

MENOMINEE INDIAN SCHOOL DISTRICT

723-Rule

EMERGENCY PROCEDURES

FIRE PROCEDURES

- A. Evacuation drills shall be held using severe weather shelters. Everyone must participate.
- B. Emergency battery-operated lights shall be kept in gymnasium, auditorium, shelter areas and halls. Emergency exit lights are also battery operated.
- C. Key personnel shall be trained in the use of fire extinguishers.
- D. On discovery of fire, proceed according to the following plan:
 1. Sound the fire alarm (e.g., using pull switch in hall).
 2. Follow established communication plans:
 - a. Notify school telephone operator.
 - b. Alert transportation, if needed.
 - c. Establish communications in the immediate vicinity to provide information and direction.
 - d. Call Menominee tribal county communications and law enforcement center at 911 or 799-3881.
 - e. Direct the fire department to the location of the fire.
 - f. Contact maintenance staff to ensure that all dangerous utilities are shut down.
 - g. Notify building principal.
 - h. Notify District Administrator at 911 or 799-3824.
 3. Evacuate building to at least 500 feet, using evacuation routes and procedures as posted in each room.
 - a. Consider sheltering during severe weather (where; who has key; safety of students.)
 - b. Consider use of cars in parking lot for temporary shelter.

- c. Have each teacher be responsible for evacuation of their classroom and for accountability of their students after evacuation.
 - d. Make special arrangements for the disabled.
 - e. Be sure all exits are unlocked.
 - f. Close all fire doors.
 - g. Don't use elevators during a fire evacuation.
 - h. Assigned individuals shall check areas such as bathrooms, gymnasiums, lunchrooms etc. to insure that everyone has evacuated the building.
4. Re-entry will only be permitted as authorized by the fire chief.

NATIONAL EMERGENCY

A. Warning

1. Civil defense siren

- a. The attention and alert signal five minutes steady blast
- b. The attack warning signal five minutes wavering tone.

2. Radio and television

3. All clear - by radio and television ONLY.

B. Students will be sent home when official civil defense public information indicates there is sufficient time to arrive home before a dangerous condition develops.

1. Information will be released by the proper authorities to all communications media.
2. Local broadcast stations (EBS) will transmit emergency public information.

C. In case conditions will not allow time for students to be dismissed, students will be assembled in predesignated areas in each building, or sent to predesignated shelters as set forth in the community shelter plan.

Shelter area in Keshena Primary School located at N530 STH 47/55 is approved for 3695 persons, Menominee Indian High School located at N500 STH 47/55 is approved for 2600 persons, Adult Learning Center located at N432 is approved for 200 persons, and Menominee Indian Middle School located at N3455 STH 47 is approved for 1500 persons.

D. Stocking of the above fallout shelters will be obtained from the following sources:

Food: Red Cross

Bedding: Red Cross

Medical Supplies: Menominee Tribal Clinic and Menominee County Public Health Department

Radiological instruments: Unknown

BOMB THREATS

A. A person receiving a bomb threat call should:

1. Ask for details about the bomb, such as:
 - a. what time and date bomb is set to explode;
 - b. size of bomb;
 - c. location - specific area - why it was put there;
 - d. whether there is more than one bomb.
2. Note any characteristics of caller such as voice (accent), gender, age (young or old)
3. Note any background noise such as music, automobiles, trains, people, etc.
4. Not hang up - call the telephone company on another line to trace call.
5. Immediately call police 799-3881.
6. Notify building principal.

7. Notify building custodian.

- B. The area must be evacuated to at least 500 feet or to holding area. Instructors will be responsible to check their classrooms for anything unusual and report this to the police. Nothing should be touched.
- C. Radios should never be used in the bomb threat area as they may be used to activate the bomb.

NATURAL DISASTER (tornado watch or warning; blizzards)

- A. Tornado watch - The building principal will notify all teachers and post weather spotters. (It is not necessary to inform students.)
- B. Tornado warning - Tornado warnings may be issued via sirens (five minutes steady tone - tune to local station for instructions), television, weather radio and city warning point.

1. The building principal will:

- a. Notify all teachers and students.
- b. Order everyone to take shelter in predesignated tornado shelter areas.

2. Teachers will:

- a. Select a student to lead the class to shelter.
- b. Ensure that two or three windows are opened slightly.
- c. Bring up the rear after ensuring that everyone has been evacuated.

3. Custodial staff will shut off fuel and electricity, and hot water if pipes are located in the ceiling.

4. Medical staff will check safety and needs of the disabled.

5. District Administrator and building principals will ensure that records are safely stored.

6. Bus drivers will:

- a. Not leave on their routes in a.m. or p.m. if tornado warning is in effect.
- b. Turn back if a tornado is sighted enroute to or from school; take road at right angle to the tornado's path; and stop bus and escort students to nearby ditch or ravine and direct them to lie face down. (Avoid being under power lines or trees.)

C. Blizzards - Public warnings shall be issued by the weather bureau through emergency services, radio, and TV when a blizzard is anticipated.

