

DE SOTO AREA SCHOOL DISTRICT

723-Rule

EMERGENCY PROCEDURES

A. FIRE

Each building principal shall:

1. Develop an appropriate plan for evacuation of his/her building in case of a fire.
2. Conduct fire drills once a month, except when health of students may be endangered by inclement weather.
3. Record information as to the dates and times of all fire drills. ***{NOTE: I deleted items 3-a-c since annual written reports to the department of commerce and local fire department are no longer required by law.}***

B. TORNADO

1. The building principal shall develop a plan and conduct drills pertaining to this emergency.
2. One or more directed practice drills should be conducted during the months of August through October, and one or more in March through April.
3. The purpose of the drills is to provide students and staff shelter within the building, should a tornado occur. Therefore, all persons in the building are expected to participate, in accordance with the following: ***{NOTE: I revised items a-d so that they would apply to all individuals, not just students.}***
 - a. Absolute silence should be maintained so that special directions, if needed, can be heard.
 - b. All books, notebooks, coats, etc. are to be left in the classrooms.
 - c. Individuals are to leave rooms in an orderly manner as they go to the designated shelter area and walk at a brisk pace, keeping in line (students).

- d. All individuals shall remain in the shelter area until an all clear is given.
4. Each drill should be evaluated to improve successive drills.

C. BOMB THREATS

1. When a bomb threat is received, the building principal and the District Administrator should be notified, and the police and fire departments called.
2. The building principal or designee will make the decision to evacuate the building.
3. Evacuation of the building will follow fire drill procedures.

D. UTILITY FAILURE

1. Electric Power Failure
 - a. The building principal should be informed.
 - b. The building principal or designee will: ***{NOTE: I revised this section as it seemed likely that items 1-4 would be responsibilities of the building principal or someone delegated by him/her.}***
 - 1) verify the failure with building custodian;
 - 2) call the supervisor of maintenance;
 - 3) call the appropriate electric utility; and
 - 4) notify the District Administrator.
 - c. The decision to dismiss school must be made by the District Administrator or his/her designee.
2. Gas Line Break or Gas Seepage
 - a. Clear immediate area! Evacuate building if necessary, using fire drill procedures.
 - b. Notify the building principal

c. The building principal or designee will: **{NOTE: I revised this section as it seemed likely that items 1-4 would be responsibilities of the building principal or someone delegated by him/her.}**

1) call the fire department;

2) call the gas utility;

3) call the supervisor of maintenance; and

4) notify the District Administrator.

d. The decision to dismiss school must be made by the District Administrator or his/her designee.

3. Water Main Break or Sewer Problems

a. Inform the building principal

b. The building principal or designee will: **{NOTE: I revised this section as it seemed likely that items 1-3 would be responsibilities of the building principal or someone delegated by him/her.}**

1) call maintenance supervisor;

2) call the municipal water department, if appropriate; and

3) notify the District Administrator.

c. The decision to dismiss school must be made by the District Administrator or his/her designee.

4. Downed Power Lines

a. Keep students **{NOTE: everyone?}** away from area

b. Notify the building principal

c. The building principal or designee will: **{NOTE: I revised this section as it seemed likely that items 1-3 would be responsibilities of the building principal or someone delegated by him/her.}**

1) call appropriate electric utility;

2) call police or sheriff's department as may fit the situation; and

3) notify the District Administrator.

E. SAFETY RESPONSE FOR LIFE-THREATENING SITUATIONS

District staff will utilize code signals through its intercom systems for the purpose of relating circumstances to staff members which have the potential to become life threatening. The following codes have been established:

- CODE RED - CODE RED is a non-medical emergency and relates to an extreme circumstance which has the potential of becoming life threatening for one or more individuals within the building (e.g., armed individual(s) within the building, etc.)
- CODE BLUE - CODE BLUE signals a life threatening medical situation is occurring within the building (e.g., cessation of breathing, uncontrolled bleeding, heart attack, unconsciousness, severe shock, etc.)
- CODE YELLOW - CODE YELLOW signals a hazardous waste spill has occurred which has the potential of becoming life threatening for individuals in or around school buildings.

1. When the suspected code occurs, it is the responsibility of the employee in the area to get the following information to the office immediately:

- a. The name of the victim or the individuals involved (if possible);
- b. The location of the individual(s);
- c. What happened or is happening; and
- d. Why a particular code situation.

The employee relating this information to the office must use the fastest method possible (intercom, phone, runner, etc.), and stay in contact with the office. Also, if there is an injured person, the employee should stay with that person.

Sound judgment should be exercised. Instructors must not put a class, themselves or others at risk.

2. Office personnel will then respond as follows:

- a. An announcement will be made over the public address system in a calm voice, as follows:

CODE RED/BLUE - "Please keep your students in your rooms. We are in a CODE RED/BLUE SITUATION."

CODE YELLOW - "Please move your students to a specified location. We are in a CODE YELLOW SITUATION."

The announcement should be repeated three times.

- b. The appropriate response team should be notified.

CODE BLUE - Team members should report with a first aid kit and the school nurse should be contacted.

CODE RED AND CODE BLUE - The Vernon County Sheriff's Department (637-2123) should be called to request medical and/or police assistance immediately. **{NOTE: Would this be a 9-1-1 call?}**

3. Teachers should secure their classrooms or area until the ALL CLEAR is announced. This includes the office area as well.

Under CODE RED, teachers shall:

- 1) Secure their rooms (lock the doors).
- 2) Have the students remain seated. No student is to leave the room under any circumstances.
- 3) Ignore all class change bells.
- 4) If necessary, remove the class and themselves from clear view and seek shelter in the room.

CODE BLUE ONLY

- 1) Teachers who are on prep periods should report to classrooms or hall intersections to be available when necessary.
- 2) The parent/spouse/designee should be called.

CODE YELLOW - refer to Board policy on the subject.
{NOTE: I did not find such a policy. Do you have procedures regarding hazardous waste spills that could be referred to here instead?}

4. The building administrator or person in charge will announce an ALL CLEAR three times over the public address system when the situation is ended.

APPROVED:

NOTE: These guidelines are based on information found in your district's current policy manual (p. 106-106b - no approval date; "Safety Response Plan for Life-Threatening Situations - proposed 1/23/95). I combined the information and revised it for stylistic reasons. (WASB - 2/08)