

### **EMERGENCIES AND DISASTER PREPAREDNESS**

The primary consideration in any emergency situation must be the safety and welfare of the students and staff. At certain times, therefore, it may be necessary to ask the staff to perform "beyond the call of duty" in order to provide for the safety and welfare of the students. In the event of an actual emergency situation, all school personnel, instructional and non-instructional, are required to remain in the building until they are dismissed by the principal.

- A. When an emergency occurs, the principal shall consult with the Superintendent on whether or not to evacuate the school. An announcement will then be made to inform staff and students of the emergency procedures that will be followed.
- B. If a decision is made to send students home or to another location, every attempt will be made to notify parents by telephone and/or by radio or other district procedures.

The teachers will remain in (or return to) their regular classrooms and remain with their students as needed. They are to monitor student attendance through established roll call procedures.

- 1. Administrators and guidance counselors will report to the main office for assignment.
- 2. The head custodian will assign the members of the custodial staff to positions that allow "free flow" of traffic on and off school property.
- 3. Clerical personnel will remain at their regular stations except in cases of reassignment by their administrator.
- 4. School lunch personnel will remain in their areas until notified to the contrary by the main office.

Above all, it is imperative that all personnel remain calm and in control throughout the emergency.

- C. The professional and support staff members will supervise the orderly evacuation of the building.

#### **Fire Drills**

In accordance with state law, fire drills are to be conducted periodically, not less than twice a month. Each principal shall prepare and distribute fire drill procedures whereby:

**EMERGENCIES AND  
DISASTER PREPAREDNESS**

File Code: 6114

1. All personnel leave the building during a drill.
2. The plan of evacuation provides at least one alternative route in case exits or stairways are blocked.
3. When the fire alarm sounds, teachers should caution students to walk silently and quickly from the building to a specified location at least 100 feet distant from the building and not in roadways, close all windows and doors of a room and turn out lights before leaving, and conduct roll call as soon as students are out of school and in place to make sure that each student is accounted for.
4. Students and staff who are sensory impaired (i.e., deaf, blind) or require 504 considerations, must be provided with special consideration during a fire drill. Advance planning for such needs is required!

**Unusual Situations**

The following situations are quite unlikely to occur, but in the event that one of them does, use the following procedural guidelines:

**A. Student or staff member held hostage - The principal/designee will:**

1. Isolate the area. DO NOT make an announcement or sound the fire alarm. The nearest administrator will direct teachers and monitors on duty to notify teachers in nearby classes to take their students to a previously determined area.
2. Notify the police immediately, giving as much information as possible (e.g., number of terrorists, number of hostages, types of demands being made, etc.). Police will be in charge once they arrive.
3. Notify the Superintendent.
4. Develop a list of casualties, if any.

**B. Intruders in building or on school property - The principal/designee will:**

1. Ask them to leave.
2. If they do not leave, remind them of trespassing law.
3. Notify the central office.
4. Avoid any physical conflict or loud verbal altercations.
5. Notify police if intruders do not leave.

**EMERGENCIES AND  
DISASTER PREPAREDNESS**

File Code: 6114

**C. Demonstrators or pickets around building before school opens - The principal/designee will:**

1. Note procedures for intruders.
2. Attempt to enter building peaceably.
3. Notify central office.
4. Hold students on the school buses if demonstrators seem to pose a threat.

**D. Demonstrators or pickets around building at dismissal - The principal/designee will:**

1. Follow procedures for intruders.
2. Notify central office.
3. If demonstrators seem to pose a threat, hold students in class until further notice.

**E. Student demonstrators**

1. Follow above guidelines.
2. Identify the leader or leaders of the group.
3. Notify the group that the administration will confer with the leader(s) but not until all other students return to class.
4. Meet with leaders if students disperse and return to class.
5. If students refuse to disperse, remind them of truancy regulations and consequences of disruption.
6. With other staff, try to identify as many participants as possible; notify parents of participants, asking them to come to the school(s).
7. Try to keep nonparticipating students away from the demonstration area.
8. Follow through on disciplinary action for students refusing to cooperate.

