

INSTRUCTION

Students

Schedules-Emergency

Tornado Threat

The frequency of tornado and high wind occurrences in the State of Wisconsin is high. No part of Wisconsin is immune from tornado and high wind disaster.

As many as 75% of all Wisconsin tornados occur between the hours of 3:00 p.m. and 7:00 p.m., Standard Time, with 5:00 p.m. being the most probable hour.

Many of the D.C. Everest students are either in school or are being transported from the schools to their homes between 3:00 p.m. and 4:00 p.m.

Taking into consideration the above facts, D.C. Everest School building principals shall provide instruction to school personnel.

INSTRUCTION

Tornado Warnings

1. Pre-planning procedures
 - A. Have buildings inspected for determination of the safest place.
 - B. Allocate the space for all occupants to be sheltered.
 - C. Determine best body position for occupants in the shelter place (on elbows and knees, covering back of necks and heads with hands).
 - D. Each building should be equipped with an alert-monitor. This should be checked periodically.
 - E. Conduct a tornado drill a minimum of once per school year.
 - F. Prepare a specific warning communications system within each building with a manual back-up.
 - G. Designate spotters.
 - H. Instruct building custodians, bus drivers, teachers and children. (Emergency Procedures Handbook, pp. 16-22.).
2. Warning: "A tornado has been sighted in your area. Implement plans immediately."
 - A. Sound tornado warning.
 - B. Everyone is to go to shelter immediately. Open windows on north and east sides of building if there is time.
 - C. Teachers are to bring attendance books.
 - D. Children are to be told to assume the protective position.
 - E. If shelter cannot be reached, assume the protective position under desks or other heavy furniture.
 - F. School buses are not to leave the school.
 - G. No one is to leave the shelter until the "All clear" is sounded on the alert-monitor.

This plan provides separate emergency information units for the principal, custodian, bus driver and teacher. Each unit focuses on the specific duties and responsibilities of the person for whom it is intended. Each person finds out what he must know and do during a tornado emergency. Only information pertinent to a specific person is included in this plan. The Marathon Emergency Government Office will alert all schools that are equipped with an Alert-Monitor.

EMERGENCY INFORMATION FOR PRINCIPALS

Tornado Watch

Weather conditions favor the development of a tornado in your area. No tornado has been sighted yet, but emergency plans should be reviewed. You, your staff, and your students must be ready to take emergency action on a moment's notice.

TORNADO WARNING

A TORNADO HAS BEEN SIGHTED IN YOUR AREA. IMPLEMENT EMERGENCY PLANS IMMEDIATELY.

What To Do During A Tornado Watch

Weather conditions favor the development of a tornado in your area. No tornado has been sighted yet, but emergency plans should be reviewed. Your people should be ready to act instantly.

1. Immediately verify that a Tornado Watch has been received. You should call the Emergency Government Office - 845-3647 or 842- 2142, ext. 226.
2. If a Watch is in effect, notify teachers and other staff:
 - that a Watch has been received, and of its expected duration;
 - that tornadoes strike instantly, often without much warning, so that they and their students need to be on the alert, ready to act on a moment's notice; to implement assigned plans for weather spotters and radio monitors;
 - that danger signs (sudden, heavy rain or wind; severe hail; roaring noise; funnel cloud) must be reported to you immediately;
 - that children should be read to move on an instant's notice, from unsafe areas such as auditoriums, cafeterias, gymnasiums, portable classrooms, playgrounds;
 - that they should review their own responsibilities for tornado watches and warnings; and
 - that teachers should go over appropriate student responses with the students at this time.
3. Make sure that school buses have operational radios, and that drivers understand emergency policy and procedures.
4. Test emergency warning alarm systems and their manual back-ups. Make sure you understand any local warning systems used by civil defense or other government agencies to signal that a tornado is approaching.
5. A school tornado drill may be appropriate, depending on conditions.
6. Check to make sure that you can receive, and are in fact receiving, accurate up-to-the-minute reports from your weather spotters and radio monitors.

7. Stay alert yourself for weather advisories and weather conditions. The safety of your school depends on you.

What To Do During A Tornado Warning

A TORNADO HAS BEEN SIGHTED IN YOUR AREA. IMPLEMENT EMERGENCY PLANS IMMEDIATELY.

1. Sound Tornado Warning warning alarm. Students and staff are to open appropriate windows (those on the north and east sides of buildings) if there is time. Everyone is to go to shelter immediately.
 - a. Teachers are to bring their attendance records.
 - b. The principal should bring this book.
 - c. If someone at your school sights a funnel and there is time to do so, report the sighting to the Emergency Government Office - 845-3647.
2. School buses are not to leave school; children should be escorted to shelter area.
3. Children should face interior walls of shelter, as far as possible from exterior walls of corridors, especially if those walls contain glass.
4. If doors leading to tornado resistant areas contain glass, doors should be opened against the adjacent wall.
5. Children should be given the command, "ASSUME THE PROTECTIVE POSITION." They are to drop to their elbows and knees, covering the backs of their necks and heads with their hands.
6. If they have coats or jackets with them, those should be used blanket fashion to provide additional protection for head, neck and body.
7. If there is not time to move children or staff, have them assume the protective position under their desks or other heavy furniture.
8. No one should leave the shelter area until the "All Clear" is sounded on a radio weather advisory. This is important because a storm may spawn more than one tornado funnel, and a single funnel may behave erratically.

