

**ADMINISTRATIVE POLICIES OF THE
MILWAUKEE PUBLIC SCHOOLS**

**ADMINISTRATIVE POLICY 4.01
EMERGENCY PLANS**

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff, should a threat to safety arise from fire or other causes. It also strengthens the morale of all concerned to know that preparedness plans exist and that students and staff have been trained in carrying them out.

(1) FIRE, CIVIL, AND NATURAL DISASTER EMERGENCIES

(a) The school system shall develop and maintain plans to meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters.

(b) ~~Building principals~~ School leaders shall be scrupulous in meeting the statutory requirement for conducting fire drills at least once a month to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and in providing staff practice in carrying out their assigned responsibilities for building evacuation.

(c) At least twice annually, an evacuation drill ~~one shelter drill~~ shall be conducted in each school every school year to give students practice in evacuating and sheltering in place for tornadoes, school safety matters, or other hazards.

(d) ~~Principals of all schools~~ All school leaders shall file crisis response plans with the superintendent or his/her designee. School crisis plans shall be considered confidential documents and shall not be circulated beyond those employees who need to know the specific details.

(e) A record and report of safety drills shall be maintained in accordance with state statute.

(2) ACCIDENT AND HEALTH EMERGENCY PLANS

Each school principal shall develop local school plans and procedures to deal with health and accident emergencies in accordance with general guidelines set forth by the superintendent. These processes shall include a plan of action, which clearly indicates each person's responsibilities in handling emergency health and accident cases.

(3) ACCIDENT REPORTS

Schools must report every accident involving a student which occurs on school grounds or while the student is under the supervision of school authorities. Student accidents are to be reported on the student accident form.

(4) EMERGENCY CLOSINGS

(a) The decision to close schools because of weather conditions (heavy snow, extreme temperatures, other severe weather conditions) shall reside with the superintendent or his/her designee.

(b) Each year, in early October, the superintendent or his/her designee shall contact area radio and television stations capable of handling emergency school closing announcements to seek their cooperation during the approaching snow season. The superintendent shall also schedule staff for early morning weather observation on school days during the snow season and shall develop procedures concerning the notification of students, parents, staff members, vendors, appropriate governmental and private agencies, and all other affected citizens on the days when schools will be closed because of extreme weather conditions.

History: Codified 1976; revised 1978, 1980, 1982, 1984, 1-25-95

Previous Coding: Admin. Policy EBB-E, EBB-R, EBBB, EBC, EBCD-R prior to May 1995; Admin. Policy 5.01, May 1995-August 1996

Legal Ref.: W.S. 118.07

Contract Ref.: MTEA Contracts (Teachers, Substitute Teachers, School Accountants, School Aides), District Council 48, Locals 1053 and 1616

Cross Ref.: Admin. Proc. 4.01(1) Emergency Plans
 4.01(2) Emergency Hospital Locations
 4.01(3) Emergency Closings

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