

EMERGENCY DRILLS PRACTICED IN WAUNAKEE COMMUNITY SCHOOL DISTRICT

All emergency drills are practiced several times throughout the school year by students and staff.

Evacuate

When a situation occurs that warrants evacuation of a building, students and staff proceed from the building in a quiet and orderly manner to a designated location. Students move with the adult staff members to the safe location outside of the building. Students are organized, often into an alphabetical line, so that staff members in charge can take attendance. Adults report their attendance to others who are responsible for collecting the attendance. If any child is missing, this information is reported so that the identified authorities can locate the student. Students remain at the designated safe location until the teacher takes them back to the classroom or they are moved to another safe location. Most individuals are aware of evacuation drills as they have practiced fire evacuation drills at school, home, or at work. Fire evacuation drills are practiced every month of the year.

Hold

If a situation occurs that may present a possible threat within the building, the staff and students will be alerted to "hold." During a hold drill, staff members and students remain in class rooms and continue their regular activities. This drill alerts staff and students and insures that all students are in classrooms under the direct supervision of a staff member and are not in hallways or unsupervised.

Secure

When a serious threat to the safety of students and staff arises, the "secure" procedures will be enacted. During a secure drill, students and staff remain in classrooms with doors locked. Students and staff move to the safest location within the classroom. Students and staff members, who are outside during a secure drill, move to the safest location either in the building or on the site.

Severe Weather

Students are given instruction on the safest locations to move to within school buildings when severe weather threatens. Safe locations are internal hallways on the first floor away from windows and doors. Students and staff members move to the locations when severe weather threatens. Students are instructed to remain silent in order to hear important instructions. Students and staff assume a seated or kneeling position and cover the back of their neck/head with hands or a heavy book. All buildings have weather radios to alert them to potential weather situations. Severe weather drills are practiced a minimum of twice a year.

How Parents/Guardians can help

All families should have emergency/crisis plans for their homes and when traveling. The more frequently families plan, discuss, and practice their plans; the more students understand the importance of knowing and practicing emergency procedures at school. We encourage parents/guardians to speak with their children about the importance of personal and group safety procedures in all situations. Finally, please remind your children that quiet, calm, and cooperation is always required during a drill or a real emergency.