



2023-2024

**MINERAL POINT
SCHOOL DISTRICT**

SCHOOL SAFETY RESPONSE
PLAN EMERGENCY/DISASTER
PROCEDURE MANUAL

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PURPOSE OF THE SCHOOL SAFETY RESPONSE PLAN

A crisis is an event that is extraordinary and, therefore, cannot be predicted. Crisis situations are caused by specific events: e.g. severe weather conditions, the sudden death of a student or staff member, a tornado, a fire or explosion, willful violence, a terrorist act, a serious bus accident, or a bomb threat. Schools must be prepared to respond to a crisis, emergency or traumatic event in an organized and timely manner so the students and staff can continue to function effectively without additional trauma, stress, anxiety, or the development of secondary crisis.

School emergencies can be small and easily managed or they can be large and difficult to manage. Every school crisis, however large or small, must be managed in a way that ensures the safety of all those involved. In order to provide a safe and secure environment in which teachers can teach and students can learn, Mineral Point School District personnel must plan for management of crisis or emergency events that cannot be predicted or prevented. Appropriate planning and management on the part of school administrators and staff can provide for the anticipated needs of those involved and can reduce or eliminate the negative consequences of emergency situations.

To effectively handle a crisis or emergency, an appropriate **SCHOOL SAFETY RESPONSE PLAN** must be developed and a **SCHOOL SAFETY RESPONSE TEAM** must be organized at each school before crisis events occur. Each school's safety response plan must be organized and communicated to all school staff in order to effectively prepare for maximum safety, efficiency, stability, calmness and communication in the event of an actual emergency or crisis. Students must also understand that contingency preparation and procedures are necessary for their own safety and wellbeing.

DISTRICT SAFETY COUNCIL MEMBERS

The Mineral Point School District Safety Council shall consist of the following members: school nurse/health coordinator, district's maintenance/safety coordinator, the district administrator, the building principals, and any other person deemed necessary to be appointed by the administrative council. The district administrator will serve as chairperson of the council.

The safety council shall meet twice during the school year and whenever else is necessary for the purpose of planning, reviewing, and evaluating the district's total safety program to ensure that a comprehensive and effective program is being carried out. In 2022-2023 the district safety meetings will be held in October and May with the dates to be set after the school year is in progress.

SAFETY TEAM RESPONSE MEMBERS

Title	Name	Home/Cell #	School #	Ext
DISTRICT ADMINISTRATOR	Mitch Wainwright	608-574-2268	608-987-0741	810
6-12 PRINCIPAL	Matt Austin	608-341-6227	608-987-0731	410
6-12 ASSISTANT PRINCIPAL	Brooke McGraw	608-553-0955	608-987-0721	498
ELEMENTARY PRINCIPAL	Matt Renwick	608-553-2918	608-987-0711	110
6-12 COUNSELOR	Erika Brunson	608-574-6390	608-987-0732	414
K-5 COUNSELOR	Alexandra Welsh	608-512-9775	608-987-0739	115
SCHOOL NURSE	Jayne Lindsey	608-574-7466	608-987-0733	383
MAINTENANCE/SAFETY	Dave DeVoe	608-553-4534	608-987-0743	490
ELEMENTARY STAFF	Laura Busch	608-574-0252	608-987-0739	155
ELEMENTARY STAFF	Katelyn Dunham	608-574-5083	608-987-0739	165
MIDDLE SCHOOL STAFF	Jena Siegenthaler	608-723-9889	608-987-0739	250
HIGH SCHOOL STAFF	Chris Carr	608-482-4963	608-987-0739	492
HIGH SCHOOL STAFF	Dan Burreson	608-574-8342	608-987-0739	428
SUPPORT STAFF	Jane Barr	608-623-2225	608-987-0710	111
POLICE LIAISON	Bill Ottoway	608-574-5840	608-987-0739	422
COMMUNICATIONS	Joëlle Doye	608-574-0088	608-987-0723	383

PHONE TREE

INITIATOR

MATT AUSTIN
608-341-6227
608-987-0731

MATT RENWICK
608-553-2918
608-987-0711

MITCH WAINWRIGHT
608-574-2268
608-987-0741

DAVE DEVOE
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608-987-0743

BROOKE MC GRAW
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608-987-0721

ERIKA BRUNSON
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608-987-0732

JANE BARR
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987-0710

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JENA SIEGENTHALER
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987-0739 EXT 250

DAN BURRESON
608-574-8342
987-0739 EXT 428

LAURA BUSCH
608-574-0252
987-0739 EXT 155

KATELYN DUNHAM
608-574-5083
987-0739 EXT 165

JAYNE LINDSEY
608-574-7466
608-987-0733

JANET LAWINGER
608-482-4280
608-987-0730

SHELBY SPORLE
608-622-0001
987-0739 EXT 127

DAN GRABER
608-341-7255
987-0739 EXT 144

MAJOR ROLE RESPONSIBILITIES IN A SAFETY RESPONSE

BUILDING PRINCIPALS/ COMMUNICATIONS DIRECTOR

Matt Austin, Principal HS

Matt Renwick, Principal ELEM

Brooke McGraw, Assistant Principal MS

Joëlle Doye, Communications Director

1. Evaluate the seriousness of the problem.
2. Make decisions for building level responses (e.g., contact response team).
3. Carry out a safety response plan.
4. Make decisions regarding the need for additional resources or personnel.
5. Oversee and coordinate personnel supervision.
6. Handle all media contacts. (Joëlle Doye)

BACK-UP PERSON RESPONSIBLE

Erika Brunson

Alex Welsh

1. If called, meet immediately with the principal.
2. Review school Safety Response Plan.
3. Assist principal and staff in implementing a safety response plan.
4. Provide crisis counseling for students and staff.
5. Provide follow-up support services for students and staff after crisis or emergency is over.

