



Good Foundations Academy

5101 South 1050 West, Riverdale, Utah 84405

Main: 801.393.2950 FAX: 385.333.7245

Website: <http://gfautah.org> For info: askgfa@gfautah.org

Prepared by:

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Version (6 Most Recent)	Date	Author	Change Description
4.1	November 22, 2013	Peggy Downs	Revised Lock Down Procedures
5.0	August 11, 2014	Peggy Downs	Update for changes in personnel, revision to Lock Down Procedures
6.0	August 6, 2015	Brent Peterson	Update changes I personnel, updated maps from building remodel
7.0	August 2, 2016	Brent Peterson	Logo Change, minor position title changes
8.0	July 10, 2019	Anna Long for Dave Dau	Update for changes in personnel, logo change, changes in responsibilities, addition of Parent/Student Reunification Plan, Building Access, and Maps of Alternate Meeting Points
9.0	December 7, 2020	Tedd Richins for Lisa Erwin	Revise Lock-Down Procedures, Insert Appendix 5, update personnel, and minor formatting and editing.
10.0	August 4, 2022	Lisa Erwin	Update for changes in personnel.
11.0	September 7, 2022	Lisa Erwin	Update for changes in Soft Lock Down Procedures.

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

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

GFA Emergency
Response Plan



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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.

Call 911 immediately.

Provide the 911 dispatcher with clear, detailed information:

Who is in need of emergency attention?

What has happened?

Where did it happen?

Call the office and tell the office staff that an emergency exists and that 911 has been called.

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.

Seal off high-risk area(s).

Take charge of the area(s) until the incident is contained. (De-escalate and diffuse the situation if possible.)

Preserve evidence. Keep or have someone else keep detailed notes of incident.

Refer media to the Director or designee.

Emergency Response Team will notify pertinent individuals to inform them of the situation.

Emergency Response Team Members (Short List)	
Names	Phone Numbers
Executive Director: Lisa Erwin	(801) 690-1714
Assistant Director(s): Stephanie Prieto Melissa Wood	(801) 391-2265 (801) 633-0789
Office Manager: Jana Adams	(801) 450-5090

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





Responsibilities for all Emergencies

EXECUTIVE DIRECTOR (OR DESIGNEE) RESPONSIBILITIES FOR ALL EMERGENCIES

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

TEACHERS RESPONSIBILITIES FOR ALL EMERGENCIES

- Verify information.
- Lock classroom doors unless evacuation orders are issued.
- Warn students, if advised.
- Stay with students during an evacuation.
- Ensure that students are calm, quiet, and listening for directions.
- Take emergency clipboard with attendance sheet and green/red cards.
- Account for all students by taking roll.
- Refer media to Director or designee.
- Keep detailed notes of incident.





Fire / Evacuation Procedures

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

Call 911.

Evacuate to primary or secondary meeting sites.

Director or designee may move students and staff to a primary relocation center, if building is damaged or weather is inclement.

No one should re-enter the building until declared safe by fire safety personnel.

Director or designee notifies students and staff of termination of emergency and resumption of normal operations

STUDENTS

- Look at teacher and listen for instructions.
- Line up quickly according to classroom procedures.
- Voices off.
- Walk single file to assigned area.
- Stand in line facing the fence. (Students may sit, if directed by their teacher.)
- Listen for instructions.
- If not with class, go out nearest exit and report to nearest teacher.

TEACHERS

- Respond to the Fire Alarm, or Evacuation Instructions, with a command for all students to be silent.
- Instruct students to line up silently at the door.
- Lock door and leave open.
- Take emergency clipboard with roll sheet and green/red card.
- When possible, be the **last one** out of the room. If able and prudent, make sure the windows are shut, blinds are closed, and lights are off.
- Direct any volunteers and/or Aides to proceed to the South Playground and check in with Receptionist.
- Make sure students walk silently and quickly from the building; making sure all students are with you before exiting.
- Proceed to assigned destination.
- Make sure all students are accounted for by taking roll.
- Hold up sign – Green= all students accounted for; Red = missing or extra students. If green and red cards are not available, a thumbs-up sign means green, and a thumbs-down sign means red.
- Have students stand quietly in line, facing the fence while waiting for further instructions. (Direct students to sit at your discretion.)

Remember, teachers should also be standing quietly to be able to listen for further instructions. If not with students at the time of the drill/evacuation, exit the building and proceed to designated meeting area.





Fire / Evacuation Responsibilities



Special Note:

If students are already outside the building, at recess for example, have students remain at the recess area and line up by class.

ADMINISTRATIVE ASSISTANT

- Gather the attendance rolls, student and staff rosters with contact information, volunteer sign in sheet, and student check out book.
- Proceed to the South Playground to account for staff and volunteers, or the grass area next to the Extended Care and Bible Explorers Building if using alternate meeting points.
- Attempt to resolve issues at your meeting point.
- After accounting for staff and volunteers, report all clear for your zone to Director via cell phone.

OFFICE MANAGER

- Call Mountain Alarm (801-395-8700), Password: 5101), to notify of the emergency or drill.
- Check the South end of the building, from the east faculty restrooms, K, 1st, K-3 Resource, the most south 2nd grade classroom, to the 1st-3rd grade bathrooms, to make sure everyone has evacuated the building. Then exit the west vestibule off the south wall in the cafeteria.
- After exiting the building report all clear for your zone to Director via cell phone.
- Attempt to resolve issues at your meeting point.
- Call the Alarm Company once the drill is complete.
- Record the evacuation event or drill in the emergency procedures log book.

