

DISASTER PLANS

Definitions:

Disaster: – A natural or man made calamity or emergency that is potentially or immediately threatening to the safety or well being of students, employees and school facilities such as a fire, tornado, or bomb threat

Evacuation: – *The process by which the students and staff members will leave the facility they are in to go to a safe location. Evacuation procedures shall be implemented upon the sounding of the alarm system.*

Shelter – A safe location for students that may be on or off campus. Shelter procedures shall be implemented when the class bell system gives out a series of successive rings or when an announcement is made over the intercom.

Procedures:

Evacuation procedures – Procedures are posted in each room on how people in each room will leave in an emergency situation. Each class should be instructed by the teacher in each room as to the proper exit(s) to use for evacuation procedures.

Shelter procedures – Should sheltering be necessary a sign shall be posted in each room with instructions on how people should proceed to the shelter location(s). . All personnel should be sheltered on a ground floor or basement room away from windows.

Expectations of Employees – Employees are expected to remain calm and show leadership during the time of emergency or disaster. All employees are encouraged to have a plan of action ready at home for their families to follow in their absence should the disaster be one that affects a wide area as employees may be expected to remain on duty through normal duty hours.

Role of the administration – The superintendent shall provide leadership to building principals and other supervisory employees (food service manager, business manager, transportation manager) by advising them and keeping them informed on the details of the situation at hand.

Leadership and Media Relations- The superintendent will be the chief spokesman for any disaster. Statements to the media should be well prepared prior to their release giving the details of what happened. Releases should be worded and organized so that people understand the nature of the disaster.

Principals will provide leadership within his/her building for students and employees. Decisions made during a disaster must be made with the interest and safety of all personnel in mind.

Fire and disaster drills will be conducted in accordance with state board of education rules.

The superintendent will keep the school board president informed of the circumstances related to any such disaster and seek the school board president's advice on issues that aren't addressed in policy.

The plan may be updated by school board action to accommodate changes in facilities and pupil placement.

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WEST CENTRAL SCHOOL DISTRICT