SECRETARIES

Janet Lawinger
Carrie Brinkman
Angie Schubert

Jane Barr
Shelby Sporle

1. Coordinate duties of all office staff.
2. Call for substitute teachers and additional staff as directed by an administrator.
3. Supervise the handling and referral of in-coming calls. Limit access to phones in the building.
4. Control bells and PA system as directed by an administrator.

TEACHERS

Chris Carr
Dan Bureson

Katelyn Dunham
Laura Busch

1. Remain in or move to the assigned area. Conduct immediate student supervision.
2. Follow administrative directives. Assist where requested.

TEACHERS/ASSISTANTS

Gina Sporle
Judy Pelton

Micki Uppena
Linda Hubbard

1. Assist teachers and/or administrators in supervising hallways, entrances, etc.
2. Escort students to and from counseling rooms if needed.
3. Perform communication duties as needed.
4. Perform special security assignments.

BUILDING & MAINTENANCE STAFF

Dave DeVoe
Cody Sigg

Dan Graber

1. Check the building for damage and report such information to the principal.
2. Make emergency repairs as practical.
3. Notify the principal of emergency needs.
4. Perform special security assignments.

SCHOOL NURSE

Jayne Lindsey

1. Administer first aid as needed.
2. Advise principal the extent of injuries.
3. Complete documentation of first aid given.

CAFETERIA STAFF

Kimmy Cleary

Chris Mester

1. Monitor food service and cafeteria areas.
2. Continue food service responsibilities unless otherwise directed by the principal.

SCHOOL SAFETY RESPONSE CHECKLIST *CRISIS CHECKLIST - SUDDEN DEATH*

Keep a written log

- Designate an information control person
- Decide whether to call in clergy, group facilitators, or mental health professionals. **Call a brief staff meeting before school**
- Decide what facts to share with students; contact the family with plans or ask clergy to do this.

Prepare a written statement to be read by teachers

- Designate rooms to be used for counseling.
- Assign staff to escort students to and from counseling locations.

Map out a 2-3 day plan

- Make an announcement to the student body - (not an assembly).
- **Hold a staff meeting at the close of the school day.**

IMPLEMENTING SCHOOL SAFETY RESPONSE PLAN

DATE OF CRISIS/NATURE OF THE CRISIS PROBLEM OR EMERGENCY:

1. Verify information (death, crisis, emergency).

NOTE: *It is very important that the facts of the problem situation are verified with regard to authenticity and accuracy before announcements or written statements are made about the situation. The type of situation will dictate who needs to be contacted to obtain this information. (e.g., parents, police, others.)*

2. Call building **SAFETY RESPONSE** team members and schedule a meeting.
3. Notify **all** school staff of the crisis problem or emergency.

- A. Phone chain, or
- B. Written announcement, or
- C. Emergency faculty meeting, or
- D. Verbal (PA System) announcement.

4. Meet with building response team in order to:

- A. Assess impact of event on student/staff/community.

NOTE: *The principal and the building safety response team need to assess the impact of the event in order to identify the amount of help that will be needed. Factors to be considered include the type of problem, how many students impacted, and what preventive programs have been implemented.*

- B. Determine need for additional help and support from the Mineral Point School District Resources. (See Resource List for Contacts)

NOTE: *In-school resource personnel can effectively manage many problems or emergencies. However, the management of some serious problems may require the assistance of additional resources.*

- C. Plan how students will be informed of the event. Prepare a written statement to be read by teachers or by building team member's individual classrooms. The written statement should clearly state the facts of the incident in order to dispel rumors.

NOTE: *The principal should confer with as many members of the building crisis intervention team as possible to share the facts of the problem, assess the impact of the incident on the student body, review the school's safety response plan, and make modifications as the situation demands.*

Crisis Control Center - **HIGH SCHOOL OFFICE – 608-987-0730**
Alternate Control Center - **BUSINESS OFFICE – 608-984-0740**

MS/HS Evacuation site: **ST. MARY'S/ST. PAUL'S CATHOLIC CHURCH** Phone # **608-987-2026**

Elementary School Evacuation site: **UNITED CHURCH OF CHRIST** Phone # **608-987-2025**

Counseling Rooms: TBD

- **Assign crisis team members to assist with classroom discussions.**
- **Waiting Rooms** for students until crisis team members are in the counseling rooms.

