

## **JOHNNY ANNOUNCEMENT CODES**

**\*WALKABOUT** – Leave school to designated location

**\*CAMP-OUT-** stay in locked classrooms

**\*RENDEVOUS-** Meet in designated area  
Inside  
Outside

**\*PEST CONTROL CHECK-** Bomb threat

### **SUB CODES**

**\*With equipment-** bring coats and backpacks

**\*With supplies-** bring survival bag

**\*Parents will be invited-** parents will be contacted to pick up children

## **JOHNNY ANNOUNCEMENT CODES**

# **John Hancock Charter School**

## **Emergency Plan**

## **BOMB THREAT/PEST CONTROL**

**\*Bomb Threat initiated by intercom** "Teachers, we will be having a pest control check"

**\* Check your room or area**

**\*Report and suspicious packages or signs of forced entry to administration**

**\*Do not open any unnecessary lockers, doors or restrooms**

**\*Do not operate cell phones or radios around suspected bomb area**

**\*On command – evacuate students – under the command** "Teachers we will be having a walkabout."

**BOMB THREAT/ PEST CONTROL**

## **LOCK-DOWN/CAMP OUT**

**\*Lock down initiated by intercom** "Teachers we will be having a camp-out"

**\*Calmly have students move away from doors and windows**

**\*Open doors for students in hallway or outside**

**\*Close and lock doors and windows**

**\*Make sure your phone is on and working, stay off the phone until you are given an "all clear"**

**\*Account for students, make note of extra students**

**\*Supervisor will call**

First call-Is there trouble in your room?

Second call- Report missing students and extra students

Third call- Additional information

**\*In an extreme emergency call 911**

**LOCK-DOWN/CAMP OUT**

## EVACUATION

- \*Evacuation initiated by intercom
- “Teachers we will be having a rendezvous” or
- “Teachers we will be having a walkabout” Follow specific instructions [refer to “codes”]
- \*Close windows and doors
- \*Take rolls and emergency kit
- \*Exit Classroom safely, use alternate exit if needed
- \*Notify supervisor if injured
- \*Proceed to designated area
- \*Call roll – hold card high
- Green card-all accounted for
- Red card – missing students
- \*Keep students in designated area and accounted for [ buddy system ]
- \*Supervisor will contact you if parent check-out will be initiated

## EARTHQUAKE

- \*Yell “EARTHQUAKE! DROP!”
- \*Duck and cover until tremor has ended
- \*Check hall for exit possibilities
- \*Follow evacuation procedures without further instruction

EVACUATION/EARTHQUAKE

## IN-SCHOOL SHELTERING

- \* In-school sheltering initiated by intercom
- “Teachers we will be having a rendezvous” or
- “Teachers we will be having a camp-out” Follow specific instructions [refer to “codes”]
- \* Clear students from halls and outside into classrooms
- \* Tape doors and windows
- \* Call roll, account for your students and others
- \* Supervisor will call your room or contact you
- Account for all students
- \* Stay off phone and wait for “all clear”

IN-SCHOOL SHELTERING

## **SUPERVISORS**

- \*Take emergency kit and communication**
- \*Move to assigned station**
- \*Call into assigned classrooms**
  - First call- Ask if there is trouble
  - Second Call- Ask for accounting children
  - Third Call- Give additional information
- \*Wait for command to call-** Follow same procedure as above
- \*For critical emergency report immediately!**
- \*Command will issue "all clear"**
- \*In the event of evacuation, teachers will hold up "red" or "green" cards contact teachers with red cards**
- \*Check restrooms**
- \* If teacher is missing, proceed with classroom instructions. Secure classroom situation and report missing teacher**
- \*Escort walking wounded to first aid station**
- \*Notify teachers with command instructions**

In the even of an emergency not requiring evacuation the faculty room will serve as the first aid station. In the even of evacuation a red flag will be posted to designate first aid station.

## **SUPERVISORS**

## **FIRST RESPONDER**

- \*Follow class procedures until cover person arrives**
- \*Take first responder kit, including flag**
- \*Report to first aid station**
- \*In the event of an emergency, not requiring an evacuation, faculty room will serve as the first aid station**
- \*If students need to be transported, fill out information form. Report transfers to supervisor**
- \*Coordinate extra help as needed**

## **FIRST RESPONDER**

## PHONE NUMBERS

Emergency.....911

POLICE.....785-3506

PLEASANT GROVE CITY.....785-6148

AM. FORK HOSPITAL.....855-3000

MT. FUEL-QUESTAR.....853-7400

UTAH POWER & LIGHT ....1-888-221-7070

POISON CONTROL.....1-800-456-7707

RED CROSS.....373-8580

Employee Name	Cell	Ext.
Adamic, Julie	722-5765	205
Anderson, Heather	669-1737	
Anderson, Kristin	616-7206	
Ballard, Diane	636-3586	208
Breeden, Linda		
Bunker, Tatum	376-5781	211
Call, Kim	885-0067	210
Carpenter, Stacey	361-5712	
Decker, Karen	836-9373	
Elmer, Pam	722-5763	215
Hales, Tracy		
Halladay, Michelle	592-0364	
Kernan, John	691-4389	210
Mahoney, Sara	471-1945	
Neider, Jeanne	420-1996	203
Orton, Connie	836-7884	212
Rogers, Heather	360-5533	206
Rutledge, Jolene	909-633-3387	201
Schaefer, Ralynn	830-9303	
Schmidt, Pat	427-9138	
Short, Alena	472-0813	214
Siebert, Amanda	367-2454	209
Tippetts, Kyle	360-2348	
Tripp, April	669-4637	
Wang, Teresa	414-1557	204
Williams, Jan	362-6084	201
Science Room		213

## PHONE NUMBERS

## COMMAND

- \*Make request for Johnny code over intercom
- \*Contact 911
- \*Deal with intruder
- \*Determine severity/source of problem
- \*Make final decision on course of action
- \*Make final decision on closing school
- \*Coordinate reports from first responder
- \*Coordinate relocation if needed
- \*Coordinate securing of exit doors
- \*Check with supervisors
  - First call- Trouble?
  - Second call- Accounting of Children
  - Third call- Additional information
- \*Communicate with Emergency Personnel
- \*Communicate with media
- \*Coordinate parental call list
- \*Account for all students, teachers, personnel and visitors

**DO NOT USE CELL PHONES OR RADIOS  
NEAR BOMB THREAT AREA!**

## COMMAND