K-3 DIRECTOR

- Check the North end of the building, from the office area to the 4th-6th restrooms, 3rd to 2nd grade classroom, Custodial office, to the north of the building, the back faculty restrooms, to the kitchen to make sure everyone has evacuated the building.
- Proceed to the North Playground, via the north door in the cafeteria, to account for students and staff, or the East grass area/parking lot if using alternate meeting points.
- Attempt to resolve issues at your meeting point.
- After accounting for staff and students, report all clear for your zone to Director via cell phone.

4-6 DIRECTOR

- Check the second floor, the 6th grade classrooms, 5th grade classrooms, and SPED
- Proceed outside to the front parking lot.
- Report all clear for your zone to Director via cell phone.
- Be available to assist via cell phone, or by moving to the designated meeting areas as needed.





Fire / Evacuation Responsibilities

CUSTODIAN

- Check the second floor, art, and music, and the catwalk to make sure everyone has evacuated the building.
- Proceed outside to the front parking lot.
- Report all clear for your zone to Director via cell phone.
- Be available to assist via cell phone, or by moving to the designated meeting areas as needed.

EXECUTIVE DIRECTOR (OR DESIGNEE)

- Engage the alarm by contacting Mountain Alarm (801-395-8700), Password: 5101), or by using the Public Address system, to begin notification.
- Check the gym, P.E. Office, staff lounge, workroom, breakout rooms, to the library, and the cafeteria to make sure everyone has evacuated the building.
- Proceed outside to the back parking lot.
- Receive reports from staff, resolve issues, work with outside agencies as needed.
- Once attendance has been verified outside, signal the “all clear” for return to the building.

SPECIALS TEACHERS AND PARA-EDUCATORS

- Exit the building with current class and remain with them until the regular classroom teacher arrives.
- Take roll.
- After classroom teacher rejoins their class, Specials teachers will be available to assist via cell phone, or by moving to the designated meeting areas as needed.

SPECIAL NOTE FOR CLASSROOM TEACHERS

- Bring class roster to Specials.
- If drills/evacuations occur while your students are at Specials, proceed outside and join your class.





Lock – Down Procedures General Guidelines

“Hard” Lock-Down

Dangerous person(s) or situation inside the building or immediate vicinity that may result in harm to persons on the school site.

Call 911

Inform dispatch that the school has gone into Lock-Down and why.

Announce Lock-Down over the intercom multiple times by using common language. (For example, ***“Good Foundations is in Lock-Down due to a potential threat of violence; Riverdale Police have been notified and are in route.”***)

“Hard” Lock-Down

- All student and adults are to move swiftly into the nearest area which can be secured. Keep students in classrooms, offices, library, etc., secure the area, and do not allow *anyone* in or out once door is locked and shut. All persons should stay in position until Law Enforcement has secured the building.
- *Secure the area* means:
 - Close and lock all doors.
 - Cover all windows – inside and outside .
 - Turn off lights and computer monitors.
 - Remain quiet – do not respond to anyone at the door until law enforcement/ERT enters after the “All Clear”.
 - Keep students seated on the floor and away from windows and doors.
 - Take attendance and verify if any students are absent or missing. Annotate names of missing students, and extra students or adults that may be in your area. Hold this information to be reported upon release.
- If in less-secure areas:
 - **Cafeteria:** Students and staff should be moved to a secure area such as the Kitchen/Food Preparation Area (or Copy Room/Break Room). Cafeteria staff should stay in the area, and secure the area.
 - **Gymnasium:** Students and staff should be moved to a secure area such as P.E. teacher’s (Coach’s) office (or Learning Center). P.E. teacher should stay in the area and secure the area.
 - **Restrooms:** Staff and students should move to a stall, lock it, and sit quietly on the toilet tank with feet on the seat as to be hidden from view beneath the stall.
 - **Corridor or Stairwell:** Students and staff should quickly seek the nearest secure area, usually a classroom. If all nearby areas are already secured, then find the nearest Restroom.

(“Hard” Lock-Down Continues)





Lock – Down Procedures General Guidelines

“Hard” Lock-Down

Dangerous person(s) or situation inside the building or immediate vicinity that may result in harm to persons on the school site.

“Hard” Lock-Down (*Continued*)

- Classes/groups that are outside should move to an alternate meeting site and not enter the building.
- Law Enforcement and/or Emergency Response Team members will open each door and give the “All Clear”.
- Show a green card to the person who releases you if all students are accounted. Show a red card if there are any unaccounted students or adults. Be prepared to inform authorities of any unaccounted students or adults.
- When safe, Emergency Response Team will work with staff to identify and locate any unaccounted students and adults.

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Lock – Down Procedures

General Guidelines

“Soft” Lock-Down (Lock-Out)

Potentially dangerous situation or reported danger outside the building or in the neighborhood: may be a safety precaution to protect persons inside the building.

