



San Rafael Middle School

Emergency Management Procedures

2026-2027

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Introduction

This Emergency Management and Response Plan establishes San Rafael Middle School's current procedures for preventing, responding to, and recovering from emergencies. The plan is fully aligned with FEMA, the National Incident Management System (NIMS), the Incident Command System (ICS), and the Standard Response Protocol (SRP). It replaces all previous versions of the school's emergency plans. The purpose of this plan is to protect the safety of students, staff, and visitors by establishing consistent, easily understood actions for all emergencies. All staff members must be familiar with these procedures and prepared to act immediately when an emergency occurs.

Emergency Preparation

- Inservice shall be held annually at a regular faculty meeting to orient employees to their roles, responsibilities and priorities with regard to the emergency management response procedures.
- School shall conduct at least one drill annually for emergencies other than fire drills. At least one drill shall also be conducted for school violence emergencies.
- School shall coordinate with local law enforcement and other emergency response agencies in appropriate drills for safety emergencies.
- School shall conduct every 3 years, a School Security Assessment, inspection of facilities and grounds to determine if problems exist which could negatively impact school physical safety and security.
- School shall designate an Emergency Preparedness-Emergency Response week prior to April 30 of each school year to focus on issues related to preparedness and response.
- School shall include as part of its regular curriculum, violence prevention and intervention strategies such as anger management, conflict resolution, and respect for diversity and other cultures.

Emergency Operations Framework (NIMS/ICS Aligned)

San Rafael Middle School follows the National Incident Management System (NIMS) and uses the Incident Command System (ICS) for all emergency operations.

- Incident Commander (IC) – Principal or designee. Responsible for overall decision-making. Law enforcement may take this role when they arrive on sight in coordination with the principal or designee.
 - Operations Section – Oversees student accounting, evacuation, reunification, and first aid.
 - Planning Section – Tracks incident information, status updates, and next-step planning.
 - Logistics Section – Handles supplies, communications tools, mobility equipment, and facilities support.
 - Finance/Administration Section – Tracks documentation, time logs, damage, and post-crisis reporting.
- ICS roles may be combined when staffing is limited. Law enforcement or fire services assume command once on scene.

Standard Response Protocol (SRP)

Standard Response Protocol (SRP) – “I Love U Guys”

San Rafael Middle School uses the Standard Response Protocol (SRP) for all hazards and threats. SRP provides clear, common language and five core actions. Core actions/directives are not to be modified.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the “All Clear” is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

TEACHERS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Do business as usual
Take attendance



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

1. **HOLD** – ‘In Your Room/Area’

Used when a minor issue requires keeping hallways clear. Teaching continues.

- Close and lock door
- Account for students and adults
- Do business as usual

2. **SECURE** – ‘Get Inside. Lock Outside Doors.’

Used when a threat exists outside the building. All exterior doors remain locked.

- Bring everyone indoors
- Lock outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual

3. **LOCKDOWN** – ‘Locks, Lights, Out of Sight.’ Avoid, Deny, Defend, Aid

Used when a threat is inside the building. This replaces older “lock-down” methods.

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend
- Aide others when possible

4. **EVACUATE** – ‘To Announced Location.’

Evacuation is used anytime the building cannot remain safely occupied.

- Routes: Teachers lead students along posted evacuation routes unless instructed otherwise.
- Accountability: Teachers bring rosters and report attendance immediately.
- Relocation Sites:
Primary: **LDS Church Building 555 South 400 West**
- Secondary: **Ferron Elementary 125 West Mill Road**
- Reunification:
San Rafael Middle School uses the “Standard Reunification Method (SRM).”
 - Parents check in at a designated site.
 - Identification is required.
 - Only authorized adults may pick up children.Students are released only through controlled reunification lines.
This prevents chaos and ensures safe, documented release of each student.

5. **SHELTER** – ‘Hazard and Safety Strategy.’

Used for severe weather, earthquake, hazmat, or other protective actions.

- Lead safety strategy
- Account for students and adults
- Notify if missing, extra or injured students or adults

Emery School District has also adopted the following 2 Alert types:

 EMS	EMS – ‘Emergency Medical Services. Used to get Emergency Medical Services to the building. • Call 911 immediately with additional information. If you do not have service, put the information in the chat.
 ADMINISTRATIVE ASSISTANCE	Administrative Assistance Used when you need help from your Administrator; no other personnel will be contacted.

