

***Muscatine Community
School District
Emergency Procedures***



***Muscatine Community School District
Safety Coordinators***

Jeff Miller – 563-506-1079

Chris Nienhaus – 563-299-6200

Fire, Ambulance, Police Emergency 911

*Dispatch Center 563-263-9233 – Fire,
563-263-9922 - Police*

*(to contact local police, fire, and emergency
medical services)*

Public Utilities:

*Electricity: Company: Muscatine Power and
Water*

24-hr emergency number(s): 563-263-2631 ext. 0

Gas: Company: Alliant Energy

24-hr emergency number(s): 1-800-255-4268

Water: Company: Muscatine Power and Water

24-hr emergency number(s): 563-263-2631 ext. 0

Emergency Management Agencies:

Local emergency management director:

Jerry Ewers 563-264-6003

Poison Control Center: 1-800-222-1222

*County Social Services (Child Protection): DHS 563-
263-9302*

Post-Crisis Intervention/Mental Health Services:

Family Resources 563-263-0067

EMERGENCY PHONE NUMBERS

Critical Definition:

Reverse evacuation procedures are implemented when conditions inside the building are safer than outside. Reverse evacuation procedures are often implemented in combination with other procedures (e.g. lockdown, shelter-in-place) in order to ensure the safety of students and staff who are outside the building.

When implementing Reverse Evacuation procedures:

Building Administration

- Make an announcement or sound alarm for reverse evacuation
- Direct staff to physically notify any classes that may be too far away from the building to hear the announcement or alarm
- Monitor the situation
- Provide staff with any updates or additional instructions
- Announce “all clear” signal when the emergency has ceased
- Implement a reporting process to know where all the schools classes are every hour of every day

Staff

- Move all students and staff inside as quickly as possible
- Assist those needing additional assistance
- Report to your classroom
- Take attendance
- Report any missing, extra or injured students to building administration
- Wait for further instructions

REVERSE EVACUATION PROCEDURES

Critical Definition:

Severe Weather Shelter procedures are implemented during a severe weather emergency. “DROP and TUCK” procedures are used in severe weather emergencies or other imminent danger to building or immediate surroundings.

When implementing Severe Weather Shelter procedures:

Building Administration

- Make an announcement or sound alarm for severe weather emergency
- Move students and staff from any portable classrooms into a permanent building
- Announce “all clear” signal when the severe weather has ceased
- Monitor NOAA weather stations
- Consider shutting off the gas feeds to buildings

Once in safe area

- If appropriate, implement “drop and tuck” procedures
- Take attendance
- Report any missing, extra or injured students to building administration
- Remain in safe area until “all clear” is given by building administration
- Wait for additional instructions

Staff

- Take emergency go-kit and class roster
- Take the closest and safest route to shelter in designated safe area (Each building will identify areas)
- If outside, return to main building
- If in a portable classroom, go to a permanent building and designated safe area
- Assist those needing additional assistance
- Do not stop for personal belongings

When implementing “DROP and TUCK” procedures:

- Face an interior wall
- Drop to your knees and roll forward to the balls of your feet
- If physically unable to perform, sit on the floor
- Tuck your head down and place your hands on top of your head and neck
- Do not lie flat on the ground

Critical Definition:

Sheltering in place is used when evacuation would put people at risk (e.g. environmental hazard, blocked evacuation route). Sheltering in place provides refuge for students, staff and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of inhabitants.

When sheltering-in-place:

Building Administration

- Announce students and staff must go to shelter areas
- Close all exterior doors and windows, if appropriate
- Turn off ventilation system (HVAC), if appropriate
- Monitor the situation
- Provide updates and instructions as available
- Announce “all clear” when the emergency has ceased

Staff

- Clear the halls of students and staff immediately and report to the nearest available classroom or other designated shelter
- Assist those with special needs
- Take emergency go-kit and class roster
- Take attendance and report any missing or extra students to building administration or incident commander
- Do not allow anyone to leave the classroom or shelter area

- If there appears to be air contamination within the shelter area, place a wet handkerchief or wet paper towel over the nose and mouth for temporary respiratory protection

If sheltering-in-place because of an external gas or chemical release

- Close and tape all windows and doors
- Seal the gap between the floor and the bottom of the door

If sheltering-in-place because all evacuation routes are blocked

- Seal door
- Open or close windows as appropriate
- Limit movement and talking
- Communicate your situation to administration or emergency officials
- Stay away from all doors and windows
- Wait for instructions

Critical Definition:

Student reunification and release procedures should be communicated to parents at the beginning of each school year when reviewing school safety procedures. The procedures should be included in the student handbook distributed at the beginning of the school year.