“Soft” Lock-Down/Lock-Out

Announce “soft” lock-down/lock-out over the intercom multiple times by using common language. (For example, “**GFA is in soft lock-down. There is a potential threat in a nearby neighborhood.**”)

- Keep students supervised inside the building in the classroom or secure area. *If outside (e.g: Recess or PE), students and staff immediately enter the building at nearest entrance.* Take attendance (Report any discrepancies to the ERT immediately, text ERT (or call office on phone and leave message) [Teachers should have group text to reach ERT], and then resume activities as appropriate in the gym or classroom unless you deem an immediate safety concern. The office manager or assignee then will call to verify or check SIS. (Ex. *Mrs. James’ class has Ella M. missing, she should be in resource.* ERT will call to verify. Or *Sarah R. is absent from Ms. Locke’s class.* ERT will check SIS to verify.)
- Cover all external windows (e.g.: draw blinds or draperies). Windows in classroom doors should remain uncovered.
- Lock classroom doors. Kindergarten teachers (rooms 107 & 108) lock and secure all external classroom doors first, and then internal classroom doors (Kinder teachers text, or call, confirmation to ERT [Kinder room 108, outer door secure.]). Reassure and keep students calm. Take attendance (report any discrepancies to ERT immediately). Continue class as usual unless you deem an immediate safety concern.
- Report any safety concern to the ERT immediately (text or call).
- ERT ensures all six (6) external doors are secure: Main entrance, NE entrance, S entrance, N Cafeteria, S Cafeteria, and 2nd floor to outside staircase. ERT will post a staff member to observe main doors. Certain teachers in proximal areas will also assist initially:
 - Front Secretary (Kira/Friday): South Entrance and check classrooms 107-113 for locked doors and for stray students. [Teacher in Rm 110 (Becki) to do initial check of South Entrance door, and then secure her own.]
 - Asst. Dir. K-3 (Melissa); Main Front Entrance, check classrooms 129-132, Library – East doors, Mac Lab for locked doors, and 4-6 Restrooms for stray students.
 - Asst. Dir. (Stephanie): Cafeteria doors, North & South, then upstairs outer door, and then check upstairs classrooms 201-208 for locked doors and stray students.
 - Director (Lisa): Northeast Entrance checks, then checks classrooms 121-128 first, and then Library – West doors, and then K-3 Restrooms for stray students. [Teacher in room 128 (Lynn) to do initial check of NE Entrance door, and then secure her own.]
 - Office Manager (Jana): remains in office to check phone and text messages for attendance, and monitor security cameras as needed.
 - “Stray Students” should be directed back to class immediately. A call into the classroom may be necessary to ensure arrival if not visually confirmed by ERT.
- Stay in position until law enforcement releases the school from “soft” lock-down/lock-out.
- Emergency Response Team will announce “All Clear” over the intercom signaling a return to fully normal school functions.





Lock – Down Procedures Responsibilities

EXECUTIVE DIRECTOR (OR DESIGNEE)

- Verify information.
- Call 911, if necessary.
- Activate Emergency Response Team.
- Ensure that Lock-Down procedures have been initiated.
- Notify, as appropriate:
 - Board President
 - Students and staff
 - Parents
- Preserve evidence. Keep detailed notes of incident.
- Notify community agencies, if necessary (those not responding to the 911 call).

EMERGENCY RESPONSE TEAM (ADMIN/OFFICE)

- Assist as needed and instructed.
- Ensure all doors are closed and locked.
- Check for unsheltered students.
- When safe, assist with release of students in secure areas.

TEACHER

- Initiate Lock-Down procedures in classroom.
- Warn students, if advised.
- Stay with students during lock-down.
- Keep emergency clipboard with attendance sheet and green/red cards.
- Account for all students by taking roll.
- Keep detailed notes of incident for police.
- Refer media to Director or designee.



Release of Students

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

- **Director:** 6th grade, 4th-6th grade resource, PC lab, Art, Music, gym, cafeteria, library, workroom, staff lounge, library office, and PE office.
- **Assistant Director (or Designee):** 5th classrooms, 4th-6th restrooms, 4th classrooms, PC lab, 3rd classrooms, the two north 2nd grade classrooms, kitchen, cafeteria, janitors closet, and west faculty restrooms.
- **Office Manager:** faculty restrooms, K classrooms, 1st grade classrooms, K-3 resource classroom, the south 2nd grade classroom, and the 1st–3rd grade restrooms.





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

- Complete the Bomb Threat Checklist, while on the phone, obtaining as many details as possible.
- 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)
- Note the line on which the call was received.
- Call 911 and notify the Director.
- Director and Law Enforcement will decide if evacuation should occur

Bomb Threat Checklist

If you receive a phone call that there is a bomb in the building, keep the person on the phone as long as possible and ask the caller the following:

- When is the bomb going to explode?
- Where is the bomb located?
- What does the bomb look like?
- What kind of bomb is it?
- What will cause the bomb to explode?
- Did you (the caller) place the bomb?
- What is your name?
- What is the school address?

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Identify (if Possible)

Age Race Sex of caller Length of call

Caller's Voice (Circle appropriate descriptions)

Calm	Laughing	Lisp	Angry	Crying	Rasp
Excite	Normal	Deep	Slow	Distinct	Ragged
Rapid	Slurred	Soft	Clear throat	Nasal	Accent
loud	stutter	familiar	disguised	Cracking voice	Deep breathing

If voice is familiar, who did it sound like?

Background Sounds (Circle all the apply)

Street noises	House noises	Kitchen	Motor	Animal noises	Factory machinery
Voices	Office	Clear	Telephone system	Static	
Local	Long distance	Office machinery	Booth	Other	

Threat Language (circle all that apply)

Foul	Incoherent	Irrational	Well spoken (educated)
Taped	Message read by reader		





Evacuations

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

- All staff should, in the process of evacuating, look for unusual or suspicious noises or devices.
- DO NOT touch anything suspicious.
- Some devices are activated by radio wave frequencies: Do not use cellular phones, radios, or walkie-talkies.
- Stay away from the parking lot-go to designated areas. (At least 300 feet from site.)

