



Severe Weather and Fire
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Carbon County School District #1



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Severe Weather and Fire



[Fire/ Arson](#)



[Tornado](#)



[Shelter-in-Place](#)

OPERATING YOUR EXTINGUISHER



PULL THE PIN



AIM AT THE BASE OF THE FIRE



SQUEEZE THE LEVER



SWEEP FROM SIDE TO SIDE

IN ADDITION

- TEST EXTINGUISHER PRIOR TO APPROACHING FIRE.
- KEEP LOW & APPROACH WITH WIND AT YOUR BACK.
- BACK AWAY, WATCHING FOR REKINDLE.



Fire/ Arson

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Fire/Arson

Reportable Incident

[Administrator Responsibilities](#) | [Staff Responsibilities](#) | [PM Custodial Responsibilities](#)

Arson means the unauthorized starting of a fire on school property, or assisting another in starting a fire.

Administrator/Head Teacher's Responsibilities

- Evacuate the building by using the fire alarm.
- [Call 911](#); give the specific location, if known.
- Determine if students/staff need to evacuate campus, request transportation to the designated site.
- Call Central Office at [307-328-9200](#).
- Clear Exterior Access to Building.
- Assist the fire department with locating the utilities.
- Ensure the building is evacuated.
- Signal an “**All Clear**” when appropriate.

Staff's Responsibilities

- Close windows and doors; do not lock.
- Be alert to assist any student with a disability, if needed.
- Evacuate students quietly and in an orderly fashion.
- Bring [Emergency](#) Response Manual Roster.
- Report to your designated area and call roll.
- Hold up [Emergency](#) Response Manual to indicate:
 - **Red** Side Out: Need Help!/Extra Student
 - **Green** Side Out: All Clear
 - **Blue** Side Out: Handicap Person
- Report any missing students to the Administrator.
- Return to building only after the building Administrator or fire department gives the “**All Clear**” signal.

PM Custodial Responsibilities

- Evacuate the building by using the fire alarm.
- [Call 911](#); give specific location, if known.
- Call the “On-Call” Supervisor.
- Assist the fire department in locating the utilities.
- Ensuring the building is evacuated.
- Reoccupy the building when given an “**All Clear**.”

NOTE

- If arson is suspected, inform the responding police/fire personnel.

- Assist the police/fire department.
- Help locate any possible suspect and/or witness(es).
- If the fire was extinguished, still report the fire to the fire department for investigation.



Tornado

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Tornado

[Administrator Responsibilities](#) | [Staff Responsibilities](#) | [PM Custodial Responsibilities](#)

Shelter is called when the need for personal protection is necessary. Examples include tornado, earthquake, or airborne irritants.

Tornado Watch: Conditions are right for a tornado.

Tornado Warning: A funnel cloud has been sighted. Take Cover.

At the first sign of lightning, all students should be inside the building.

Administrator/Head Teacher's Responsibilities

- Immediately declare and repeat twice:
Shelter for Tornado! Drop, Cover and Hold
- Administrator should monitor developing weather conditions.
- If conditions warrant, protective measures should be taken.
- If needed, order students and staff to proceed to the shelter in place area.
- If there is a medical emergency [call 911](#).
- Initiate the school incident command system if needed.
- Administrator announces when students/staff are to return to their rooms.
- If damage has occurred to the building, the Administrator is to evacuate the affected areas/campus.
- Discourage the release of students until the severe weather passes.

Actions

1. **Drop, Cover and Hold**— DROP, preferably under a desk or table. Stay away from windows, bookcases, file cabinets and other objects that could fall. COVER your head with your hands and stay under cover until the shaking stops. HOLD onto the desk or table, if it moves, move with it. People confined to a wheel chair should immediately lock their wheels, lean forward, and cover their neck with their hands.
2. **For Tornado**—Learn emergency shelter plan. If a specific shelter area does not exist, move into interior hallways or small rooms on the building's lowest level. Avoid areas with glass and wide, free-span roofs. If you can't get into a basement or designated shelter, move to the center of the lowest level of the building, away from windows, and lie flat.

Staff's Responsibilities

- Follow Actions or proceed to shelter in place, or proceed to other areas of the building as directed.
- Account for all classroom occupants.
 - Remain calm.
 - Close windows and doors; do not lock.
 - Take your record/attendance book and "[Emergency Response Manual](#)."
 - Report to your designated area and call roll.
 - If you have additional or missing students, notify the Administrator/emergency responders.
 - Await further instruction from the Administrator.
 - Return to your designated area when "**All Clear**" is announced.

PM Custodial Responsibilities

- Monitor developing weather conditions.

- Contact the “On-Call” Supervisor for direction.
- If conditions warrant, protective measures should be taken.
- Order students and staff to proceed to the shelter in place area.
- If there is a medical emergency, [call 911](#).
- If damage has occurred to the building, evacuate the affected areas/campus with the assistance of the administrator or head teacher.



Shelter-in-Place

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Shelter-in-Place

This may occur due to local authorities may instructing you to "shelter-in-place" if chemical or radiological contaminants are released into the environment. It is important to listen to any further instructions from the principal/administrator as they will be in touch with the authorities.

Staff should be familiar with the scenario beforehand.

1. Take roll of all students. Report any missing.
2. Place wet towels at the bottom of the doors.
3. Tape up any vents that cannot be closed.
4. Tape around windows if air is leaking in.
5. Turn off the air conditioning.
6. Close the blinds.
7. Have an alternate source of water for restrooms without sinks.
8. Call [9-1-1](#) to let them know you are "sheltering-in-place."
9. **No one goes out.**