Parent Room: BAND ROOM

Have the parents enter the building at the nearest entrance to the band room in each building. At the elementary, enter the east entrance on the second floor. At the middle school/high school the entrance will be the northwest entrance. These should be the **ONLY** entrances, no exceptions.

1. Assign school staff to escort students to and from counseling locations, monitor all school entrances & exits, and supervise hallways, and other supervision where necessary. **KEEP ALL OUTSIDE ENTRANCE DOORS LOCKED.**
2. **Designate a staff person to be responsible for managing parent access to the school building and/or to facilitate parent pick-up of students.** A specific room near a school entrance should be designated for parents and family members to keep halls and offices clear. In some cases, students may need to be sent home. Make sure procedures for sending students home are in place.
3. Designate the nurse's office or other room as an emergency health center in the case of staff/student injury, illness or trauma.
4. **Designate one person to be the information control person.** This individual will be stationed at a phone throughout the emergency. **ALL** information, questions, media requests, and rumor control should be managed through the information control person.
5. **Review media policy. DO NOT** permit media into the school building during a crisis or an emergency.
6. Review the policy and procedures for rumor control.
7. Prepare a list of siblings and friends (in the event of a death). Notify the schools where they attended so that intervention can be arranged in those schools.
8. Notify teachers of procedures to follow and provide following assistance:
 - A. Read written announcements to students.
 - B. Make a list of students for counseling and send the list to the control enter.
 - C. Escort students to and from the counseling rooms.
 - D. Facilitate classroom discussions.
 - E. Accessing support or counseling for staff (self.)
9. Building Safety Response Intervention team members go to classrooms for discussions or to an assigned counseling room.
10. Hold staff meeting at close of day or after event to distribute any pertinent information: e.g. hospital, funeral arrangements.
11. Thank school staff for their efforts. Review facts of crisis problem and role of the faculty played in responding. Allow staff an opportunity to share their experiences and suggestions.
 - Set procedures for student/staff attendance at memorials, rallies, or funeral.
 - Develop the school's expression of sympathy to family.
 - Prepare a contingency plan for management for upcoming days.
 - Identify students possibly in need of further intervention and procedures.
12. **Building safety response team meets at the end of the day to:**
 - Debrief response plan effectiveness: suggestions for continuing intervention.
 - Contact parents of distraught students and give them information on resources available.
 - What reactions staff might expect from student and actions to take to respond.
 - Decide the need for continued involvement of School Safety Response team.
 - Decide need for continued substitutes for crisis response members.

SUGGESTIONS WHEN CONTACTED BY MEDIA - (Joëlle Doye)

1. Assess the crisis problem or emergency situation:
 - A. Is the problem still on-going?
 - B. Has the problem passed?
 - C. Is the problem under control?
2. **MEMBERS OF THE MEDIA SHOULD NOT BE ALLOWED IN THE BUILDING.** Do not allow media to interview staff and students. In a case where the police are called and they are continuing to investigate a problem situation in your building or in cases where the situation is still going on in your building, assign the media to a specific location **OUTSIDE** of the building and away from the activities. Tell them a statement will be provided. Your job at that point is to cooperate with the police and to handle the crisis; trying to respond to media requests at the same time might interfere with the police investigation or effective staff response to the situation.
3. Make sure to let the media know why they cannot come into the school building at that time and do provide them with an approximate time when the district administrator, principal or information control person might be available to answer questions.
4. When the situation is under control, media questions can then be answered.

DISTRICT SAFETY SCHEDULE

June

- Provide a summary of the past year's program due to the district administrator.

August

- District maintenance coordinator checks school crossing lights and sets timer.
- Playground equipment and grounds inspected by the maintenance/safety coordinator. Inspection of the athletic field, practice fields, and press box done by maintenance/safety coordinator before fall sports start.
- Maintenance/safety coordinator will check fire alarm systems, **exit lights, and emergency lighting** in all the district buildings.
- District Administrator and local police will establish crossing guards for Ridge Street at Water Tower Park and Maiden Street crossings.
- School bus driver orientation for safety set by First Student

September

- Review fire drill procedures & problems in district buildings.
- Bus rider education - elementary school - discusses policies and behavior to the students.
- Safe route to and from school (elementary teacher) for grades kindergarten through third grade.

October

- Review of district's disaster procedures:
 - Tornado
 - Bomb Threat
 - Fire Safety Program
 - Emphasis should be placed on the elementary school students new to the system
 - Emphasis of fire safety in the home and school by individual teachers
 - Tech. Ed., Ag, and Science department to demonstrate proper use of extinguisher in classes
 - Child Molestation
 - Drugs - Introduction of the DARE Program to the 5th grade class by the school police liaison

November

- Promote hunting safety

December

- Start building safety inspections (maintenance/safety coordinators) and file reports with each building

February

- Make out district safety budget

March

- Rough draft of next year's program and review by the District Safety Council.
- Make requests for replacement and/or repair of any defective safety equipment in the district.

April

- Tornado Drill as set by the DPI and held in conjunction with a statewide alert and drill.
- Bicycle Safety Program - elementary school (contact CESA #3 for the bike safety program)
- Safety-check all fire extinguishers and contact the company for reconditioning.
- Maintenance/safety coordinator will inspect buildings and grounds for summer repairs.

