

**Emergency
Evacuation
Plan
For
Kewaunee School District**

Developed in 2007

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Kewaunee School District

Emergency Evacuation Plan

Version 2.1

(Revised 5/8/07)

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Kewaunee School District

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Purpose: The purpose of this plan is to designate the steps to be used to protect the students and staff of the Kewaunee School District in the event of an emergency for which evacuation from the area is recommended.

Scope: This plan shall be enacted if there is a need for evacuation of the students of Kewaunee School District due to an emergency at the Kewaunee Power Station, or a situation such as a chemical spill in the immediate vicinity of the school building requiring evacuation of the area. Some components of this plan will pertain if there is an emergency at the Point Beach Nuclear Plant. Other plans, including the Crisis Communication Plan and the Emergency Bus Transportation Plan will also be enacted.

Objectives:

- Delineate personnel, resources, and responsibilities of administration and staff of Kewaunee School District that would be needed in response to an emergency requiring evacuation
- Establish lines of authority and coordination when the plan is in effect
- Set up procedures for orderly evacuation of the students of KSD
- Designate a school evacuation site
- Delineate communication responsibilities and channels
- Establish a family reunification procedure

Background Information:

There are four emergency classification levels that could occur at the nuclear power plants.

Level One Unusual Event: This is the lowest level of emergency wherein a small problem has occurred inside of the plant. Federal, state and county officials would be notified immediately. The plant would continue its 24/7 365 monitoring of the air going out of the plant, and current winds. No action would be required on the part of the District.

Level Two Alert: This classification would also be for a minor problem inside the plant (power outage and the backup doesn't kick in, fire without damage to equipment). 3 environmental survey teams sent out into the field. Federal, state and county officials would be notified immediately and prepare to take additional steps if necessary. Under this classification, the Human Services Director would call the school Superintendent and recommend the District review the school evacuation plans.

Level Three Site Area Emergency: This classification would be for a more serious problem. There is the potential that safety systems may fail. There has been no release beyond the site, and probably no release within the plant. If necessary, state and county officials would take action to ensure public safety through advisory announcements broadcast over local television and EAS radio stations. (See School in Session Special Broadcast Message) The decision to evacuate special populations (including students in school) would be made by the chief elected official, emergency management and human services. Upon that decision, busses would be notified, and the process of evacuating KSD students would begin.

Level Four General Emergency: This is the classification for the most serious emergency. Radiation could be released from the plant with a potential for public health risks. The sirens would be sounded. Upon hearing

the sirens, the District would need to tune to a local radio station (WBDK 96.7 FM). State and county officials would take immediate action to ensure public health and safety.

Emergency Operations Center (EOC) The physical location at which the coordination of information and resources to support management of an incident's activities normally takes place. It will be located at the Kewaunee County Emergency Management Department located in the lower level of the Algoma City Hall.

Incident Command System (ICS)– A standardized on-scene emergency management organizational structure. ICS is the combination of facilities, equipment, personnel, procedures and communications, designed to aid in the management of resources during incidents. The Incident Commander is in charge of managing the incident. Command Section Chiefs report directly to the Incident Commander and each Command Section Chief has a limited number of people who report to him/her.

Emergency Planning Zone (EPZ) – The area of land that extends approximately 10 miles from the nuclear plant. This is the area where detailed plans have been made to alert the residents and for evacuation. Kewaunee Elementary, Kewaunee High School, and Hillcrest administration building are in the Kewaunee Power Station EP, and while the schools are not, there are students who live in the Two Rivers Nuclear Plant EPZ.

Protective Actions: The three ways of reducing the harmful effects of exposure to radiation or chemicals are: reducing the time of exposure, increasing the distance from the source, and increasing the number of barriers between people and the source. There are two basic measures available that can be used to reduce or eliminate the effects of exposure they are sheltering in place and evacuation.

Sheltering in Place In order to minimize the exposure to a chemical or radiation, officials may recommend that residents take shelter in buildings to shield against the radiation being emitted. This form of protection is especially viable where low levels of exposure will be encountered, or the time until exposure is insufficient to complete evacuation. Policies and procedures for this type of protective action are not included in the scope of this plan.

