



# The Ranches Academy Emergency Response Plan

## INTRODUCTION

The purpose of this Emergency Preparedness Plan for The Ranches Academy is to provide information and direction for all persons with emergency response tasks. While the directives and information contained herein serve to increase the overall efficiency and security of The Ranches Academy with the prime purpose being on the physical and emotional well being of the students in our charge.

A constant state of readiness to respond to emergencies is the responsibility of the school Administration – this includes any orientation or training deemed necessary and the conducting of fire drills at least quarterly and within the first ten days of school. Also schools shall hold at least one drill for other emergencies during the school year.

## POWER OUTAGE

### Administration:

- Contact Power Company to determine extent of power outage. **Rocky Mountain Power 1-877-508-5088.**
- Communicate to the Administration the length and extent of the problem.
- Obtain Directive from the Administration whether to dismiss or finish school day.
- If evacuation is necessary, follow EVACUATION PLAN.

### Teachers:

- Conduct school as usual until directed otherwise by administration.

### Students:

- Will follow the teacher's instruction and continue schoolwork.

## NATURAL GAS LEAK

### Administration:

- Convey warning to school personnel through intercom, messenger, or through another communication source.
- Instruct custodial staff to shut off natural gas to the building.  
(Administration will shut off the gas if a custodian is not available.)
- Evacuate building as per predetermined plan.
- Assemble students and staff as far away from the building as safely possible.
- Notify Gas Company, fire department, local police, and other appropriate agencies. **For Dominion Gas Emergencies call 1-800-767-1689. Customer Service call 1-800-323-5517.**

### Teachers:

- Teachers will account for all students under their supervision.
- Signal or alert is announcement over the intercom
- Action is to evacuate the building and move to either primary or secondary gathering area.

### Students:

- Will follow the instruction from their teacher.

## CHEMICAL SPILLS

### Administration:

- Convey warning to school personnel through intercom, messenger, or another communication source.
- Contact law enforcement and/or fire department (911). Determine action to be taken.
- Announce emergency response to be taken as one of the following:
  - In-house shelter – shut windows and doors, and turn off outside vent fans.
  - Temporary evacuations – avoid contaminated areas while evacuating school; do not re-enter until trained personnel clean up the spill.
  - School evacuation and closure – evacuate school and arrange for students to be sent home by predetermined emergency procedures.

### **Teachers:**

- Teachers will be directed to account for all students under their supervision.
- If evacuation is necessary, use the primary or secondary gathering area depending on which location is upwind of the spill area. Prevailing winds are a consideration.
- Signal or alert is announcement over the intercom
- Action is to evacuate the building and move to either primary or secondary gathering area.

### **Students:**

- Will follow the instruction from their teacher.

## **NUCLEAR PROBLEMS**

### **Administration:**

- Convey warning to school personnel through intercom, messenger, or another communication source.
- Coordinate emergency response with law enforcement (911) and other local authorities.
- Teachers will be notified to close doors and windows.
- Students will be asked to take cover as in an earthquake, and to refrain from looking outside.
- Administration will maintain contact with current information by way of radio.
- If evacuation is required, procedures will follow predetermined routines.

### **Teachers:**

- Teachers will account for and control all students until they are otherwise instructed.
- Teachers will close all doors and windows.
- Signal or alert is announcement over the intercom
- Action is to evacuate the building and move to either primary or secondary gathering area.

### **Students:**

- Will follow the instruction from their teacher.

## **EARTHQUAKE**

### **Administration and Teachers:**

- Kneel under a desk or table, while holding tightly to its legs.
- If it is not possible to respond in the preferred manner, an appropriate defensive position may be up against a wall or in a doorway, squatting and covering one's head.
- If possible, stay away from windows.
- Remain in these positions until you are reasonably certain the quaking has stopped or until further instructions have been given from the school office.
- Evacuate the school building when it has been deemed safe and appropriate as predetermined evacuation procedures.
- Once outside, stay clear of buildings, trees, poles, and power lines.
- Assemble in predetermined areas and account for all students.
- Remain in assembly areas until the situation is assessed and further directions are given.