May

- Rough draft for next year's program due for District Safety Council review.
- Check safety supplies and first aid materials. School nurse, athletic director, and maintenance/safety coordinator should do this. Make out requisitions for next year's safety materials.

FIRE PROCEDURES

PERSON NOTICING FIRE - Immediately pull fire alarm to evacuate students from building per predetermined fire drill routes. **Call local Fire Department on school phones, dial 9-911**

PRINCIPAL OR DESIGNEE

1. Advise District Administrator and other principals of the fire via telephone intercom.
2. Go outdoors to where teachers and students are standing, advise them of the fire, and direct them to their holding area. The MS/HS will proceed to St. Mary's/St. Paul's Catholic Church and the elementary to the United Church of Christ. Students will remain in their holding area under supervision of the teachers until regular dismissal time.

DISTRICT ADMINISTRATOR

The District will put out a Skylert message to announce to all parents/guardians that there is a fire in the school, all students and staff have been safely vacated, and that students can be picked up from the holding area. MS/HS will be at St. Mary's/St. Paul's Catholic Church and the elementary will be at the United Church of Christ

Radio stations: **WDMP - 99.3 FM, & 810 AM, in Dodgeville 935-2302**

WTOQ - 107.1 FM & WKPL-1590 AM of Platteville (608) 348-2775

TORNADO PROCEDURES

RECEIPT OF TORNADO ANNOUNCEMENT

At the direction of the District Administrator or designee and upon receipt of announcement from the Iowa County Sheriff's Office, each building will be notified and advised so personnel can be alerted to the problem.

SENDING STUDENTS TO EMERGENCY SHELTER AREAS

1. The principal or designee will decide when to send students to the emergency shelter areas.
2. The principal or designee will announce over the intercom that students are to proceed immediately to the building emergency shelter areas.

3. Teachers will proceed with their classes and remain there until advised of the all clear.
4. All other school personnel will proceed to and remain in the emergency shelter area to assist in supervising students until advised by the principal of the all clear.
5. All students and personnel should report to the tornado shelter areas.
6. All persons should sit on the floor with their head between their legs facing away from the west part of the building. One person from the maintenance staff should be assigned by the building principal to turn off utilities; gas and electricity in the event of an actual emergency.

TORNADO EMERGENCY WHEN STUDENTS ARE ON BUS

1. If a tornado emergency occurs while the bus is loading or unloading at school, students will go immediately to the emergency shelter areas of the school.
2. If tornado emergency occurs while on the route, drivers:
 - A. Open all the windows on the bus.
 - B. Drive at right angles to the storm.
 - C. Look for the safety spot along the route - i.e. old quarry, and park the bus.
 - D. Evacuate the bus and get the students into a ditch or other area that might offer protection until the emergency passes. After the emergency passes, have the students get back on the bus and proceed with the bus route.

DUTIES & RESPONSIBILITIES OF DISTRICT MAINTENANCE/SAFETY COORDINATOR

1. Shall organize the district yearly safety schedule. (Fire drills, tornado drills, building examination & grounds inspections).
2. See that any unsafe condition is corrected or to notify the building principal.
3. Conduct at least two safety inspections of each building annually with building principals.
4. Inspect playground equipment and grounds for safety at the start of school and in the spring.
5. Make an inspection of the athletic field practice areas before fall practices begin.
6. Keep all fire extinguishers in working order.
7. Check the fire alarm system in each building prior to the start of school.
8. Keep all exit lights on and operating. Check the emergency lighting system twice a year.
9. Make sure flammable or hazardous materials are stored properly (i.e. gasses, solvents).
10. Make sure there is help available for moving heavy items and correlate corrective measures to prevent accidents.
11. Have all summer maintenance equipment in proper working condition.
12. Make sure summer help is properly trained for the job that is assigned (i.e. cutting grass on the side of a hill).
13. Check the school crossing lights and set the timer.
14. Promote safety throughout the year, organize safety in-services, and distribute information.
15. Will keep necessary safety records on file.
16. Ensure maintenance staff is cleaning and sanitizing all surfaces and equipment frequently.

DISTRICT ADMINISTRATOR OF SCHOOLS

1. See that the district policy is carried out.
2. See that any safety information is forwarded to the maintenance/safety coordinator.

BUILDING PRINCIPALS

1. See that all drills are carried out.
2. Report on any unsafe conditions in their building or grounds to the maintenance/safety coordinator.

BUILDING CUSTODIANS

1. Advise the building principal of any unsafe situations.
2. See that the building exits are open and unobstructed at all times.
3. Keep storage areas neat and organized. Put trash in proper containers or in proper storage areas.
4. Report any exit lights out or doors not working properly to the maintenance coordinator.
5. Keep cleaning materials properly stored.
6. Ensure building interior and exterior surfaces are cleaned and sanitized between uses.

STAFF

1. It is the responsibility of the staff to maintain safe conditions in their assigned areas. Staff should make sure that there are emergency charts and room evacuations for fire and tornado.
2. Each teacher and staff member is responsible to inform their students of the safety procedures.
3. Each staff member is to inform the building principal of any unsafe conditions.
4. Ensure students keep desks/tables clean and sanitize frequently.

