

## MOUNT MAHOGANY ELEMENTARY SAFETY PROCEDURES

	<b>EARTHQUAKE</b>	<b>FIRE</b>	<b>LOCKDOWN</b>	<b>MISCELLANEOUS</b>	<b>IN ROUTE (BUSES)</b>
<b>SCHOOL PROCEDURE</b>	<p>School will follow earthquake procedures (duck and cover).</p> <p>Students will stay in classrooms unless they are unsafe. In this case, students will be moved to a safer area.</p>	<p>School will follow fire procedures.</p> <p>Students will exit the school and move to predesigned areas.</p>	<p>School will follow lockdown procedures.</p> <p>Students will remain in their classrooms or safe location until the building is cleared by a police officer.</p>	<p><b>Blizzard:</b> Decisions to keep children at school will be based on road conditions and safety.</p> <p><b>Chemical Spill:</b> "Shelter-in-place" procedures will be implemented.</p>	<p><b>Emergency:</b> Students on the bus will be kept on the bus if roads are impassible.</p> <p>Buses are directed to drop children off at school or the closest available school.</p> <p>The driver will contact the school or District Office by radio to communicate whereabouts of the students.</p>
<b>PARENT/STUDENT REUNIFICATION</b>	<p>Go to the office/ command center.</p> <p>Staff will release students to a parent (or designee on the School Emergency form).</p> <p>Students will remain at the school with their teachers until they can be picked up.</p>	<p>A command center will be set up (most likely in the back of the school or a safe distance from the fire).</p> <p>Staff will release students to a parent (or designee on the School Emergency form).</p>	<p>Parents will be directed to a command center to wait for their students.</p> <p>Classes will be released by staff and sent to the command center.</p> <p>Students will then be released from the command center to a parent (or designee on the School Emergency form).</p>	<p>Go to the office/ command center.</p> <p>Staff will release students to a parent (or designee on the School Emergency form) once the emergency status has been lifted.</p>	<p><b>Emergency:</b> Students on the buses going home will be delivered to their bus stops if possible.</p> <p>Until a student boards a bus they are considered to be in the care of their parents.</p>

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**In an emergency, please do not call the school. The lines will be needed for emergency communication. For a large-scale emergency, check the Alpine District web site. Check your phone for a message from Messenger or turn your radio to KSL 1160 AM for emergency announcements.**

## Mount Mahogany Elementary Evacuation and Emergency Procedures

In the event the school needed to be evacuated, due to an emergency, students would assemble on the east grounds of the school according to grade level and class. In case school grounds needed to be evacuated as well our alternative site would be Pleasant Grove Junior High located 810 North 100 East. This site would have enough room for our students and food and other supplies would be available.

Our evacuation route to the junior high would be as follows: (1) north on 1300 West, (2) then east on 1100 North, and (3) finally south on 100 East.

If a major disaster occurred, and the school was still safe to occupy, all teachers and staff members would remain at school to care for students until picked up by parents or authorized individuals. Students who ride the bus would be delivered to their normal bus stops. If they didn't have access to their homes or emergency homes they would be delivered back to the school until picked up by parents or authorized individuals.

The emergency release form, that was included in the packet of information that was sent home on the first day of school, lists individuals who would be authorized to pick up your child(ren), if you as the parent were unable to do so. If you have not returned this form would you please do so as soon as possible.

Throughout the year our students participate in practice emergency drills, i.e. lock down, fire, earthquake, etc. These drills are done to ensure that students and staff members are familiar with correct emergency procedures.

The decision to close schools, due to weather conditions, will be made by the superintendent and local authorities. The rule of thumb is that once school has started students will remain at school until the end of the day.

If there are questions of whether a school will be opened or closed

you can listen to or watch one of the local radio or television stations for complete and accurate information.

Mount Mahogany Staff