

Emergency Preparedness Planning

Section 1. School Corporation Responsibility. The emergency preparedness plan shall establish procedures to ensure the safety and wellbeing of all pupils and staff in case of tornado, winter storm conditions, earthquakes, nuclear disasters, and fire. A warning system shall be established for each school to provide an alert in the event of a disaster. Such warning systems shall be an integral part of each school's emergency plan.

A copy of East Allen County Schools' overall plan, together with a copy of each individual school's plan, shall be submitted to the State Department of Education. Within sixty (60) days after the beginning date of each school year, the school corporation shall submit either (1) a revised plan if revision is necessary; or (2) a letter indicating that a review of the plan has been performed and no revisions are necessary.

Section 2. Individual School Building Responsibility. The building administrator shall provide emergency preparedness instruction to pupils in all grade levels during each school year. Emergency preparedness routes shall be posted in all occupancy areas in each school building and preparedness drills shall be held as directed by administrative regulation. A permanent record of all drills shall be maintained by the Corporate Safety Specialist and building principal or designee.

Section 3. Procedure for Fires and Explosions. Fires and explosions are among the most frequent causes of disaster. There is no immunity to fires and schools are no exception.

At least one fire drill shall be held during each month school is in session. During fire drills all personnel are to leave the building. This includes non-teaching personnel. A written record stating the date and time of each drill is to be on file in the school office. The time required to clear the building is to be part of this record.

1. The fire alarm system should be one that cannot be confused with other signals. It should be one that will definitely alert teachers and students to evacuate the building immediately.
2. A plan for evacuation of the school building should be formulated to empty the building in the shortest possible time.
3. Alternate exits should be designated for instances in which usual exits are blocked.
4. Post rules and regulations for evacuating the building in each classroom.

5. Post evacuation routes throughout the building.
6. Instructions to students should be clear concerning coats, books, and other personal items.
7. Certain school personnel should be designated to check all rooms, including restrooms, to determine that no one remains in the building.
8. Each teacher should be responsible for the closing of doors and windows in his room to prevent fire draft.
9. Building exit-guards should be designated and stationed to prevent unauthorized return to the building.
10. Cooperate with local fire departments in developing the plan and in conducting drills.
11. Designate an assembly area so each teacher may account for his students.
12. Designate certain personnel to shut off the utilities. (Post chart of shut-off locations in conspicuous places.)
13. Use only metal or non-flammable garbage and trash containers within the building.

Section 4. Procedure for Tornadoes. Tornadoes are unique in that they are not restricted in their paths of destruction. They do not respect school children. Therefore, it is essential that procedures be developed and included in disaster plans to minimize the effects of a tornado and provide the maximum protection for all school personnel.

The school administrator and disaster coordinator should be ever-alert for certain conditions which may spawn a severe storm or tornado. Tornado and/or severe weather watch and warnings are issued by the National Weather Service and an electronic warning system should be receiving the initial warning.

At least four tornado drills shall be held during each school year (September, November, January, March). All students, teachers, and non-teaching personnel are to participate in tornado drills. A written report stating the date and time of each drill is to be on file in the school office.

1. Tornado Watch

- A. A "Tornado Watch" is a forecast of the possibility of one or more tornadoes in a large area. One may continue normal activities but "watch" for tornadoes.
- B. Upon receiving notification of a tornado watch through the established warning system, the principal should notify each staff member of the situation.
- C. The emergency receiver or local radio station should be monitored constantly.
- D. A pre-designated responsible person should be assigned as a "look-out." (This could be custodial staff, cafeteria employee, etc.)
- E. If at dismissal time the weather is threatening although no official warning has been received, consideration should be given to retaining students at school until the threatening period is over.

2. Tornado Warning

- A. A "Tornado Warning" means that a tornado has been detected and may be approaching.
- B. The emergency receiver or transistor radio should be monitored constantly.
- C. The tornado warning signal should be clearly distinguished from other emergency warnings.
- D. The principal should notify all personnel of the situation through a pre-arranged signal and students should be taken to the safest area of the building.
- E. As many windows as possible should be opened in the room.
- F. Indicate clearly the basement or building area where the students in each classroom are to proceed. Students should not remain on the second or third floor levels but should proceed to the first floor or basement levels.
- G. While going to the assigned area, there should be no running or talking. Lines should move quickly and in single file.

- H. Doors to classrooms should be left open after everyone has left the room. Place a chair in the door opening when the last person has gone to assure that the door does not blow closed.
- I. Classroom teachers should take attendance books to shelter areas and take attendance upon shelter occupancy to account for all students.
- J. Provisions should be made to warn all persons outside the building by pre-arranged signal in order that they may proceed to assigned area.
- K. Emergency receiving equipment should be provided in the shelter area so that the situation may be monitored constantly.
- L. All students and faculty should be made aware of the position to take for maximum safety (squatting with hands locked behind back of neck or holding books or clothing over back of neck).

3. Tornado Instructions

All school personnel should be made aware of establishing procedures concerning protection from tornadoes early in the school year and the subject should be reviewed periodically.

