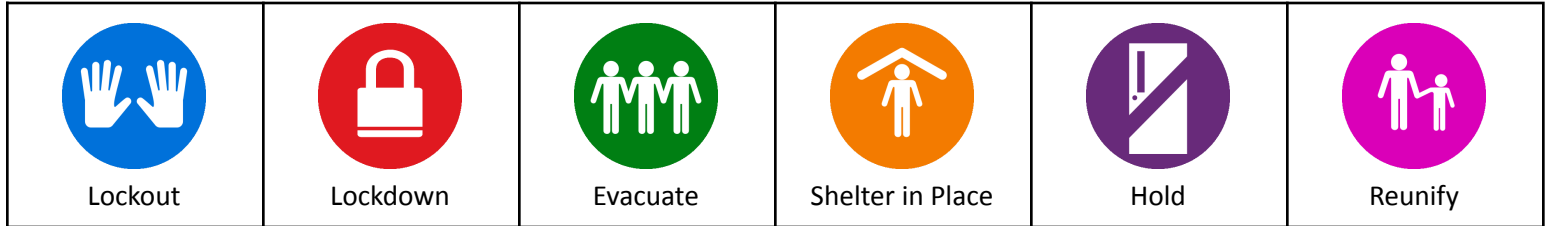




2000 - Operations

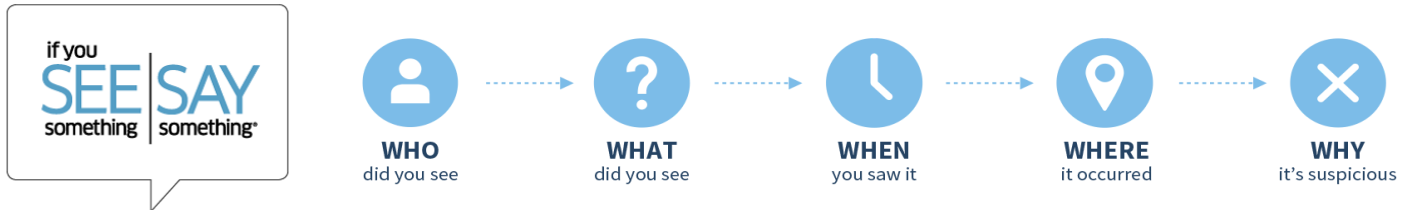
20 - Emergency Preparedness Plan 23-24 SY

1. General Procedures



2. Reporting Suspicious Activity

Public safety and security is everyone's responsibility. If you see suspicious activity, report it to local law enforcement or a person of authority using the "5 W's":



IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKOUT! GET INSIDE. LOCK OUTSIDE DOORS.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance



LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER

Lead safety strategy
Take attendance



EN UNA EMERGENCIA CUANDO OIGAS ESTAS INSTRUCCIONES, SÍGUELAS.

LOCKOUT (ACCESO BLOQUEADO): CONFIRMAR QUE EL ÁREA ALREDEDOR DEL EDIFICIO ES SEGURA.

ESTUDIANTES

Regresa al edificio
Continúa con la rutina del salón

DOCENTES

Lleve adentro a todos
Bloquee las puertas de los alrededores
Manténgase alerta sobre lo que ocurre en su entorno
Continúe con la rutina del salón
Pase lista



LOCKDOWN (CIERRE DE EMERGENCIA): BLOQUEO DE PUERTAS, LUCES APAGADAS, FUERA DE LA VISTA.

ESTUDIANTES

Desplácese a un lugar donde no se le vea
Guarda silencio
No abras la puerta

DOCENTES

Bloquee las puertas interiores con los cerrojos
Apague las luces
Desplácese a un lugar donde no se le vea
No abra la puerta
Guarda silencio
Pase lista



EVACUATE (EVACUACIÓN): A UN LUGAR DETERMINADO

ESTUDIANTES

Lleva tu teléfono
Deja el resto de tus cosas donde estén
Sigue las instrucciones

DOCENTES

Dirija la evacuación al lugar de reunión
Pase lista
Notifique si faltan estudiantes, si hay estudiantes de más, o si tiene estudiantes heridos



SHELTER (BUSCAR RESGUARDO): ESTRATEGIA DE SEGURIDAD Y PARA SITUACIONES DE RIESGO

ESTUDIANTES

Riesgo	Estrategia de seguridad
Tornado	Evacua a un área resguardada
Materiales peligrosos	Sella el salón
Terremoto	Tírate al suelo, cúbrete y mantente en esa posición
Tsunami	Dirígete a terreno elevado

DOCENTES

Dirija la estrategia de seguridad
Pase lista





3. RUN - HIDE - FIGHT

HOW TO RESPOND

WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

1. RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE

- Hide in an area out of the shooter's view
- Block entry to your hiding place and lock the doors
- Silence your cell phone and/or pager

3. FIGHT

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and throw items at the active shooter

CALL 911 WHEN IT IS SAFE TO DO SO

HOW TO RESPOND

WHEN LAW ENFORCEMENT ARRIVES

- Remain calm and follow instructions
- Put down any items in your hands (i.e., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not stop to ask officers for help or direction when evacuating

INFORMATION

YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons held by shooters
- Number of potential victims at the location

COPING

WITH AN ACTIVE SHOOTER SITUATION

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in an office, stay there and secure the door
- Attempt to take the active shooter down as a last resort

Contact your building management or human resources department for more information and training on active shooter response in your workplace.

CALL 911 WHEN IT IS SAFE TO DO SO

PROFILE

OF AN ACTIVE SHOOTER

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

CHARACTERISTICS

OF AN ACTIVE SHOOTER SITUATION

- Victims are selected at random
- The event is unpredictable and evolves quickly
- Law enforcement is usually required to end an active shooter situation



Students, if you RUN in an emergency, please Check-in on UTSafe App so authorities know your status.



4. **Reunification Plan**

- 4.1. Circumstances may occur at the school that require parents/guardians to pick up their child(ren) in an orderly and efficient process off campus. This process is called reunification and may be necessary due to weather, power outage, or if an emergency/crisis occurs at Providence Hall Charter School (PHCS). The main goal is to get the child(ren) safely back with their parents/guardians. Remember is that an emergency event is an ongoing, fluid, developing occurrence, which changes from minute to minute and dictates PHCS's response.

4.2. **Reunification with Parent/Guardian Expectations**

- 4.2.1. If a parents/guardians is notified that a controlled release or off campus evacuation and reunification is necessary, there are some expectations that parents/guardians should follow:

- 4.2.1.1. **Bring ID** – PHCS will not release a student to a parent/guardian without proper identification.
- 4.2.1.2. **Be Patient** – The process outlined in this plan provides safe and accountable change of custody from PHCS to parents/guardians.

4.3. **Reunification with Non-Parent/Guardian Expectations**

- 4.3.1. If parents/guardians are unable to get to the PHCS reunification site, the child(ren) will be released only to individuals that parents/guardians have authorized PHCS to do so.

- 4.3.1.1. **Bring ID** – PHCS will not release the child(ren) to an authorized non-parent/guardian without proper identification.
- 4.3.1.2. **Be Patient** – The process outlined in this plan provides safe and accountable change of custody from PHCS to non-parents/guardians.

- 4.3.2. The names of non-parents/guardians who are authorized to pick up a child(ren) for reunification purposes must be added to student records in Skyward by parents/guardians via completing the annual Skyward update or by notifying the front office staff in person prior to a reunification event. If no non-parents/guardians are named in the student records in Skyward then PHCS will hold the child(ren) until parents/guardians can pick up their child(ren).