When implementing Student Reunification/Release procedures:

Building Administration / Staff

- Designate a location for reunification of students with authorized adults (e.g. parents, legal guardians or others authorized in student's emergency information)
- Notify district administration and public information officer
- Notify emergency responders for assistance with traffic control, crowd control and medical needs as needed
- Activate staff assigned to set up the location for reunification.
- Assign staff to take most current student emergency contact/pick up information to the site along with other reunification supplies
- Request transportation for students and staff including special needs transportation
- Provide for behavioral health services at the reunification site for students and parents
- Ensure documentation of release of students (keep a log)
- Zero tolerance policy on unauthorized adults attempting to pick up children.

Critical Definition:

Lockdown procedures are used to protect building occupants from potential dangers in the building (e.g. threats, intruders) or external threats that may enter the building.

Lockdown with Warning occurs when there is a threat outside the building or there are non-threatening circumstances that people need to be kept away from, classes may continue during this lockdown, no students should be released until all clear is given (e.g. medical emergency or disturbance).

Lockdown with Intruder occurs when there is a threat or intruder inside the building. A.L.I.C.E. procedures should be implemented.

When implementing Lockdown with Warning procedures:

Building Administration

- Announce “lockdown with warning”
- Repeat announcement several times
- Be direct. DO NOT USE CODES
- Bring people inside
- Lock exterior doors
- Control all movement
- Disable all bells
- Direct any movement by announcement only
- Announce “all clear” signal when the threat has ceased

Staff

- Lock all exterior doors
- Cover exterior windows*
- Keep students away from windows
- Continue classes. Move on announcement only
- Wait for further instructions

* *Check with local law enforcement agencies regarding the covering of windows and doors.*

When implementing Lockdown with Intruder procedures:

Building Administration

- Announce “lockdown with intruder”
- Repeat announcement several times.
- Be direct. **DO NOT USE CODES**
- Call 911 and notify law enforcement
- Direct all students, staff and visitors to the nearest classroom or secured space OR evacuate if deemed safe
- Classes outside the building **SHOULD NOT** enter the building
- Move outside classes to primary evacuation site
- Announce “all clear” signal when threat has ceased as authorized by law enforcement

Staff

- Clear all students, staff and visitors from hallways immediately
- Report to nearest classroom or evacuate deemed safe
- Assist those with special accommodations
- Close and lock all windows and doors
- **DO NOT LEAVE** for any reason
- **DO NOT OPEN THE DOOR** for any reason
- If a fire alarm has been activated, do not evacuate unless fire or smoke is visible
- Shut off lights
- Stay away from all doors and windows
- Be quiet
- Wait for further instructions

Special Considerations

Lockdown prior to school starting

- Staff gathers all students in the hallways into their classrooms, or other rooms
- Preschool activities leaders gather students and report attendance
- Admin and custodial staff check the hallways and exterior of the building
- Administration posts an individual at the drop off location alerting parents and kids
- Staff takes attendance of students in their room
- At all clear, students report to their first class to gain attendance

Lockdown during passing periods

- Staff gathers all students in the hallways into their classrooms, or other rooms
- Staff takes attendance of students in their room
- At all clear, students report to next class to gain 100% attendance

Lockdown during afterschool activities

- Event leaders gather students and take attendance

Critical Definition:

Evacuation procedures are used when conditions are safer outside the building than inside the building.

