

EMERGENCY PLANS

The administration shall have a school disaster plan which will serve as an educational tool and an emergency measure. The school disaster plan should provide as much protection as possible for students while at school and on their way to and from school. For staff, the school disaster plan should provide adequate instruction so that the school emergency plan may be carried out with the greatest possible speed and safety.

The Superintendent or his/her designee, shall be directed to develop emergency plans for evacuating the buildings during fire and other emergencies, and for using the building for shelter in the safest manner possible during extremely inclement weather.

Drills shall be held to implement such plans to allow for order and efficiency in the event of building evacuation of weather emergencies.

The District shall follow all local, State, and Federal regulations regarding emergency situations and preparedness.

Cross References: Emergency Plans, 723-Rule
Emergency Nursing Services and Routine Illness and Injury Care,
453.1

Legal Reference: Wisconsin State Statute 118.07

Adoption Date: March 28, 1988

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Procedures

Emergency Weather Warning

1. The alert will be sounded via the intercom unit, with instructions, or by runner if necessary.
2. Each instructional room will have an assigned protection area. Information about this area will be posted in every room adjacent to the exit door. Teachers should alert each class of the protection area.
3. Annually the entire school will practice a drill which will help students and employees become familiar with a routine.
4. Teachers are to remain with their classes. Teachers not assigned to a class at the time of the drill shall assist as needed during the drill.
5. An “all clear” warning will be sounded by a predetermined signal.
6. Each school will develop a plan for its specific facility.

Tornadoes

1. The Outagamie Emergency Government will transmit a signal to each school through the weather radio, which indicates a tornado watch or warning. In a tornado watch, conditions are right for a tornado. A tornado warning indicates that an actual tornado has been sighted. Schools which do not hear the signal will be called by the School Services office.
2. Students and staff should follow established tornado drill alert procedures when a warning has been issued for the specific geographic area. These guidelines should be observed:
 - a. Window covers such as blinds, drapes, or shades should be closed to retard flying glass and debris.
 - b. A window should be opened slightly if time allows. If a tornado is imminent, students and employees should stay away from the window and take cover.
 - c. All students and staff should move to the designated shelter area and take cover.
3. Students are not to be dismissed from school during “warning periods” nor will school buses operate until the “warning” has been lifted.

Severe Thunderstorms

1. If a storm occurs at dismissal time, the students shall not be dismissed.
2. Students should be kept off playgrounds.

723-Rule (cont.)

Inclement Weather

1. The closing of the school during inclement weather procedures will be initiated by the Superintendent or his/her designee.

Fire

1. The person discovering a fire shall sound the fire alarm and notify the building principal. The principal shall notify the fire department.
2. The building should be evacuated of all students, staff, and visitors according to fire evacuation procedures.
 - a. Apply as many of the following fire evacuation procedures as possible:
 - 1) All windows in the room should be shut. The last person leaving a room shall shut the door.
 - 2) Staff should take class lists with them upon evacuation.
 - 3) Students should stay in line and go outside away from the building.
 - 4) The established exit route should be followed if practical.
 - 5) Each class should be kept in a group outside of the building.
 - 6) When the all-clear signal is sounded, students and staff should reenter the building.
3. The Superintendent's office shall be notified.

Bomb Threats

1. The person receiving the telephone call should keep the person on the line as long as possible and obtain as much of the following information as possible.
 - a. Location of the bomb
 - b. When it is set to detonate
 - c. Whether it has been placed in the open
 - 1) Is it disguised?
 - 2) Is it concealed?
 - d. Kind and size of bomb
 - e. Age of caller (adolescent or adult)
2. The time of the call should be noted and a message written down.
3. When a bomb threat is received, the principal and the Superintendent should be notified and the police and fire departments called by the principal or designee. The principal and the Superintendent or his/her designee shall decide whether or not to evacuate the building.

723-Rule (cont.)

4. At the direction of the principal, staff members should implement the school building's specific bomb threat procedures and evacuate the building.
 - a. Nothing should be touched which is in anyway suspicious.
 - b. Instructors will be responsible for students in their rooms at the time of evacuation.
5. A search of the building will be conducted by any or all of the following: the local police, fire department officials, administration, and selected custodial or teaching personnel.
6. Buses may be called and students sent home for the rest of the day at the discretion of the Superintendent or his/her designee, in consultation with police and fire officials.

Utility Failure

1. Electric Power Failure
 - a. Verify failure with building engineer.
 - b. Call the Director of Facilities and Operations.
 - c. Call appropriate electric utility.
 - d. Notify the Superintendent.
 - e. The decision to dismiss school must be made by the Superintendent or his/her designee; in such event, employees may be asked to report to work at a location to be assigned.
2. Gas Line Break or Gas Seepage
 - a. Clear immediate area. Evacuate building if necessary, using fire drill procedures.
 - b. Call fire department.
 - c. Call appropriate gas utility or supplier.
 - d. Call the Director of Facilities and Operations.
 - e. Notify the Superintendent.
 - f. The decision to dismiss school must be made by the Superintendent or his/her designee; in such event, employees may be asked to report to work at a location to be assigned.

723-Rule (cont.)

3. Water Main Break or Sewer Problems

- a. Call Director of Facilities and Operations.
- b. Call municipal water department if appropriate.
- c. Notify the Superintendent.
- d. The decision to dismiss school must be made by the Superintendent or his/her designee; in such event, employees may be asked to report to work at a location to be assigned.

4. Downed Power Lines

The procedures for dealing with downed power lines should be followed by the building administrator.

- a. Keep students away from area.
- b. Call appropriate electric utility.
- c. Call police or sheriff's department as may fit the situation.
- d. Notify the Superintendent.

Chemical Spill

1. If the spill is in the building, evacuate the building.
2. Call fire and police departments.
3. If the spill is in the vicinity of the school, follow the advice of the fire and police departments.
4. Call the Director of Facilities and Operations.
5. Call the Superintendent.
6. The decision to dismiss school must be made by the Superintendent and his/her designee; in such event, employees may be asked to report to work at a location to be assigned.

Intruder

1. The employee who discovers an intruder shall arrange to immediately report the intruder's presence to the principal.
2. The principal, or his/her designee, and the Police School Liaison Officer, where available, shall investigate the situation.

723-Rule (cont.)

3. If the person is found to be an intruder, he/she shall be asked to leave.
4. If the Police School Liaison Officer is not present, the police department shall be called for assistance.

Hostage

1. As soon as possible, the police and the Superintendent will be notified.
2. Evacuate all who can safely get out of the building.
3. Follow the local police procedures, assisting as requested or directed.
4. A postvention team shall be available to the class and/or the school following the incident.

Fire Department/Emergency Number: 911
Appleton Police Department Non-emergency number: 832-5500

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