4.4. **Notification of Parents/Guardians**

- 4.4.1. Parents/guardians will be notified of a reunification using Skyward Skylert and Family Access by text, phone, and/or email.
- 4.4.2. An example of a reunification message would be, "Providence Hall Charter School has closed due to _____. Students have been moved to _____ as a reunification site. Please pick your child up at _____location.

4.5. **Procedures for Parents/Guardians**

- 4.5.1. Do not go to school buildings or locations, as you will not be allowed in the building.
- 4.5.2. Once notified, please go directly to the evacuation/reunification site.
- 4.5.3. Be aware of traffic and emergency vehicles.
- 4.5.4. Park in designated parking areas for parents/guardians.
- 4.5.5. As you enter the reunification site, Complete this Reunification fully and accurately **printing neatly** so that school personnel can read it without difficulty..
- 4.5.6. Prepare your ID for verification by school personnel.
- 4.5.7. Go stand in the line based on **your child's last name**.
- 4.5.8. After confirmation from the school personnel that the Reunification Form is completed accurately and your ID is verified, you will be given a copy of the reunification form. It is imperative you keep the copy of this reunification form as we will need that to reunite you with your child(ren).
- 4.5.9. Move to the reunification location to await your child(ren).



- 4.5.10. A school designated runner will retrieve your child(ren) from the designated safe and secure holding area to retrieve your child(ren).
- 4.5.11. Once your child(ren) is with you, the runner will double check the signatures to make sure they match and you are the authorized adult to pick up those child(ren) by verifying your ID.
- 4.5.12. Exit the reunification area once reunited with your child(ren), as this will help make sure the process runs quickly and smoothly for others needing reunification.
- 4.5.13. If there has been an injury or other concerns, you may be asked to meet with PHCS personnel or local personnel.
- 4.6. ***Evacuation of PHCS Building(s)***
 - 4.6.1. On-Campus - All or some of PHCS buildings are evacuated to a designated outside area on the PHCS grounds. This location is used if there is no immediate threat in the area or building.
 - 4.6.2. Off-Campus - All or some of PHCS buildings are evacuated to an off-campus site. This location is used if a threat can be determined to be isolated in a particular area or building that places PHCS in danger.
- 4.7. ***Reunification Area & Public Relations Area***

An off campus location will be set up as a student reunification area & public relations. If another area is needed then the Principal or his/her designee will announce/communicate such.
- 4.8. ***School Command Center***
 - 4.8.1. Command Center Location in order of priority:
 - 4.8.1.1. Front Office
 - 4.8.1.2. Nurse Office
 - 4.8.1.3. SRO Office
 - 4.8.1.4. SPED Office
 - 4.8.1.5. Library
 - 4.8.1.6. Outside Designated Area as on Evacuation Map
 - 4.8.2. Items Needed at Command Center (need to be mobile):
 - 4.8.2.1. Master schedule of school and teacher/room assignments
 - 4.8.2.2. Hard copy of all student schedules
 - 4.8.2.3. Maps of school
 - 4.8.2.4. Computer to check email
 - 4.8.2.5. Phone to communicate with emergency staff and teachers
 - 4.8.3. Assigned adults sweep their designated areas, then report as soon as able to the Command Center.
 - 4.8.4. All non-assigned adults report to the Command Center.
- 4.9. ***Responsibilities & Duties***
 - 4.9.1. Principals and Executive Director
 - 4.9.2. Responsible for the overall coordination of the emergency evacuation plan and reunification plan.
 - 4.9.2.1. Responsible for all personnel.
 - 4.9.2.2. Handles all press relations.
 - 4.9.2.3. Handles all faculty relations.
 - 4.9.2.4. Responsible for all bulletins.
 - 4.9.2.5. Responsible for the emergency report to the Board of Trustees.
 - 4.9.2.6. Contacts needed emergency personnel



4.9.3. Assistant Principal(s)/Dean(s) of Students

- 4.9.3.1. Helps supervise campus emergency procedures.
- 4.9.3.2. Helps handle all security relations.
- 4.9.3.3. Coordinates with security officers, fire department, emergency crew, and police relations, as per the Principal's instruction.
- 4.9.3.4. Supervises clerical staff.
- 4.9.3.5. Assists in supervising operation of the command center.

4.9.4. Resource Officer(s) & School Nurse(s)

- 4.9.4.1. Handles all medical care and contacting emergency personnel.
- 4.9.4.2. Ensures location is secure and safe
- 4.9.4.3. Coordinates with local law enforcement and emergency services
- 4.9.4.4. School nurse is part of the First Aid Team:
- 4.9.4.5. Gives necessary medical attention.
- 4.9.4.6. Makes necessary medical referrals including hospitalization.
- 4.9.4.7. Completes necessary forms.

4.9.5. Maintenance Manager(s)

- 4.9.5.1. Reports all structural, electrical and gas failures.
- 4.9.5.2. Responsible for gas shut-off.
- 4.9.5.3. Reports to the Principal for duties as assigned.

4.9.6. Cafeteria Manager(s)

- 4.9.6.1. Assesses damage to the cafeteria.
- 4.9.6.2. Turns off gas appliances and equipment.

4.9.7. Front Office Staff – Command Center

- 4.9.7.1. Contacts faculty and non-front office staff via email during lockdown to verify where problems may exist.
- 4.9.7.2. Follows command center location and assignments.
- 4.9.7.3. Reports to administration.

4.9.8. Teachers

- 4.9.8.1. Follow instructions as outlined in the Emergency Preparedness Plan for the type of drill taking place.
- 4.9.8.2. Wait for further instructions from the Principal or his/her designee.

5. **Fire Drill Evacuation Plan**

- 5.1. The signal to indicate a fire drill will be the continuous sounding of a fire alarm horn.
- 5.2. On this signal, students shall be instructed to immediately walk to the proper exit in an orderly and quiet manner.
- 5.3. During fire drills all students and adults (staff, volunteers, parents, community, etc.) are to leave the buildings.
- 5.4. All windows and doors of each classroom should be closed prior to leaving the room.
- 5.5. The teacher should be the last person to leave the room and should grab the class attendance roster for taking roll and bucket and flag if available.
- 5.6. Each class or group shall proceed in single file to the outside area designated by the teacher's name on the Exit Plan.
- 5.7. Teachers assemble their students in their designated outside areas as indicated on the Exit Plan and remain there until instructed to do otherwise.
- 5.8. Teachers must carry their class attendance roster with them to check attendance at their designated outside area.
 - 5.8.1. If all students are present, raise the green flag.
 - 5.8.2. If a student is missing, raise the red flag.



