



Utility Emergency
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Carbon County School District #1



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Utility Emergency



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Utility Emergency

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Utility Emergency

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A utility emergency constitutes any of the following:

- Water Leak
- Gas Leak
- No Heat
- Power Outage
- Hazardous Materials
- Sewer Back-Up

Administrator/Head Teacher's Responsibilities

- Identify the problem and location.
- Notify Maintenance at [307-328-9225](tel:307-328-9225) so that they can call the utility company.
- Meet with Head Custodian to determine the extent of loss and subsequent actions.
- Notify faculty, staff, and students concerning information regarding power outages, dangerous situations, utility failures, or information concerning the closing of the school due to power outage.
- Order the evacuation of an affected building to ensure the safety and welfare of the occupants due to special circumstances which may exist as a result of the emergency (primarily natural gas leaks). If the intercom is not working, use staff messengers.
- Keep central administration informed and consult with the Superintendent or designee on whether to keep the school open or close the school.
- If one part of the building is affected by the emergency, find alternate locations except in cases of gas leak and hazardous materials.

Staff's Responsibilities

- Notify the Administrator.
- Evacuate students to an alternate location, if necessary.
- Wait for further instructions from the Administrator.

PM Custodian's Responsibilities

- Same as [Administrator/Head Teacher's Responsibilities](#).
- Call the "On-Call" Supervisor.



Gas Leaks

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Gas Leaks

Reportable Incident

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Do not operate electrical devices or cell phones.

Administrator/Head Teacher's Responsibilities

- [Call 911](#).
- Contact the Custodian.
- Contact the Maintenance Department to address the problem.
- Notify the gas company.
- **Do not turn on or off electrical switches, devices or cell phones.**
- Evacuate the building immediately.
- Call Central Office at [307-328-9200](#).
- If students/staff need to evacuate the campus, request transportation to the designated site.
- Signal “**All Clear**” when appropriate.

Staff's Responsibilities

- Notify the Administrator-in-Charge.
- **Do not turn on or off electrical switches, devices or cell phones.**
- Evacuate the building immediately.
- Await further instructions.
- When the “**All Clear**” is announced, re-occupy the building.

Custodial Staff Responsibilities

- Contact the Maintenance Department for direction.
- **Do not turn on or off electrical switches, devices or cell phones.**
- Ventilate the area via opening windows/doors.
- Assist the gas company in the location of the leak.
- Keep the building Administrator advised of the situation.



Chem/Bio/Hazardous Materials

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Chemical/Biological/Hazardous Materials

With **Hazardous Materials**, notify Fire Department and the Department of Public Health. Provide the following information:

- School name and address.
- Characteristics of spill (color, smell, any visible gases).
- Respond to any injuries.
- Determine whether to implement "Shelter-in-Place," Evacuation and/or student release.

- Inform emergency personnel with the following information:
 - Location of the spill
 - Chemicals or products involved
 - Approximate quantity
 - Injuries and/or property damage
 - Status of the spill

- If feasible and safe, all buildings in the affected area should be evacuated and persons should be sent to the assembly point and await further instruction from emergency personnel.
- If it is not safe to evacuate, a "shelter-in-place" procedure should be initiated. Students and staff in the affected building should "shelter-in-Place" until told otherwise by emergency personnel and await further instruction.
- Post warning signs or other "keep away" indicators.
- Ensure all doors, windows and other vents are closed and sealed.
- If possible, the ventilation system should be shut down.
- If possible, remove ignition sources and unplug electrical equipment in the immediate area.
- If any persons have been exposed to a hazardous material, they should be instructed to remove contaminated clothing immediately and be directed to the nearest safety shower/eye wash station. Affected areas should be rinsed for at least 15 minutes.
- If persons are injured, move the victim from the immediate area without further injury to you or the victim. Apply First Aid as needed.
- Do not make entry into the contaminated area until the "All Clear" sign has been given from emergency personnel and principal/administrator.

Evacuation Procedures

For People With Disabilities

Two Handed Chair Carry



Chair Carry



Packstrap Carry



Walking Assist



Carry by Extremities



Packsaddle

Each bearer grasps one of his wrists and one of the other bearer's wrists, thus forming a packsaddle.





Evacuation

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EVACUATION PROCEDURES

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Administrator/Head Teacher's Responsibilities

- Immediately declare “**Evacuate! Type/Location.**” and is repeated twice. Example: “**Evacuate! To the Flag Pole.**”
- Involve other staff as necessary.
- [Call 911](#)
- Initiate the school incident command system if needed.
- Call Central Office at [307-328-9200](#).
- If an off-site evacuation is needed, request transportation if needed at ([307-328-9239](#)) to the designated site. Coordinate your effort with Central Office and emergency responders.

Staff's Responsibilities

- Follow the evacuation routes posted in the room unless otherwise advised.
- Students are instructed to form a single file line and hold hands front and back.
- Close your classroom doors when leaving the room.
- Take roll, account for students, and report to the office once at the evacuation assembly point.
- Report missing student(s) ASAP to the Administrator or [Emergency](#) Responder.
- Remain with classes and await further instructions from the Administrator.

PM Custodial Responsibilities

- Same as [Administrator/Head Teacher's Responsibilities](#), except do not call Central Office.
- Call the “On-Call” Supervisor for further direction.