

**EMERGENCY PLANS
AND
FIRE DRILLS**

The principal and faculty members of each school building in Mill Creek School District will develop and implement fire and emergency procedures for the orderly evacuation of all buildings upon the sounding of a distinctive audible signal designated as the fire alarm. Directions indicating where students are to go and the route to be taken should be posted in each classroom. Teachers are to instruct students in emergency and fire drill procedures and practice those procedures with their students in each class. These procedures will be developed to ensure the complete safety of children and other school personnel.

Fire and emergency drills will be practiced at least two times each semester of the school year. The first fire drill shall be conducted within the first 15 days of each semester. The second fire drill must occur after the first 30 days of each semester. All students and teachers shall participate. The drills will not be announced in advance to any school personnel.

Each drill shall be documented in writing at each school site. The records for each fire drill shall be preserved for at least three (3) years and made available to the State Fire Marshal or his designee upon request.

References: 63 O.S. 176 (Section 1043, School Laws of Oklahoma)
Amended by SB 764, Section 1, 1994 Legislative Session

Note #1: State Department of Education accrediting officer may verify that fire drills are conducted as required.

for
3/16

2pm
4/12/13

9/19

for
4/12

for
3/12

REGULATION EMERGENCY/EVACUATION PLAN

Mill Creek Board of Education has established this emergency/evacuation plan to clearly delineate authority and responsibility for administrative actions when it becomes necessary to close the school, evacuate students, cancel school activities, delay school openings, provide for early dismissal, or change transportation times and/or routes because of disasters, emergencies, inclement weather or other reasons.

Authority

The superintendent or his/her designee is responsible for administering the district emergency/ evacuation plan. He/she will establish rules, regulations and procedures for administering and using the district's facilities, equipment, supplies and staff during an emergency or disaster. The superintendent shall be responsible for the general supervision and welfare of the students and staff of the school district. He/she is authorized to cancel or postpone social events, club meetings, sports events, adult programs and other activities that function in various buildings or grounds of the district. He/she is also authorized to work with other agencies as legally required or as necessary.

District Protection

If an emergency occurs when school is in session, or at other times and under circumstances that would necessitate action by school district employees or that would involve the emergency use of school facilities, supplies or equipment, the superintendent is authorized to initiate the emergency/evacuation plan and to take other action required to protect the interests of the school district.

Legal Protection

The board shall provide liability insurance to include legal counsel to protect its agents, employees and board members for any liability resulting from supervision of students during an emergency.

Guidelines

1. The superintendent shall assume responsibility for protection of students, employees, facilities and equipment. Police, health and other agencies may be used as necessary.
2. The emergency and evacuation plans shall function through the administrative chain of command since emergencies require spontaneous decisions and immediate actions.

3. During a major emergency or disaster, students who are bused will be delivered to their homes as soon as such delivery can be organized and carried out in an efficient, orderly and safe manner. A higher authority (police or fire personnel) may direct all personnel to evacuate to a specific destination or to provide for mass care.
4. Students shall be released to parents as soon as such release can be made in an orderly, safe and nondisruptive manner in accordance with controlled release procedures.
5. The superintendent will provide for communication to the board president about the major emergency or disaster at the earliest possible time. Minor emergencies caused by inclement weather, temporary flooding, loss of utilities, employee or student disturbances, fire and bomb threats, accidents and breakdown of building equipment may be communicated through board administration advisement procedures.
6. The superintendent will coordinate activities with other agencies affected by the emergency through leadership, direction and communication.
7. Facilities and equipment will be maintained under district jurisdiction of school administrators until the primary responsibility of using them and the welfare of the students has been resolved.
8. District supplies, equipment, facilities and staff shall be used for the welfare of the students and staff only. To the degree possible, the staff shall keep a record for future accountability.
9. District responsibility for evacuation of students and employees of the district does not imply that district staff, facilities and equipment cannot be used in a cooperative effort with other agencies after the primary responsibility is complete. District students attending other schools shall be evacuated in accordance with plans prepared by those agencies and will be the responsibilities of those agencies.
10. Emergency and evacuation events shall be communicated with employees, related agencies and the public through an established emergency notification procedure.

APPROVED BY THE BOARD OF EDUCATION ON JUNE 30, 2008

**REGULATION
WARNING SYSTEMS FOR
INCLEMENT WEATHER**

Mill Creek Board of Education policy shall be to dismiss school if weather conditions deteriorate to the extent that the safety of students may be jeopardized.