- 5.9. Students must remain with their assigned teacher in the designated outdoor area so access to road entrances and exits used by emergency vehicles can remain clear.
- 5.10. Teachers are to supervise the movement of students during the entire fire drill to and from the building and the outside designated area and are also to help maintain order during the duration of the fire drill.
- 5.11. The all safe to return to the building/classroom signal will be announced by the Principal or his/her designee.
- 5.12. ***Passing Periods, Lunch, Assembly, or After-School Procedures***
 - 5.12.1. Everyone is to seek the nearest exit and leave the building.
 - 5.12.2. During lunch students report to their 3rd block or classroom teachers if at the elementary in the designated outside area.
 - 5.12.3. During an assembly students report to the teachers they came from for the assembly in the designated outside area.
 - 5.12.4. Before school students report to their advisory teachers or classroom teachers at elementary school. .
 - 5.12.5. During a passing period students report to their previous class period teachers.
 - 5.12.6. After school students report to their last classrooms of the day in the designated outside area.
- 5.13. If there are any special problems or questions regarding fire drills, contact the Principal.
- 5.14. Teachers must be aware of any student having any disability that may require any additional assistance and must ensure that all students having any disability are properly and effectively evacuated.
- 5.15. The Principal must be made aware of any faculty/staff member requiring any special assistance so those adults can be teamed with “buddy” faculty/staff to coordinate their needs and the needs of their assigned students.
- 6. **Earthquake - Drop/Cover/Hold**
 - 6.1. Administration will announce “initiate earthquake drill” over the PA.
 - 6.2. All students and adults (staff, volunteers, parents, community, etc.) should:
 - 6.2.1. Drop to knees; take cover under furniture; hold on to furniture.
 - 6.2.2. Wait for the ALL CLEAR to be given by the Principal or his/her designee.
 - 6.2.3. Prepare to leave the room.
 - 6.2.4. The teacher should be the last person to leave the room and should grab the class attendance roster for taking roll and bucket and flag if available.
 - 6.2.5. Each class or group shall proceed in a single file to the outside area designated by the teacher’s name on the Exit Plan.
 - 6.2.6. Teachers assemble their students in their designated outside areas as indicated on the Exit Plan and remain there until instructed to do otherwise.
 - 6.2.7. Teachers must carry their class attendance roster with them to check attendance at their designated outside area.
 - 6.2.7.1. If all students are present, raise the green flag.
 - 6.2.7.2. If a student is missing, raise the red flag.
 - 6.2.8. Students must remain with their assigned teacher in the designated outdoor area so access to road entrances and exits used by emergency vehicles can remain clear.
 - 6.2.9. Teachers are to supervise the movement of students during the entire fire drill to and from the building and the outside designated area and are also to help maintain order during the duration of the fire drill.
 - 6.2.10. The all safe to return to the building/classroom signal will be announced by the Principal or his/her designee.



7. Lock Down Drill

7.1. *Emergency Events*

- 7.1.1. An “emergency event” is an occurrence, which endangers the safety and lives of all students and adults by the intrusion of any persons with the intent to inflict serious injury or death upon the school population.
- 7.1.2. Depending on the circumstances, it could necessitate a complete or building-by-building “LOCKDOWN” of a campus.
 - 7.1.2.1. Examples may include, but not be limited to:
 - 7.1.2.1.1. Armed intruder;
 - 7.1.2.1.2. NBC (Nuclear, Biological, or Chemical) disaster;
 - 7.1.2.1.3. Bomb or terrorist threat;
 - 7.1.2.1.4. Explosion or certain types of fires;
 - 7.1.2.1.5. Mass casualties;
 - 7.1.2.1.6. Sniper;
 - 7.1.2.1.7. Hostage situation;
 - 7.1.2.1.8. Civil disturbance/student unrest/riot;
 - 7.1.2.1.9. Bees;
 - 7.1.2.1.10. Severe weather.
- 7.1.3. “Lockdown” has been designated as an alert indicator for all personnel that an emergency event, other than a fire drill, exists within Providence Hall Charter School (PHCS) school campus. This will enable security personnel time to evaluate any threat which may exist and determine a course of action without endangering the safety of all concerned.

7.2. *Procedures for In-Class Drills*

- 7.2.1. Over the P. A. you will hear “We are initiating a lockdown (or partial lockdown) procedure.”
- 7.2.2. The teacher must
 - 7.2.2.1. Remain calm and instruct students to remain calm
 - 7.2.2.2. Ensure all students stay seated
 - 7.2.2.3. At the first announcement of the lockdown, carefully check the hallway and ask any person visible in the vicinity looking for a safe lockdown room to come into the classroom. After this, do not open your door for any reason.
 - 7.2.2.4. Lock door(s).
 - 7.2.2.5. Close any windows and blinds.
 - 7.2.2.6. Turn off lights.
 - 7.2.2.7. Move students away from doors and windows (to be seated on the floor if necessary).
 - 7.2.2.8. Take roll.
 - 7.2.2.9. Send an email to the emergency email provided by the Campus Principal.
 - 7.2.2.9.1. With “ALL CLEAR-ALL PRESENT” as the subject line if your students are all accounted for.
 - 7.2.2.9.2. With “ALL CLEAR-NOT ALL PRESENT” as the subject line if you have any students who were present but now are not - in the body of the email list the names of those who should be present in your classroom but are not.
 - 7.2.2.9.3. With “ALL CLEAR-OTHERS PRESENT” as the subject line if your students are all accounted for and you have others in your room who are not usually assigned to you - in the body of 4 Approved the email list the names of the extra people in your classroom.



7.2.2.10. Do not allow anyone to leave or enter the room.

7.2.2.11. Follow the lock down command center calling protocol.

7.2.3. Security staff will round up students on campus who are not in a lockdown room and take them to the gym, the library, or the cafeteria.

7.2.4. The “All Clear” signal will be announced by the Principal or his/her designee.

7.2.5. After being given the “All Clear,” teachers and students can resume normal activities unless.

7.2.6. If needed, the Principal or designee may announce “Evacuate the Building” and if so follow the same evacuation procedures as a fire drill:

7.2.6.1. The teacher should be the last person to leave the room and should grab the class attendance roster for taking roll and bucket and flag if available.

7.2.6.2. Each class or group shall proceed in a single file to the outside area designated by the teacher’s name on the Exit Plan.

7.2.6.3. Teachers assemble their students in their designated outside areas as indicated on the Exit Plan and remain there until instructed to do otherwise.

7.2.6.4. Teachers must carry their class attendance roster with them to check attendance at their designated outside area.

7.2.6.4.1. If all students are present, raise the green flag.

7.2.6.4.2. If a student is missing, raise the red flag.

7.2.6.5. Students must remain with their assigned teacher in the designated outdoor area so access to road entrances and exits used by emergency vehicles can remain clear.

7.2.6.6. Teachers are to supervise the movement of students during the entire fire drill to and from the building and the outside designated area and are also to help maintain order during the duration of the fire drill.

7.2.6.7. The all safe to return to the building/classroom signal will be announced by the Principal or his/her designee.

7.3. ***Procedures for Passing Periods, Lunch, Assembly, or After-School:***

7.3.1. Everyone is to seek the nearest exit and leave the building.

7.3.2. During lunch students report to their 3rd block teachers or classroom teachers at the elementary school in the designated outside area.

7.3.3. During an assembly students report to the teachers they came from for the assembly in the designated outside area.

7.3.4. Before school students report to their advisory teachers or classroom teacher at the elementary school in the designated outside area.

7.3.5. During a passing period students report to their previous class period teachers in the designated outside area.

7.3.6. After school students report to their last classrooms of the day in the designated outside area.

8. **Infectious & Contagious Disease(s) Protocol**

8.1. ***Purpose***

8.1.1. Providence Hall Charter School (PHCS) is committed to providing a healthy and safe environment for employees and students.

8.1.2. PHCS recognizes that individuals employed or enrolled at PHCS may be exposed to disease(s) and desires to minimize their risk of contracting significant infectious and/or contagious disease(s).

8.1.3. PHCS strives, in cooperation with the Centers for Disease Control (CDC) of the United States Public Health Service and the Utah Department of Health Department (UDOH),



to maintain a balance between the needs to educate all students, protect employee and student rights, and to prevent the transmission of significant infectious and/or contagious diseases(s).

