

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 723.5 - SCHOOL SAFETY RESPONSE PLAN FOR LIFE-THREATENING SITUATION

- A. Suspected code.
1. When the suspected code occurs, it is the responsibility of the employee in the area to get the following information to the office immediately:
 - a. The name of the victim or the individuals involved (if possible);
 - b. The location of the individual or individuals;
 - c. What has happened or is happening; and,
 - d. Reasons for a particular code situation.
 2. The employee relating this information to the office must use the fastest method possible (intercom, phone, runner, etc.), and stay in contact with the office. Also, if there is an injured person, the employee is to stay with the injured person. Sound judgment should be exercised. Instructors must not put a class, themselves, or others at risk.
- B. Medical Emergency:
1. Upon notice of a Medical Emergency situation, office personnel will do the following:
 - a. An announcement will be made over the public address system in a calm voice, "PLEASE KEEP YOUR STUDENTS IN YOUR ROOMS. WE ARE IN A CODE MEDICAL EMERGENCY SITUATION." Repeat the announcement three (3) times.
 - b. Notify the following:
 - (1) The response team. (Medical Emergency team members should report with a first aid kit.)
 - (2) The school nurse.
 - (3) 911 Emergency. Request medical and/or police assistance immediately.

- (4) The parent/spouse/designee.
 2. Teachers will secure their classroom or area until the " MEDICAL EMERGENCY ALL CLEAR" is announced. This includes the office areas as well.
 3. Teachers who are on prep periods should report to classroom or hall intersections to be available when necessary.
 4. When the Medical Emergency is clear, office personnel will announce "MEDICAL EMERGENCY ALL CLEAR". Repeat the announcement three (3) times.
- C. Emergency Lockdown (non-medical, i.e., intruder, weapon, hostage):
1. Upon notice of an Emergency Lockdown situation, office personnel will do the following:
 - a. An announcement will be made over the public address system in a calm voice, "PLEASE KEEP YOUR STUDENTS IN YOUR ROOMS. WE ARE IN A CODE EMERGENCY LOCKDOWN (*insert type of situation, i.e., INTRUDER INSIDE*) SITUATION." Repeat the announcement three (3) times.
 - b. Notify the following:
 - (1) The response team.
 - (2) 911 Emergency. Request medical and/or police assistance immediately.
 2. Teachers will secure their classroom or area until the "EMERGENCY LOCKDOWN ALL CLEAR" is announced. This includes the office areas as well. Teacher will:
 - a. Secure their rooms (lock the doors).
 - b. Ignore all class change bells.
 - c. Seek shelter in the room and remove the class and themselves from clear view.
 - d. No student is to leave the room under any circumstances.
 3. When the Emergency Lockdown is clear, office personnel will announce "EMERGENCY LOCKDOWN ALL CLEAR". Repeat the announcement three (3) times.
- D. Hazardous Spill Emergency:

1. Upon notice of a Hazardous Spill Emergency situation, office personnel will do the following:
 - a. An announcement will be made over the public address system in a calm voice, "PLEASE MOVE YOUR STUDENTS TO (*specified location*). WE ARE IN A HAZARDOUS SPILL EMERGENCY." Repeat the announcement three (3) times.
 - b. Notify the response team.
2. When the Hazardous Spill Emergency is clear, office personnel will announce "HAZARDOUS SPILL EMERGENCY ALL CLEAR." Repeat the announcement three (3) times.

ADOPTION DATE: March 10, 1997

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REVIEW DATE(S):

CROSS-REFERENCE: Policy 723.5 School Safety Response Plan for Life-Threatening Situation

LEGAL REFERENCE: Section 120.12(26) Wisconsin Statutes