Bomb threat in written form:

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

E-mail Bomb Threat

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

Letter, Package Bomb, or Mailed Hazardous Substance

Mail handlers should be trained on what could be suspicious. A suspicious letter/package could contain any of the following:

Foreign mail	Misspelling of common words	Excessive postage
Odd noises	Handwritten messages	Oily stains / discoloration/odor
Special delivery	Poorly typed addresses	Restrictive messages
Incorrect titles	Lopsided or uneven envelope	Protruding wires of tinfoil
No return address	Excessive weight	Powder leaking
Rigid envelopes, bulky packages with odd noises	Titles, but no names	Excessive securing material (i.e.: tape)





If any of the items listed above are identified on a package, do not open the package, secure the area around the item, and contact the Director.

- Persons who touched the letter should wash their hands if powder or liquid is leaking.
- The person who identified the suspicious package should not “broadcast” the matter and cause panic, but contact the Director giving as much detail about the situation as possible.

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If any of the items listed above are identified on a package, do not open the package, secure the area around the item, and contact the Director.

EXECUTIVE DIRECTOR OR DESIGNEE

- Verify information.
- Call 911, if necessary.
- Account for all students/personnel.
- Activate Emergency Response Team, if necessary.
- Seal off high-risk area(s).
- Evacuate or take charge of the area(s) until the incident is contained.
- Preserve evidence. Keep detailed notes of incident.
- Notify, as appropriate:
 - Board President
 - Students and staff
 - Parents
- Notify community agencies, if necessary (those not responding to the 911 call).

OFFICE MANAGER

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

RECEPTIONIST

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

TEACHER/SUPPORT PERSONNEL

- Evacuate students, and take attendance.
- Report attendance to Director.
- Assist as needed and instructed.

If device is found, Office Manager will TURN OFF GAS.





Earthquake Procedures

During an Earthquake:

- Stay calm.
- Stay put. If you are indoors, stay there. If outdoors, stay there.
- 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.
- If no protection is available, drop to the floor and cover your head with your hands. Make sure students are in “drop and cover” positions.
- Do not be surprised if the electricity goes out, or if fire alarms and sprinklers go on.

After an Earthquake:

- Keep students safe and relaxed. Carefully evaluate the situation.
- Use caution when moving students and staff to safe areas. Take emergency clipboard with roll sheet and kit.
- Make sure everyone is alright. Account for all students.
- Do not move the seriously injured unless they are still in danger. Administer first aid if necessary.
- Wear sturdy shoes in areas near fallen obstacles and broken glass
- Check natural gas, water, and electrical lines for damage
- Do not use telephone, light switches, matches, candles, or other open flame
- Do not touch electrical power lines or broken electrical equipment.
- Be prepared for aftershocks.

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Severe Storm

Procedures and Responsibilities

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.

- **Be alert for weather warnings.** Monitor Emergency Alert Stations (EAS) or National Oceanic and Atmospheric Administration (NOAA) Weather Stations (National Weather Service, Weather Channel).
- Bring all students and staff inside the building. Move to safe areas. Review “drop and cover” procedures if tornadoes threaten.
- Close windows and blinds; avoid outside walls.
- Account for all students by taking roll.
- Be prepared to move quickly if flooding threatens. Take emergency clipboard with roll sheet and kit.
- Remain in safe areas until warning(s) expire or emergency personnel have issued “all clear” advisories.

Responsibilities

EXECUTIVE DIRECTOR

- Initiate GFA’s Inclement Weather Plan, as needed.

OFFICE MANAGER OR DESIGNEE

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

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Serious Injury or Death

Procedures and Responsibilities

If an incident occurs at School

Call 911.

If possible, have the caller utilize a cordless phone or a cell phone at the site of the affected individual(s).

Notify:

- Executive Director
- Emergency Response Team if appropriate
- Isolate affected individual(s) if possible.
- Assess injuries and assist medical personnel, if needed.
- If able, designate staff person to accompany ill or injured person(s) to the hospital.
- Director, and designee if needed, notifies parent(s) or guardian of affected student or emergency contact of affected staff member, and siblings (be age sensitive).
- 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.)
- Refer media to responding agency or the Director.

Incident Outside of School Hours or Activities

- Notify or Activate Emergency Response Team.
- Notify staff members before normal operating hours.
- Arrange for individual counseling, or establish a counseling center, as appropriate.
- Determine method of notifying students and parents, include counseling information.
- Refer media to responding agency or the Director.

Responsibilities

EXECUTIVE DIRECTOR OR DESIGNEE

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





Evacuation / Off-Site Relocation Procedures

Call 911, if necessary.

- **Executive Director or designee** determines whether or not to evacuate/relocate based on an assessment of imminent threat.
- **Executive Director or designee** determines if students and staff should be evacuated outside of building or to relocation center(s).
- **Executive Director or designee** notifies relocation center.
- **Office Manager** arranges transportation.
- If able and prudent, close all windows and blinds, turn off lights, electrical equipment, water faucets, air conditioning, heating, and ventilation.
- Students and staff follow fire/evacuation procedures. If situation dictates, follow alternate route out of the building.

TEACHERS

- Direct students to follow normal Fire/Evacuation procedures
- If able and prudent, close all windows and blinds, turn off lights, and electrical equipment.
- If evacuated to relocation center(s), stay with class and take roll again.

Relocation Center

Utah Military Academy (across the street)

Transportation

Situation Dependent

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.