During the tornado season, the school administration will be concerned with tornado watches and tornado alerts. A tornado watch is issued by the weather bureau when conditions are favorable for the development of tornadoes. School will NOT be dismissed because of a tornado watch. However, if a parent is concerned about the safety of a child, the child may be released to the parent's custody at the school. A tornado warning is issued by the weather bureau when a tornado has been sighted. School will be dismissed if the administration feels that it is safe to do so. Otherwise, students will remain at school and appropriate safety measures shall be taken.

The superintendent and his/her appointees will drive various areas in the school district and meet at the district transportation department by 6:00 a.m. Should it be determined that weather conditions are such that it is unsafe to transport students within the district area radio and TV stations, all principals, the food service director, and the technology center superintendent will be contacted by 6:30 a.m.

Each of the people contacted will then contact key individuals in their areas of supervision. The radio stations will broadcast the information concerning closure of schools for the day or the information that buses will be running one hour late, whichever is pertinent. Absent such announcements, students should assume that school will be in session.

Should it become necessary to dismiss school during the school day, all radio stations and bus drivers will be notified by the administration. Students will be dismissed in an orderly fashion once buses have arrived.

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**REGULATION
FIRE DRILL RULES**

The following fire drill rules shall be observed.

1. Escape routes shall be posted in each room.
2. The teacher leads the students, single-file to the primary exit. If the exit is blocked, the secondary exit is to be used.
3. Classroom doors are to be closed by an assigned student.
4. Lights are to be switched off and electrical appliances unplugged.
5. Students are not to talk while exiting the building.
6. There shall be absolutely no horseplay.
7. Teachers will take with them a current grade book for the purpose of checking roll.
8. Teachers are to lead the students away from the building to the predetermined designated area, then have roll call and account for all students.
9. If fire doors close on both primary and alternate routes, use primary route by slowly opening the fire doors.

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REGULATION EMERGENCY PROCEDURES

General Emergency Procedures

1. Call 911 if the situation warrants. The decision whether or not to call 911, police, fire department and/or an ambulance rests with the building administrator or designee.
2. The superintendent's office is to be contacted immediately any time a situation has the potential for generating media coverage. This call should be delegated to an assistant principal, supervisor or secretary so that the administrator in charge is free to deal with the situation.
3. The principal will prepare and coordinate for crisis intervention follow-up with counselors and staff. The principal will also coordinate notification of parents, i.e. calls to parents, sending notes home with students, contacting radio stations, etc.
4. The transportation department will be notified if alternative bus services are needed on the campus.
5. The maintenance department will be notified if the building or school property is damaged.
6. The superintendent shall notify risk management about related insurance and safety issues. Risk management will investigate and collect information for potential claims and litigation.
7. Designated district liaisons during crisis situations are: fire department, police, sheriff and central office.

Hazardous Materials Incident Procedures

The transportation of hazardous materials over streets and highways is a common occurrence. The possibility of an accident resulting in a spill is ever present, making it necessary for schools to be prepared should a spill occur near a school site.

1. Call 911 and the superintendent's office. Give the placard number on the truck to police and notify of injuries.
2. The location of a spill could be a significant distance from a school site and, as a result, an employee may have to act relative to a phone call from the police department. All procedures will be followed.

3. If the incident is at a school site, move all students indoors. Shut down all air handling systems.
4. Follow directions of police and civil defense.
5. The building principal will coordinate the contacting of parents.
6. The superintendent or acting administration will serve as spokesperson to the media.

Medical Emergency/Accident at School Procedures

1. Call 911 and the superintendent's office.
2. Wear latex gloves in assessing the situation and assisting the individual (s).
3. Notify the parent(s). If a parent is not available, notify the contact person, if appropriate.
4. Access and copy signed "Authorization for Emergency Care to Minor" form.
5. The superintendent or acting administration will serve as spokesperson to the media.

Gun at School/Shooting at School Procedures

1. Call 911 and the superintendent's office.
2. Follow police directions.
3. Maintain a calm environment.
4. Move students away from the incident site.
5. Isolate witnesses and preserve the crime scene.
6. The principal will communicate a predetermined code to the faculty, resulting in students being placed in their respective classroom with doors locked.
7. The principal or designee will coordinate notification of parents.
8. The superintendent or acting administration will serve as spokesperson with the media.