### **Students:**

- Will follow the instruction from their teacher.

## **MEDICAL EMERGENCIES**

### **Administration and Teachers:**

- Appropriate first aid for minor injuries (small wounds, sprains, foreign bodies in the eye, minor burns, and fractures)
- For major injuries, assess the situation and give immediate and appropriate treatment.
- Take care to preserve life.
- Take steps to prevent the condition from worsening.
- Protect the individual from further harm.
- Provide reassurance to the injured person.
- Maximize comfort for the injured person.
- Call 911 if injury warrants immediate life-threatening treatment.
- Notify parents of injuries that may require additional care.
- Arrange for the injured person to be seen by a physician or taken to the hospital.

### **Students:**

- Will follow the instruction from their teacher.

*Note:* All staff should have regular training in first aid procedures for medical emergencies, including appropriate treatment for bleeding and fractures, as well as practice in transporting injured persons appropriately.

Emergency First-Aid Checklist and Accident - Injury Report forms can be found at the back of this packet. After using a form, be sure to get a replacement at the main office.

## **EVACUATION ROUTES**

A building evacuation map with all marked exits will be posted in each room. There will be a pre-designated location with an alternate location for all students/staff to assemble for roll call.

See map on the back of this packet for evacuation routes.

## **Administration and Teachers:**

### **Things to Remember!**

- Get the classroom emergency folder and roll.
- Respond to student injuries appropriately.
- Evacuate the building by the predetermined route or by the safest route possible.
- Check attendance as soon as the class has safely evacuated the building to the predetermined assembly area.
- Keep the class together at all times.
- Report attendance to the Administration
- Administration will instruct teachers to begin walking toward the primary or secondary gathering area; a whistle will ring to indicate return to class.
- All classes stay together with their teacher.
- Walk to the primary or secondary gathering area.
- Take attendance when the class arrives at the primary or secondary gathering area.
- Report any attendance changes to the Administration.
- Release students to responsible adults according to school procedures.

## **The Ranches Academy Safety Plan - Revised April 2026**

### **Members of the safety committee:**

- Stephanie Colson
- Levi Anderson - School Safety Director
- Claudine Hatch - School Safety Specialist
- Traci Smith - Head Safety Officer

- Jillaine Clark

**I. Hold - medical emergency, cleanup in hallway or common area, etc.**

- A. After a HOLD announcement is made, keep students in your room or area.
- B. Clear hallways
- C. Account for students
- D. Business as usual
- E. Wait for "All Clear"

**II. Secure - demonstrations/revolts, criminal activity in the area, other police action, etc.**

- A. After a SECURE announcement is made, return students to inside the building and continue "business as usual".
- B. Lock all exterior doors
- C. Increase situational awareness
- D. Take attendance and account for all students
- E. Wait for "All Clear"

**III. Lockdown - school intruder, etc.**

- A. After a "LOCKDOWN" announcement is made, move away from sight, clear hall and lock doors.
- B. Maintain silence
- C. DO NOT OPEN DOOR
- D. Prepare to evade (evacuate) or defend
- E. School administration or Police will access your room with next instructions
  1. A lockdown drill will end with a "lockdown drill is complete" announcement

**IV. Evacuate - fire, bomb threat, etc.**

- A. An alarm will sound, or an "EVACUATE THE BUILDING" announcement will be made.
- B. Leave stuff behind if required
- C. Bring your phone if possible
- D. Assemble in pre-determined area
- E. Account for students
- F. Wait for "All Clear"

**A. Fire Drill**

1. A fire alarm will go off only when pulled manually or if there is smoke or fire that triggers the alarm. Students don't have access to pull a fire alarm. There are pulls only in the front office and boiler room.
2. Mountain Alarm is the agency that monitors when an alarm is triggered at our building. They communicate with the school administration and the fire department.
  - a) A school administrator will check the panel to see where the location of the fire is located, to determine if it is a false alarm or real. Admin will relay this information to incident command (Area 1) and to the fire department/mountain alarm security.