- A. Tornado shelter assigned area routes should be posted in each room.
- B. Classroom discussions should be conducted periodically concerning established procedures to be followed in the event of a tornado.
- C. Definite instructions should be provided custodians in reference to responsibilities for turning off utilities.
- D. Provide bus drivers with instructions concerning procedures to take upon sighting a tornado while transporting students.
 - (1) Move away from tornado path at right angles.
 - (2) Stop bus and place students in a ditch or culvert, or under a bridge if one is near.

All school personnel should be instructed in reference to established procedures if there is not ample time to effect the regular tornado shelter plan.

- A. Go to inside wall of room or interior hallway, preferably on lower floor.
- B. Lie down on floor under desks or heavy pieces of furniture.
- C. Assume tornado protective position.
- D. Avoid windows.
- E. Avoid auditoriums, gymnasiums or other structures with wide, free-span overheads.

Section 5. Nuclear Disasters. The school disaster coordinator should be able to secure information for development of the nuclear disaster section of the school plan from the county civil defense director and others involved in civil defense activities.

- 1. When an alarm is heard, proceed to shelter or assigned area as you would in a tornado with one exception--windows and doors will be kept closed.
- 2. Stay in sheltered area until authorized to leave.
- 3. It is important that everyone stay calm and assist in any way possible.

Section 6. Winter Storm. A severe snowstorm or blizzard carries the combined effects and hazards of extremely cold weather, strong winds and blinding snow. The major dangers of such conditions are intense cold and the breakdown of transportation due to poor visibility, drifting snow and icy roads. Indiana is subject periodic snow storms and schools should include instructions for pupils and staff relating to that condition.

- 1. Keep posted on weather conditions.
- 2. Understand terms commonly used in weather forecasting.
- 3. Make arrangements with local radio stations to announce school closing. Notify the parents as to the identification of these stations and the time they carry the announcements.
- 4. If school is dismissed during potential snowstorm conditions, transportation may require extensive planning.

Section 7. Earthquakes. Normally, Indiana is not subjected to the danger of strong earthquakes due to its geographical situation. However, approximately two-thirds of the southern area of the state may be subjected to moderate earthquakes or tremors in the future, and the extreme southwestern tip of Indiana may be subjected to major quakes

due to the Mt. Carmel fault. Therefore, due to the possibility of such an event occurring, instructions concerning the hazard should be a part of the school disaster plan.

1. Staff members should take charge immediately and give instructions in firm, calm voices to reassure the nervous, thus helping to prevent the possibility of hysteria or panic.
2. During the quake, under no circumstances should persons rush through or outside of the building exposing themselves to falling debris, live wires, etc. Experience has shown that the greatest point of danger is just outside of entrances and close to the sides of buildings.
3. If indoors, take cover under desks, tables or other heavy objects of furniture, in interior doorways or narrow halls or against weight-bearing inside walls. Stay away from windows, light fixtures and suspended objects. Do not seek protection in gymnasiums or auditoriums due to large and none-supported overheads. After the quake is over, evacuate the buildings and move personnel to a safe outdoor area until the building has been inspected and declared safe by competent personnel.
4. If outdoors, move away from buildings. Avoid utility poles and overhead wires. Do not touch wires that have fallen. Do not light any fires due to the danger of escaping gas. Do not enter a building that may have sustained damage until competent personnel have examined the buildings and declared them safe.
5. Before re-entering a building, it should be inspected for:
 - A. Structural soundness;
 - B. Electrical system;
 - C. Oil, gas and other fuel systems;
 - D. Water distribution; and
 - E. Boiler and heating system.

Section 8. Flash Flood. Some areas of Indiana are subject to flooding conditions. Except for flash flooding, floods usually can be forecast sufficiently in advance for emergency action to be initiated before flood waters affect a specific area.

In those areas subject to serious flooding, school disaster plans should include a section on floods so that all pupils and other personnel in the school will be familiar with the warnings and local evacuation plans.

1. When a general area is affected, notice will be given over the state warning system. Local government is responsible for issuing the warning in the event of flash flooding. During periods of possible flooding, a radio watch should be maintained.

2. This is one of the few disaster conditions in which evacuation is recommended. Prepare to leave immediately if advised to evacuate.
3. Plan evacuation routes to avoid subjecting school buses to flooding conditions.
4. Plan with parents of children who may not get home to assure parents that pupils are in a safe place.

Section 9. Civil Disturbances. To control civil disturbances, a plan of action should be developed in cooperation with local police, sheriff or other law enforcement agencies.

Section 10. Destructive Devices. The following procedures will go into effect as soon as it is known that a destructive device or lethal explosive device exists or is reported to exist in a school building:

1. The secretary or any other person taking the telephone call will attempt to gain all possible information from the caller. This information would include the site of the destructive device, when it will explode, and whether or not there are other destructive devices also in the building. Note also the sex, approximate age, voice tone and exact threat.
2. This information is to be given immediately to the building principal and the local police are to be notified. The Superintendent of Schools is also to be notified at this time.
3. The school principal or his representative will evaluate the information received and decide upon a course of action depending upon whether he judges it to be a possible false destructive device threat or a possible real destructive device in the building.