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Points of Contact

Emergency 911

Riverdale Fire Department

Jared Sholly, Chief 801- 394-7481

Riverdale Police Department

Dispatch (801) 629-8221

Chief Scott Brenkman, 801-394-6616

Red Cross

801- 627-0000

Emergencies/after hours 801- 409-0481

Mountain Alarm

Fire Alarm – 801-395-8700 option 1

Password - 5101

Additional Guidance

Utah Administrative Code Rule R277-400. School Emergency Response Plans.

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





Media / Public Information Procedures

All staff must refer media inquiries to the Law Enforcement Public Information Office of the Executive Director.

- The school assumes responsibility for issuing public statements during an emergency.
- The **Executive Director** serves as the official spokesperson.
- The **Assistant Director** is a pre-assigned designee.
- The **Board President**, if available, may wish to serve as the official spokesperson.
- Alternate spokespersons may be assigned per the Executive Director, Academic Director, or Board President.

During an emergency where media are relevant, the following procedures are to be followed:

- Coordinate with and assist on scene Law Enforcement or Fire Department in order to establish a communication center away from the school.
- 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.
- Maintain a log of all telephone inquiries and conversations. Where possible, use a scripted response to inquiries. Use the Public Information below as a guide.

Public Information

- Emphasize the safety of students and staff.
- Briefly describe the school’s plan for responding to emergencies.
- Make certain all information released is factual.
- Respect privacy of affected persons and their families.
- Do not release names to the media.

Notification to GFA Families

- The Administrative staff shall share important and verified information as needed through a variety of formats, including:
- Facebook, which will also release the information via text and Twitter to those families who have signed up for notifications
- Email and/or phone call to parent email group via One Call
- Update on website and GFA phone message if situation warrants





Media / Public Information 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.

_____ has just experienced a(n) _____.

The (students 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).

_____ (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 students: _____.

Communication center(s) for employees (is/are) being set up at: _____.

To answer questions about individual employees: _____.

Injuries have been reported at _____ and are being treated by (staff) _____ responders.

_____ (#) reported injured.

Students (and staff) have been moved to a safe area and are with _____.

_____ (#) students have been taken to _____ (local emergency room) for treatment of serious injury.

Parents of injured students should go to _____.

Names cannot be released until families have been notified.

Structural damage has been reported at _____.

Release restrictions No Yes

If Yes, what? _____.

Released to the public as Public Information Release Number _____

Date/Time _____





Media / Public Information General Concerns

Managing a crisis is a team effort. Do not try to do it alone. Contact your administrator for advice and assistance.

In major events, the school 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.

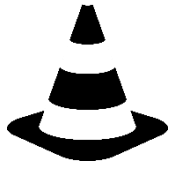
Anytime a serious event occurs at school, the Director should consider a carefully worded communication to parents and the community. There are often legal implications or privacy issues to be considered. The Board President should be contacted and advised.

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 students and staff, make referrals for long term counseling and help return your building to normal.

Update your Emergency Response Team list yearly.

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Essential Safety Equipment and Supplies Checklist

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

Emergency Packet for each classroom, including specials, containing

- ☐ Emergency Preparedness Plan and Emergency Response Plan
- ☐ Current class roster with special needs/allergies
- ☐ Laminated Red/Green card for communicating roll/accountability, or issues (Label with teacher's name, grade, and room number)
- ☐ Clipboard to hold items
- ☐ Pen
- ☐ Paper

Cell phones or Walkie-Talkies for the following individuals

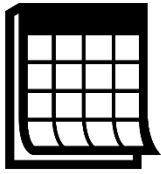
- ☐ Executive Director
- ☐ Assistant Director(s)
- ☐ Office Manager
- ☐ Second floor teacher
- ☐ Administrative Assistants

Supplies for the Nurse's station include, but are not limited to

- ☐ First Aid Kit
- ☐ Blood-borne Pathogen clean-up supplies
- ☐ Eye Wash station
- ☐ Cot
- ☐ Blanket

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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 school office.

Fire drills are to be held:

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

Other weather emergency drills are to be held once annually.

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

Training

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

- The School Emergency Preparedness Plan and Emergency Response Plan
- 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 students:

- The School Emergency Preparedness Plan and Emergency Response Plan
- Stranger Danger
- General Fire Safety

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

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Evacuation Meeting Points Outside

Primary Meeting Points

- Kindergarten exits classrooms directly onto playground.
- First and Second Grade will exit through the south playground door to the south playground. Proceed directly to back fence. Once at the fence, away from the building, all students should face away from the building. Teachers should report roll and quietly wait for instructions.
- Third through Sixth Grades exit the building and proceed to the fenced Soccer Field (See Map) and proceed directly to back fence. The first classes out of the building should line up at the middle of the back fence. The remaining classes will line up next to them.
- Once at the fence, away from the building, all students should face away from the building. Teachers should report roll and quietly wait for instructions.

Secondary Meeting Points

Utilize secondary meeting points when necessary. Exit the building by using the nearest useable exit. If you exit to the front of the building, line up on the east side of the building on the grass area out front (parking lot may need to be used as well.) If you exit to the rear of the building, line up in the grassy area next to the Extended Care/Next Generation (formerly Bible Explorers) building. At each location, take attendance and quietly wait for instructions.

Off-site Meeting Points (in severe situations)

Staff may take students across the street to the Utah Military Academy Parking lot and grass Area in the case of fire spreading or inaccessibility to the other areas.

Media Meeting Points

News reporting staff may meet on the east lawn area for coverage of any incident they are reporting on. Any news conferences will take place in the GFA library or on the East grass area if the library is not accessible.

