

FIRE, TORNADO, DISASTER PLANS

Each principal is responsible for developing a fire disaster plan for his/her building.

Fire Drills/Plans

Each building will have a minimum of four fire drills per school year with students and other personnel following well-marked exit routes to the outside of the building. Evacuation notice will normally be through the automatic fire alarm system.

General Procedures:

1. The sounding of the fire alarm with about a 10 second duration is the signal for all students and school personnel to leave the building in an orderly fashion.
2. There should be no talking or conversing until after the students are out and away from the building.
3. Teachers should give verbal directions as are necessary in a moderate tone of voice.
4. There should be no running although all individuals should move as quickly as possible from the building.
5. Doors should be closed if there is time to do so.
6. No effort should be made to take any material things from the building unless they are in a convenient location.
7. The first person out the door will hold it open until all have passed through.
8. Teachers should leave the classroom after all of the children are out.
9. Students and teachers should stay approximately 50 feet away from the building until a signal is given for them to return to their classrooms.

Tornado Drills/Plans

Each principal is responsible for developing a tornado disaster plan for his/her building.

Each building will have a minimum of four tornado drills per school year. The principal of each building will give a copy of the plans for their building to the Superintendent of Schools, the local fire chief, and the county civil defense coordinator.

Pre-planning: Students will be educated as to how tornadoes develop and the destruction they can cause. They will also be instructed on the correction action to take if they get caught in severe weather. The peak months for tornadoes are April, May and June and afternoon hours are the most dangerous. Drills should be held in fall and spring during the late afternoon period. Information will be received by radio, citizen's band and civil defense communication in the county offices and relayed to the district by the indoor warning system.

Sources of Warning:

1. Any sighting of a tornado or funnel clouds should be reported to school officials by the individual.
2. Reports may be received from the sheriff's office by telephone or the indoor warning system, the local fire departments, the county civil defense, local radio stations and television stations.

3. Schools District Warning System: Students and staff will be notified either verbally or by using the horn used in tornado drills. (Three short blasts - 10 seconds apart)

Areas of Protection:

1. Avoid large rooms and windows. Concrete walls and ceilings are preferred. North and east rooms are preferred as the general direction of most storms is from the south and west.
2. Open doors and windows on east and north sides of the building.
3. Prop open doors on the inside of the building.

Bus Transportation:

1. Buses will not be allowed to leave the school building if weather is particularly threatening.
2. Drivers should instruct children to leave the bus in an orderly fashion and have them lie down in the nearest ditch or in a nearby basement.
3. Radio to the Central Office when the threat of a tornado is over.

Search and Rescue:

1. After a tornado has passed, the gas and electricity should be turned off to avoid a possible fire.
2. Injured people should be treated.
3. Teachers should take a roll call to be sure all students are accounted for.
4. Students should be taken from the protected area as soon as the "all clear" signal is given.

Recovery Action:

1. Clear debris.
2. Assess damage and make plans for temporary housing.
3. If school is not severely damaged, coordinate with the local hospital to use as emergency facilities or as emergency housing for displaced families.
4. Students may be released, with parental consent, to help with recovery work.
5. Use school buses, if needed, as emergency vehicles or shuttle buses for volunteer workers.
6. Apply for federal and state assistance.

Bomb Threat

Building Evacuation Procedures:

1. Each building principal will develop a specific plan to deal with a bomb threat. This plan will be detailed in the Staff Handbook for each building and reviewed with the building staff periodically. The plan shall be comprehensive and include, among other things,
 - how the building will be evacuated
 - how the intercom will be utilized to alert the teachers while avoiding alarming the students
 - where the students will go off site.

- that the Superintendent of Schools will be notified immediately
- that the Delaware County Sheriff and the local fire department will be notified immediately
- that the Transportation Director will be notified and the busses will be made available as needed
- how the teachers will identify, if time allows, any unusual items in their classrooms
- that teachers will be available to talk with authorities about the condition of their rooms.

2. After the search and consultation with authorities, the principal will determine if the building is safe for student occupancy.

3. A written report of the incident shall be filed with the Superintendent. An oral report will be presented to the Board of Directors.

Procedures for Classified Staff:

1. The secretary answering the call should:

- a. keep the caller on as long as possible.
- b. attempt to determine the location of the bomb and when it is to go off.
- c. listen for background noises.
- d. determine if the voice is male or female.
- e. advise the caller of the seriousness of the act.
- f. report all information to the building principal. If the principal or other administrator is not available and time is of the essence, the fire alarm should be sounded in the prescribed manner.

2. Custodians should:

- a. shut off all gas, fuel and oil.
- b. leave electricity on to aid in the search for the possible bomb.
- c. check all areas of the boiler room and storage areas.
- d. have flashlights available.

3. Cooks should:

- a. shut off all operations.
- b. check the kitchen area for suspicious objects.

Areas to be searched by authorized personnel: Desks, cupboards, files, waste containers/baskets, storage areas and storerooms, tunnels, restrooms, false ceilings and student lockers.

LEGAL REFERENCE: Code of Iowa, Chapter 100.31

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