

Policy #: 720

## SCHOOL DISTRICT OF WEBSTER

Date Adopted: May 17, 2011

Date Revised: November 24, 2014

Policy Title: Safety Program

### POLICIES ON SCHOOL DISASTER PLAN

#### I. TORNADO

- A. Communication to schools
  - 1. The Administration Office will contact all schools.
  - 2. Schools will contact the Administration Office if a warning is issued directly to individual schools.
- B. Communication to students
  - 1. Supervisors or the building director will inform the student body by intercom.
- C. Shelter
  - 1. Shelter will be taken when a tornado has been sighted in the area.
  - 2. Students, teachers, and all school personnel will move to shelter in the following areas:
    - Students in the 5-12 building will move to the designated areas identified by the classroom teacher.
    - Webster Elementary- Main Corridor.
  - 3. Teachers and aids will supervise and control assigned shelter areas until all clear is given.
- D. All clear
  - 1. The supervisor or building director will determine when students will leave the sheltered area.
  - 2. If a building is damaged, students will be transported home.
  - 3. The following radio stations will be notified if school is to be dismissed early:
    - TV: (4) WCCO
    - (5) KSTP
    - (9) KMSP
    - (11)KARE
  
    - RADIO: (100.9 FM) WCMP
    - (96.1 FM) WJMC
    - (95.3 FM) WGMO
    - (830 AM)
- E. Frequency of drills
  - 1. One drill per semester will be held in each building.

#### II. FIRE

- A. Warning
  - 1. Continuous sounding of the fire alarm warning system.
- B. Evacuation

1. Students will immediately respond to the alarm and leave the buildings.
2. Students will use the routes and exits which will be designated in all classrooms and teaching stations.
3. Students will move at least 100 feet from buildings.
4. Teachers will take roll to determine if all students have vacated the building.

C. Communication

1. Supervisors or building directors will notify the fire department and School District Administration Office.
2. Fire numbers:  
Webster – (715) 866-8280 or 911

D. All clear

1. Supervisors or the building director will determine when students will return to the building.
2. If a building is damaged, students will be transported home.
3. Radio stations will be called and notified when early dismissal is necessary.

E. Frequency of drills

1. A fire drill shall be held in each building at least once each month in accordance with state law.

**Cross Reference:**

**Legal Reference:** Wisconsin Statutes

- [Section 101.055](#) [public employee safety and health]
- [Section 101.11](#) [employer's duty to furnish safe employment and place]
- [Section 118.07](#) [school safety plan and safety drill requirements]
- [Section 121.02\(1\)\(i\)](#) [school district standard; safe and healthful facilities]

Wisconsin Administrative Code

- [PI 8.01\(2\)\(i\)](#) [safe and healthful facility rules]