

**SERIES 700
SUPPORT SERVICES**

Administrative Rule 723

EMERGENCY PLAN PROCEDURES

A. General Guidelines

1. Emergency drills shall be held in accordance with state law, local regulations and the needs of the district.
2. The District Administrator, or his/her designee, shall:
 - a. At least once a month, without previous warning, drill all students in the proper method of building evacuation in case of fire. Fire drills shall be held as required, except when the building principal or person having direct charge, deems that the health of the students may be endangered by inclement weather conditions.
 - b. Drill all students at least annually in proper procedures for shelter during a tornado or other weather emergency.
 - c. Periodically review procedures for civil disturbance, bomb threats, and nuclear attacks.
3. Fire exit signs are posted in each classroom. Students should acquaint themselves with the exit to be used while in each of their classes.
4. Bomb threat and nuclear attack procedures should be on file in each building.
5. All staff members should acquaint themselves with the procedures for each of the emergencies above.

B. Fire Procedures

1. The building principal shall be responsible for conducting fire drills in his/her particular building in conjunction with the local fire department.
2. One or more directed practice drills shall be conducted during the opening days of school and then at least one drill per month shall be conducted without warning, except as provided in state law.
3. The purpose of the drills is to evacuate the building. Therefore, all persons in the building are expected to participate. Persons leaving the building should move to designated areas as directed by the building principal or other staff.
4. Students should keep absolute silence in case special directions are needed.
5. All books, notebooks, coats, etc. are to be left in the classroom.
6. Students are to leave the room in an orderly manner as directed by the teacher and out of the building through the proper exit. Students should walk at a brisk pace

keeping in line, single or double file, as directed by the building principal. Teachers should be sure to aid any students that may need special assistance.

7. The first students out of the building are to hold the doors open until all students are evacuated. People leaving the building should move away from the building onto the sidewalks and school grounds but not onto the road.
8. At a signal, all students are to return promptly to the building in the same manner and by the same route as when leaving the building.
9. Each drill should be evaluated and effort should be made to improve successive drills.
10. The building principal shall keep a written record of the date and time necessary to evacuate the building on each drill. Building principals shall forward the completed report in June to the District Administrator.
11. The district shall file an annual report with the Department of Commerce and the chief of the Marshall Fire Department.

C. Tornado or Other Weather Emergency Procedures

1. The building principal shall be responsible for conducting drills in his/her building.
2. The purpose of the drills is to provide students with shelter within the building should a tornado or other weather emergency exist. Therefore, all persons in the building are expected to participate. Persons in the building should move to designated shelter areas as directed by the building principal or other staff.
3. Students are to leave the room in an orderly manner as directed by the teacher to the designated shelter area. All books, notebooks, coats, etc. are to be left in the classroom. Students should walk at a brisk pace keeping in line, single or double file, as directed by the building principal or other staff.
4. All students shall remain in the shelter area until an all clear signal is given.
5. At the signal, all students are to return to their classroom in an orderly manner.
6. Each drill should be evaluated and necessary adjustments should be made to better provide for student safety.
7. The building principal shall keep a written record of the date and time of each drill. Building principals shall forward the completed report in June to the District Administrator.

D. Bomb Threat Procedures

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 building principal and District Administrator should be notified and the police and fire departments called by the building principal or designee.
 4. At the direction of the building principal, staff members should implement the school building's specific bomb threat procedures and evacuate the building to at least 500 feet.
 - a. Nothing should be touched which is in any way suspicious.
 - b. Teachers shall be responsible for students in their rooms at the time of evacuation.
 5. A search of the building/grounds shall be conducted by the custodians, teaching personnel and administrative staff. Upon location of a suspicious item, the local police and fire department officials and the Dane County bomb squad shall be notified to investigate the item further.
 6. Buses may be called and students sent home for the rest of the day at the discretion of the District Administrator or designee in consultation with police and fire officials.
- E. Utility Failure Procedures
1. The District Administrator and/or Building Principal or his/her designee shall verify failure with building custodian and/or Facilities Coordinator.
 2. Evacuate the building if necessary (i.e., gas line break or gas seepage).
 3. Notify the District Administrator.
 4. Students may be sent home at the discretion of the District Administrator or designee.
 5. The Facilities Coordinator or designee shall notify appropriate utility department (electric, gas, municipal water department, etc.)
- F. Civil Disturbance and/or Nuclear Attack Procedures
1. During the month of August, the building principal shall meet and discuss with staff members building plans relative to possible evacuations and/or shelter procedures in case of civil disturbance and/or nuclear attack.

2. No specific drills are required as specific information will be forwarded to the building principal upon notice. The building principal shall determine what evacuation procedures or shelter procedures are necessary in such cases.
- G. Lockdown Procedures for Dealing with a Hostage Situation, Death or Serious Injury of Someone on School Grounds, an Armed Individual, and Security Concerns.
1. “Students and Staff, we have a Lockdown situation. This is a [Hard *or* Soft] Lockdown” shall be announced over the public address system to alert staff that there is a situation at hand.
 - a. In a **hard lockdown** situation, teachers should immediately lock their doors, turn out the lights, and not let anyone leave the room. Teachers should move students away from any windows if possible.
 - b. In a **soft lockdown** situation, teachers should immediately lock the doors and not let anyone leave the room, but may continue with class activities.
 2. Once the situation is assessed, the building principal shall decide whether to continue with the regular schedule or evacuate the building. Students may be sent home at the discretion of the District Administrator or designee.
 3. Once the situation is under control, an “all-clear” announcement shall be given.

Date of Adoption: May 21, 1997

Dates of Revision: May 17, 2006
October 15, 2014