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Parent / Student Reunification Plan

Reunification Site/Location

In the event of an emergency that requires evacuation, students will be brought to Utah Military Academy, across the street. If the event requires more distance from the school, students will be brought to Golden Spike Park, behind the school.

Emergency Contact Cards

Hard copies of Parent/Guardian contact information will be kept up-to date and in binders in the office. Teachers will keep a current class list with contact information with their emergency supplies.

Notification/Communication with Parents/Guardians

The school will activate a One-Call Now and email notifying the caregivers of pertinent information. For example, “The school has been evacuated. Students can be picked up at X location at X time. Please bring your identification.”

Release of Students

Students will be kept with their teacher in a safe location. For the safety of the students, adults will not be allowed access to the children directly. Parents will check-in with school personnel. After identification and authorization has been established, school personnel will retrieve the student and release them to the appropriate adult.

Parents will be asked to provide the school with a confidential code in the event someone is needed to pick up child not on the authorized list of contacts.

Key Personnel

Executive Director – Lisa Erwin

Office Manager – Jana Adams

Assistant Directors – Stephanie Prieto and Melissa Wood

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General Building Access

Access to Building

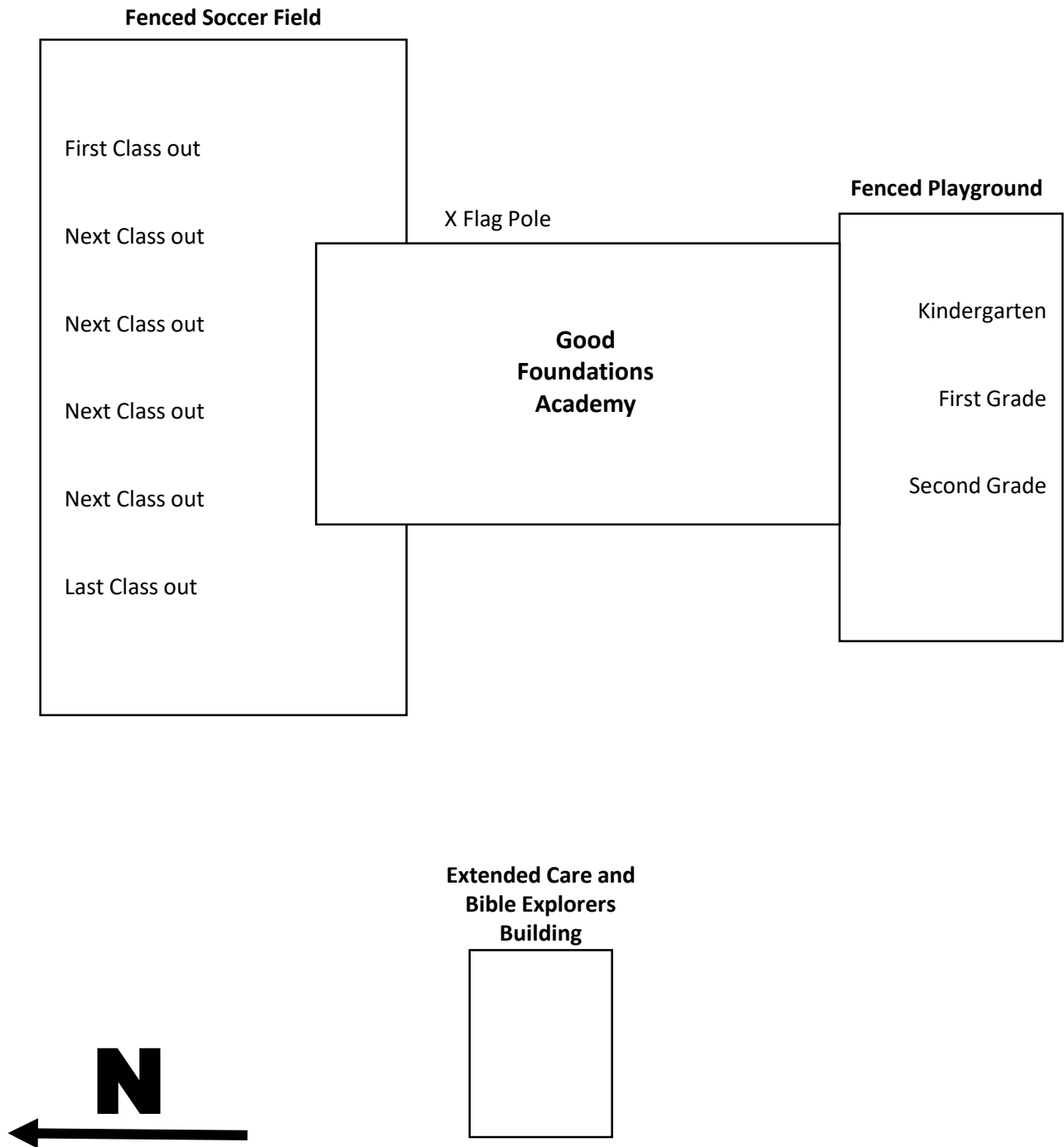
- With the exception of the main front door, all building access points will be locked during the school day.
- The Lobby door will be locked at all times, and students, employees, and visitors must be buzzed through or use an access key card.
- Access key cards are only given to employees at the direction of the director.

