Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #:

02-WLS-ALL-0163(SF)

Subject:

Drills and Rapid Dismissals

Effective Date:

08-1987

Last Revision:

Person Responsible:

Director Children's Services

06-29-2012

Approvals/Date:

Department Di

PROCEDURE

A. Fire Drill

- 1. A written plan illustrating main and alternate exits for each area of the school will be posted beside the door in every room.
- 2. Emergency fire drills will be conducted and documented per Ohio Department of Education regulations. All fire extinguishers, fire gongs and alarms will be properly located, identified and kept in good working order.
- 3. All hallways, entrances, ramps and corridors will be kept clean and unobstructed at all times.
- 4. The Director of Children's Services/designee will be responsible for conducting fire drills and submitting an analysis of effectiveness to the superintendent/designee.
- 5. Administration will block one exif before each drill to practice the use of alternate exits.
- The fire alarm will be sounded at the discretion of the Director of Children's Services/designee.
- 7. At the sound of the alarm, the teacher will immediately supervise the evacuation giving assistance to non-ambulatory students and others as needed, close all doors and windows, take class attendance list for that day and determine if the primary exit for his/her class is blocked and move to the alternate exit if necessary.
- 8. Teachers/specialists will immediately accompany students assigned to them at the time of the drill.
- 9. The teacher will account for all students in his/her care when everyone is safely outside.
- Teacher assistants, student teachers, practicums, and volunteers will immediately assist their assigned classes.
- 11. Specialists and other staff members, who have no students at the time of the drill, will assist in designated classrooms as needed.
- 12. Four designated office staff will serve as checkers in preappointed locations continuously during drill. They will make sure all persons are outside and accounted for.
- 13. Checkers will report a student count for their appointed exits to the Director of Children's Services/designee after all students are out of the building.
- 14. The Director of Children's Services/designee, supervisor, custodian, and office staff will recheck the building if the count does not match that of the actual attendance for the day.
- 15. The Director of Children's Services/designee will give instructions for returning to the building when drill is over.
- 16. In the absence of the Director of Children's Services, the following supervisory progression will prevail in the event of an actual fire.
 - a. Children's Services Coordinator
 - b. Children's Services Administrative Supervisor
- 17. In the fall of each school year, all staff will take the mandatory Health and Safety Quiz, electronically, which includes a section on fire
- 18. At the end of each drill a written analysis of the conduct and effectiveness of each fire drill shall be prepared by a designated staff member and submitted to the superintendent or designee. See Form 03-ALL-ALL-0429

B. Tornado Drill

- 1. Emergency tornado drill will be conducted periodically at least once a month during tornado season (March, April, May, June, July). The evacuation plan for tornadoes will be posted in each room or special area of the facility.
- 2. A list of assigned alert areas for tornado will be posted beside the door in each room at all times.
- 3. The alarm for the tornado alert will be given over the PA system. The statement over the PA system will be "Attention all staff, this is a tornado alert. Report immediately to your assigned area."
- 4. When the teacher has the class in the assigned area, he/she will position students on the floor, seated and facing the wall. Flashlights will be located in drill areas for use as needed. All hallways, entrances, ramps and corridors will be kept clean and unobstructed at all times.
- 5. Specialists will immediately take students with whom they are working to their (the specialist's) assigned area.
- Specialists/office staff that have no students when the alert sounds will assist in designated classrooms as needed.
- Teacher assistants, student teachers, practicums, and volunteers will immediately assist in their assigned classroom.
- Three office staff members will serve as checkers in assigned areas continuously during drill alert. They will make sure all classes are in their assigned alert areas and that all students are accounted for.

- 9. If a student is unaccounted for, the checker will look for the student.
- 10. Checkers will relay information back and forth between classes to the Director of Children's Services/designee continuously during drill alert.
- 11. The receptionist will remain by the telephone at all times.
- 12. Teachers will be advised by the Director of Children's Services/designee/checkers when to return to the classroom after the drill or lifting of the watch/warning.
- 13. At the end of the drill a written analysis of the conduct and effectiveness of each tornado drill shall be prepared by a designated staff member and submitted to the superintendent or designee. See Form 03-ALL-ALL-0429.