Communications & Public Information Procedures

During an emergency, rapid and accurate communication is critical.

Internal Communication:

- Use the district emergency app
- PA system, radios, runners, and pre-scripted SRP language.
- Staff must not use personal judgment to alter SRP terminology.

External Communication:

- The District Public Information Officer (PIO) is the sole media spokesperson.
- Parents are notified through the district communication system, phone, SMS, email, app, or posted updates.
- Staff must not communicate on social media during an active incident.

Emergency Numerical Contacts:

911 for all life-threatening emergencies; district emergency numbers remain unchanged.

Emergency Contact Information:

<i>Position</i>	<i>Name</i>	<i>Work #</i>
<i>Ambulance, Fire Sheriff</i>	EMERGENCY	911
<i>District Superintendent</i>	Jim Shank	435-687-9846
<i>District Supervisor</i>	JR Jones	435-687-9846
<i>District Maintenance</i>	Wayne Maxfield	435-381-5280
<i>District Technology</i>	Doug Johnson	435-687-9846
<i>School Principal</i>	Jarett Gilbert	435-384-2335
<i>School Secretary/Safety Specialist</i>	Autumn Behling	435-384-2335
<i>School Counselor</i>	Luci Robinson	435-384-2335
<i>District Nurse</i>	Lori Tuttle	435-381-2252
<i>District Transportation</i>	Tracy Rowley	435-381-2611
<i>Health Department</i>	Castle Dale	435-381-2252
<i>Health Department</i>	Green River	435-564-3722
<i>Castle View Hospital</i>	Hospital	435-6374800
<i>Medical Center</i>	Emery	435-381-2305
<i>Medical Center</i>	Green River	435-564-3434
<i>Utah Poison Control</i>	Poison Control	800-222-1222
<i>Human Services</i>	Human Services	435-381-2387
<i>Mental Health</i>	Mental Health	435-381-2432
<i>Castle Valley</i>	Special Services	435-381-5333
<i>Rocky Mountain Power</i>	Power Company	888-221-7070
<i>Enbridge Gas</i>	Gas Company	800-323-5517

Evacuation, Relocation & Reunification

Evacuation is used anytime the building cannot remain safely occupied.

Routes: Teachers lead students along posted evacuation routes unless instructed otherwise.

Accountability: Teachers bring rosters and report attendance immediately.

Relocation Sites:

- Primary: **LDS Church Building 555 South 400 West**
- Secondary: **Ferron Elementary 125 West Mill Road**

Reunification:

San Rafael Middle School uses the “Standard Reunification Method (SRM).”

- Parents check in at a designated site.
- Identification is required.
- Only authorized adults may pick up children.
- Students are released only through controlled reunification lines.

This prevents chaos and ensures safe, documented release of each student.

Cardiac Emergency Response Plan (CERP)

The purpose of this Cardiac Emergency Response Plan (CERP) is to establish procedures for responding to sudden cardiac arrest (SCA) and other life-threatening cardiac emergencies occurring on school property or during school-sponsored activities. designed to provide a rapid, coordinated, and effective response to cardiac emergencies, thereby increasing the likelihood of survival and positive outcomes for students,

1. Cardiac Emergency Response Team (CERT)

- Principal (Incident Commander)
- School Nurse
- Athletic Director
- Designated CPR/AED-trained staff
- Office personnel
- Coaches

2. Emergency Response Procedures

When a person is found unresponsive:

1. Assess scene safety.
2. Check responsiveness and breathing.
3. Call 911 immediately.
4. Activate the CERT by radio, phone, or intercom.
5. Retrieve and apply the nearest AED.
6. Begin CPR immediately.
7. Continue CPR and AED use until EMS arrives.

3. Team Member Responsibilities

Role	Responsibility
First Responder	Assess victim, begin CPR
AED Responder	Retrieve and operate AED
911 Caller	Contact EMS and provide location
Crowd Control	Clear area and direct EMS
Administrator	Coordinate response and notifications

4. AED Program

- AED locations identified on campus maps.
- Monthly inspections documented.
- Batteries and pads replaced before expiration.
- AEDs accessible during all school and after-school activities.
- Maintenance of current CPR, First Aid, and AED certifications for designated response team members. Certifications shall include both adult and pediatric CPR and AED training from an approved provider
- Identification and maintenance of emergency response equipment, including Automated External Defibrillators (AEDs), first aid kits, and bleeding control kits. Schools shall conduct annual inspections and replenish supplies as necessary.

