

1301 EMERGENCY DISASTER PLAN

GENERAL

Staff will follow the Woodbridge School District Emergency Procedures Guide (Flip-chart) for all emergencies. An emergency guide will be located in every classroom, office and common area of each building.

External Warning:

Information of severe weather emergencies will be communicated as warranted.

Warning Within Building:

It will be the duty of the building principal to notify faculty, students, and others when it seems necessary to evacuate the building or go to the shelter. It is the building principal's responsibility to assure staff and students are aware of these warnings and procedures.

If electrical power failure should occur, a mechanical device shall be used to warn occupants of the building.

Shelter In Place

In case of emergencies requiring persons to stay in the building, the building principal shall initiate the necessary actions upon notification that his/her building is threatened.

Students, faculty, and other employees in school shall go to "safest areas" of the building as designated. Specific instructions are given under the type of disaster discussed in another section of this plan.

Instruction on "Disaster Plan"

Members of the faculty shall teach this disaster plan to the students in their homerooms at the beginning of each term. The members of each classroom shall be instructed in the evacuation plan for that room, so they can respond immediately upon receiving the necessary warning.

Drills

Each building principal shall hold emergency drills as required by Delaware Code to insure that all students, faculty members, and others are sufficiently familiar with such drill that it can be activated and accomplished quickly, and efficiently

Special Instructions

Each member of the faculty shall take an attendance register or class record when each drill is performed. Absentees shall be reported so all students are accounted for.

Immediately upon arrival at prescribed point, the faculty member shall check the students to see that all are present. A report of absentees shall be made immediately to the building principal at a point of designated by him/her.

The disaster plan provides for checking restrooms, vacant rooms, and special rooms to see that all persons have been notified of and have obeyed the warning.

Each faculty member shall assign certain individuals each period to take care of windows and doors, in accordance with instructions given under each type of emergency below.

Custodial help shall shut off gas and electricity if and when instructed by emergency response personnel then report for further assignment of duties-

FIRE

Fire Alarm

All Woodbridge Schools are equipped with automated fire alarms. In the event the alarm does not sound and smoke and/or fire are present the manual fire alarm should be pulled.

Procedure

Immediately upon hearing this signal, students, faculty, and others in the building shall evacuate the building, via a pre-arranged evacuation route posted in the room. Non-ambulatory staff and students shall congregate at pre-determined areas of refuge and wait for emergency services to assist in evacuating.

Notification of Neighboring Room (Restrooms, etc)

Teachers in rooms next to a restroom or other rooms not under supervision of a teacher at that time shall be sure that everyone in the room, preferably to the area designated to this teacher's room. Upon reaching assembly point, the student shall be sent to the area where his own room has assembled.

Someone shall be designated to see that windows in the room are closed, and see that the door to the room is closed, not locked.

Attendance Check and Reporting

The teacher shall take the attendance register or class record for the group in the room at that time, and upon arrival at the pre-arranged assembly point, check the room to see that no one is missing. A report is given to the principal at some designated point.

Books, Coats, and Other Belongings

Students shall be instructed to leave all books at their seats and not to get clothing or other belongings, which may be in classrooms, or lockers. No student will be allowed to return to the building once it has been vacated until authorized to return.

Evacuation Lines

At the time of evacuation of the building, there shall be no talking so instructions may be easily heard. Lines will move quietly, in single file, and quickly to the exit previously assigned. No running.

Routes, Exits

The occupants of each room will exit from this building according to the evacuation plan posted in the room. If the exit is blocked, the alternate route posted in the room shall be used.

Fire Extinguishers

Fire extinguishers are placed in strategic locations as required by the fire marshal. They will be inspected annually. Appropriate staff members and other personnel shall be instructed in the use of fire extinguishers. The Coordinator of Buildings and Grounds is responsible for fire extinguishers being in place and ready for use at all times. It is his/her duty to have fire extinguishers inspected in accordance with Delaware Code..