Evacuation routes should be specified according to the type of emergency:

- Bomb threats: Building administrators notify staff of evacuation route dictated by known or suspected location of a device
- Fire: Follow primary routes unless blocked by smoke or fire, but know the alternate route and practice the alternate route.
- Hazardous Materials: Total avoidance of hazardous materials is necessary as fumes can overcome people in seconds. Plan route accordingly

When implementing Evacuation procedures:

Building Administration

- Determine evacuation routes based on location and type of emergency
- Announce evacuation
- Specify any changes in evacuation routes based on location and type of emergency
- Monitor the situation and provide updates and additional instructions as needed
- Announce “all clear” signal once it is safe to re-enter the building

Staff

- Take emergency go-kit and class roster
- Take the closest and safest way out as posted or announced
- Use a secondary route if the primary route is blocked or hazardous
- Assist those needing special assistance
- Do not lock classroom doors when leaving
- Do not stop for student or staff belongings
- Go to assembly area

When outside the building:

- Check for injuries
- Account for all students
- Immediately report any missing, extra or injured students to building administration or incident command
- Continue to contain and maintain students
- Wait for additional instructions

When implementing Evacuation and Relocation procedures:

Building Administration

- Determine whether students and staff should be evacuated to a relocation center
- Alert school emergency response team of emergency type and evacuation
- Notify relocation center
- If necessary, coordinate transportation or student process to relocation center
- Announce evacuation
- Specify any changes in evacuation routes based on location and type of emergency
- Notify superintendent's office and district public information office of relocation center address
- Implement reunification procedures at the relocation/reunification site
- Document the reunification of all students released
- When planning primary and secondary relocation sites, consider distance, accessibility, hours of operation, transportation and amenities (e.g. bathrooms, drinking water).
- An agreement should be made with owners of non-district buildings that may be used for relocation/reunification sites that details usage and availability.

Staff

- Take emergency go-kit and class roster
- Take the closest and safest way out as posted or announced
- Use a secondary route if the primary route is blocked or hazardous
- Assist those needing special assistance
- Do not lock classroom doors when leaving
- Do not stop for student or staff belongings
- Remain with class en route to the relocation center
- Take attendance upon arriving at the center
- Immediately report any missing, extra or injured students to building administration or incident command
- Continue to contain and maintain students
- Wait for additional instructions

Relocation Centers:

Primary Relocation Center

Secondary Relocation Center

Address:

Address:

Phone:

Phone:

Relocation Centers

Colorado School

1. MCC student center, 152 Colorado St, , 563-288-6001
2. Muscatine Mall, 1903 Park Ave, 563-264-2323

Madison School

1. Allsteel Headquarters, 2210 2nd Ave, 563-272-4800
2. Burns and Sons , 1820 Park Ave, 563-263-6363

Grant School

1. Hillcrest Baptist Church, 1613 Bidwell Rd, 563-263-8085
2. Hershey Manor, 1810 Mulberry Ave, 563-263-8304

Mulberry School

1. MCSD District Office, 2900 Mulberry Ave, 563-263-7223
2. Muscatine High School, 2705 Cedar St, 563-263-6141

Mckinley School

1. YMCA, 1823 Logan St, 563-263-9996
2. West Middle School, 601 Kindler Ave, 563-263-0411

Franklin School

1. Mulford Evangelical Free Church, 2400 Hershey Ave, 563-263-7489
2. Sign Pro, 800 Main St, 563-263-2512

Jefferson School

1. Muscatine Art Center, 1314 Mulberry, 563-263-8282
2. Zion Lutheran Church, 513 Sycamore, 563-263-5074

Central Middle School

1. Muscatine Art Center, 1314 Mulberry, 563-263-8282
2. Zion Lutheran Church, 513 Sycamore, 563-263-5074

West Middle School

1. YMCA, 1823 Logan St, 563-263-9996
2. The Church of Jesus Christ of Latterday Saints, 2902 Lucas St, 563-263-5612

Muscatine High School

1. 1st Baptist Church, 3003 Mulberry, 563-263-5305
2. St Mary's and Mathias Catholic School, 2407 Cedar St, 563-263-3264