What To Do After A Tornado Has Struck

1. Remain calm yourself and remind others to remain calm.
2. Assess the situation.
3. Direct first aid and rescue operations where appropriate.
4. Account for all staff and children.
5. Evacuate buildings where appropriate, moving people to prearranged meeting places. Be careful, and remind everyone to be careful of falling debris, which is one of the greatest dangers after tornadoes.

TORNADO PREPAREDNESS CHECKLIST FOR ADMINISTRATORS

1. Have facilities inspected to determine which areas should be shelter areas.
2. Stock shelter areas with emergency equipment (such as: flashlights, battery operated radios, extra batteries, first aid kits, fire extinguishers, and so on).

3. Establish school procedures for watches and warnings.
 - a. What alarm system will be used?
 - b. What back-up alarm system (that does not depend on electrical power) will be used?
 - c. How will the principal get emergency information to his staff and students?
 - d. How will staff and students get emergency information to the principal?
4. Phone numbers you may need in an emergency:

Police:	845-8228	Gas Company:	845-3647 or 842-2141,ext.226
Fire Department:	845-1111	Emergency Gov't.:	845-3647 or 842-2141,ext.226
Ambulance:	845-1111	District Office:	359-4221
Hospital:	845-5262		

During Watch

1. Verify receipt of watch
2. Alert Personnel
3. Secure outdoor objects
4. Weather spotters working
5. Radio listeners working
6. Emergency equipment in shelter operational
7. School buses running according to policy
8. School buses have working radios
9. Alarm system in working order
10. Back-up alarm system in working order
11. Staff and students know what to do in case of tornado

During Warning

1. Sound Alarm. Bring this book with you to shelter area.
2. If time permits, open windows on north and east sides of buildings.
3. If time permits, notify authorities of approaching funnel cloud.
4. Get to shelter area. Make sure everyone is inside.
5. Have everyone assume the protective position.
6. Continue listening to radio for weather bulletins. Do not leave shelter until "All Clear" is sounded.

After A Tornado

1. Give first aid as appropriate.
2. Take attendance to account for everyone.
3. Evacuate building if appropriate; be careful of falling debris.
4. Check building for structural damage, and damage to utilities; evacuate building if appropriate.
5. Cooperate with all emergency agencies and authorities.

EMERGENCY INFORMATION FOR SCHOOL CUSTODIANS

What To Do During A Tornado Watch

A tornado may develop in your area. No tornado exists yet. But what you do now may mean the difference between life and death.

1. Review tornado plans in your school. Be ready to follow instructions on this sheet and those given to you by your principal.
2. Check shelter areas to make sure that they are usable. Make sure that emergency supplies, such as flashlights, radios, first aid kits, and fire extinguishers, are in proper places and in working order.
3. Tie down or bring inside any outdoor object which could be dangerous in a high wind.

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4. Listen for weather bulletins. Report them to your principal. If a Tornado Warning is issued, report it to your principal immediately.

5. Be alert for weather conditions. Heavy rain or wind, severe hail, a roaring noise, or a funnel cloud should be reported to your principal immediately.
6. Follow other instructions from your principal.

What To Do During A Tornado Warning

A TORNADO HAS BEEN SIGHTED IN YOUR AREA. TAKE EMERGENCY ACTIONS IMMEDIATELY.

1. Sound the tornado emergency alarm.
2. Make appropriate phone call.
3. Then, get to shelter immediately.

What To Do After A Tornado Has Struck

1. Remain calm. Follow instructions from your principal.
2. Help with first aid and rescue operation where appropriate.
3. Check for cracks or other damage to walls and roofs of buildings. If you find damage, report to the principal immediately. Damaged buildings must be evacuated. When you are checking, be careful of falling debris.
4. Check for leaking gas. If you find gas leaks, or suspect them, open (or break) windows. A building with leaking gas must be evacuated immediately, so report to your principal. You may also be asked to call the fire department, police department or gas company.

Necessary phone numbers are: Fire Department 845-1111
Police Department 845-8228
Gas Company 845-3647 or 842-2141, Ext.226

5. Check electrical wires to make sure they are not exposed or shorting out before power is turned on. If wiring is shorting out, turn off the current at the main meter box. In doing this, be careful not to touch live or exposed wires. Be careful not to step into flooded or damp areas where live wires are down.
6. Check water pipes. If they are damaged, shut off supply at main valve.
7. Keep your radio turned on to get the latest emergency bulletins. Report them to the principal where appropriate.
8. Follow instructions from the principal or other authorities.