WEATHER RELATED EMERGENCIES

Warning

This school system has facilities for receiving warnings as outlined. As soon as this signal is received, appropriate actions will be taken by building principal.

Weather Watch

The Supervisor of Administrative Services shall monitor weather conditions and alert school administrations as conditions warrant.

Notification within each building

An age appropriate notification of impending weather emergency and instruction to activate appropriate District emergency protocol shall be made.

Assistance

Faculty, staff and students shall assist individuals needing assistance when evacuating or sheltering in place.

Attendance

The teacher shall maintain accountability for all students at all times during the emergency.

Books, Coats, and Other Belongings

Students shall be instructed to leave all books at their seats and not to get clothing or other belongings, which may be in classrooms or lockers. No student will be allowed to return to the room once it has been vacated until authorized to return.

Early Dismissal

The Superintendent will make the decision to dismiss schools early as weather conditions warrant. If it becomes necessary to close school before regular closing time, such information will be communicated to parents through existing notification systems.

School Closure

The Superintendent will make the decision to close school as weather conditions warrant. If it becomes necessary to close school, such information will be communicated to parents through existing notification systems.

SHELTERING IN PLACE

If emergency conditions warrant schools will implement the “sheltering in place” emergency protocols as identified within the Delaware Homeland Security ERIP website.

BOMB THREAT

Bomb Threat

Any report or alert that an explosive device has been or may have been placed on property of Woodbridge School District or in an area used by Woodbridge School District students while in an official school function shall be reported to the building administrator, who will notify the Superintendent’s office and police immediately. The affected facility will be evacuated. The school staff will assist the police in the investigation and prosecution.

Bomb Threat Procedures

Receiver of call:

- (1) Make notes relative to:
 - (A) Exact message
 - (B) Sound of voice
 - (C) Background sounds
 - (D) Accents and vocabulary

- (2) Attempts to lock line by:
 - (A) Hang up
 - (B) Immediately pick up phone again, and using the same line, touch *57 and follow directions given on the phone.

- (3) Notify Building Administrator

Building Administrators:

- (1) Evacuates building
- (2) Notifies Superintendent’s Office—Central Office
- (3) Notifies police via 911

- (4) Advises custodians to secure building, lock all outside doors, maintain a person at doors needed by police or administration
- (5) Advises cafeteria to shut down operation
- (6) Assures responsibility for students' location, safety, and security

Central Office:

- (1) Notifies Superintendent
- (2) Notifies Assistant Superintendent
- (3) Notifies Supervisor of Administrative Services
- (5) Notifies other administrators for rumor control and security of their building. (This is a confidential notification- not for public discussion.)

Ranking on-site administrator assumes overall control.

Items to be considered:

1. Weather- do students need to be relocated- sent home
2. Maintain building security- custodians
3. Police cooperation- keys or custodial escort
4. Food storage or service
5. Students off-site such as field trip
6. Building search
7. Press release and comments come only from Superintendent

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1302 HAZARDOUS MATERIALS

The Board of Education recognizes its responsibility for providing an environment which is reasonable secure from known hazards. There are many areas of the school operation, from science laboratories and art departments to custodial services and vehicle maintenance, which use a variety of materials that may be hazardous.

Hazardous materials include and substance or mixture of substances that poses a fire, explosive, reactive, or health hazard as more fully defined by law.

Material Safety Data Sheets (MSDS) shall be posted and available for review at any time for any purpose by any staff member or student. In the event of a chemical emergency the MSDS response protocol will be followed to include calling 911 as warranted.

Chemical hygiene protocols shall be instituted and complied with in accordance with Delaware Code and DOE Administrative Code relating to curricular chemicals.

Asbestos Hazard Awareness

The Woodbridge School District complies and shall continue to comply with the Asbestos Hazard Emergency Response Act (AHERA) of 1986. An AHERA "Book" shall be maintained by the District for each facility in accordance with the Act and shall be stored in the office of each school and is available for review/inspection.

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