5. Training Requirements

- Maintenance of current CPR, First Aid, and AED certifications for designated response team members. Certifications shall include both adult and pediatric CPR and AED training from an approved provider. The school shall maintain copies of certifications.
- CERT members maintain current CPR/AED certification.
- Annual training and drills for designated staff to ensure familiarity with emergency response procedures and AED use.

6. Drills

- Conduct a cardiac emergency drill annually. This can be performed as part of another safety drill
- Document response times.
- Review strengths and areas for improvement.

7. Coordination with EMS

- Share campus maps and AED locations with local EMS.
- Invite EMS participation in drills when possible.

8. Post-Event Review

Within two weeks of a cardiac emergency:

- Conduct debriefing.
- Review response times.
- Evaluate equipment performance.
- Update procedures if necessary.

9. Annual Review

Annual review and update of the CERP no later than June 30 of each year to ensure compliance with state requirements and reflect any changes in personnel, facilities, or emergency procedures.

- Annual reporting of CERP compliance through the School Health Workload Report process as required by the Utah State Board of Education.

Fire

- Activate the fire alarm immediately.
 - Principal or designee calls 911 and district officials.
 - Initiate Evacuate event on the district app/intercome
 - Evacuate using SRP: Evacuate procedures.
 - Teachers take rosters and close classroom doors.
 - No re-entry until cleared by fire officials.
 - Relocate if the building becomes unusable.

Severe Weather Response

Applies to high wind, tornado warnings, blizzards, lightning storms, flooding.

Shelter Procedures:

- Move students away from windows.
- Assume “cover” positions.
- Keep students indoors until all-clear.

Be ready to move quickly if flooding threatens.

If school closure is required, follow district early-release procedures.

Earthquake Procedures

- Stay put. If you are indoors, stay there. If outdoors, stay there.
- Take cover. If indoors, take cover under a desk, table or bench, stand in a supported doorway, or alongside an inside wall or corner. Avoid windows, 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 “duck and cover” positions.
- Don’t be surprised if the electricity goes out, or if fire alarms and sprinklers go on.

During Shaking:

- Drop, Cover, Hold On.
- Keep away from windows and heavy objects.

After Shaking:

- Evacuate after three minutes unless told otherwise.
- Avoid electrical hazards.
- Do not move injured individuals unless necessary.
- Prepare for aftershocks.

Hazardous Materials / Chemical Spill

If spill is inside the school:

- Call 911; evacuate or shelter per fire/hazmat direction.
- Seal off affected areas.

If spill is nearby:

- Implement Secure or Shelter depending on wind and location.
- Await fire/hazmat instructions.
- Communicate updates to parents if relocation occurs.

Weapons/Intruder

Weapons Report:

- Notify administration immediately.
- Do not confront armed individuals.

Active Shooter / Violent Intruder:

San Rafael Middle School follows SRP: LOCKDOWN and incorporates Run–Hide–Fight–Aide.

- Call 911
- Initiate Lockdown event on the district app
 - **LOCKDOWN:** Locks, Lights, Out of Sight.
 - **RUN:** if a safe exit exists.
 - **HIDE:** if escape is not possible.
 - **FIGHT:** only as a last resort.
 - Aide others when possible

Law enforcement assumes command upon arrival.

Bomb Threat Response Protocol

On receiving a message that a bomb has been planted in school

- Remain Calm!
- Signal someone to call 911
- Do not interrupt the caller. Keep the caller on the phone as long as possible.
- **USE THE BOMB THREAT CHECKLIST ON THE NEXT PAGE.**
- Ask where the bomb is located, when the bomb will go off, what materials are in the bomb, who is calling and why is the caller doing this?
- Listen closely to the caller's voice, speech patterns, and for background noises.

After the call

- Notify the principal immediately.
- Talk to no one else unless otherwise instructed.
- Write out the caller's message in its entirety.
- The principal will make the determination if evacuation of all persons inside the school building(s) is needed.
- The principal makes sure 911 has been called and then notifies the Superintendent.

Evacuation procedures

- Implement "Evacuation/Relocation" procedures.
- Students and staff must be evacuated to a safe distance away from the school.

Suggested questions to ask if caller is agreeable to further conversation

1. When will the bomb go off?
2. Where is it located?
3. What kind of bomb is it?
4. How do I know this is real?
5. Where are you now?
6. Why did you set the bomb?
7. How do you know so much about the bomb?
8. What is your name?
9. What is your address?

