



**CASIMIR MIDDLE SCHOOL
EMERGENCY PLAN
2008 – 2009
PLAN OBJECTIVE**

- Students shall be walked directly to their classroom number marked on the blackout. Students are to remain standing quietly until and all clear bell is rung.
- Students shall be kept on school premises and not evacuated to their homes unless authorized.
- Roll will be taken and reported to EOC. Return to buildings upon the all clear bell.

AIRPLANE CRASH

- If an aircraft should fall on or near a school, the following should be done:
- The principal will determine what action if any is necessary. When necessary, teachers are to take immediate action for the safety of students without waiting for directions.
 - At the sound of a crash, teachers shall command students to DROP. All persons indoors are to remain indoors unless the fire bell is rung to clear the buildings. Persons outdoors are to assume the crouch position.

DANGEROUS PERSON ON CAMPUS

- Administrator will notify staff over P.A. system that there is a lockdown.
- Students get under tables
 - The teacher is to shut windows, lock doors and remain in class
 - Stay out of sight until further notice
 - Students out of rooms are to lie flat on the ground and remain motionless.

Person with Knife:

- Inside: Keep as much distance as possible from the person with the dangerous object.
- Outside: Have everyone gain distance or move to the other end of the field.

Person with Firearm:

- Inside: Get under desks; remain motionless until it is safe.
- Outside: Try to gain distance or find hard cover. If in the field, lie flat on the ground and remain motionless until given other directions.

Person with Explosives

- Inside: Remain calm and try to get students under their desks or to another portion of the room.
- Outside: get as much distance as possible with "escape" through the back fence.

CHEMICAL ACCIDENT & ESCAPING GAS (SHELTER IN PLACE)

Warning of a chemical accident usually will come from the police or fire department or from civil defense officials. The procedure to follow is:

- Shelter in Place signal announced over the P.A. system. "Shelter in Place" sign at the entrance of the school and all rooms with people in them.
- Students and staff will clear the fields and report to their rooms. PE teachers will direct students to closest available classroom where they will close and lock all doors and windows, as well as turn off all pilot lights, air conditioning, and exhaust fans in kitchens and bathrooms.
- All doors and windows will be duct taped or plugged with wet towels.
- All drapes & curtains will be drawn over windows & those inside will move to the center of the room.
- Students coming to school while the school is "sheltering in place" will report to the office.
- The site commander will notify of other actions to take.
- Sound the all-clear signal when appropriate (announcement on the P.A.)

SEVERE STORM

The US Weather Bureau can usually forecast severe storms with a high degree of accuracy. If time and conditions permit, students should be sent home. If an emergency does develop during school hours, the following emergency actions should be taken:

- Students and staff should be assembled inside, closing all windows, doors, and blinds
- Remain away from outside walls.
- Take roll of all students.
- Keep radio/televisions tuned to emergency information stations.

LOSS OF ESSENTIAL SERVICES

School Administration will assess the possibility of continuing school with limited resources. District and service officials will be consulted. If the decision to release students is made, the procedure is as follows:

- All school gates will be locked.
- Students will be released to the field under the supervision of the staff.
- Parents will be notified of school closure and directed to enter the school grounds via the northeast gate at Spinning Avenue.
- Students will be released through the parent reunification group, which will use the information provided in the green emergency cards. An adult on the green emergency card must check out all students. A photo i.d. will be required.
- Any students remaining after regular dismissal will be released as normal.

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To provide maximum protection for students, school personnel, and school property. In the event of an emergency or disaster during school hours all students are to remain at school until they can be released to a parent or other responsible adult, or they are released by direction of the superintendent. In the event it becomes necessary to care for students who have not been united with their families or the family of friends, the school will safeguard for as long as necessary. If needed, the school will become an emergency aid center. During emergencies, all school personnel will automatically become civil defense personnel. As such, they will come under the authority of civil defense authorities or the principal. Parents have been requested not to drive vehicles to school during an emergency in order to help keep the roads clear for emergency vehicles. For traffic control, all school gates will be locked.

PICKING UP YOUR CHILD IN THE EVENT OF A DISASTER

- All parents will enter via the gate at the North East corner of Casimir School on Spinning Street. (Avoid using Casimir Avenue as this will be the entry street for all emergency vehicles)
- Only parents and contacts listed in the schools database will be allowed to check students out of school. (To see a current contact list check Parent Connect or contact the office.)
- All persons will be required to show photo identification at their grade level dispersing area, prior to checking a student out.
- Parents/Guardians/Contacts will leave via the gate at the South East corner of Spinning Street.
- All persons wishing to volunteer in the event of a disaster must first have been cleared to volunteer on campus via the school site and district.
- Volunteers will enter Casimir via the gate at the South West parking lot where they will be checked in by a site representative through the use of volunteer cards on file.
- Volunteers will be required to show photo identification prior to checking a student out.
- Volunteers will report to the EOC to get instructions from the site personal in charge.

EMERGENCY OPERATING CENTER (EOC)

An EOC is designated as the blackout area in front of the office by the flagpole. The communications center will be located at the EOC.

EMERGENCY EVENT PLANS

EARTHQUAKE
In order to practice the procedures we will periodically have earthquake drills. Each drill will be signaled by a P.A. announcement at which time all students will follow the instructions below. After a short time a fire drill bell will ring to signal that it is time to begin the student evacuation. In the event of an earthquake our bells may not be working. In this case, teachers will follow the procedures below. Earthquakes always strike without warning. To ensure the maximum safety the following actions should be taken:

- Teachers direct students to DROP and hold the table legs. If out of doors, stay outdoors. Move away from any buildings.
- Move and face away from windows and out from under heavy light fixtures.
- Wait until the earthquake is over, and then proceed with the following.
 - Each teacher should survey the class and check for injuries.
 - Injured students, who cannot be moved safely, will be left in the classroom for the S & R team.
 - If possible, leave classroom door open after evacuation for sweep team.
 - Teacher will take survival bag and lead students will be led to the field using Fire Drill procedures to the assembly area.
 - Teachers take roll & account for all students and report any missing, or injured to the EOC
- When the students are in their assigned area they will be instructed to sit. Student Supervision Team will remain with students at all times until released.
- Teacher must report injured students left in classroom, injured students in the assembly area, and students unaccounted for to the EOC prior to leaving for other assigned duties.
- When outside, stay away from buildings and avoid any downed wires or burst pipes.
- Render first aid with individual first aid kits until first aid supplies arrive.
- Emergency teams (first aid, emergency sweep, reunion center) report to the EOC for direction.

FIRE

- The signal for a fire is a repetition of short "tone" blasts. Rooms will be evacuated and doors shut.

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