8.2. **Definition**

- 8.2.1. A significant infectious and/or contagious disease shall be defined as an illness due to an infectious agent or its toxic products, which is transmitted directly or indirectly to a person from an infected person or animal through the agency of an intermediate animal, host or vector, or through the inanimate environment.
- 8.2.2. These diseases shall include, but not be limited to the following:
 - 8.2.2.1. Acquired Immune Deficiency Syndrome (AIDS) and AIDS related complex (ARC)
 - 8.2.2.2. Chickenpox
 - 8.2.2.3. Ebola virus disease (EVD)
 - 8.2.2.4. Hepatitis A, B, C and D
 - 8.2.2.5. Influenza
 - 8.2.2.6. Measles
 - 8.2.2.7. Meningitis
 - 8.2.2.8. MRSA
 - 8.2.2.9. Positive HIV antibody status
 - 8.2.2.10. SARS
 - 8.2.2.11. Sexually Transmitted Diseases including Chancroid, Chlamydia Trachomatis, Gonorrhea, and Syphilis
 - 8.2.2.12. Staph Infections
 - 8.2.2.13. Tuberculosis
 - 8.2.2.14. COVID
 - 8.2.2.15. Whooping Cough
- 8.2.3. For additional reportable diseases, see Utah Reportable Diseases handout from the UDOH at http://health.utah.gov/epi/reporting/Rpt_Disease_List.pdf.

8.3. **Reporting**

- 8.3.1. PHCS will follow the procedures for providing notification as specified by the UDOH (<http://health.utah.gov/epi/reporting/>).
- 8.3.2. Students and employees who have been diagnosed with, exposed to, or show signs of a significant infectious and/or contagious diseases(s), whether symptomatic or not, are expected to seek expert medical advice and are encouraged to advise local health authorities and/or the UDOH.
 - 8.3.2.1. Local health authorities should offer counseling to individuals about measures which can be taken to prevent the spread of significant infectious and/or contagious diseases(s) and about ways to protect their own health.
 - 8.3.2.2. PHCS is required by law to notify the UDOH of all cases of reportable infectious and/or contagious diseases(s).
- 8.3.3. Due to the possible spread of infectious and/or contagious diseases(s) and the requirements imposed on PHCS by law, it is necessary for PHCS to be aware of all persons diagnosed with, exposed to, or who exhibit symptoms of significant infectious and/or contagious diseases(s).
 - 8.3.3.1. Students and employees who have been diagnosed, exposed to, or show signs of a significant infectious and/or contagious diseases(s), whether symptomatic or not, are required to share that information with the appropriate PHCS person named below.



- 8.3.3.2. PHCS also urges all students and employees to report their diagnosis of any communicable infectious and/or contagious disease(s), including conjunctivitis and infectious mononucleosis, to the appropriate PHCS person named below.
- 8.3.3.3. Medical information relating to the reported infectious and/or contagious diseases(s) of a student or employee will be disclosed to responsible PHCS employees only on a strictly limited need-to-know basis.

8.4. ***Procedures***

- 8.4.1. An employee who is diagnosed with, exposed to, or has cause to believe he or she has a significant infectious and/or contagious diseases(s) must notify the PHCS Principal, who will inform other PHCS employees on a need-to-know basis as necessary (e.g., nurse, Director of Operations).
- 8.4.2. A student who is diagnosed with, exposed to, or has cause to believe he or she has a significant infectious and/or contagious diseases(s) must notify the PHCS Principal who will inform other PHCS employees on a need-to-know basis as necessary (e.g., nurse, assigned teachers).
- 8.4.3. PHCS may ask students or employees who have traveled to/is traveling from, or who may have a relative or another person they reside with or have close contact with who traveled to/is traveling from, regions known to have been exposed to a significant infectious and/or contagious diseases(s) to respond to health related questions and/or health clearances from the student's or employee's medical provider or the UDOH.
- 8.4.4. PHCS will report all necessary information, as required by law, to the appropriate local, county, state, and/or federal departments.
- 8.4.5. If necessary, PHCS will develop a plan and procedure for addressing the reported significant infectious and/or contagious disease(s) in conjunction with and after consulting appropriate local, county, state, and/or federal departments, to include:
 - 8.4.5.1. Strategies to reduce the spread of the significant infectious and/or contagious disease(s)
 - 8.4.5.2. An emphasis on common-sense prevention actions for students and employees
 - 8.4.5.3. References to key resources
 - 8.4.5.4. An information sharing system with partners
 - 8.4.5.5. A system to monitor and plan for absenteeism
 - 8.4.5.6. Procedures for students and employees who must not be at school due to the significant infectious and/or contagious disease(s)
 - 8.4.5.7. Routine for environmental cleaning
 - 8.4.5.8. Communications plan for use of the school community

8.5. ***Confidentiality and Assurance Against Retaliation***

Every effort will be made to ensure confidentiality of information received as a part of this policy and to protect the privacy of all parties involved. Retaliation against employees and/or students who report concerns is strictly prohibited and may be grounds for disciplinary action.

8.6. ***Disciplinary Procedure***

- 8.6.1. Employees found in violation of this protocol will be subject to disciplinary action by PHCS or removal from employment.
- 8.6.2. Students found in violation of this policy may be subject to disciplinary action or unenrollment.



Appendix A Reunification Form (Please print neatly.)

Note for Reunification with Non-Parents/Non-Guardians

*The names of non-parents/non-guardians for reunification purposes must be entered in our Skyward system by parents/guardians as authorized to pick-up a student(s) **prior** to a necessary reunification. If you are a non-parent/non-guardian who is **NOT** already authorized in our Skyward system to pick-up a student(s), then PHCS will hold the student(s) until a parent/guardian can pick up the student.*

Instructions

1. Complete this form fully & accurately, **printing neatly**, so school personnel can read it without difficulty.
2. Prepare your ID for verification by school personnel.
3. Go stand in the line based on **the student's last name (as in our Skyward system)**.
4. After confirmation from the school personnel that this form is completed accurately and your ID is verified, you will be given a copy of the reunification form. It is imperative you keep the copy of this reunification form as we will need that to reunite you with your student(s)
5. Move to the reunification location to await your student(s).
6. A school designated runner will retrieve your student(s) from the designated safe and secure holding area to retrieve your student(s).
7. Once your student(s) is with you, the runner will double check the signatures to make sure they match and you are the authorized adult to pick up those student(s) by verifying your ID.
8. Exit the reunification area once reunited with your student(s), as this will help make sure the process runs quickly and smoothly for others needing reunification.
9. If there has been an injury or other concerns, you may be asked to meet with PHCS personnel or local personnel.
10. Please be patient as the goal of all involved is to get your student(s) safely to you.

Have a photo ID ready to show school personnel.

Student First & Last Name (as in our Skyward system)

Student's Grade

First & Last Name of Person Completing this Form

What is your relationship to the student named on this form? _____

If you are not this student's parent/guardian, are you named in our Skyward system as an authorized person to take this student as in the student's school record?

☐ YES ☐ NO (see "Note for Reunification with Non-Parents/Non-Guardians" at top of form)

Signature of Person Completing this Form

Date

For PHCS Staff Only: Does photo ID match the person picking up this student? ☐ YES ☐ NO