Bomb threat checklist

- ☐ **Person taking call:** _____ Time: _____
Date: _____
- ☐ **Caller Identity:** Male Female / Adult Juvenile / Age: _____
- ☐ **Origin of Call:** Local Long Distance Phone Booth In Building Cell
- ☐ **Voice Characterizations:** Loud High Pitched Raspy Intoxicated
Pleasant Other: _____
- ☐ **Speech:** Fast Distinct Stutter Slow Distorted Nasal Lisp
Other: _____
- ☐ **Language:** Excellent Fair Foul Good Poor Other: _____
- ☐ **Accent:** Local Foreign Region Not Local Can't Discern Other: _____
- ☐ **Manner:** Calm Rational Coherent Deliberate Righteous Angry
Irrational Incoherent Emotional Laughing
- ☐ **Background Noise:** Factory Machines Mixed Quiet Voices Party
Atmosphere Traffic Animal Bedlam
- ☐ Did the caller seem familiar with the building by description of bomb
location? Yes No

Medical Emergencies & Mass Casualty Incidents

- Call 911.
- Initiate EMS event on the district app
- Do not move severely injured individuals.
- Isolate the area and preserve evidence.
- Maintain supervision of unaffected students.
- Document actions.

Assault

- First ensure the safety of students and staff.
- Call 911 if necessary.
- Notify principal; principal assembles Crisis Team if necessary.
- Seal off area where assault took place.
- De-escalate and defuse the situation, if possible.
- Principal notifies police
 - If a weapon was used in the assault
 - If victim has physical injury causing substantial pain or impairment of physical condition
 - If assault involved sexual contact.
- Principal notifies the superintendent or designee and parents of students involved in the assault.
- Document all actions. Ask the victim(s) and witness(es) for their account of the incident.
- Assess counseling needs of victim(s) and/or witness(es). Implement post-crisis procedures.

Mental Health Crisis, Suicide, or Trauma Response

- Notify counselor and administration.
- Keep the student safe and supervised.
- Call 911 if there is immediate danger.
- Follow district Threat Assessment protocols.
- Provide post-crisis counseling and staff debriefing.
- Protect privacy and do not share details with students or media.

Power Outage & Utility Failures

- Maintain classroom supervision.
- Move students from rooms without natural light.
- District coordinates with utility providers.
- Evacuation or early release may occur depending on duration and weather.

Gas Leak & Carbon Monoxide Emergencies

Gas Leak:

- Do NOT use switches or electronics.
- Use a non-electric signal to evacuate immediately.
- Call 911 from outside.
- Initiate Evacuate event on the district app
- Keep students far from building.

Carbon Monoxide Alarm:

- Initiate Evacuate event on the district app
- Evacuate immediately.
- Move to fresh air.
- Fire department determines re-entry safety.

Symptoms of Carbon Monoxide Poisoning:

- ❖ Sudden flu-like illness
- ❖ Dizziness, headaches, sleepiness
- ❖ Nausea or vomiting
- ❖ Fluttering or throbbing heart beat
- ❖ Cherry-red lips, unusually pale complexion
- ❖ Unconsciousness

Transportation Coordination During Emergencies

The Transportation Department plays a critical support role during emergency situations requiring evacuation, relocation, reunification, or early dismissal of students.

To maintain clear communication, accountability, and incident command structure, only the Incident Commander (IC), Principal, or designated Administrator shall contact the Transportation Department during an active incident.

Transportation requests may include:

- Bus deployment for evacuation or relocation
- Transportation for reunification operations
- Movement of students to alternate sites
- Coordination of special transportation needs
- Early dismissal transportation adjustments

Staff members should not independently contact transportation personnel during an emergency unless specifically directed by the Incident Commander or Administrator.

The Incident Commander or Administrator will:

- Coordinate all transportation needs and priorities
- Provide transportation with approved destinations and routes
- Maintain communication with district administration and emergency responders
- Ensure transportation actions align with the Incident Command System (ICS)

Transportation personnel will respond only to directions provided through the established command structure to reduce confusion, maintain accountability, and ensure student safety during emergency operations.

Cybersecurity Incident Response Procedure

Purpose

The purpose of this procedure is to establish a coordinated response to cybersecurity incidents that may affect the confidentiality, integrity, or availability of district information systems, student records, employee information, instructional technology, and school operations.