Evacuation: The movement of a population to a new host area out of the area impacted by the containment. Evacuation is a consideration for those areas in close proximity to a potential accident site, where larger exposures are possible for unprotected people. It is anticipated that, should evacuation be required, it will be implemented well in advance of a radiation release.

I. In the event of a Level 2 or higher incident at the Kewaunee Nuclear Plant the following plan will be followed.

A. Notification

Alert (Level 2)

The Kewaunee County Human Services Director will notify the Superintendent that there is an Alert, and recommend that the Nuclear Evacuation Plan be reviewed.

The Superintendent will notify the Luxemburg-Casco Superintendent if there is an Alert.

The Superintendent will in turn notify the principals and the principal at Holy Rosary, if there is an Alert and recommend that the Nuclear Evacuation Plan be reviewed.

The Superintendent will also notify Dworak Bus Company and the Director of Buildings and Grounds in Kewaunee School District.

Site Area Emergency (Level 3)

If the event escalates to a Site Area Emergency, the Human Services Director will notify the Superintendent of the change in status. The decision to evacuate will be coordinated between the Human Services Director, emergency management, and the Chief Elected Official. The Human Services Director will advise if the

Kewaunee School District (public, parochial, and day cares within the schools) should be evacuated. When the District Superintendent has confirmed or verified the decision to evacuate, the Superintendent's office will notify each school principal by telephone. The District Superintendent will also notify Dworak Bus Company to activate the Emergency Bus Transportation Plan.

The Principals will notify the faculty and staff by using the public address system.

Demarcation: As the situation at the nuclear plant is resolved, notification of a reduced level of alert status will follow the same channels as listed above.

B. Evacuation Procedures.

- Upon hearing the announcement of the need for a lock down, students will go to their homeroom at the middle school, classroom at the elementary, and to advisor-advisee at the high school..
- Lockdown will then be ordered and teachers will review the lockdown procedures and explain these to the students. Teachers will take roll and send to the office by e-mail.
- The principal announces that the lockdown will require an evacuation away from the area and the teachers are to review these procedures with the students by reading the pre-scripted announcement.
- Students will NOT be allowed to leave in their own cars.
- Once an evacuation order has been given, parents will only be able to pick up their children at the evacuation site, for the safety of all of the students and staff.
- When called by the principal over the PA, teachers should then guide students to the staging area bus loading area, and prepare them to load the buses.
- As students board the buses, the teachers will take roll. A copy of who is on the bus will be given to the driver and the teacher keeps a copy.
- After boarding the buses, teachers will inform the Principal of any students who cannot be accounted for. At least one staff will ride the bus with the students. Remaining staff may drive their own vehicles to the evacuation site. (LC)
- After all students have boarded the buses and the buses have left school for the evacuation site, the Principals will notify the District Superintendent. The District Superintendent will notify Human Services in the Emergency Operations Center (EOC) that the evacuation of the Kewaunee School District has been completed.
- High School students are not to use their own cars to go home or to the evacuation site. They are to board the buses.
- If a Level 3 event occurs during the morning or noon bus runs, the runs will continue as usual. After the completion of the runs, the buses will be used for the evacuation as previously assigned. Students and parents who receive notification of the event and the necessity of the emergency evacuation before their students board the buses or come to school, should make their own decision about handling the situation as appropriate. If this event occurs while buses re delivering students home, buses will continue to drop off unless it is in the event area.

C. Evacuation Sites -

Kewaunee High School to Luxemburg High School

Kewaunee Elementary School to Luxemburg High School

Kewaunee Holy Rosary and DayCare to Luxemburg High School

Hillcrest School/Alternative Learning to Luxemburg High School

D. Family Reunification at the Evacuation Site

Once the busses arrive at their destination, the children will need to be reunified with their parents. This will happen at the Evacuation Site. The evacuation is designed to provide short term care of the students. Parents need to pick up their children as soon as possible after notification. If not picked up in a reasonable amount of time, EOC needs to be called (487-5257) for added resources at congregate care.

