

2209-A: Emergency Operations Plan-Summary

Purpose of the Emergency Operations Plan (Maeser EOP)

The plan is intended to identify threats and hazards and outline the response procedures and responsibilities of Maeser's employees. The EOP aims to empower individuals with the knowledge and tools necessary to confidently respond in an emergency situation and educates faculty, staff, students, and other stakeholders of their responsibilities before, during, and after an emergency occurs.

Scope of the Emergency Operations Plan

The Maeser EOP outlines how the school will mitigate, prepare for, respond to, and recover from natural disasters, human-caused emergencies, and technological disasters. It includes a threat assessment, roles, responsibilities, and expectations of the faculty and staff, communication processes, and training and maintenance plans.

Policy Statement

The Maeser EOP operates within the framework of Utah Admin. Code r. 277-400 (2019), School Facility Emergency and Safety, to minimize loss of life and destruction of property.

Goal and Objectives of the Emergency Operations Plan

- **Goal:** To preserve life and property to the best of our ability within the scope of our training.
- **Objectives:**
 1. Minimize loss of life.
 2. Minimize destruction of property.

Cell Phone Use During an Emergency

All cell phones must be turned off for a minimum of 10 minutes to prevent cellular networks from crashing due to the influx of users as law enforcement and emergency personnel arrive. After 10 minutes, faculty, staff, and students are invited to turn their phones on for texting only, and those with data plans are asked to turn off data and Wi-Fi.

Definitions

- **Community Agencies:** Law enforcement, fire department, hospital staff, and other government emergency personnel.
- **Community Partners:** Public and private companies with whom Maeser holds a Memorandum of Understanding for goods and/or services.

- **Emergency:** A natural or man-made disaster, accident, act of war, or other circumstance that could reasonably endanger the safety of school children or disrupt school operation.
- **Drill:** A method of practicing procedure.
- **Emergency Exercise:** Simulates an emergency situation for responders to practice skills.
- **Evacuation:** A security measure taken during an emergency when there is a need to exit the building.
- **Incident:** A natural, technological, or human-caused occurrence that requires a response to protect life or property.
- **Lockdown:** A security measure taken during an emergency that is occurring within the school.
- **Lockout:** A security measure taken during an emergency that is occurring outside of the school.
- **Shelter:** Requires students and staff to remain secured within the classroom or school building.
- **Table top exercise:** An exercise where key members meet to discuss and test the emergency plan in an informal environment.

Hazards and Threats

- **Natural Hazards:** Earthquake, Flood, Fire, Pandemics, Thunderstorms, Tornado, Winter storm.
- **Human-Caused Hazards:** Bullying, Cyberbullying, Harassment (including sexting), School Violence, Sex offenders, Civil Disturbance.
- **Technology Hazards:** Communications Failure, Computer database failure, Hazardous Materials release, Power Failure, Radiological release
- **Communicable diseases**
- **Sanitation.**

Response Procedures (General Administrative Overview)

The EOP outlines response protocols for primary security measures, detailing the condition, who can call for action, and the expected administrative response. Specific, detailed actions for faculty, staff, and students are documented within the complete plan.

- **Lockout:**
 - *Condition:* Something dangerous is outside of the school.
 - *Who can call for action:* Student (by reporting to staff), Teacher (by reporting to main office), Law Enforcement.
 - *Administrative action:* Contact and advise teachers with students off campus, and authorize mass communication to parents.
- **Lockdown:**
 - *Condition:* There is an imminent or ongoing threat inside the building.

- *Who can call for action:* Student (by reporting to staff), Faculty or staff, School Administration.
- *Administrative action:* Lock down, support law enforcement, authorize warning to teachers and students off campus, authorize mass communication to parents/guardians, initiate Incident Command, and begin accountability and reunification process.
- **Evacuation:**
 - *Condition:* There is an imminent or ongoing threat or a hazard to lives or property.¹
 - *Who can call for action:* School Administrator (school led), Law Enforcement (police led), or any Individual (self-evacuation).
 - *Administrative action:* Initiate evacuation, determine best evacuation site, initiate Incident Command, announce reason and location, and account for individuals legally in the building.
- **Shelter:**
 - *Condition:* There is an imminent or ongoing threat or a hazard to lives or property.¹
 - *Who can call for action:* School Administration.
 - *Administrative action:* Initiate shelter protocol, announce action and reason, account for individuals legally in the building, and note/care for injuries.
- **Hold:**
 - *Condition:* Something is happening in the building and the halls need to be clear.
 - *Who can call for action:* Student (by reporting to staff), Teacher (by reporting to main office), Law Enforcement, Emergency medical, School Administration.
 - *Administrative action:* Initiate hold and release hold when the situation is resolved.

Reunification Procedures (On-site and Off-site)

Reunification is initiated when students need to be reconnected with their family following an emergency. The process is overseen by School Administration or Law Enforcement.

- **Release Requirements:** Proper paperwork must be completed, including an On-site Student Driver Form, On-site Student Passenger Form, or Release Form.
- **Verification:** The Release Verification Team checks custody/emergency release permission via PowerSchool and requires photo identification before a student is released.
- **Locations:** On-site locations are the Maeser North Parking Lot and the Seminary parking lot. Off-site locations include a Staging Location in Lindon, Walking Distance Sites (828 W 1600 N and 965 W 2000 N, Orem), and other Transport Sites.

Recovery Procedures

The EOP details annexes for several areas of recovery:

- Emotional and Psychological Recovery (involving Care Teams and ASD Counseling services).
- Academic Recovery.
- Business Recovery.
- Physical Recovery.

Command Structure (Incident Command)

The Incident Command structure defines roles and responsibilities to manage an incident.

- **Senior Executive (Director):**
- **Incident Commander:** Sets objectives, strategies, and priorities, and has overall responsibility for the incident
- **Command Staff:** Includes the Public Information Officer
- **Section Chiefs:**
 - **Operations Section Chief (doing):** Manages the execution of incident objectives
 - **Planning Section Chief (preparing):** Gathers and analyzes information
 - **Logistics Section Chief (getting):** Provides resources and services
 - **Finance and Administration Section Chief (paying):** Handles contract negotiation and cost analysis

Drills & Exercises Annex

The plan includes provisions for various exercises:

- **Tabletop Exercises:** Discussion-based activities using simulated scenarios.
- **Drills:** Operations-based exercises to test a single function or new policies.
- **Functional Exercises:** Simulations involving school and emergency management personnel to evaluate internal capabilities and coordination.
- **Full Scale Exercises:** Multiagency, multijurisdictional operations-based exercises involving functional and on-the-ground response.