Scope

This procedure applies to all district employees, students, volunteers, contractors, and third-party vendors who access district technology resources.

Definition of a Cybersecurity Incident

A cybersecurity incident includes, but is not limited to:

- Ransomware attacks
- Malware or virus infections
- Unauthorized access to district systems
- Data breaches involving student or employee information
- Phishing attacks resulting in credential compromise
- Denial-of-service attacks
- Loss or theft of district-owned devices containing sensitive information
- Unauthorized disclosure of confidential information

Incident Command Structure

Incident Commander

- Superintendent or designee
- Provides overall leadership and decision-making authority.

Cybersecurity Response Coordinator

- Technology Director or Network Administrator
- Leads technical response efforts.

Public Information Officer

- Superintendent or Designee
- Coordinates all communications with staff, parents, media, and external agencies.

Legal and Compliance Advisor

- District administration and legal counsel
- Ensures compliance with state and federal reporting requirements.

School Administrators

- Coordinate school-level operations and continuity of learning.
-

Response Procedures

Phase 1: Identification

Staff Responsibilities

Any employee who discovers a suspected cybersecurity incident shall:

1. Immediately stop using the affected device if malicious activity is suspected.
2. Disconnect the device from the network if instructed by the Technology Department.
3. Report the incident immediately to the Technology Department.
4. Preserve any suspicious emails, messages, or screenshots.

Technology Department Responsibilities

1. Assess the scope and severity of the incident.
 2. Determine affected systems and users.
 3. Document:
 - a. Date and time discovered
 - b. Reporting party
 - c. Systems affected
 - d. Initial observations
-

Phase 2: Containment

Immediate Actions

The Technology Department shall:

For Malware or Ransomware

- Isolate infected devices from the network.
- Disable affected user accounts.
- Block malicious IP addresses and domains.
- Prevent lateral movement throughout the network.

For Account Compromise

- Disable affected accounts.
- Force password resets.
- Revoke active sessions and tokens.
- Enable additional monitoring.

For Data Breaches

- Restrict access to affected systems.
- Preserve evidence for investigation.
- Determine whether personally identifiable information (PII) was accessed.

Phase 3: Notification

Internal Notification

The Technology Director shall notify:

- Superintendent
- Appropriate school administrators
- Business Administrator (if financial systems are involved)
- Safety and Emergency Management Coordinator

External Notification

As required by law and district policy:

- Law enforcement
- Cybersecurity insurance provider
- Legal counsel
- State agencies
- Affected students, parents, or employees

Communication Guidelines

All public statements shall be approved by the Superintendent or designated Public Information Officer.

Employees shall not communicate incident details publicly or through social media.

Phase 4: Eradication and Recovery

Technology Department Actions

1. Remove malware and malicious files.
2. Patch vulnerabilities.
3. Restore systems from verified backups.
4. Verify system integrity before returning systems to production.
5. Increase monitoring of affected systems.

Recovery Priorities

Priority 1:

- Student Information System
- Emergency communication systems
- Internet connectivity
- Phone systems
- Financial and payroll systems

Priority 2:

- Staff email
- Security systems

Priority 3:

- Classroom instructional systems
- Auxiliary applications

Continuity of Operations

If critical systems are unavailable:

School Administrators Shall

- Implement manual attendance procedures.
- Use alternative communication methods.
- Utilize paper-based instructional materials as needed.
- Maintain continuity of educational services.

Technology Department Shall

- Establish temporary workarounds.
- Coordinate restoration efforts.
- Provide regular status updates.

Evidence Preservation

The Technology Department shall:

- Preserve system logs.
- Maintain forensic images when appropriate.
- Document all response actions.
- Record timelines and decisions.

No employee shall delete files or alter evidence related to a cybersecurity incident unless directed by the Technology Department.

Post-Incident Review

Within 30 days following recovery:

The Incident Response Team Shall

1. Conduct an after-action review.
2. Identify lessons learned.
3. Review effectiveness of response procedures.
4. Update cybersecurity controls.
5. Recommend policy or training improvements.

Report Components

- Incident summary
 - Root cause analysis
 - Impact assessment
 - Actions taken
 - Recovery timeline
 - Recommendations
-

Training and Preparedness

The district shall:

- Provide annual cybersecurity awareness training for all employees.
- Conduct phishing awareness exercises.
- Review incident response procedures annually.
- Test backup restoration procedures at least annually.
- Include cybersecurity incidents in emergency management exercises when feasible.

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