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Good Foundations Academy

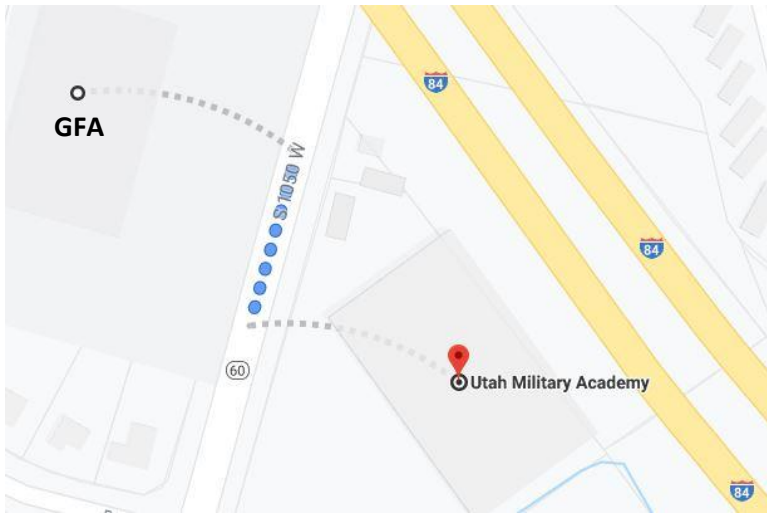
Appendix 1: Map of Primary Meeting Sites