1. Schools may be closed, or dismissed early, as determined by the District Administrator. Notice shall be provided to local media in accordance with established procedures.
2. Buses will be kept in radio contact at all times.
3. Radio station (call sign) will be kept informed of the schedule or delay of buses.
4. Students shall be warned to:
 - a. Go directly home after school day is complete. School personnel should be aware if individual students are authorized to go to residences other than their homes. A questionnaire will be distributed to students at the beginning of the fall term requesting this information from parents/guardians.
 - b. Dress properly.
 - c. Be aware of low visibility in crossing streets, etc.

UTILITY EMERGENCY

A. Electric Power Failure

1. Call Alliant Energy at (1-800-862-6261)

2. All areas of school are equipped with emergency generators and battery-powered emergency lights.

B. Gas Line Break - TOP PRIORITY

1. During school hours
 - a. Clear the immediate area (evacuate building, if deemed necessary).
 - b. Don't use any electrical switches.
 - c. Call Alliant Energy (1-800-862-6261)
 - d. Call fire department if deemed necessary (799-3881) or 911
 - e. Call District Administrator (799-3824)
 - f. Call custodial staff or principal via school office intercom system.
2. After school hours:
 - a. Clear immediate area (evacuate building, if deemed necessary).
 - b. Call Alliant Energy (1-800-862-6261)
 - c. Call fire department if deemed necessary (799-3881) or 911
 - d. Call District Administrator (799-3824)

C. Water Main Break

1. During school hours
 - a. Call custodian on school intercom system
 - b. Shut off water
 - c. Call water department (799-3587)
 - d. If flooding occurs and pump is needed, call city engineering department (Menominee Tribal Utility).
2. After school hours
 - a. Call building custodian
 - b. Shut off water
 - c. Call water department (799-3587)
 - d. If flooding occurs and pump is needed, call city engineering department (Menominee Tribal Utility).

DISTURBANCES OR DEMONSTRATIONS - Prevention of possible disturbances, through sound and relevant educational programs, and open lines of communication with students, staff, parents/guardians, and community, is essential and should be the prime concern of the entire community.

The administrative staff should assess the situation to determine its seriousness and its effect on the safety of students and staff before taking any action. The following procedures should be considered only in case of full-blown emergencies, in which a determination has been made that a situation is a threat to the safety of students and staff.

- A. The building principal is in complete charge of his/her building/facility. A predesignated chain of command should be established in case of his/her absence.
- B. Put into effect the prearranged individual building emergency plan.
- C. Notify the District Administrator and all schools in area of possible disturbance.
- D. Student Relations - No student, or student group, should be utilized in calming any disturbance that might place them in a situation where physical harm might occur, or that would jeopardize their normal relationship with their fellow students.
 1. Keep students informed of situation through normal channels of communications.
 2. Conference with student representation of groups representing different points of view in order to dispel rumors, calm fears, and provide as near normal operations as possible.
 3. Normal classroom operation should be maintained as much as possible and all students encouraged to stay in classroom.
 - a. No student should be physically restrained from leaving classroom.

- b. If disturbance is outside of building, students should be kept away from windows.
 - c. Students should be advised of the threat to their welfare that may be occasioned by leaving the building.
- E. Staff Relations

1. Teaching staff

- a. Keep teachers fully informed of the situation, using all available means of communication.
 - b. Prearranged duties and responsibilities should be assigned.
 - c. All teachers should record events that occur in their vicinity with names, time and place of events and action taken.
 - d. All teachers can have a calming effect by their actions and reactions to the situation. Good judgment and sound action will minimize the disturbance. Individual fear or emotion must be controlled and not communicated to students.
2. Administrative staff are responsible to the building principal for performance of assigned duties.

3. Custodial Staff

- a. Responsible to the building principal for assigned duties.
- b. Responsible for physical plant; i.e., utilities, fire alarm center, etc.
- c. Responsible for security of all entrances.

4. Clerical staff

- a. Safety of essential records without jeopardy to their own physical well being.
 - b. Keep switchboard clear for emergency calls.
5. Auxiliary staff (aides) are to continue with assigned duties unless specifically assigned other duties by the administrative staff.

F. Police Relations

1. The building principal should alert the police for possible action.
2. The use of uniformed police in any crisis situation must be handled with extreme care. The principal should designate an entrance and room where uniformed police may enter and remain until called for duty.

G. Community Relations

1. Parents/guardians
 - a. Keep parents/guardians and Board of Education fully informed of a situation in schools by all possible means of communication.
 - b. Organize a parental group to voluntarily participate in attempts to calm disturbances in schools.
 - c. A telephone call-up list should be established for speedy notification of parents/guardians to be used.
2. Community organizations and leaders - Establish relations with organizations in the community and recognize community leaders so that they might be a source for assistance in calming potentially dangerous situations.

H. News Media Relations

1. District Administrator is responsible for dealing with all news media.
2. Provide a room for press conferences.
3. Keep news media informed.
4. Insist that news media keep cameras out of the building or that they be brought to the press room.

I. Closing of Schools

1. Only the District Administrator can legally authorize the closing of schools.
2. If the decision to close schools is made:
 - a. All neighboring schools should be informed.

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- b. Parents/guardians will be informed as quickly as possible through radio and television.
- c. Inform all students and staff.
- d. Inform Board of Education of emergency situations, excluding weather closings.
- e. Staff will supervise dismissal.
- f. Bus transportation should be arranged.

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