

DISASTER PLAN

FOR

**MORGAN COUNTY R-I
SCHOOL DISTRICT**

EVACUATION AND SHELTER PROTECTION DRILLS

Each building principal will be responsible for holding periodic evacuation and shelter protection drills. Drills will be held regular and irregular in order to provide maximum efficiency in evacuation. All drill procedures will be posted in each classroom and on hall bulletin boards. All drills are to be conducted in an orderly and efficient manner affording at all times the maximum of concern for safety.

SPECIAL DUTIES PERFORMED DURING DRILLS

Before a drill is held the teachers are responsible for assigning students to opening or closing windows and doors in accordance with instructions given for each type of an emergency.

Each teach in charge of a class at the time of an evacuation or shelter protection drill should take their grade book to the designated area. Upon arrival to the designated area the roll should be checked and absentees reported to the office. Teachers not in charge of classes during a drill shall be responsible for checking restrooms and areas not occupied.

Administrative personnel will see that school records are secured in the vault. Custodians will shut off all gas and electricity. If other personnel are available, they should help check vacant areas for students.

PERSON IN CHARGE

The principal is responsible for the safety of all students. The building secretary assumes control in the absence of the principal.

EVACUATION AND INSPECTION

The safety coordinator under the supervision of the superintendent of schools will periodically inspect alarm systems, equipment, and drill procedures in all buildings. After each inspection, a written evaluation will be presented to all personnel for review and improvement.

EMERGENCY PLAN - FIRE

WARNING SYSTEMS

Each principal will be responsible for testing fire alarms frequently. A backup alarm will be provided in case the fire alarm fails.

DRILL PROCEDURE

Building is to be evacuated immediately upon hearing fire alarm. All books, personal items, etc., should be left behind.

Teachers will be responsible for a plan that will insure the closing of the windows and doors before vacating the room. No talking will be allowed in order to insure everyone of hearing the instructions.

Movement will be single file and no running.

An area for assembling after evacuation will be designated for each class. This area should be far enough from the building to insure safety in this area until further instructions are given.

FREQUENCY OF DRILLS

Drills should be held often enough to provide a familiar routine. One drill per school quarter is recommended. Other drills should be scheduled at inopportune times.

HANDICAPPED CHILDREN

Students will be assigned to aiding any child who is handicapped in the seventh through twelfth grade. The teacher aides and teachers will assist handicapped children in kindergarten through sixth grade.

EVACUATION AND FIRE DRILL PLAN

When the fire alarm has been sounded, FAST WARBLE and voice confirmation, the students should follow the instructions of the teachers and leave the building by the door that is designated for them to leave by. The leaving of students should be done in an orderly manner as panic by someone during a fire is what causes people to get hurt. Teachers must take their class rosters with them. After the class is outside, the teacher and class should stay together and move away from the building to the designated area. Assembly areas will be:

NORTH -	Far end of parking lot
WEST -	Past playground out into field.
SOUTH -	At Ball diamond
EAST -	Down sidewalk South to Road

All of these are away from the danger of heat, smoke and possible exploding debris.

Get out of the building as quickly as possible but do not run, push, or shove.

EVACUATION ROUTES