EMERGENCY INFORMATION FOR SCHOOL BUS DRIVERS

Weather conditions in your area mean that a tornado may develop. No tornado exists yet. But you need to review your responsibilities. Make sure you know what actions to take should you sight a tornado. Many lives depend on you.

1. Review tornado plans in your school. Buses will run during a tornado watch. Know what you are supposed to do.
2. condition. Tune to a station which gives you emergency weather bulletins. Listen as you drive.
3. Check the first aid kit and fire extinguisher on your bus to make sure they are ready for emergency use.

4. Be alert for sudden changes in the weather. Severe rain or wind, severe hail, and funnel clouds are danger signals. If you see a funnel cloud approaching, take the emergency actions detailed under "Tornado Warning" (next section).

What To Do During A Tornado Warning

IF YOU SPOT A TORNADO FUNNEL OR IF YOU HEAR A TORNADO WARNING BULLETIN ON YOUR RADIO, TAKE IMMEDIATE EMERGENCY ACTION.

1. If you are at school, escort children back to shelter area. Buses should not run during tornado Warnings.
2. If there is no time to get children back to school shelter, move the children to the nearest ravine, ditch, or low spot in the ground (but far enough away from the bus so that the bus will not roll over on them). Give the command, "ASSUME THE PROTECTIVE POSITION". Children should know what this command means and obey instantly. (If not, tell them to drop onto their elbows and knees, and to cover the backs of their heads and necks with their hands.) If the children have coats or jackets, these can be used to provide additional protection of their heads and bodies.
3. If you are driving when you hear a tornado warning or spot a funnel, stop the bus. Escort the children to the nearest ravine, ditch, or underpass, or low spot in the ground (but far enough from the bus so that it won't roll over on them). Have the "ASSUME THE PROTECTIVE POSITION", as described in #2 above.
4. If you are driving when you hear a tornado warning or spot a funnel, and there is not time to move the children when you stop the bus, have the children assume the protective position, remaining in their seats, with their heads below window level.

What To Do After A Tornado Has Struck

1. Remain calm and try to keep the children calm.
2. Apply first aid where necessary and as your training permits. Call for help if needed.
3. Transport children to school or to alternate locations if appropriate.
4. Continue to listen to your radio for weather bulletins and other emergency information.

EMERGENCY INFORMATION FOR TEACHERS

Weather conditions favor the development of a tornado in your area. No tornado has been sighted yet. Review emergency actions to your students.

1. Take extra-careful attendance so that you will know who is present. Careful attendance records are necessary so that you can account for children after a tornado has struck.
2. Be especially careful about allowing children to separate themselves from the group (go on errands or to the bathroom, for example). Children should know what to do in the event of a tornado before they are allowed to out alone.
3. Review emergency and drill procedures and warnings with your students. Make sure they know where to go and how to behave.
4. Watch for dangerous weather signs: severe rain; sudden, heavy wind; severe hail; roaring noise; funnel cloud.
5. If you see or get a report of a funnel cloud, report to your principal.
6. Assign a responsible child or children to open windows (if your classroom faces north or east) on your command.

7. Make sure children understand the command, "ASSUME THE PROTECTIVE POSITION". They are to crouch on knees and elbows, with their hands protecting their necks and heads. It would be a good idea to have children practice responding to your command. They must respond quickly and correctly.
8. Auditoriums, gymnasiums, cafeterias, and other similar large rooms are very dangerous during a tornado; so are mobile, portable, or temporary classrooms, school buses, and open areas, such as playgrounds. If your class is using one of these, have plans to move children to safety on an instant's notice.

What To Do During A Tornado Warning

A TORNADO HAS BEEN SIGHTED IN YOUR AREA. IMPLEMENT EMERGENCY PLANS IMMEDIATELY.

1. If there is time, open or have assigned a child to open windows on the north and east sides of buildings.
2. Take your attendance book with you.
3. Escort children to shelter area.
4. Have the "ASSUME THE PROTECTIVE POSITION", covering themselves with coats or jackets if they have them.
5. If there is no time to move children, have them assume the protective position under these desks, covering themselves with coats or jackets if available.
6. If there is no time to move children from playground or open areas, have them assume the protective position in the nearest depression, covering themselves with coats or jackets if possible.

What To Do After A Tornado Has Struck

1. Remain calm yourself and calm your students.
2. Give first aid where appropriate.
3. Account for all students; report any missing students to the principal.
4. Assist in evacuation procedures where appropriate, but be alert for falling debris, downed power lines, and other dangers.
5. Do not leave the shelter (unless emergency conditions require it) until the "ALL CLEAR" is sounded on a weather bulletin. Tornado funnels behave erratically. They can touch down, lift and touch down again. Also, more than one funnel may be associated with a storm.