AUDIO VISUAL/LIBRARY

1. The librarian/media person for each building shall be responsible for:
 - A. Keeping all equipment operating safely and properly.
 - B. Checking all extension cords for 3 prong grounding plugs for damage.
 - C. Make sure carts are operating properly and that the wheels turn freely.
 - D. Keep carts from becoming top heavy.
 - E. Supervising any equipment being moved up or down stairs by students.
 - F. Instruct persons having equipment moved, how to best move the equipment.
 - G. Ensure equipment is kept clean and sterilized between uses.

EMERGENCY NURSING SERVICES – JAYNE LINDSEY

1. Emergency Nursing Services shall include protocols for dealing with pupil accidental injury, illness and administration of medication at all school sponsored activities including but not limited to curricular, co-curricular and extra-curricular activities and a method to record each incident of service provided.
2. The Emergency Nursing Service shall be under direction of:
 - A. A Medical Advisor to the District will be a local physician appointed by the Board.
 - B. Nurse who serves the Mineral Unified School District.
 - C. The building principals or their designees shall assist the staff nurse - persons will be selected by each building principal who shall be responsible for emergency first aid in the absence of the nurse. They will function as is reasonable and prudent according to their training.
3. Designated persons shall be trained in first aid procedures through an acceptable first aid course to provide emergency nursing service. These designated individuals shall have such training as determined necessary by the school nurse and medical advisor. The school nurse shall coordinate or conduct additional inservice training regarding emergency care as deemed necessary. The school shall allow designated persons adequate time to attend necessary in-service. Faculty or other personnel trained in first aid shall be designated by name to serve at specific times during school hours and extra-curricular functions, whenever feasible, as renders for first response care if an emergency situation arises. This list shall be posted in the school office. It is the responsibility of everyone working in the school to be aware of whom the designated persons are for their area of each building.
4. The school nurse will annually review with the building principals and other administration the plans

and implementations of the Emergency Nursing Service including facilities, supplies, adequate training of designated assistants, policies and procedures.

5. A health room shall be established and available for use by students and staff during the school day. The health room shall be maintained by a designated person, school personnel, or volunteer under the supervision of the nurse. This room shall be available for the nurse to use when they are in the building.
6. A personal health data record for each student and school employee and shall be on the file and updated annually. Copies of the Emergency Action Plans for students who have been assigned an one will be made available to building principals, designated staff, volunteers, and coaches who need to know in order to keep the student safe during school and for all school sponsored events on or off campus.
7. A log of emergency nursing service shall be maintained in the health room by the school nurse or the building secretary or others designated to provide service. All service provided in the health room shall be entered in the log by the person providing service and a report shall be made annually to the Board by the school nurse.
8. Once it has been determined that a student should be returned to his home for health reasons, the parents shall be immediately notified by the school and asked to pick up the child. If the parent or other responsible relative, i.e., grandparent, adult brother, sister, or authorized adult, cannot do so, the principal or ~~an~~ authorized adult will transport the child home. **In NO case will a child be sent to an unsupervised home without parental permission.** In certain situations a child may walk home, but again, shall not be sent to an unsupervised home without parental permission.
9. For emergency and life threatening situations, a reasonable effort shall be made to have a staff person from the Emergency Staff List brought to the scene to perform necessary emergency care and to stay with the injured person. Simultaneously, the principal's office should be notified and the emergency plan put into action. Upland Hills Health in Dodgeville shall be used as the emergency facility except when a parent designates otherwise. The Mineral Point Rescue Squad shall be called when necessary by the principal or his/her designee by dialing 9-911.
10. The district administrator's office shall be notified as soon as possible in the case of injury on school property that requires major first aid.
11. Authorized school staff may administer:
 - non-prescription medication with written consent from a parent/guardian
 - prescription medication with written consent from a parent/guardian AND signed orders from a medical provider

ALL medications brought to school must come in its ORIGINAL CONTAINER, labeled with the student's full name, and must not be expired. Medications must be administered by designated school staff *only* and must be documented.

GENERAL DIRECTIONS

In the event of any emergency, (fire, tornado, or accident) any staff person will notify the office secretary who shall notify the principal or appropriate person, who shall then take appropriate action.

In the case of a fire, the staff person shall pull the fire alarm and direct people away from the area. That staff member shall also dial 9-911. The staff member should notify the building secretary to give the location of the fire. The secretary shall then notify the principal.

In the case of accidents, the staff member shall try to determine what additional medical help is needed and notify the designated first aid person for that building to assist in emergency care. The staff person shall stay with the injured person until proper help arrives.

TYPES OF EMERGENCY EARLY DISMISSALS

Emergency early dismissals most often occur because of severe weather conditions that arise (snow/ice storms, tornado warnings, fires that occur during the school day) that require near immediate dismissal and involve all schools and all students. On occasions, power outages, heating failures, or other unforeseen problems occur during the school day in one of the buildings may require the closing of that building.

