

**WINNER SCHOOL DISTRICT 59-2
OFFICIAL SCHOOL BOARD POLICY**



EMERGENCIES - CIVIL DEFENSE

Emergencies Civil Defense and Disaster Preparedness Plans

Teachers Guide for Emergency Action

Emergency Telephone Numbers

Emergency-----911
Civil Defense-----842-0367
Sheriff's Office-----842-3600
Police Department-----842-3324
Fire Department-----842-0911
Winner Regional Hospital----842-7100
School Superintendent-----842-8101
High School Principal-----842-8125
Middle School Principal-----842-8150
Elementary Principals-----842-8170

A. Action Stand-by:

1. The WARNING at the school shall be disseminated by the address system or by messenger.
2. Action STAND-BY consists of bringing students into the regular classroom or holding them in the classroom pending receipt of further instructions. The recess bell will be used if the students are outside to bring them into the classroom.

B. Action Go Home:

1. The WARNING at the school shall be disseminated by the address system, messenger, or by telephone.
2. Action GO HOME should be considered by the principal only if there is TIME to return students SAFELY to their home. Notification of parents by regular radio broadcast or by other means, about the early dismissal will be the responsibility of the dismissing authority.
3. Action GO HOME consists of: Dismissal of all classes. (Blizzard conditions may call for partial dismissal.) Return of students to their homes.
4. Action GO HOME is appropriate for, but not limited to the flood threat, severe weather threat, fire, or strategic alert.
5. Previous knowledge of homes where adults work away from home is essential to the protection of elementary school children. Provisions for the care of their children should be made in advance of ACTION GO HOME, by the building principal.
6. It shall be the responsibility of the principal, with the aid of the classroom teachers, to insure the orderly dismissal and knowledge of where and how students are transported home in severe weather when both parents are working away from home or other similar situations.

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C. Action LEAVE BUILDING

1. Warning: The warning signal at the school from action LEAVE BUILDING shall be the FIRE ALARM SYSTEM.
2. Action LEAVE BUILDING consists of orderly movement of students and the staff from inside the building to an outside area of safety.
3. Action LEAVE BUILDING is considered appropriate for, but not limited to fire, bomb threat (peace time), chemical accident, explosion or threat of explosion, or other similar occurrences making the school building uninhabitable.

D. Action TAKE COVER:

1. Warning:
 - a. enemy attack: the warning at the school shall be disseminated by the address system, messenger, or by telephone.
 - b. other disasters: the warning shall be disseminated by the address system, messenger, or by telephone.
2. Action TAKE COVER
 - a. taking shelter in a properly prepared shelter in or near the school. (Fallout shelters are distinctively marked by yellow and black signs and are stocked with medical kits, sanitation supplies and radiation meters.)
 - b. if adequate shelters are not available, full utilization will be made of shielded areas within the school building. Every precaution will be taken to minimize the possibility of flying objects such as shattered glass or Venetian blinds.
3. Action TAKE COVER is considered appropriate for but no limited to the take cover signal, severe weather (short warnings), or biological and chemical warfare attacks.

E. Action DROP

1. Warning: the warning for this type of emergency is the beginning of the disaster itself.
 - a. earthquake, shaking of the earth
 - b. surprise nuclear attack, tremendous sound and/or intense light.
2. Action DROP consists of:
 - a. inside school buildings
 1. command DROP is given. Teachers should instruct students to react in the same manner in case the catastrophe occurs while the students are not at school or the teacher is not present.
 2. students and staff immediately take the Civil Defense Protection Position under the desks or furniture, with backs to windows.
 3. Civil Defense Protection Position means to drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms.

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- b. Outside - earthquakes
 - 1. command DROP is given (reaction already qualified)
 - 2. if within a few steps of any object furnishing protection (trees, ditch, etc.) lie face down putting objects between you and the source of the light.