APPENDIX B

Providence Hall Emergency Drill Schedule

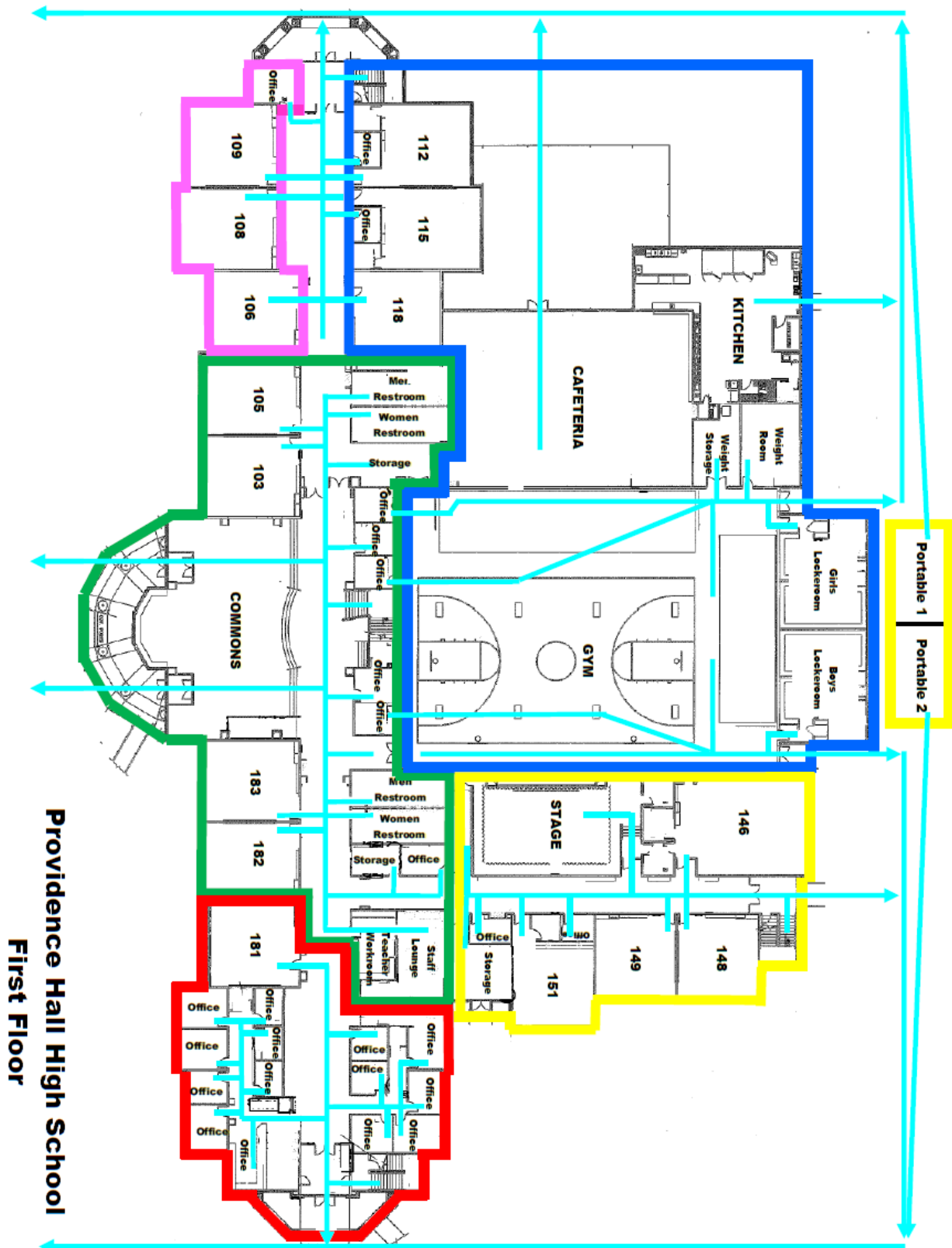
2023-2024

The dates below are subject to change.

1. Fire Drill-----Tuesday, August 22, 2023
2. Lock Down Drill-----Thursday, September 21, 2023
3. Fire Drill-----Thursday, October 20, 2023
4. Fire Drill-----Monday, November 13, 2023
5. Chemical/Gas Leak Drill-----Wednesday, December 6, 2023
6. Lock Down Drill-----Friday, January 19, 2024
7. Fire Drill-----Friday, February 23, 2024
8. Fire Drill -----Monday, March 25, 2024
9. Earthquake Drill (Great Shakeout)-----TBD in April 2024
10. Fire Drill-----Tuesday, May 21, 2024



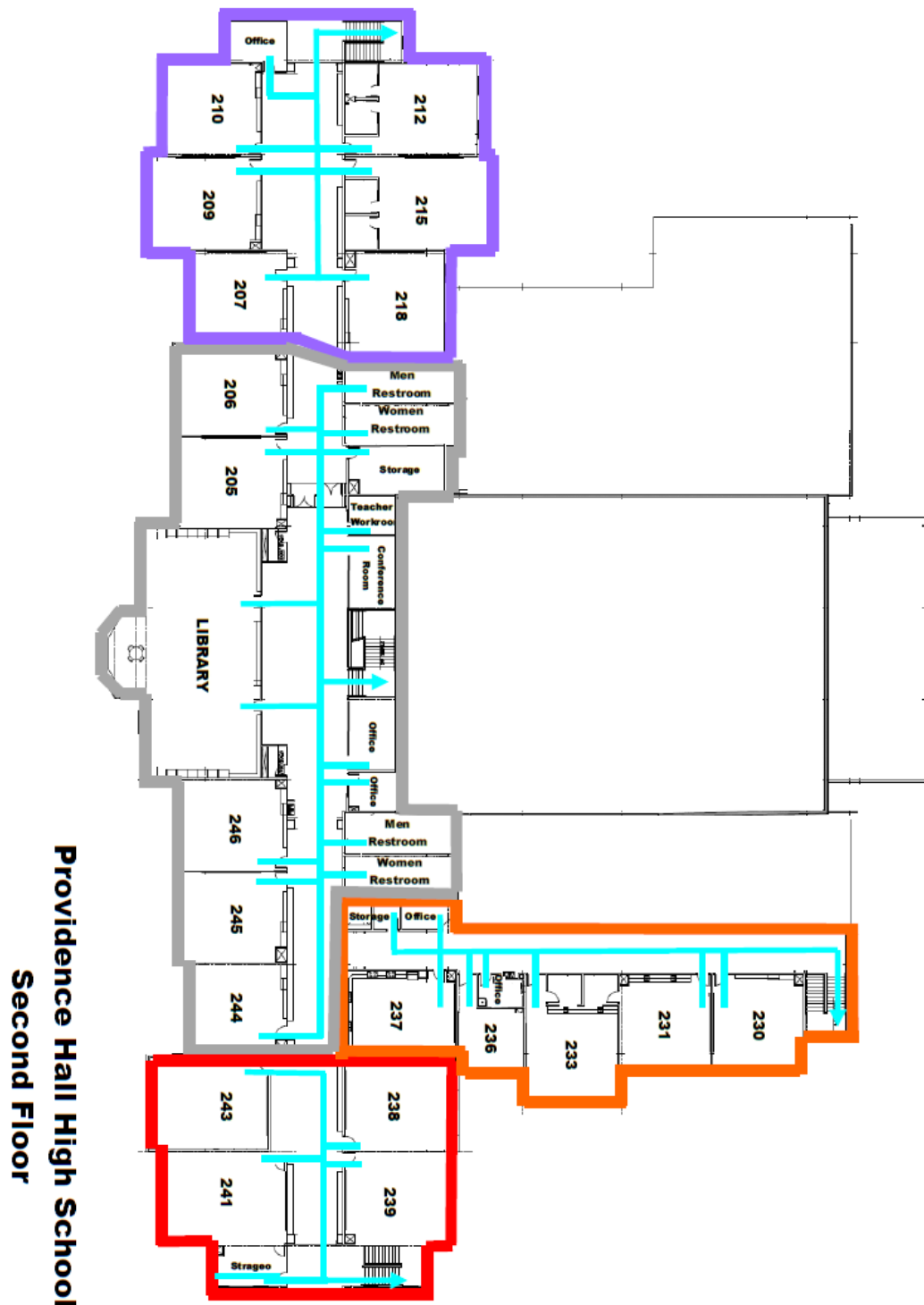
APPENDIX C High School Evacuation Plan - First Floor First Floor Check: Principal