**F. Buses not operating; students in school - The principal/designee will:**

1. Keep all students in class.

**EMERGENCIES AND  
DISASTER PREPAREDNESS**

File Code: 6114

2. Summon all "free" professional staff members for other assigned duty as needed.
3. Notify parents/guardians by the methods outlined in the district's emergency closing procedures (i.e., parent caller chains, radio stations, special district telephone number)
4. Dismiss students possessing their own cars (or bicycles) but follow Board policy regarding student passengers.
5. Keep remaining students in school until parents are notified of the problem and arrange transportation for their children.
6. Alert school lunch staff if it appears that large numbers of students will have to remain at school for an extended period of time.

**G. Major disruptions at an assembly - The principal/designee will:**

1. Bring house lights to full on.
2. If those causing the disruption are too numerous to be handled by professional staff members on duty, dismiss the assembly and instruct all present to report to their next period classes.
3. If few in number, remove the disruptive students from the assembly and take appropriate disciplinary action.
4. If those causing the disruption are outsiders, follow the procedure for intruders.

**H. Emergency Bus Evacuation**

Each bus driver in conjunction with the principals shall conduct at least two (2) bus drills per year with each bus load of students. In the event of a real emergency, the following procedures shall be used. Drills are to be patterned on this procedure:

1. Stop bus, if not already stopped, off the road and out of the mainstream of traffic, if possible.
2. Put on emergency flasher lights and immediately issue orders as to which exit is to be used.
3. Maintain calm and direct students to "walk, not run" and to watch their heads when disembarking.

**EMERGENCIES AND  
DISASTER PREPAREDNESS**

File Code: 6114

4. Radio for help immediately, after making sure that all students are evacuated.
5. Form students into a group of least 100 feet from the bus and as far away from traffic as feasible.

**I. Bomb Threat Procedures/Threatening Messages.**

1. **Purpose**

To provide procedural guidelines for action in handling threatening messages (telephone, letters or verbal communications).

2. **Policy**

Any message which conveys a threat to any Board of Education employee, pupil, visitor or Board of Education property, or states an intent to interfere with Board of Education activities will be reported by the most expeditious means to the office of the building administrator.

3. **Procedures**

- a. The recipient of the threat will immediately notify the building administrator or designee.
- b. Building secretaries are usually the first to know when a threatening message is received. Posted instructions at the secretary's desk are to be followed. For example:
  - (1) Handle the call quietly and calmly. Do not antagonize caller.
  - (2) Keep the caller talking as long as possible.
  - (3) Get another secretary on the line to make notes for later reference (**USE FORMS PROVIDED Attachment A.**)
  - (4) Immediately notify the building administrator.
- c. Planning the Search
  - (1) The building administrator is to notify the Police and Fire Departments and/or other emergency personnel.
  - (2) The building administrator is to notify the Superintendent of Schools who will notify other administrative personnel.
  - (3) Board of Education personnel will not conduct the search; **IT WILL BE DONE BY QUALIFIED EMERGENCY SERVICES PERSONNEL.**

**EMERGENCIES AND  
DISASTER PREPAREDNESS**

File Code: 6114

4. If a suspect bomb is discovered, **DO NOT TOUCH OR DISTURB IT IN ANY WAY.**
  - a. Immediately inform the building administrator.
  - b. When evacuation is required by the building administrator, all Board of Education employees, visitors and pupils are to evacuate the building as per the plan for fire drill evacuation and the pre-approved all call code.
  - c. Designate the **DANGER AREA PERIMETER** at least 300 feet from the building.
  - d. The Head Custodian or Maintenance Personnel will:
    - (1) Organize immediate manual control of all elevators in the threatened building(s); reserve elevators as indicated for emergency use only under strict control.
    - (2) Plan for possible immediate shut-off of gas lines, electric power, water lines, etc. that would add fuel to flames or other hazards if ruptured by an explosion.
    - (3) Any other emergency action deemed necessary.
- D. Immediately after the "all clear" is announced by the building administrator, Administration will critique all facets of the operation.

**Date:** March 22, 1995

**Revised:**