- The Superintendent will be in charge of the procedures followed for family reunification.

- Parents and guardians will need to follow school board policy to pick up their children and will need a picture identification.
- Parents and guardians will need to sign out their children in the reunification area.
- Teachers are to remain with their students until all students have been released to a parent or guardian, except when directed otherwise by the building principal or Superintendent.
- Once students have been reunited with their parents/guardians, they will check out, and leave. If they live in the EPZ and do not have a place to go, they will be directed to go to the Kewaunee County Reception Center in Algoma.

E. After school hours

All after school activities will be cancelled if a Level Three Site Area or Level Four General Emergency is declared before the school day ends. If a Level Three Site Area Emergency is declared during an after school activity, those children who can self-evacuate will do so. For those unable to self-evacuate, the coach or advisor will summon buses to evacuate. The buses will be loaded with Kewaunee School District students, community members, and coaches/advisors, and they will be driven to the evacuation site. All students will remain at the evacuation site until a legal guardian can pick them up. The visiting school will load their buses and proceed to travel back to their school district. If a Level Four General Emergency is declared during an after school activity, parents may take their own students, and all remaining students, community members, and coaches/advisors will be loaded onto buses and transported to the evacuation site. Parents and legal guardians will be notified to pick up their children at the evacuation site. Buses will be notified by the coach or advisor of the activity.

F. Communication

- Kewaunee School District radios will be kept by the principals, Superintendent, building secretaries, nurse, maintenance staff, teacher leaders, and Dworak Bus.
- LAN lines will be the primary communication method between the EOC and the school district, cell phones and radios are backup methods.
- Use of the radios should be brief, and only as necessary in order to keep the channel open. The Superintendent and each building principal should keep a Kewaunee County Emergency Management radio.
- The use of cell-phones should be for emergencies only in order to avoid jamming the towers. Student use is forbidden.

G. Media/Press

- Comments to the media/press will be made only by the Superintendent or her/his designee.

H. Training

- Annual review of roles and responsibilities every fall prior to the start of school.
- Annual review of policies and procedures every fall prior to the start of school.
- Periodic exercising of evacuation plans will be done as needed.
- Radios will be maintained in operating condition at all times.
- Annually, some components of the Evacuation Plan will be practiced and/or reviewed.
- A comprehensive review and practice of the Evacuation Plan will be done every five years.

II. Roles and Responsibilities

Superintendent Responsibilities

- Notify principals of the emergency events (and their resolution), including if one is occurring at the nuclear power plant.
- Notify the Holy Rosary principal of emergency events (and their resolution), including if one is occurring at the nuclear plant.
- Notify Superintendent in Luxemburg-Casco that Kewaunee is coming.
- Inform parents where and when they can pick up their children at the family reunification site.

- Ensure that the bus companies have a system, which will enable bus drivers and backup drivers to be mobilized during the middle of the school day and on off hours.
- Ensure that staff is trained on this plan.
- Ensure that parents are informed and offered training regarding this plan
- Ensure that appropriate personnel are familiar with the use of county emergency radios.
- Review and update this plan annually.
- When the county gives an evacuation order, notify principals about the evacuation order.
- Inform parents of the added problems their presence during evacuation would cause and discourage such action on their part, if possible.
- Assign school personnel to roles ahead of time so that the evacuation and reunification go smoothly.
- Verify the number of buses that will be needed at each school to carry out the evacuation order and notify Dworak Bus. If additional bussing is needed, contact the Kewaunee County Human Services Director at the EOC.
- Any media comments by school personnel shall only be made by the Superintendent
- Notify the president of the school board who will notify the others.
- Ensure that family reunification procedures are in accordance with school district policies.
- Notify receiving site and ensure that they are prepared to receive KSD students.
- When evacuation has been completed at the Kewaunee School District, notify Human Services Director at the EOC
- Take the Kewaunee County Emergency Radio, as well as the school district radio when evacuated.
- Notify Kewaunee County Emergency Management of any changes in 24/7 contact information for the Superintendent, and second in command.

