



Book	Policy Manual
Section	FOR BOARD REVIEW
Title	Copy of EMERGENCY PREPAREDNESS
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8420 - **SCHOOL SAFETY AND EMERGENCY PREPAREDNESS**

The Board of Education recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and that such emergencies are best met by preparedness and planning.

Each school shall develop a school safety plan in accordance with State requirements, and each school's safety plan shall be reviewed every three years by the Board. The plan contains guidelines and procedures to address school violence and attacks, threats of school violence and attacks, bomb threats, fire, weather-related emergencies, intruders, parent-student reunification, and threats to non-classroom events, including recess, concerts and other performances, athletic events, and any other extracurricular activity or event. The plan shall contemplate the use of tools to mitigate threats of school violence, including video surveillance, school resource officers, metal detectors, and other such preventative safety measures in addition to responsive measures.

The school safety plan shall include the manner of scheduling, conducting, and reviewing required drills, including fire drills, tornado or other hazard drills, school safety incident drills, and school violence drills. Each school safety plan shall specify for each type of required drill how many and how frequently they will be conducted for each building in compliance with State law requirements for the performance of such drills. The plan shall designate the responsible administrator for each building for assuring that required drills are completed, reviewed, and reported as required by law.

School administrators and staff are mandatory reporters of suspected child abuse and neglect pursuant to Wis. Stats. § 48.981 (2)(a). The Board also requires all employees to receive training regarding mandatory reporting of school violence threats pursuant to Wis. Stats. § 175.32(2) and (3). If the threat constitutes a serious and imminent threat to the health or safety of a student or school employees or the public, it shall be reported to law enforcement. A good faith standard exists for reporting threats made by an individual seen in the course of professional duties. These obligations and procedures are covered by Board Policy 8462 - Child Abuse and Neglect, as well as Policy 8462.01 - Threats of Violence.

The Board must submit the following to the Wisconsin Office for School Safety annually:

1. A copy of its school safety plan.
2. The dates of the required annual safety drill or drills held during the previous year, as well as the dates of the required annual school violence event drill or drills conducted in accordance with each building's school safety plan during the previous year.
3. Certification that the Board reviewed a required written evaluation of the drill or drills.
4. The date of the most recent school training on school safety and the number of attendees.

5. The most recent date the Board reviewed and approved the school safety plan.
6. The most recent date the Board consulted with a local law enforcement agency to conduct on-site safety assessments.

In response to public records requests for school safety documents, after consultation with the District legal counsel and local law enforcement authorities, the District Administrator shall redact such information that may be sensitive safety or security information that is in the public's interest to remain confidential.

The Board authorizes a system of emergency preparedness which shall require that:

- A. fire drills are conducted at least once each month; tornado drills are conducted at least twice annually and school safety incident action plan drills are conducted at least twice annually;
- B. the health and safety of students and staff are safeguarded;
- C. the time necessary for instructional purposes is not unduly diverted;
- D. minimum disruption to the educational program occurs;
- E. students are helped to learn self-reliance and trained to respond sensibly to emergency situations.

All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

Each school's emergency preparedness plan shall be reviewed by the Board at least once every three (3) years following initial adoption.

The District Administrator shall develop guidelines for the handling of all emergency evacuations.

A crisis procedure checklist includes the following:

1. Assess life/safety issues immediately.
2. Provide immediate emergency medical care.
3. Call 911 and notify police/rescue first. Call the District Administrator second.
4. Convene the crisis team to assess the situation and implement the crisis response procedures.
5. Evaluate available and needed resources.
6. Alert school staff to the situation.
7. Activate the crisis communication procedure and system of verification.
8. Secure all areas.
9. Implement evaluation and other procedures to protect students and staff from harm. Avoid dismissing students to unknown care.
10. Adjust the bell schedule to ensure safety during the crisis.
11. Alert persons in charge of various information systems to prevent confusion and misinformation. Notify parents.
12. Contact appropriate community agencies and the District's public information office, if appropriate.
13. Implement post-crisis procedures.

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118.07, 121.02(g)(i), 175.32 (2), (3), 48.981 (2)(a), Wis. Stats.