication with authorities and parents.

3.4 Severe Weather / Environmental Hazards

- Move students/staff to interior safe areas.
- Account for everyone.
- Monitor official alerts; follow guidance from authorities.
- Administrator signals all-clear.

3.5 Lockdown / Active Intruder

- Administrator initiates lockdown.

- Lock doors, cover windows, turn off lights.
- Keep students low and away from windows/doors.
- Only use phones to communicate with administrators or emergency services per ILYGU protocol.
- Resume normal activity only after administrator issues all-clear.

3.6 Shelter-in-Place

- Lock exterior doors; shut off ventilation if needed.
- Move students/staff to nearest safe area.
- Account for all.
- Continue instruction if safe.

3.7 Natural Gas Leak

- Evacuate immediately to safe distance.
- Administrator shuts off gas if custodian unavailable.
- Notify utility, fire, and police.
- Account for all students/staff.

3.8 Chemical / Biological Incident

- Initiate Shelter-in-Place.
- Seal doors and vents.
- Call 911.
- Evacuate only if directed by trained personnel, using assembly areas upwind of contamination.

3.9 Hostage Situation

- Call 911 immediately.
- Take cover; avoid confrontation.
- Secure students in classrooms.
- Only release students per law enforcement instructions.
- Administrator coordinates all communication with staff, parents, and media using ILYGU protocol.

3.10 Suicide / Self-Harm

- Verify immediate danger.
- Call 911 if needed.
- Notify administrators and **parents/guardians immediately**.
- Isolate student safely; never leave alone.
- Provide counseling and post-incident support.

3.11 Civil Disturbance

- Secure students in classrooms.
- Notify law enforcement.
- Administrator coordinates communication with staff, students, and parents using ILYGU messaging templates.

3.12 Power Outage

- Contact utility provider.
- Administrator decides whether to continue school day or dismiss.

- Maintain student supervision and safety.

3.13 Phone Threat

- Remain calm; gather all information.
 - Alert administrator discreetly to call 911.
 - Follow administrator instructions for evacuation, lockdown, or communication.
 - Use ILYGU templates to notify staff and parents.
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4. Communication & Parent Notification

- Use **ILoveYouGuys standard protocols** for all communication:
 - Pre-scripted, approved messages for parents/guardians.
 - Rapid internal communication for staff via email, text, or messaging system.
 - Only authorized personnel communicate with media; all inquiries referred to administrator.
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5. Drills & Training

- Conduct **monthly fire drills** and at least one drill for other emergencies each year using ILYGU SRP procedures.
 - Debrief after each drill for feedback and plan improvements.
 - Annual staff training on ERP updates and ILYGU scenario procedures.
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6. Legal Compliance

- Compliant with Utah Code §§ 53G-8-701 through 53G-8-704.
 - Meets ILoveYouGuys Safe School SRP standards.
 - Includes designated School Safety & Security Specialist and coordination with law enforcement, fire/EMS, and emergency management.
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