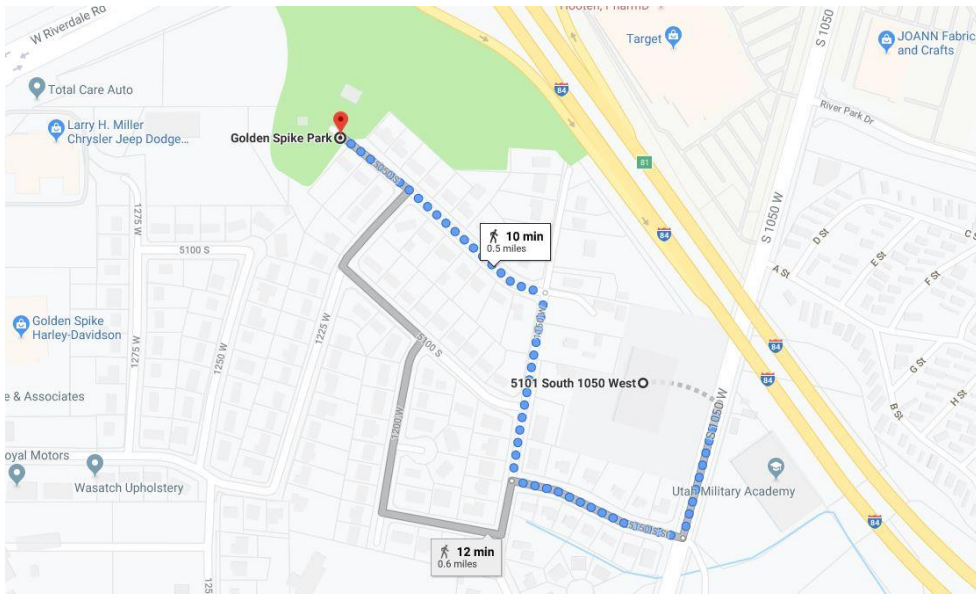
Good Foundations Academy

Appendix 2: Map of Alternate Meeting Sites

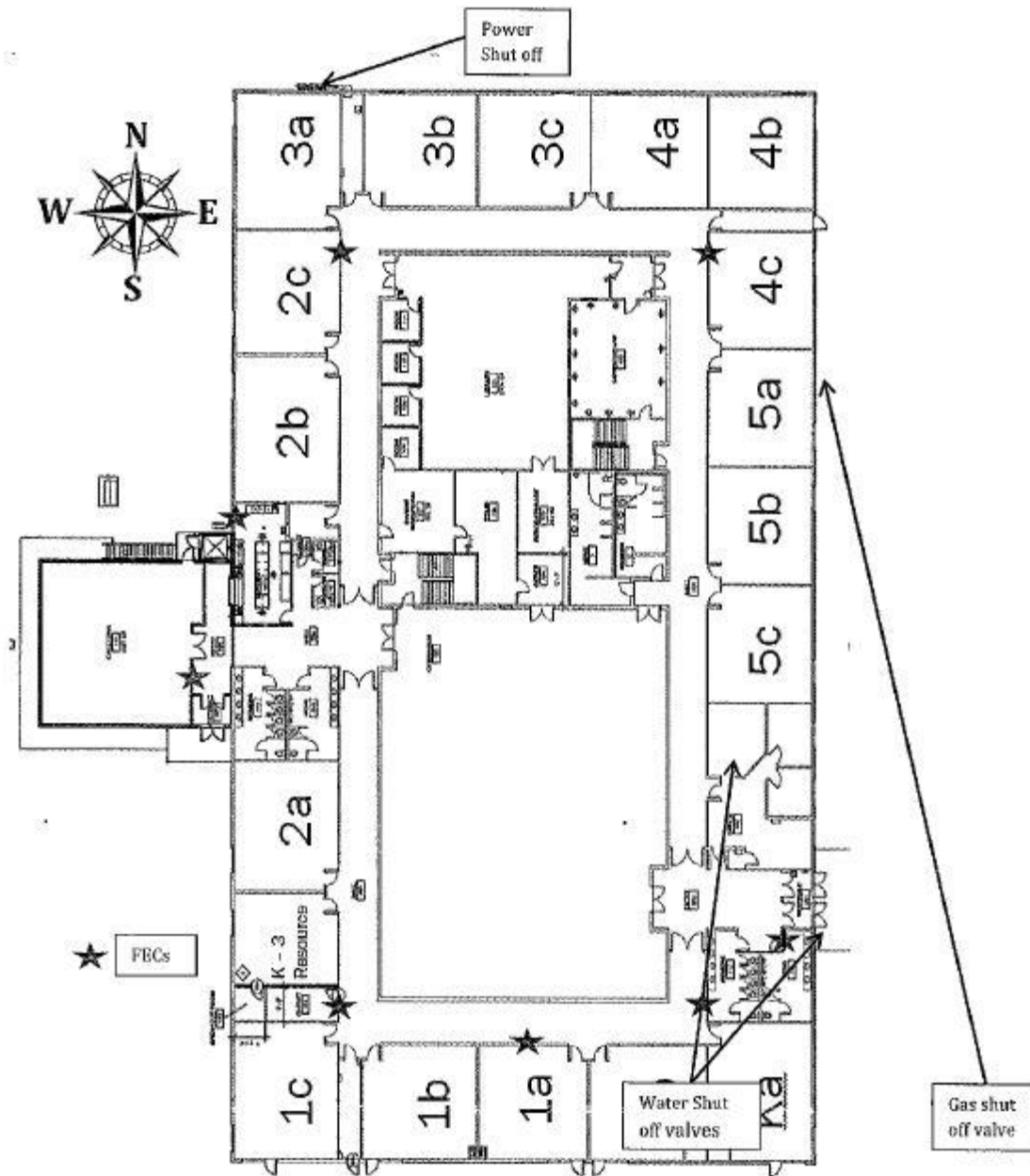
Utah Military Academy



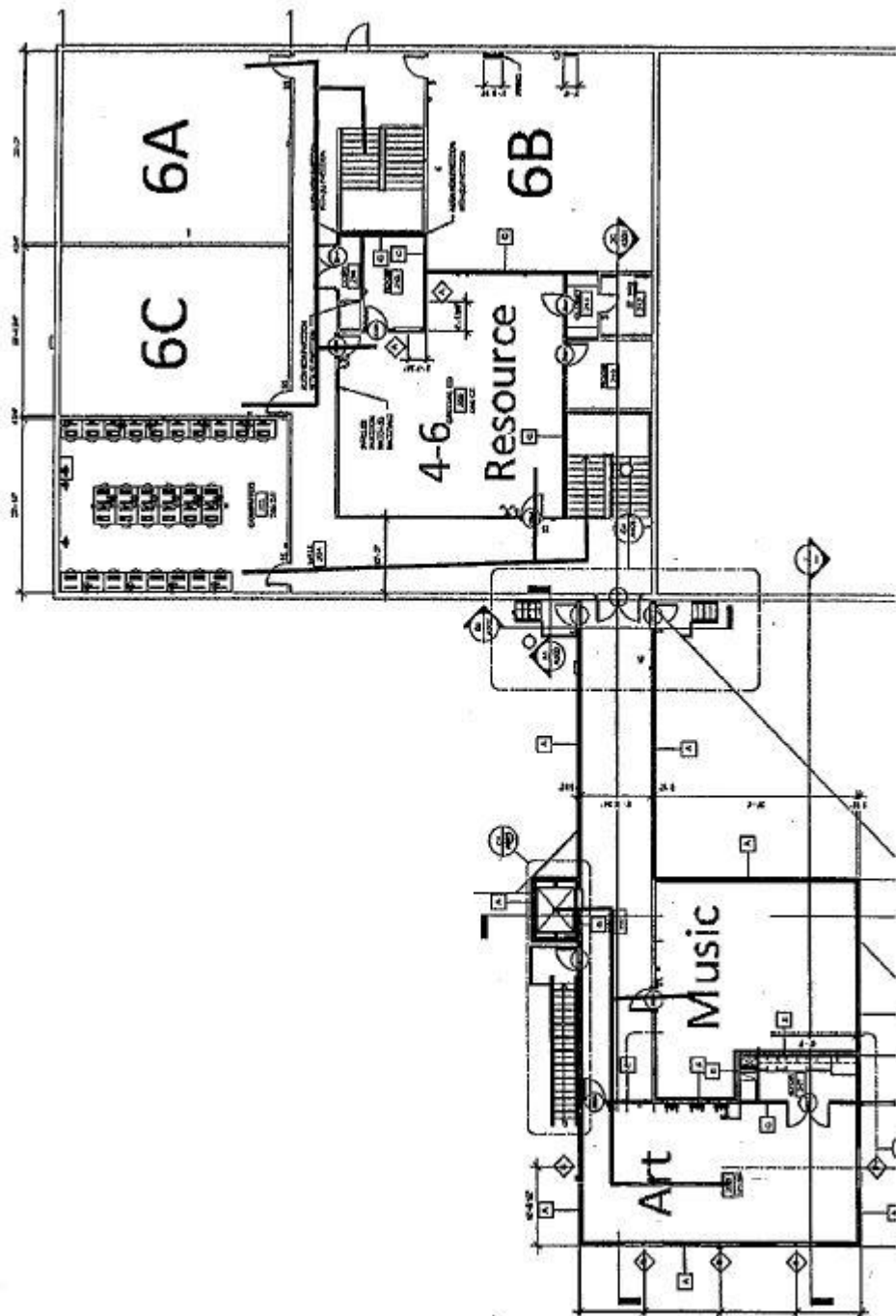
Golden Spike Park, Riverdale



Appendix 3: Map of Downstairs GFA Classrooms—1st Floor



Appendix 4: Map of Upstairs GFA Classrooms—2nd Floor



Appendix 5: Map of GFA Classrooms—Portable Bldg. Annex (2 rooms)