High School Evacuation Plan - Second Floor

Second Floor Check: Assistant Principal





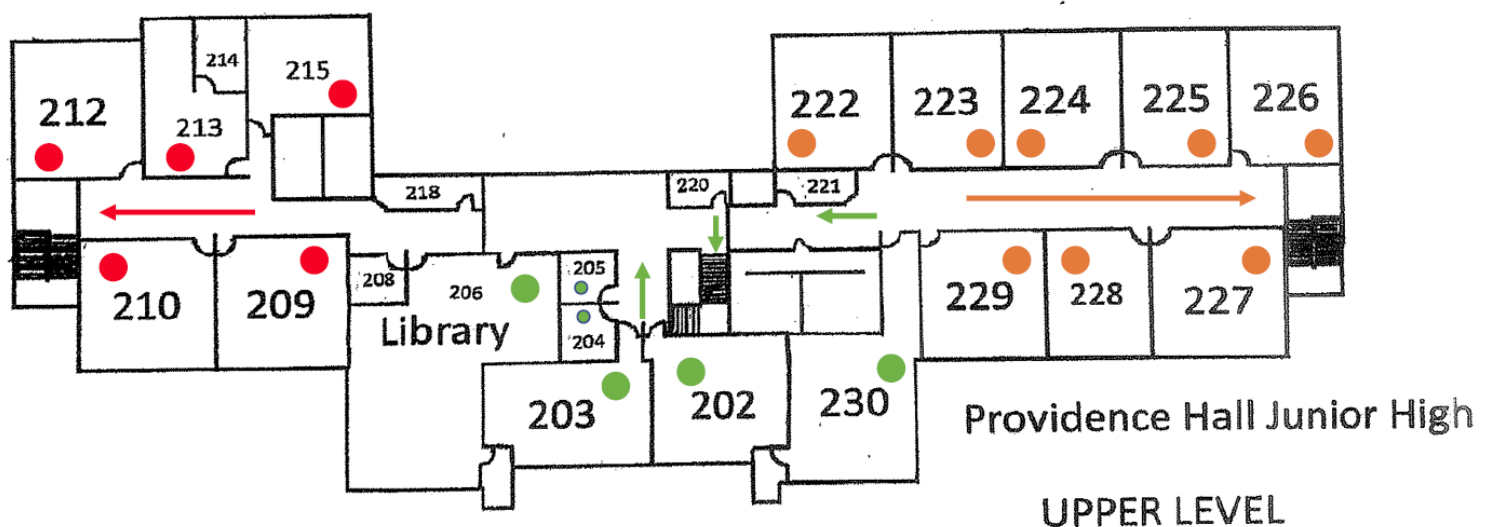
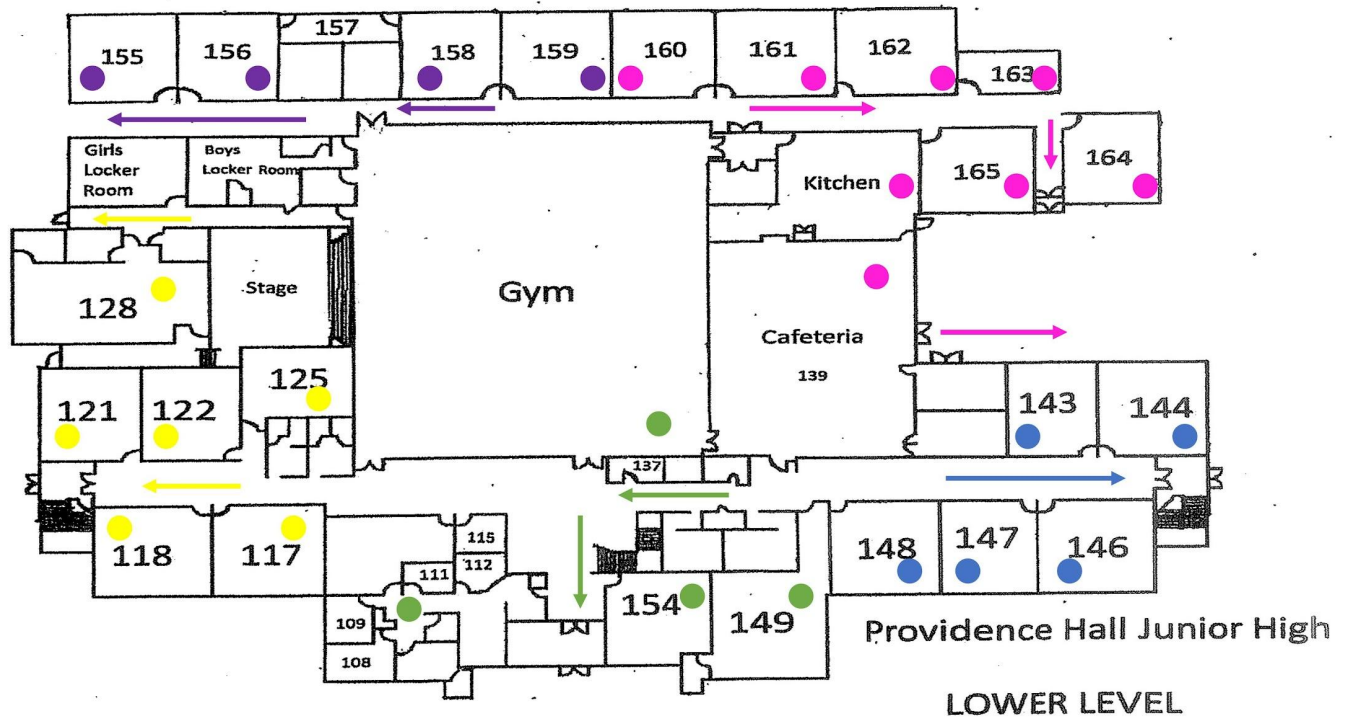
High School Drill Field Line-Up

RED Field Monitor Front Office Secretary 1	LEA Offices Front Offices 181 238 239 243 241	GRAY Field Monitor Administrative Assistant	Offices/Storages Conference Room Teacher Workroom Restrooms Library 205 206 244 245 246
ORANGE Field Monitor Front Office Secretary 1	Offices/Storages 230 231 233 236 237	PINK Field Monitor Administrative Assistant	Offices 106 108 109
YELLOW Field Monitor Front Office Secretary 2	Offices/Storages Portable1 Portable2 Stage 146 148 149 151	PURPLE Field Monitor Principal	Offices 207 209 210 212 215 218
GREEN Field Monitor Front Office Secretary 2	Offices/Storages Staff Lounge Teacher Workroom Restrooms Commons 103 105 183 182	BLUE Field Monitor Principal	Offices/Storages Cafeteria Kitchen Gym Locker Rooms Weight Room 112 1115 118



APPENDIX D

Junior High School Evacuation Plan



Evacuation maps are posted throughout the school showing exit routes.



