

SCHOOL DISTRICT OF MAYVILLE

ADMINISTRATIVE DIRECTIVE 723 (2)

EMERGENCY PROCEDURES IN THE EVENT OF A TORNADO OR OTHER SEVERE STORM

The District Administrator working with the school insurance company shall, on a regular basis, tour the existing school structures to determine the best location for students during an impending severe storm. From this consultation, maps of each building shall be created showing the location of students, by class, within the school structure. These maps shall be distributed to each classroom and to the Mayville Police Department, Mayville Fire Department, Sheriff's Department and Emergency Government Department, and will be kept on file in the District Office and in the office of each building.

The following procedure will be implemented when dealing with a tornado or other severe storm:

1. The principal of each school shall conduct a minimum of one tornado drill each year.
2. In the event of a severe storm drill, the custodian for each building shall proceed to the area in the building from which the gas and electric can be turned off. During the drill, these will not be turned off. In the event of an actual storm, the custodians, at the discretion of the Director of Operations, would proceed to turn off all gas and electricity to the building.
3. During the severe storm drill, the teachers are to escort the students to their pre-assigned area within the building. Each teacher is to take with them their class roster for the class that they have at that time. Teachers are to remain with their students in that assigned area until the all clear is blown or an announcement is made for them to return to their classroom.
4. Selected staff members from each building will be sent to appropriate locations in the school to watch for the oncoming storm. These areas and personnel shall be pre-determined. In the sighting of an oncoming storm, they shall immediately notify the office and the student locations to take shelter.
5. Once the threat of severe storm has passed with no incident to the building, the students and staff shall be returned to their regular classrooms.
6. In the event that there has been a touch down of the severe storm and it has destroyed either part or all of the building, the following procedures shall be implemented.
 - a. Until emergency assistance arrives, the building principal shall assess the situation as to whether the building is useable or not useable, and immediately begin these procedures:

- (1) If the building or parts of the building are useable:
 - (a) Direct students and staff to that area and have staff check their roster to determine whether students are present or not.
 - (b) If there have been injuries, the principal shall assign knowledgeable staff members who shall be pre-determined, and students with knowledge in first aid, to provide assistance.
 - (c) If students or staff are trapped in an area of the building, the principal/designee will work with available volunteers, students and/or staff, to attempt to free students until emergency crews arrive.
 - (d) When emergency personnel arrives, the principal/designee shall relinquish his/ her control over the situation, to the head of the emergency crew, but shall remain on site to assist in any way possible.

- (2) If the building is not useable:
 - (a) The teachers shall take the students to a safe area of the grounds and at that point, take roll to determine who is present and absent. The staff is to contain all students in this area.
 - (b) If there have been injuries, the principal/designee shall assign knowledgeable staff members, who shall be pre-determined, and students with knowledge in first aid, to provide assistance.
 - (c) If students or staff are trapped in an area of the building, the principal/designee will work with available volunteers, students and/or staff, to attempt to free students until emergency crews arrive.
 - (d) When emergency personnel arrives, the principal/designee shall relinquish his/ her control over the situation, to the head of the emergency crew, but shall remain on site to assist in any way possible.

- (3) The District Administrator/Designee shall have the following responsibilities:
 - (a) He/she shall serve as the District information coordinator and all contact with press shall be directed through him/her.
 - (b) He/she shall immediately contact the emergency services to secure help to the affected building.
 - (c) He/she shall contact the Director of Operations (transportation supervisor) to secure bus services to the affected area as soon as possible.
 - (d) He/she shall contact the maintenance and custodial staffs of the buildings not affected, and direct them to the affected site to assist in the search and necessary activities.
 - (e) He/she shall work with the transportation supervisor to determine the best means of transporting the students from the affected building to their homes or to a temporary shelter.