

## **DISASTER PLANS (SHELTER-IN-PLACE)**

Sheltering in place is used when evacuation would put students, school personnel and the public inside the building at risk (i.e., tornado, environmental hazard). Shelters are located in areas of the building that maximize the safety of inhabitants.

### **IMPENDING SEVERE WEATHER**

It shall be the responsibility of building principals and/or their designee to be aware when severe weather has been forecast for the Oklahoma City metropolitan area. During times of severe weather principals should keep a radio turned to a weather or news reporting station. If a tornado warning has been issued in the Millwood area, the principal will have all students moved to a predetermined refuge area.

Students should remain in the refuge area until the danger has passed.

### **Definitions:**

Tornado Watch - The weather is right for the production of tornadoes.

Tornado Warning - A tornado has been sighted visually or by radar.

### **SEVERE WEATHER/SECURITY DRILLS**

Each principal will conduct a minimum of one security drill each semester during the school year. A report will be completed by the principal and sent to the superintendent. A copy of the form is to be retained by the principal.

Security drills should be scheduled under different conditions and circumstances, at different times of the day, and different days of the week.

The principal will select a refuge area(s) that will accommodate all students. The area should be located:

- A. In an interior corridor;
- B. Away from glass or glassed areas; and
- C. As near the ground level as possible

Large areas such as auditoriums, gymnasiums, and cafeterias should not be

used for a refuge area.

Shelter areas may change depending on the emergency. The principal will determine student assignments in the area, the security alarm, the recall signal, and instruct staff on the procedures. The instructions should include, but is not limited to, the following:

- Bring all persons inside building(s).
- Teachers take class rosters.
- Close all exterior doors and windows, if appropriate.
- Turn off ventilation leading outdoors, if appropriate.
- All persons remain in shelter areas until a building administrator or emergency responder declares that it is safe to leave.

If all evacuation routes are blocked:

- Stay in room and close door.
- Keep air as clean as possible.
  - Seal door.
  - Open or close windows as appropriate.
  - Limit movement and talking in room.