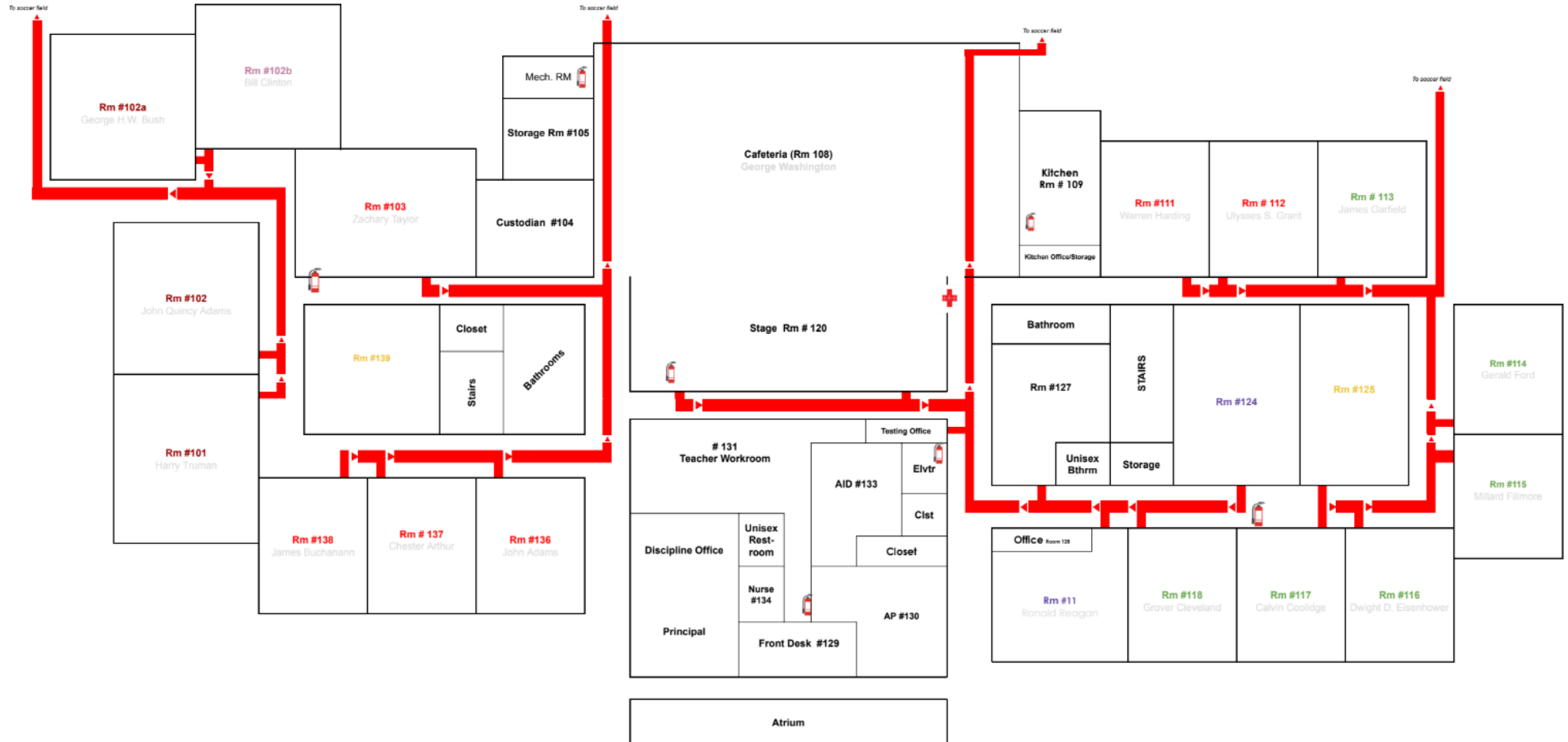
Junior High Drill Field Line-Up



1. Rm 164
2. Rm 162
3. Rm 165
4. Rm 161
5. Rm 160
6. Rm 144
7. Rm 143
8. Rm 146
9. Rm 147
10. Rm 148
11. Cafeteria
12. Rm 149
13. Rm 160
14. Rm 159
15. Rm 158
16. Rm 226
17. Rm 225
18. Rm 224
19. Rm 227
20. Rm 228
21. Rm 223
22. Rm 222
23. Rm 230
24. Rm 202
25. Rm 203
26. Gym/154
27. Gym/154
28. Gym/154
29. Rm 128
30. Rm 125
31. Rm 122
32. Rm 121
33. Rm 118
34. Rm 117
35. Rm 206
36. Rm 215
37. Rm 213
38. Rm 212
39. Rm 209
40. Rm 210
41. Rm 156
42. Rm 155



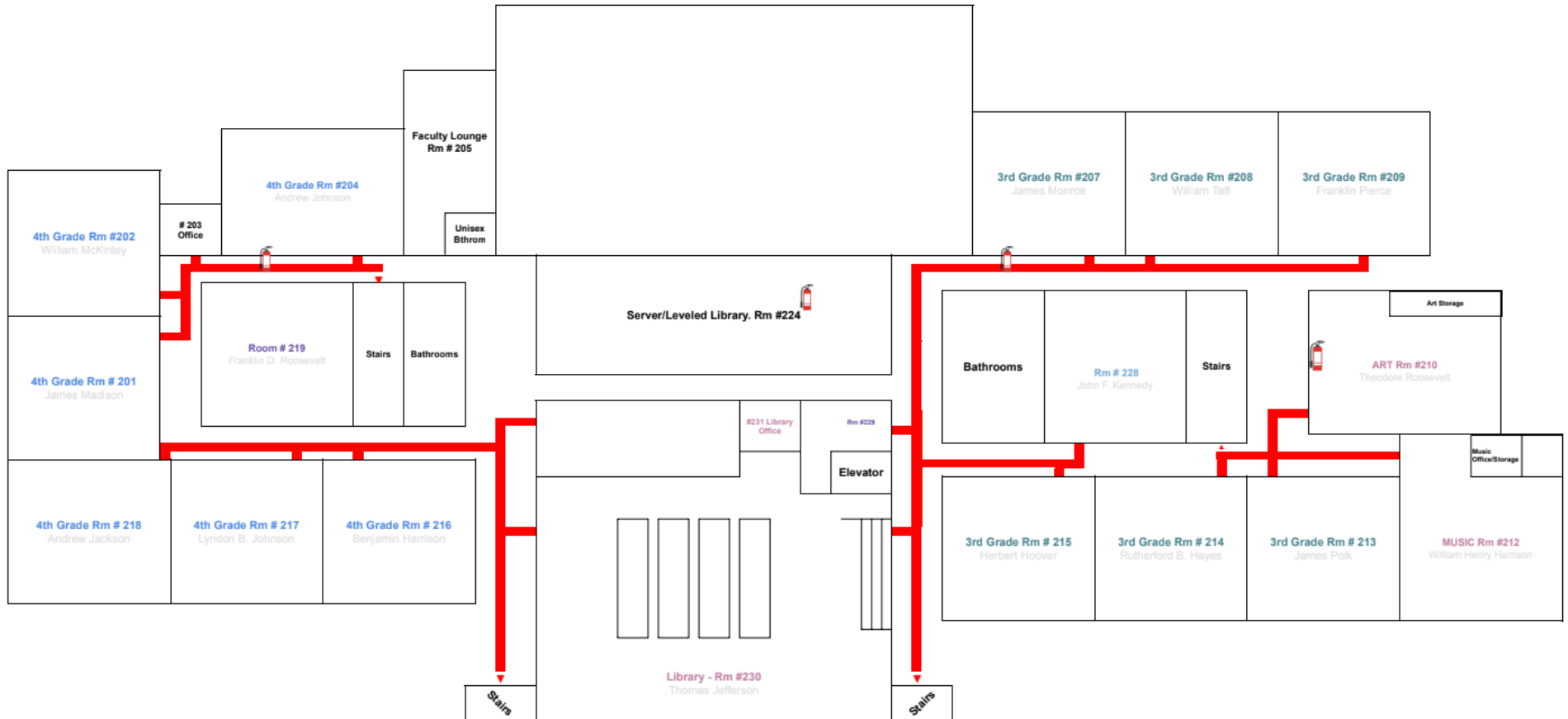
APPENDIX E Elementary School MAIN Building FIRST FLOOR Evacuation Plan