EARLY SCHOOL CLOSING POLICY

The early closing of schools because of emergency conditions is a very serious matter that causes the schools great deal of consternation and concern. The decision to dismiss early is made only when it is felt that the safety and welfare of the students is best served by dismissing early.

The problems involved in emergency early school dismissals can be many and varied depending upon a number of factors. The time of day the emergency occurs or arises, whether the emergency involves one or all buildings, the time of year and severity of the weather, and the extent and effectiveness of pre-planning done by both the schools and parents to meet such emergency situations.

EARLY SCHOOL CLOSING PROCEDURES

When the decision is made by the district administrator or his/her designee to close schools early because of emergency conditions, the time for the early dismissal is set and the school will put out a voice or email message on Skylert to advise all parents of the district of the school closing. In the event of an early dismissal, parents are given a choice for their child(ren) to follow their normal dismissal routine or to follow other dismissal instructions.

The following radio stations will be contacted to make announcements of the early emergency dismissal.

WDMP-99.3 FM, and 810 AM in Dodgeville (608) 935-2302
WTOQ -107.1 FM & WKPL -1590 AM of Platteville (608) 348-2775

INTRUDER IN THE BUILDING SAFETY PRECAUTIONS

Please follow these specific steps if faced with an intruder in the building. Report an intruder in the building immediately to the office.

1. If appropriate, call for emergency help by dialing 9-911. An explanation with supporting evidence may be requested including the description of the height, weight, sex, and race, type of weapon, clothing, and number of individuals. Please stay on the line with the police until police have arrived. After notification and briefing, the police will determine how they will respond.
2. At the same time, the following PA announcement will be made and repeated:
“This is a lockdown. Lockdown procedures need to be implemented at this time.” All staff members are expected to remain calm as your actions will be mirrored by students.
3. Students in
hallways will be immediately placed in their classroom. All windows/doors will be shut and locked and shades pulled. Classroom teachers will retain students in their classroom and continue regular classroom activities. Students and staff should move away from door and window visibility.
4. Students outside will be routed to a designated safe area.
5. During a lockdown, students in the gym (during lunch/physical education class) will be safely escorted to the music classroom under the supervision of at least one staff member.
6. Classroom teachers will take attendance in their room to ensure that all students are accounted for. If students are missing from the classroom, the office should be contacted immediately in order to help locate those students. Doors and windows should be kept closed once secured, all bells ignored, and no one will leave the classroom during a lockdown until an all clear announcement comes from the office.

7. School employees are directed to take self-protective action as well, which includes staying out of the halls and locking office doors. Unless otherwise assigned, all professional and support personnel are responsible for ensuring their own safety and the safety of any students of which they have charge.

BOMB THREAT PROCEDURES

PERSON RECEIVING CALL

1. Keep the caller on the telephone - get all information possible.
 - A. Location of bomb
 - B. Time of detonation
 - C. Description of bomb
 - D. Ask for repetition of threat
 - E. Note voice quality, background noises
2. Leave the telephone receiver off of the hook and get someone to make sure the receiver isn't hung up.
3. Notify the building principal and office personnel immediately.

RESPONSIBILITIES OF PRINCIPAL WHEN BOMB THREAT RECEIVED

1. Contact the district administrator and notify him/her of the bomb threat call.
2. The district administrator and/or building principal will:
 - A. Call **9-911** to report to local police, the Iowa County Sheriff's Department, of the threat.
 - B. Assess ability to evacuate the building of all students via the intercom.
 - C. Call the other school to advise them so they can also proceed with evacuation and search.
 - D. Call the telephone company to report the threat and ask for a trace on call.

EVACUATION, SEARCH, RE-ENTRY PROCEDURE

When the announcement of a bomb threat has been made on the school intercom, and a decision is made to evacuate the building, students and staff members will proceed as follows:

ELEMENTARY SCHOOL

1. Students quickly assemble at designated places in the building with the assigned staff members.
2. Students & staff evacuate the building and proceed to the holding area, the United Church of Christ.

MIDDLE/HIGH SCHOOL

1. Students & staff will quickly assemble at the designated places in the building.
2. Students and staff evacuate the building and proceed to the holding area at St. Mary's/St. Paul's Catholic Church.
3. Members of the Building Search Team shall search their normally occupied rooms as well as the room across the corridor. Police will search lockers, corridors, and washrooms. Building Search Team members will report to the principal when they complete their search.
4. When the Building Search Team has completed a search of entire building and reported to the principal, the principal will advise the police officer assigned to the building. The police officer will call the district administrator and advise that the building is clear and ready for re-entry.
5. The district administrator will contact the holding area and activate return to building where classes will resume.
6. Each principal shall have staff members accompany and supervise students from the designated holding area back to their respective buildings.

In the event that a bomb should be discovered in any of the buildings, it will be reported immediately to the other buildings and everyone will immediately evacuate and proceed to the holding areas.

From this point the matter will be in the hands of the police who will proceed to contact a bomb squad for removal of the bomb. No students or members of the staff shall be permitted to re-enter the buildings until the bomb has been removed and the police have declared the buildings safe.