Forms:

02-ALL-ALL-0429

Attachments:

Essential Services

02-WLS-ALL-0163/dl

Revised: 06-20-12

Wood County Board of DD Only Essential Services - Health & Safety

Only under extraordinary circumstances (i.e. flooding, storm damage, tornado damage, fire, etc.) will all personnel and dividuals served need to vacate a building and seek shelter indoors at another location. If there is a need to evacuate, the Superintendent or in the absence of the Superintendent, the designee, shall issue the directive to evacuate and move to the alternate shelter which has been pre-arranged. See Procedures 02-ALL-ALL-0703 Evacuation; 02-ALL-ALL 0413 Fire and Tornado; 02-ALL-ALL-0440 Bomb Threat; 02-ALL-ALL-0601 Natural Disasters; 01-ALL-ALL-0012 Drills and Rapid Dismissal; 02-WLS-ALL-0163 Drills and Rapid Dismissal; 02-WLS-ALL-0702 Lockdown; and the Wood County All Hazards Operating Plan and Pandemic Response Plan. The Operations Coordinator II (H&S) is responsible to make arrangements for alternative indoor shelter.

Alternative Shelter

The Operations Coordinator II (H&S) will, in writing and at least annually, secure permission and access to the alternative shelter by contacting the host. (Refer to Procedure 02-ALL-ALL-0703, Appendix A - Facility Contact List for designated locations.)

The host agency or company will be notified in advance of the anticipated arrival and the expected time of arrival. Agency staff will be responsible to ensure the orderly transfer of individuals served from the vacated building to the alternative shelter.

The Superintendent/designee and/or Operations Coordinator II (H&S) will notify local authorities (local police, hospital, Red Cross, etc.) of the evacuation, the condition of the facilities, any injuries, and why the evacuation was necessary and the exact location of the alternative shelter in case of further disaster. Staff having direct care responsibilities shall be trained in first aid and CPR based on the regulatory standards of acceptable training by the American Red Cross and will coordinate the care of any injured and will bring necessary emergency materials, emergency authorization forms, flashlights and first aid kits. The Operations Coordinator II (H&S) will ensure that all individuals served and personnel know evacuation routes and that evacuation routes are reviewed regularly with all personnel and individuals served. Evacuation drills shall be conducted as required by procedure (see above).

All personnel and individuals served should know the location of the alternative shelters.

Enclave site staff will notify persons served of the situation as well as make attempts to notify the manager in charge. All individuals will evacuate to a safe place. If the host company has an alternative policy, that policy should be followed. If the host has an alternative shelter site, then all individuals should go directly to that shelter. The Employment Services Supervisor should review the alternative policies or alternative shelters of the host before an evacuation is necessary.

Essential Services

The WCBDD recognizes that the continuation of essential services is critical to the well being of persons served. In situations where the facility is unable to be utilized due to extraordinary circumstances (i.e. flooding, storm damage, tornado, fire, etc.), Wood Lane will provide or refer persons served to the following essential services:

- Service Coordination Services
- Crisis Intervention Services (24 hours per day)

In addition, Wood Lane will make every reasonable effort to obtain an alternate location for providing regular services as soon as possible.

Attachment to:

01-ALL-ALL-0012; 01-ALL-ALL-0175; 02-ALL-ALL-0413 (SF); 02-ALL-ALL-0440 (SF); 02-ALL-ALL-0450 (SF); 02-ALL-ALL-0601 (SF); 02-ALL-ALL-0703 (SF); 02-ALL-ALL-0708 (SF); 02-ALL-ALL-0721 (SF); 02-ALL-ALL-0722 (SF); 02-ALL-ALL-0723 (SF) 02-WLS-ALL-0163 (SF); 02-WLS-ALL-0704 (SF)