Elementary School MAIN Building SECOND FLOOR Evacuation Plan

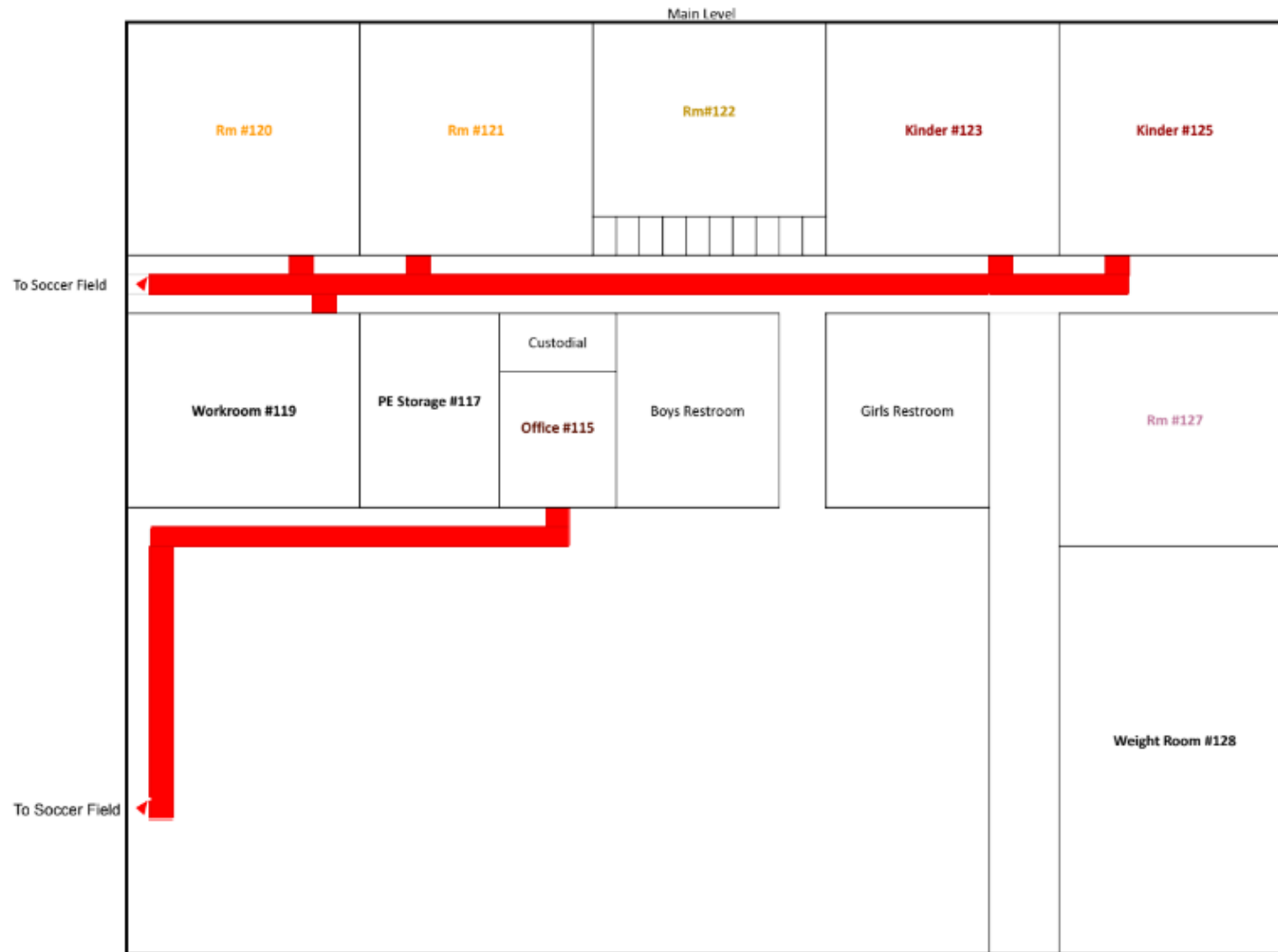
FIRE EVACUATION MAP
Updated: July 2023





Elementary School EXPANSION Building FIRST FLOOR Evacuation Plan

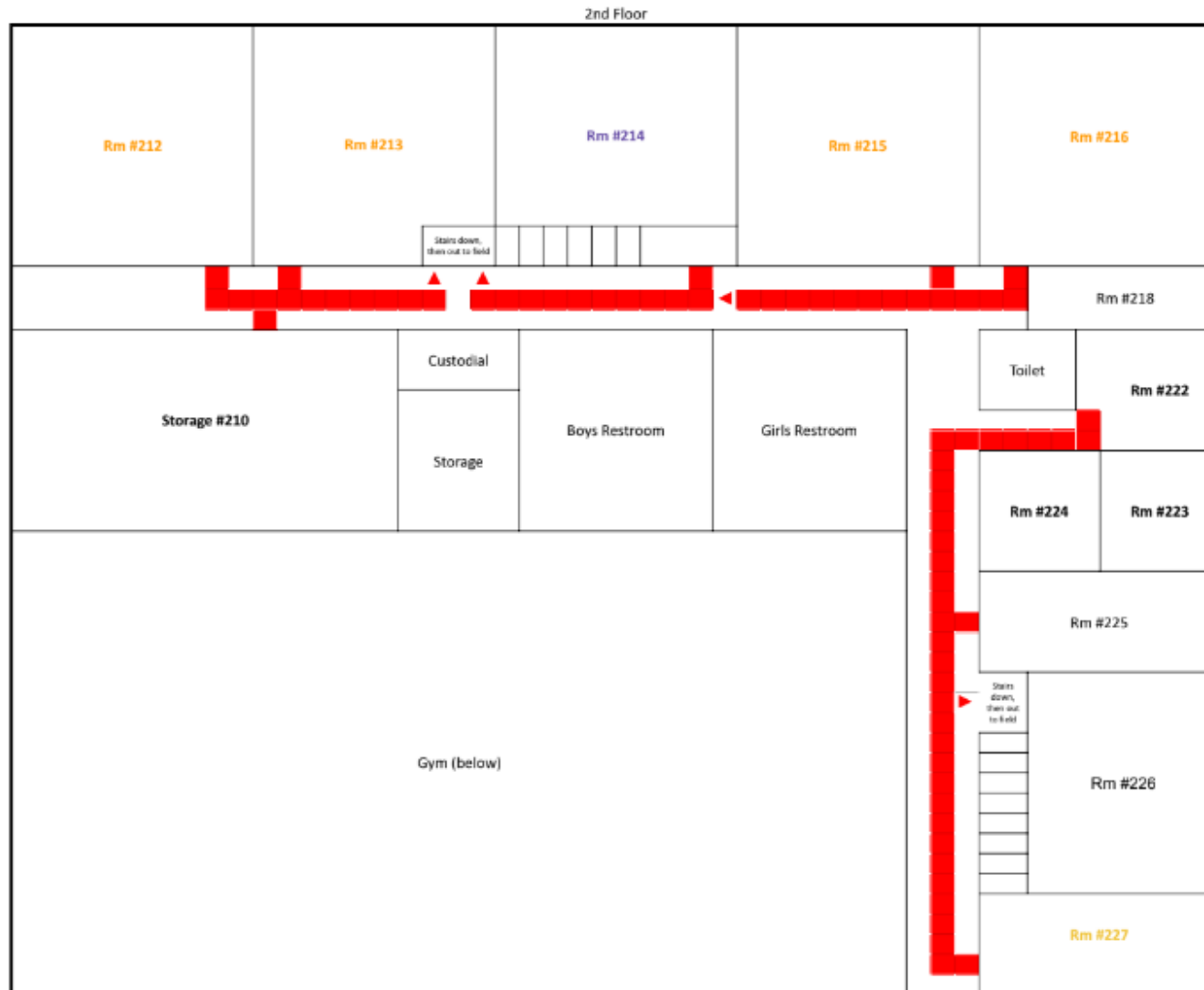
🔥 FIRE EVACUATION MAP 🔥 Updated July 2023*





Elementary School EXPANSION Building SECOND FLOOR Evacuation Plan

🔥 FIRE EVACUATION MAP 🔥 Updated July 2023*





Elementary School Field Line Up