3. When the fire alarm goes off, all persons will immediately evacuate the building using the evacuation chart (nearest exit).
4. Students evacuate with their current teacher. They follow the teacher to their line up location.
- a) Teachers should update their emergency roll throughout the day. This role should be near the exit with the emergency clipboard so it can be easily taken outside. Substitute teachers should be taught what to do in an emergency.
  - b) The emergency clipboard should have the evacuation map, the line up map, Red and Green Indicator Pages, missing student lists, and a pen or pencil.
5. Once you arrive at your assigned spot, have classes stand in a single file line, and **display your name placard at the front of the line to help students find you quickly**. See the FIRE DRILL LINEUP MAP
6. As quickly as you can, take roll to ensure that everyone is there. If everyone is there, hold up a LARGE GREEN paper to alert the area monitor that you have no missing persons.
- a) Teacher, please ensure that students stay in line, and do not allow them to roam around the field, to go to other classes, or to be disruptive. Everyone is to stay lined up and quiet until the all clear is announced.
7. If you notice a student did not make it to your line, hold up the red card. This alerts the monitor that someone is missing. DO NOT REPORT ABSENT STUDENTS.
  - a) Monitors will relay with their radio to the head safety officer, all missing persons.
  - b) Fire and other rescue personnel will be informed of all missing persons.
  - c) The all clear will not be announced until the entire building is secure and all missing persons are accounted for.
8. Once the building is secure, ALL CLEAR will be announced and students will be able to return to the building. They will proceed with the schedule based on whatever time it is at the conclusion of the evacuation.
9. If students cannot re-enter the building, or if the incident command confirms that the building is unsafe, students will proceed with the *reunification plan*. Whether this is on-site or off-site will be determined by incident command.

## **B. Bomb Threat.**

1. Unlike a fire, a bomb threat could be a real or potential threat. All threats will be treated as real threats.
2. Like a fire, a bomb threat will trigger a school-wide evacuation. All the same protocols will be followed, with the following exceptions:
  - a) Fire and Police will arrive and must clear the building. All staff, teachers, students, and visitors will exit the building.
  - b) Fire and Police (Incident Command) will make the final determination if the building is safe to re-enter.
3. Just as in a fire, if the incident command believes there is a viable threat or that students should not re-enter that day, the school will proceed with the reunification process.

## **C. Spectator Emergency Evacuation Procedure**

1. During an evacuation at a game, concert, event, etc. may occur. The process in this event would allow people to leave the school, because they would have transportation.
2. In this situation, all present would be asked to leave the school boundary. The administration or head adult in charge of the event will contact police/fire. Incident command will clear the location, ensuring that nobody is left. The event would not continue if an evacuation occurred.

**V. Shelter - power outage, severe weather, chemical spill, earthquake, etc.**

- A. An announcement will be made "shelter"
- B. Wait for following instructions (ie. evacuate to the shelter area, seal the room, drop cover and hold, etc.)
- C. Account for students

**VI. Reunification**

**A. Priorities**

1. Student and staff safety and well being.
  - a) Every student and staff member is accounted for.
  - b) Every student reunified with parent or guardian.
2. Start the recovery process.

Two command centers will be created. One, which is incident command, at the site of the disturbance, where possible at the school. The second at the reunification site, which is under direction from the main command center at the school. Once it is determined that students will need to leave campus, a site will be determined, and students will go with teachers to this location. Students will be taken to the staging location, where they will wait until a parent or guardian picks them up. The staging area will be out of site of the location where parents check in. Parents will be notified of the location for pick up when it is deemed safe to do so. As parents check-in, greeters will help them complete a reunification card and get in the proper line to wait for their child. A staff member will go and get the student and bring them to their parents. The experience will be managed to lessen the drama and anxiety.