Principal Responsibilities

- Familiarize all support and instructional staff members with the entire evacuation plan on an annual basis.
- For a Level Two Alert, notify the staff by memo that there is a problem and ask them to review both Lock Down and Evacuation Procedures. The principal would also notify staff when the problem has been resolved.
- For a Level Three or Four Event, the principal will notify the staff and students by public address system to go to lock down.
- Once in lock down, the principal will notify everyone by public address system of what has caused the lock down.
- When the issue causing the event has been resolved, the principal will notify staff and students using the public address system.
- After notification from the Superintendent that the district needs to evacuate, the principal will notify the staff and students to prepare for evacuation in 30 minutes.
- The principal will stay near his/her office, communicating with teacher leaders and custodians and the Superintendent.
- The staff and students will evacuate according to the Emergency Plan.
- The principal will be the last one to leave the building.
- The principal will take a Kewaunee County Emergency Management Radio and a school district radio with him/her when evacuating.

Teacher Leader Responsibilities

- Teacher leaders will assist the principal with the evacuation of the buildings.
- Teacher leaders will knock on the teacher's classroom door and tell them when to have his/her students to the bus for evacuation.
- Teacher leaders will check to see that each classroom has an "All Clear" note on the door prior to leaving the building.
- Teacher leaders will evacuate by car and not by bus.
- At the evacuation site, teacher leaders will help the classrooms to get organized and into place as specified in the floor layout plan.

- Teacher leaders will problem solve and be the over all supervisors for the students while they are awaiting reunification.
- Questions and concerns will be taken to the teacher leaders by the other teachers and students in the gymnasium awaiting reunification.
- Teacher leaders will not leave the evacuation site until all students have been accounted for or evacuated elsewhere for long term supervision.

Secretary Responsibilities

- Secretaries will take student and staff emergency cards with them when they evacuate.
- Secretaries will print three copies for each teacher of his/her class roster and distribute them prior to leaving.
- Secretaries will bring a class roster with for each class, as well as student information.
- Secretaries will leave before the buses and once at the evacuation site will set up for family reunification.
- Secretaries will not release students unless the parent or guardian shows a picture identification.
- Secretaries will give the reunification form to a runner who will go into the gymnasium and get the students.
- The guidance secretary is in charge of reunifying families.

Teacher and Staff Responsibilities

- Each staff and teacher will have predetermined responsibilities for an evacuation. The principal is in charge of making these determinations. All staff, including teachers, are expected to assist in the evacuation of the students and to help with students at the evacuation site. Staff and teachers are not released from their responsibilities until released by the Superintendent. Staff and teachers who do not follow through with their responsibilities will be subject to consequences, which may include suspension without pay and/or termination.
- Teachers in the classrooms will take roll and forward that to the building office once they are in lockdown.
- Classroom teachers will follow their lockdown procedures and then their evacuation procedures.
- Students in the classroom will be given their lanyards to wear and will line up alphabetically for getting on the bus.
- Once the students are on the bus, the teacher will give the driver a copy of the roster, listing all the students from his/her classroom on that bus.
- One teacher or staff person will get on the bus to help with supervision.
- When leaving the classroom, the teacher will close and lock the door and put an “All Clear” note on the outside of the door. Teachers riding the bus must have their “go kits.”
- The rest of the teachers not riding the bus, will get their “go kits” and leave.
- Teachers and staff will take special care to prepare special needs or medically fragile students for the evacuation.
- Other staff will have been assigned other responsibilities and are to carry them out during the evacuation, at the site, and during the reunification of families.

Nurse Responsibilities

- The nurse will have a list of all the medically fragile students and their needs and will take this when evacuating.
- The nurse will have a medications list for all students and will take this when evacuating.
- The nurse will take the student medications with her when evacuating.
- The nurse will take the first aid kit.
- At the site, the nurse will assist with first aid care and dispense medications.
- The nurse will take a school radio with her.

Custodian Responsibilities

- Those custodians assigned to block off Third Street, prior to the evacuation will do so.
- Custodians will assist with crowd control while buses are being loaded.
- Custodians will sweep the buildings prior to leaving to make sure everyone is out.
- Custodians will take school radios with them to the evacuation site.