MISSING STUDENT PROCEDURES

In the event that an elementary student would be missing during the school day, the elementary school would take the following actions:

1. Call the office as soon as the student is identified as missing. Inform the office of the following:
 - A. Student's name
 - B. Where the student was last seen
 - C. The amount of time that has passed since you realized the child was missing
2. The office will alert the staff over the intercom system that there is a child missing with the following announcement over the PA: **"We are conducting a Pointer search. If you have a Pointer search assignment, please conduct your search now!"**
3. We will then ask for the student to report to the office. This will let you know who we are looking for. This announcement will sound like: **"Student's name, grade, please report to the office."**

Please see the Elementary Emergency Procedures Handbook for staff instructions

*Staff should search for ten (10) minutes then return to the elementary school office. If the child is still unaccounted for at that time, Mr. Renwick or Mrs. Barr will contact the police liaison for assistance. The student's parents will also be notified at that time.

CHEMICAL HYGIENE PLAN

The general intent of the chemical plan for Mineral Point Schools is:

1. To protect laboratory employees and students from health hazards associated with the use of hazardous chemicals in our laboratories.
2. To assure that our laboratory employees are not exposed to substances in excess of the permissible exposure limits as defined by OSHA in 29 CFR 1910 subpart Z.

The plan will be available to all employees for review with copies in the district office, MS/HS office, elementary office, maintenance office, high school science workroom, and kitchens. This plan will be reviewed and adopted each summer by the Board of Education as part of the District Safety Handbook and will be distributed to the areas indicated by this plan at the beginning of each school year.

The District Maintenance/Safety Coordinator will serve as the Chemical Hygiene Officer

1. **STANDARD OPERATION PROCEDURES** to be followed in the lab relevant to using chemicals.
 - A. Any accidents should be reported to the building principal. (Accident report form)
 - B. Avoid routine exposure by careful use of chemicals and good housekeeping. Promptly clean up and dispose of small chemical spills, clean-up work area, and wash hands prior to leaving the laboratory.
 - C. All chemical names and identities should be carefully double-checked prior to any use. All chemical use should be preceded by knowledge of the chemical characteristics and potential hazards of the chemical in use.
 - D. Emergency exiting procedures for the laboratory should be documented. This should include assembly points and verification of evacuation completeness (head count).

Emergency shut-off locations for gas or other utilities should be documented and clearly marked.

- E. Horseplay is not permitted in the laboratory.
- F. Pipetting by mouth suction is not permitted.
- G. Appropriate personal apparel must be worn in the laboratory. In particular loose sleeved shirts and blouses should be avoided as should sandals or open footwear of any type.
- H. Careful planning should precede all operations. A written procedure should be in place, reviewed, and understood prior to commencing operation.
 - I. Unattended operations should only be conducted with careful prior considerations and approval of the instructor.
- J. Laboratory fume hoods should be used for all operations, which have the potential to release, fumes, gasses, or volatile solvent vapors in excess of recommended exposure levels.
- K. All lab operations must be conducted with vigilance for potential problems. Attentiveness is a must. Short-term absences from the lab should follow guidelines to unattended operations.
- L. Proper disposal of laboratory waste is essential. No sink/sewer disposal of chemicals is permitted without explicit permission of the instructor. All flammable solvents should be temporarily placed in labeled waste beakers and promptly disposed of in appropriate hazardous waste collection containers. All laboratory operations should be cross referenced to the hazardous waste lists attached to this plan.
- M. Work with corrosive agents, such as acids and bases, should be conducted with particular care to avoid skin and eye contact. Appropriate personal protective equipment should be worn.
- N. All electrically powered lab equipment will be wired with safety ground and three prong plug.
- O. Laboratory operations, which have the potential to create fire or explosions, require special procedures and safety equipment. Such operations must have prior approval from the instructor. Safety equipment, fire extinguisher, shields, and safety showers, will be checked prior to use.
- P. Low temperature operations such as using dry ice or liquid gasses require special protective equipment to avoid frostbite.
- Q. All pressurized or vacuum operations require special protective equipment such as shielding.
- R. Inventory procedures for the laboratory must be documented. The Laboratory Standard requires that an inventory be available for each laboratory. The instructor is responsible for the maintenance of current inventory. The inventory will be reconciled once a year.
- S. MSDS are required for each chemical in the laboratory. The instructor has responsibility for maintaining a current copy of each MSDS. The MSDS file will be attached to the inventory. T. Hazardous waste minimization is a requirement under both EPA and Wisconsin DNR regulations. An effort is made to include hazardous waste minimization in lab procedures.

2. CRITERIA FOR USE OF CONTROL MEASURES TO REDUCE EMPLOYEE EXPOSURE TO HAZARDOUS CHEMICALS.

- A. Any procedure that has the potential to release fumes, gasses, or volatile vapors in excess of recommended exposure levels shall be performed in LABORATORY FUME HOODS.
- B. Employees and students will be instructed on the location and use of eye wash stations and safety showers. The building principal or designee is responsible for this instruction. C. Employees will be trained on the use of fire extinguishers and other fire protection systems.