**B. Reasons to begin reunification.**

1. Off-site (active violence at the school).
  - a) Students/staff will take attendance prior to evacuation. Law enforcement will evacuate students. It will take several hours. Teachers are to remain with their group of students until reunification is complete.
  - b) Parent check in location: north church parking lot. Alt evacuation parent check in location: along E. Pergerine Rd.
  - c) Student staging area location: inside church building in gym. Alt evacuation location: under the pavilion NW corner of Nolen Park
  - d) Teachers remain with students, verify attendance, relaying to the accounting officer, and wait until reunification is complete.
2. On-site (power or phone outage, weather event, hazmat, bomb, criminal activity in the area).
  - a) Parent check in location: outside (school drop off and pickup)
  - b) Student staging area location: gym

- c) Depending on the event, students may not be allowed to walk home, and will need to be picked up by a parent or legal guardian.
- 3. Students with disabilities will need special help and assistance.

**C. Incident Command System - Members at School Location. Unified Command**

- 1. Incident Commander - Will be law enforcement if criminal, Fire Chief if fire, Red Cross, or head of safety team otherwise.
- 2. Liaison Officer - Will be law enforcement if criminal, or a member of the safety team otherwise.
  - a) Communicate with fire, medical, or law enforcement.
    - (1) Law Enforcement.
      - (a) Traffic control.
      - (b) Crowd control.
      - (c) ID verification.
      - (d) Perimeter control.
      - (e) Security.
- 3. Safety Officer - Will be first responders if criminal or a member of the safety team otherwise.
  - a) Operations - Report injuries to school admin and first responders.
  - b) Determine any threats.
- 4. Communications Officer - Will be law enforcement if criminal and a member of the safety team otherwise. This is the Joint Information Center, which would also be at the school, to admit press, coordinate information and relay information.
  - a) Identify the reunification site.
  - b) Logistics and Planning.
    - (1) Transportation
    - (2) Mass communications
  - c) Communicate who is able to enter the incident site and reunification site (ID checks).

**D. Reunification Command Center - Off site if needed, or on site, if lockout occurs - Provide safe transport of students/staff to the reunification site.**

- 1. Lead Public Information Officer. School admin if non-criminal, law enforcement if criminal.
  - a) Communicate with parents and press.
  - b) Coordinate mass calls or text alerts.
  - c) Communicate with the press.
- 2. Social Media Team. Members of the Safety Team.
  - a) Monitor social media for evidentiary information.
  - b) Send appropriate information via SM outlets (twitter, instagram, etc.).
- 3. Operations Director. Oversees the reunification process.
  - a) Parent Check-in Director
    - (1) Coordinate the check-in and check-out process with checkers.
    - (2) May have several people working in this area (reunifiers, greeters, flow monitors).
    - (3) Out of site of students.
    - (4) Lines, easy to identify, with a good flow.
    - (5) Interpreters as necessary for parents or students.

- (6) Find security to maintain safety.
- b) Student Accountability Officer - Traci Smith.
  - (1) Assemble master student roster, teacher roster, guest roster.
  - (2) Teachers/staff.
    - (a) Remain with students in the student assembly area to manage students.
    - (b) Teachers will be assigned to a certain group of kids.
  - (3) Coordinate snacks and water for people.
- 4. Planning chief.
  - a) Scribe.
    - (1) Document the events on paper.
  - b) Runner.
    - (1) Be able to go between incident command and reunification site if radio contact or network is unreliable.
  - c) Work with law enforcement as needed for investigative interviews or statements.
- 5. Administration. This should be the Executive Director or Academic Director.
  - a) Be at the reunification site to help communicate with parents and establish a positive environment.
  - b) Coordinate and communicate with district personnel.

## **Contacts:**

Rocky Mountain Power (Electricity) 1-877-508-5088

Dominion (Gas) 1-800-767-1689

Eagle Mountain (Water, Sewage, Storm Drain) 1-801-789-5959