

## **DISASTER PREPAREDNESS PLAN**

### Local emergency telephone numbers

- Police Department 279-2424 or 911
- Fire Department 279-2525 or 911
- Wall Clinic 279-2149
- Superintendent of Schools 279-2156

The following procedures will be the official policy of the school district when the principal has determined a pending disaster requires immediate attention. School officials will implement the following courses of action as the need arises.

### Implementation

1. The Superintendent in conjunction with the building principals will review the plan annually and report to the Board of Education at the regular August meeting to recommend any changes in the plan for updating handbooks.
2. The Superintendent will require a written report from the Principals that the required number of fire drills and disaster drills have been conducted in each building.
3. Principals are required to hold a staff meeting to answer teacher's questions about the procedures. Teachers are required to instruct their students about the Disaster Plan.
4. After each drill is conducted the Principal in charge will report the following to the Superintendent: The date and time required to move pupils and personnel to their designated area. The Superintendent will maintain a record of the results.

### Emergency Course of Action

#### **1. Action Stand-By (Lock Down)**

Because incidents that call for a lockdown vary in severity, lockdowns will fall under three levels (Level I, Level II, and Level III).

**Level I** – When it is announced, “The school is at level one”, the school will follow all procedures relating to Level I. This level requires that all exterior doors be locked. There will be no entry or exit to the building during this time. All movement (change of classes, office visits, etc.) is normal.

All outside school activities will be brought into the building. Students at recess will report to their classrooms.

- An example of an event that may call for a Level I Lockdown includes but is not limited to police pursuing an individual.

**Level II** – When it is announced, “The school is at level two”, the school will follow all procedures relating to Level II. This level requires that all classroom doors be locked,

and blinds/curtains are pulled. Movement through the school is halted, but classes can resume as normal. No movement throughout the building will be allowed until announced by an administrator.

The administrator in charge may call for the exterior doors to be locked.

All outside school activities will continue, teacher(s) in charge of outside activities will receive notice of any change of routine or other requirements.

- An example of an event that may call for a Level II Lockdown includes but is not limited to a fallen student needing medical attention in a hallway.

**Level III** – When it is announced, “The school is at level three”, the school will follow all procedures relating to Level III. This level requires that all interior doors be locked, and blinds/curtains are pulled. Movement through the school is halted. Students, staff, and visitors must report to the nearest classroom. Students are to spread out in the classroom out of sight from the doors and windows. No movement throughout the building is allowed. Those in the main office are to take shelter in the Principal’s or Business Manager’s office.

The staff will secure the “Level III” folders and implement the following:

1. If all students are accounted for and there is no need for immediate assistance, the teacher should display one green card in the exterior window and one green card in the window to the hallway.
2. If there are students unaccounted for, the teacher should write the names of students unaccounted for on yellow cards and display one in the exterior window and one in the window to the hallway.
3. The names of extra students should be written on the yellow cards and displayed in the exterior window and the window to the hallway.
4. Rooms that are in need of immediate assistance must display a red card in the exterior window and the window to the hallway.

Once a Level III Lockdown is called, the district’s crisis plan will automatically be implemented.

- An example of an event that may call for a Level III Lockdown includes but is not limited to unexpected severe weather damaging the building.

Once a Level III Lockdown is lifted, school will be dismissed as deemed appropriate by local law enforcement. The community will be notified via email and telephone. The pick-up area(s) will be determined and traffic will be routed accordingly.

2. Action Go Home (School Is Dismissed – Weather, etc.)
  - The order at the school shall be disseminated by the public address system and/or messenger.

- The order will be considered by the Principal only if there is time to return students safely to their residences.
  - It shall be the responsibility of the Principal, with the aid of the classroom teachers, to insure the orderly dismissal of students. Teachers are not to release any student until proper provisions are made for the student's welfare.
3. Action Leave Building (Fire Alarm - Designated Areas Away From Building)
- The signal at the school shall be the fire alarm system and/or messenger.
  - Students and staff will leave the buildings in an orderly manner by way of the posted diagrams for each area of the school and instructions as spelled out in the emergency procedures document.
  - Teachers should make sure students are accounted for by taking roll of their students after they are a safe distance from the school buildings.
4. Action Take-Cover (Disaster Drill - Go To Disaster Areas)
- The signal at the school shall be disseminated by the public address system and/or messenger.
  - Students and staff shall take shelter in a properly prepared shelter in or near the school. Each area of the school has a designated area they are to proceed to for disasters. Teachers are responsible to proceed with their class to their designated area and take roll.
  - These areas should minimize the possibility of flying objects such as shattered glass.

### Rural Elementary Schools

Rural schools will follow the same above procedures with the classroom teacher acting as the individual responsible for determining the course of action to be taken. Safety of the students will be the primary objective of any action taken. Parents will be contacted as soon as it is feasibly possible.

Board Approved Updates

(Updated 9/10/2010)