Possible False Destructive Device Threat

1. By pre-arranged signal all teachers are to scan their rooms for any strange looking items such as flight bags, boxes, or packages which have not been normally located within their area of responsibility.
2. Strange objects (possible destructive devices) are not to be removed. If a strange object is located in a classroom or other occupied area, this room and immediate adjacent rooms are to be evacuated at once, and are not to be used again until someone in authority can examine and rule on the strange object.

3. Whenever a possible destructive device is discovered, the police and fire department are to be notified at once so they may dispatch personnel to the scene to render advice and assistance.
4. Strange objects that may be an explosive destructive device should be handled only by experienced public officials such as members of the fire department or the police department.

Possible Real Destructive Device in Building

In any case where the school principal feels that the "destructive device in building" report is valid, in view of the willingness of the informer to give detailed convincing information, the principal shall proceed as outlined below. This procedure is also to be followed when an object suspected of being explosive (a destructive device) is discovered.

1. If evacuation of the building is in his judgment the proper procedure, he should follow fire drill instructions and procedure. Both the police department and the fire department should be called if the school is evacuated.
2. Suspected objects should be left to the experts to evaluate, handle and process.

Section 11. Evacuation Plans - Environmental Emergency. In environmental emergency situations, the Director of Transportation will take the following action:

1. Contact local law enforcement agencies to determine geographic areas being affected and roads or streets to be closed.
 - A. Allen County Emergency Management Agency: 449-7684
 - B. Allen County Sheriff: 449-7535
 - C. Fort Wayne Police: 911
 - D. New Haven Police: 911
2. Give information to the superintendent or his designee to determine action to be taken:
3. If students are to be taken from building:
 - A. To their homes:
 - (1) Contact the appropriate bus drivers and give them the following information:
 - (a) Time of transporting.

- (b) Related travel information.
 - (2) Contact the building administrator giving the same information as was given to the drivers.
 - (3) Inform media.
- B. To another school:
- (1) Contact bus drivers and give them the following information:
 - (a) Time of transporting.
 - (b) Routes to be taken.
 - (c) Destination.
 - (2) Contact the sending school administrator with the above information.
 - (3) Contact receiving school administrator.
 - (4) Inform media.

Check-list for Evaluating Disaster Plans

Fire & Explosion

1. _____ Alarm instructions clear.
2. _____ Routes for evacuation, including alternate routes.
3. _____ Instructions posted in each room and classroom.
4. _____ Instructions clear pertaining to personal items, books etc.
5. _____ Persons designated to check restrooms and other rooms not in constant use.
6. _____ Instructions clear regarding closing of windows and doors.
7. _____ Building guards designated and instructed.
8. _____ Local fire departments consulted regarding plans and fire drills.
9. _____ Outside assembly areas designated.
10. _____ Personnel designated to shut off utilities when appropriate.

Tornadoes

1. _____ Familiarity with difference between a tornado "watch" and a tornado "warning".
2. _____ Upon notification of tornado watch, will "look-outs" be posted.
3. _____ Persons designated to monitor an emergency receiver or radio.
4. _____ Tornado alarm instructions clear. Classroom discussion concerning tornadoes scheduled.
5. _____ Windows and doors to be left open.
6. _____ "Safe areas" designated for each classroom and routes to reach these areas clear. Instructions posted in each classroom.
7. _____ Attendance books taken by teachers for student accounting purposes.
8. _____ Adequate warning and instruction provided for all persons outside the building.
9. _____ All persons advised of body position to take for maximum safety.
10. _____ Instructions clear in reference to turning off utilities.
11. _____ Bus drivers advised of evasive action to take.
12. _____ Tornado drills scheduled.
13. _____ Provision for evaluation of drills.
14. _____ Instruction provided in case ample time does not exist for regular tornado preparedness action.

Nuclear Disasters

1. _____ Nuclear siren warning understood.
2. _____ Local civil defense director contacted.
3. _____ Windows and doors to be closed.
4. _____ Instructions given to proceed to shelter or "safe space" areas.
5. _____ Remain in shelter area until authorized to leave.

Winter Storm

1. _____ Alerts posted on weather conditions.
2. _____ Contact made with radio stations concerning closing announcements.
3. _____ Buses prepared for winter weather conditions.
4. _____ Alternate routes established where necessary.

Earthquakes

1. _____ All persons advised to remain calm and no rush through or out of buildings.
2. _____ Use desks, tables, etc. for shelter.
3. _____ Stay away from windows, light wires, fixtures.
4. _____ Avoid large rooms like the gymnasium and auditorium.
5. _____ After quake, evacuate building to designated areas.
6. _____ Avoid utility poles and fallen wires.
7. _____ Provide for building inspection before re-entering.

Flash Floods

1. _____ Warning system established.
2. _____ Evacuation instructions clear.
3. _____ Buses rerouted away from low areas.

Destructive Device

1. _____ Warning system established.
2. _____ Route for evacuation, including alternate routes.
3. _____ Notify local police department and Superintendent of Schools.