Bomb Explosion Procedures

1. Call 911, report injuries, and call the superintendent's office.
2. Preserve the area of explosion.
3. Follow the directions of the police department.
4. The principal or designee will coordinate the notification of parents.
5. The superintendent or acting administration will serve as spokesperson to the media.

Bus Accident/Incident Procedures

The rules and regulations of the State Board of Education provide an investigating officer to investigate all school bus accidents. The responsibility is too great for the driver to decide whether or not the accident should be investigated. An accident may appear to be minor at the time but turn out to be serious later.

A. **Bus Incident:** Any injury to a passenger, driver, or aide that is not due to a traffic accident will be classified as an incident.

Drivers are to:

1. Wear latex gloves.
2. Assess the injuries.
3. Notify the transportation department.
4. Follow standard procedures, depending on the injury.
5. Report all incidents in writing to the transportation director as soon as the route is completed.

B. Bus Accidents

1. Stop the bus and secure the vehicle.
2. Get the students' attention. Calm and reassure them. Tell them what to do.
3. Wearing latex gloves, check for injuries to all passengers and the driver. Do not release students from the accident scene without police approval.

4. Call transportation department by radio or phone. Give the following information: Exact location, direction of travel, bus number, nature or emergency, and type of assistance needed.
5. Check for possibilities of fire, i.e. hot tires, engine fire, leaking fuel, smoke, other vehicles.
6. If the bus is not radio equipped and has students on board, fill out an emergency call card and send an adult or responsible student (at least two) to the nearest phone to report the information from the call card.
7. The transportation office will call the police, fire department and others.
8. The driver should never leave the bus unattended.
9. Protect the scene.
 - a. Activate hazard lights on bus.
 - b. Protect road evidence.
 - c. Set out reflectors at least 100 feet behind and in front of the bus.
10. Determine if the bus should be moved as defined by law enforcement officials.
 - a. Do not move the vehicle unless in danger or ordered by the police.
 - b. Determine if the bus is safe in its present location.
 - c. Determine if the bus is able to move under its own power.
 - d. Determine if help will be needed to move the bus.
11. Wait for the police, transportation director and/or central office personnel.
 - a. Do not leave the scene of an accident until the investigation is complete and police have given clearance to leave.
 - b. When the police releases students, they are to be transported to the nearest school site so that parents can be contacted.
12. Exchange information. Secure names, addresses and phone numbers of other driver(s) and passengers, injured persons, witnesses, and students. From the students obtain grade, age, race, sex and where seated at the time of the accident.

13. Discuss the accident only with authorized persons such as police, the transportation director or central office administrators.
14. Do not talk with others about the accident.
 - a. Make no statements as to any vehicle defects, payment of damages, or admission of liability. If the driver receives a traffic citation, the superintendent's office is to be consulted for disposition.
 - b. The driver should not admit that an accident is his/her fault.
 - c. The driver will not offer to pay damages to the other person.
 - d. The driver will not say, "Our insurance company will pay for damages." It is the insurance adjuster's responsibility to decide who is to blame and to take care of payments for damages.
 - e. If a representative of another insurance company or any attorney representing the owner(s) of the other vehicle(s) involved calls or visits the bus driver and wants the driver to make a statement, either written or verbal, the driver is to refuse to comply. The driver may advise that a report was made. The representative of the insurance company will need to contact the school's insurance company or superintendent. This is very important in settling claims.
15. Administrators and/or the transportation director will contact parents of students on the bus.
16. The superintendent or acting administration will serve as spokesperson with the media.

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BOMB THREATS

Mill Creek Board of Education takes very seriously any threat of violence to the school. Bomb threats of any kind will not be taken lightly. Quick and appropriate measures will be taken to deal with such circumstances. Appropriate discipline will be taken toward any student found to be responsible for such acts.

Details for handling this and other emergencies can be found in Regulation 410..R.1.

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**REGULATION
BOMB THREAT PROCEDURES**

In the event of a call or notice to the effect that a bomb has been placed anywhere on school grounds, the following procedures will be followed:

1. Immediate evacuation of the school and all buildings
2. If the fire and police departments did not receive the original call, they must be notified immediately.
3. The fire department or the county sheriff's deputies shall conduct a search of the building and premises.
4. If a thorough search has been conducted and nothing found, the administrator in charge will notify the fire department personnel and sheriff deputies so that reentry will be permitted.
5. A request for investigation of the incident should be made to the county sheriff.

Any decisions concerning the dismissal of school and subsequent action after the above procedures have been followed is the prerogative of the superintendent.

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