

Instruction

Emergencies and Disaster Preparedness

Emergency Plans

The Board of Education, using a committee composed of the Superintendent, each building principal, the business manager, and other designated personnel, shall develop and maintain the District's emergency plans. A Crisis Plan will be developed by local officials and the Safe School committee which will ensure an established set of directives to guide the actions of those involved and responsible for the safety of students and property. Special drill activities related to fire safety and other emergencies will be planned and implemented by each principal, in association with the Superintendent, the fire marshal or other civil authorities, to ensure orderly movement and placement of students to the safest available space(s) should an emergency occur, including, but not limited, to the following:

- Severe weather
- Fire
- Flood
- Terrorism
- Missing student(s)
- Suicide
- Threatening person(s)
- Weapons/explosives found on school site
- Any other situation the Safe Schools Committee deems appropriate

The Superintendent, or his/her designee, is responsible for maintaining communication with other community agencies in order to share information on preparedness and planned procedures. It shall also be the responsibility of the Superintendent to ensure that the schools work in cooperation with these other agencies during such emergencies.

Emergency preparedness should be discussed with teachers and students as deemed necessary by the building administration. Each classroom shall have posted a copy of rules, evacuation signals, evacuation routes, and procedures to be followed for fire and tornado emergencies, terrorist attacks, and emergency evacuations. All District personnel shall make themselves familiar with these procedures.

(cf. 5141.6 – Crisis Prevention/Response)

(cf. 5142 – Student Safety)

(cf. 6114.1 – Fire Emergency/Drills)

(cf. 6114.3 – Bomb Threats)

(cf. 6114.6 – Emergency Closings)

(cf. 6114.7 – Safe Schools)

Instruction

Emergencies and Disaster Preparedness (continued)

Legal Reference: Connecticut General Statutes

10-221 Boards of education to prescribe rules

10-231 Fire drills

52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

Policy adopted: October 15, 2007

THOMASTON PUBLIC SCHOOLS
Thomaston, Connecticut

Instruction

Fire Emergency

In the event that fire is discovered in any of the school plants, the Fire Department shall be called immediately following giving the signal to evacuate the building.

The Principal of each school shall hold at least one fire drill each month in which all students, teachers and other employees shall be required to leave the school building. A crisis response drill may be substituted for one of the required monthly school fire drills every three months.

1. Students must leave the building in an orderly and rapid manner and teachers are required to check to ascertain that no student remains in the building.
2. Real emergencies often call for alternate exits to be used. Teachers must be prepared to select and direct their classes to these alternate exits in the event the designated escape route is blocked.
3. A record shall be kept in the Principal's office of each fire drill conducted. A copy of the record shall also be filed in the Office of the Superintendent.

Principals and teachers shall recognize that the essential element in any emergency is prevention of panic. Principals and teachers shall afford students such confidence as clarity of direction and supervision can contribute.

Legal Reference: Connecticut General Statutes

10-231 Fire drills (as amended by PA 00-220)

Policy adopted: October 15, 2007

THOMASTON PUBLIC SCHOOLS
Thomaston, Connecticut

Instruction

Fire Drills

Fire drills will be held at least once a month during the school year. Directions for egress of students from rooms are posted in each room.

1. Ringing the Fire Alarm

All fire alarms shall be rung by the Principal or someone designated by him/her. **NO OTHER PERSON** may ring the alarm, except as noted below.

If the fire alarm rings at any time and the Principal has not been responsible for ringing it, the Fire Department will respond immediately, since it will be assumed that there is a fire.

If a fire is discovered by an adult, he or she should sound the alarm without delay. If a student discovers a fire, he/she should notify the nearest adult who will ring the alarm.

2. General Rules

a. Teacher and School Personnel

- (1) During a fire drill all school personnel are to leave the building. The classroom teachers should be the last persons to leave their classrooms.
- (2) Teachers are responsible for the safe conduct of the students from their rooms to places of safety outside the building.
- (3) Teachers should instruct students to walk quietly to the exits. Classes then shall proceed to a safe distance from the building. Teachers and students should be positive they know where to go and how to get there.
- (4) Teachers should check that their whole class is out of the building. Windows and doors are shut by the teacher when rooms are emptied.
- (5) Teachers should take their marking book with them during every fire drill, so that a roll may be taken.
- (6) The custodian checks the building.

Instruction

Fire Drills (continued)

General Rules (continued)

b. Students

- (1) When the fire alarm sounds, all students should stop what they are doing; stand; form in line and walk out the proper exit in an orderly fashion.
- (2) Any student not in the classroom should immediately join the nearest line of students and pass with that line. The student then becomes the responsibility of the teacher who is in charge of that line.
- (3) No student is to go back into the building until the outside bell is rung signaling that it is safe to return.
- (4) Students are not to run, shove or monitor exit doors.
- (5) Silence must be maintained so that students may hear the teacher's directions.
- (6) Students and teachers should stay as low as possible to avoid the inhalation of smoke.

3. Fire Drill Procedures

Building administrators are responsible for fire drill procedures in their own school. These procedures should be known by all staff and teachers.

Legal Reference: Connecticut General Statutes
10-231 Fire drills

Regulation approved: October 15, 2007

THOMASTON PUBLIC SCHOOLS
Thomaston, Connecticut

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Bomb Threats

The Board shall approve administrative guidelines covering the safety of all students and personnel in emergency situations arising from bomb threats to the school system.

BOMB THREAT REPORT FORM

Time and date reported: _____

How reported: _____

Exact words of caller: _____

Questions to ask:

1. When is the bomb to explode? _____

2. Where is the bomb right now? _____

3. What kind of bomb is it? _____

4. What does it look like? _____

5. Why did you place the bomb? _____

6. Where are you calling from? _____

Description of caller's voice:

Male _____ Female _____ Young _____ Middle Aged _____ Old _____

Tone of voice:

Serious _____ Joking _____ Giggling or laughing _____

Sounded tense _____ Sounded very sure _____ Sounded unsure _____

Had an accent _____ If so, what kind? _____

Is voice familiar? _____ If so, whose? _____

Were there any background noises? _____

Other voice characteristics _____

Time caller hung up _____ Action taken _____

Name, title, address, telephone number of recipient _____

Action taken by recipient _____

Instruction

Emergency Closings

The Board authorizes the Superintendent to close the schools, delay their opening, and/or to dismiss them early in the event of hazardous weather or other emergencies which threaten the safety or health of students or staff members.

It is understood that the Superintendent will take such action only after consultation with transportation, police, appropriate town maintenance personnel, and weather authorities.

The public will be informed early in each school year of emergency closing, delayed opening, and early dismissal procedures.

(cf. 6111 - School Year/School Calendar)

Legal Reference: Connecticut General Statutes

10-15 Towns to maintain schools.

Policy adopted: October 15, 2007

THOMASTON PUBLIC SCHOOLS
Thomaston, Connecticut

Instruction

Emergency Closings

Inclement Weather

Late Opening or Closing of Schools

In the event of inclement weather, announcements concerning late openings or closings of schools can be heard on local stations designated by the Superintendent of Schools. Principals will notify parents annually of the stations to listen to for such announcements.