3. MAINTENANCE OF FUME HOODS AND OTHER PROTECTIVE EQUIPMENT

- A. Fume hoods, eye wash stations, and safety showers will be inspected every six (6) months by the District Safety Coordinator/Head Maintenance. Adequacy of face and reports of hood inspections are filed in the district office for employee review.

4. EMPLOYEE INFORMATION AND TRAINING

- A. Each employee and student covered by the lab standard will be provided with information and training so that they are apprised of the hazards of chemicals present in their work area. This training will be given at the time of initial assignment and prior to new assignment involving different exposure situations. Refresher training will be given as appropriate.
- B. The training and information sessions shall include:
 - 1. The contents of 1910.450 and its appendices shall be available at the district office.
 - 2. The availability and location of the written chemical hygiene plan.
 - 3. Information on OSHA permissible exposure limits (PELs) where they exist and other recommended exposure limits.
 - 4. Signs and symptoms associated with exposure to hazardous chemicals in laboratories.
 - 5. Location of reference materials, including all MSDS's received, on safe handling of chemicals in laboratories.
 - 6. Methods to detect the presence or release of chemicals (monitoring odor and threshold)
 - 7. The physical and health hazards of chemicals in laboratory work areas.
 - 8. Measures to protect employees and students from hazards, including:
 - a. Standard operating procedures
 - b. Work practices
 - c. Emergency procedures
 - d. Personal protective equipment
 - e. Details of the Chemical Hygiene Plan
- C. District Safety Coordinator is responsible for conducting the training sessions
- D. Each employee and student will sign a form documenting that they have received training
- E. The District Safety Coordinator is responsible for developing standard operating procedures and training on standard operating procedures

5. PRIOR APPROVAL FOR SPECIFIC LABORATORY OPERATIONS

- A. Certain laboratory procedures that present a serious chemical hazard require prior approval by the appropriate instruments before work can begin. For this facility, these procedures include:
 - 1. Work with selected carcinogens
 - 2. Work with reproductive hazards
 - 3. Work with neurotoxin
- B. Work with acutely hazardous chemicals - These chemicals include:

Potassium Metal	Adrenaline	Ammonia Oxalate	Hydrochloric Acid	Nitric Acid
Carbon Disulfide	Chlorine	Cupric Chloride	Hydrogen Peroxide	Sodium Metal
Pyrogalllic Acid	Mercury	Cupric Nitrate	Hydrogen Sulfide	Sodium Hydroxide
Silver Nitrate	Mercuric Oxide	Cupric Sulfate	Iodine	Sodium Acid
Sodium Nitrate	Acidic Acid (vinegar)	P-dichlorobenzene	Lead Carbonate	
Toluene	Ammonia	Ferric Chloride	Naphthalene (moth flakes)	

6. MEDICAL CONSULTATION AND EXAMINATION

Mineral Point Unified Schools shall provide, to affected employees, medical attentions including follow up examinations which a qualified physician determines is necessary under the following circumstances:

- A. Whenever an employee develops signs and symptoms associated with a hazardous chemical to which they may have been exposed, they shall be provided an opportunity to receive a medical examination. The employee shall contact the building principal to initiate the medical program.
- B. Where exposure monitoring reveals and exposure level is routinely above the OSHA action level (AL), or in the absence of an action level, exposure above the OSHA permissible exposure level (PEL) for OSHA regulated substances for which there are medical monitoring and medical surveillance requirements, medical surveillance shall be established for that employee. Our lab uses no substance that has a separate OSHA standard with medical surveillance requirements.
- C. Whenever an event takes place in the work area, such as a spill, leak, explosion, or other occurrence resulting in the likelihood of a hazardous exposure, the affected employee, laboratory or custodian, shall be provided an opportunity for a medical consultation. This consultation is for the purpose of determining the need for a medical examination.
- D. All medical examinations and consultations are provided for by area physicians or at Upland Hills Health in Dodgeville. All aspects of these examinations are provided by a licensed physician or supervised by a licensed physician. These examinations are provided without cost to the employee, without loss of pay, and at a reasonable time and place.
- E. The principal or designee will provide the following to the physician:
 - 1. Identity of the hazardous chemical to which the employee may have been exposed
 - 2. A description of the conditions of the exposure including exposure date if available
 - 3. A description of signs and symptoms of exposure that the employee is experiencing
- F. Recommendations and follow-up shall be made at the discretion of the attending physician.

7. RESPONSIBILITIES UNDER THE CHEMICAL HYGIENE PLAN

- A. The district safety coordinator is designated as the chemical hygiene officer.
- B. A chemical hygiene committee shall be incorporated as part of the District Safety Committee. The membership list and minutes of their meetings are filed at the district office for review.

8. ADDITIONAL PROTECTION FOR WORK WITH SELECT CARCINOGENS, REPRODUCTIVE TOXINS, AND CHEMICALS WITH HIGH ACTIVE TOXICITY.

- A. When these chemicals are used, the following provisions shall be employed:
 - 1. Establishment of a designated area
 - 2. Use of containment devices such as fume hoods or glove boxes
 - 3. Procedures for safe removal of contaminated waste and decontamination.

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