- At the evacuation site, custodians will assist with crowd control for the family reunification area.
- At the end of the evacuation, custodians will go through the evacuation site and gather all debris and dispose of it.

Counselor Responsibilities

- The counselors will assist with students in distress during the evacuation and at the evacuation site.
- At the evacuation site, they will also assist parents in distress.

Runners

- Some staff will be designated as runners at the evacuation site. These staff will take students to and from the bathroom as needed.
- The runners will also work with the secretaries at the reunification stations by getting the form stating who needs to be reunited with family and going into the gymnasium to locate these students.
- The runners will bring the students to the exit area, where they will meet up with their parents and check out.

Family Reunification

- The Family Reunification Team will leave the school building prior to the buses leaving and will set up the family reunification stations in the cafeteria at the evacuation site.
- The Reunification is under the direction of the guidance secretary.
- Parents may not enter the gymnasium where students are housed.
- Parents or guardians must show picture identification in order to pick up their students.
- Designated runners will take the sheet given to them by the reunifications secretaries and will go into the gymnasium and locate the students and will bring them out to the parents.
- Before leaving, parents and students will check out at the exit stations.
- Parents and students once they are reunited must leave immediately.

Liaison Officers

- At the school building during the evacuation, the liaison officers will help with crowd control and the directing of parents to the evacuation site to be reunited with their students.
- At the evacuation site, the liaison officers will help with crowd control as families are being reunited.

III. Holy Rosary School and Day Care Evacuation Procedure

Upon notification of an evacuation order, the Principal will inform teachers via the intercom system that there will be an evacuation either verbally or over the telephone system. Holy Rosary staff maintains responsibility for daycare.

Teachers will immediately have students collect their belongings and be prepared to leave the classroom.

Upon notice that an evacuation is planned, the school will go into lock down. Once in lock down, no one may enter or leave the building and parents are not allowed to pick up their children.

Teachers present are all expected to travel with the children to the evacuation site. Teachers will be given three copies of the class roster when it has been decided to evacuate. Teachers will take their class emergency cards and remain with their class at all times.

Students are allowed to take cell phones with them in the evacuation, but they are not allowed to call home. In the event of an emergency, communications towers must remain as open as possible.

Buses will pickup students at the southwest entrance of the school. Students will load from oldest to youngest, so that the older students are at the back of the bus. Once on the bus, the driver will be given a list of students transported and the principal will be given a list of students transported. Students will be transported to the evacuation site.

The school secretary will gather all emergency cards and required medications and bring a first aid kit and a sharps container.

The school secretary will bring three rosters for each class. One will be given to the teacher prior to boarding the bus. One will be given to the reunification staff for checking students in and out.

At the evacuation site, the teacher will register their class and will maintain supervision of their class. Parents or legal guardians may pick up their children only at the evacuation site. No child will be dismissed until the teacher verifies an appropriate guardian is picking him/her up.

After the facility is evacuated, and buses have departed, the principal will sweep the School and Parish buildings, including the church, looking for any remaining students, faculty, or community members. A public address announcement shall be made regarding the evacuation.

Comments to the media/press will be made only by the Principal or person in charge of the Holy Rosary School at the evacuation site.

Once at the evacuation site, the teachers will again take roll. As soon as students are checked in, they may be checked out by anyone listed on their emergency evacuation card. This must be verified by a Holy Rosary teacher, secretary, staff member, or the principal.

IV. If an incident happens at the Point Beach Nuclear Power Plant (PBNPP)

- The Kewaunee School District may have students that reside within the ten-mile Emergency Planning Zone (EPZ).
- All parents/guardians will be notified of an incident at PBNPP and that buses will not run. Parents/guardians must pick up their students at the Kewaunee Grade School Cafetorium.
- The nurse and the counselors will assist with the students and assist with seeing to their needs and concerns.
- Each office will also have emergency cards to help facilitate locating a parent or guardian.
- The principals are responsible for the release of the students to an appropriate guardian or parent.
- Once all students have been released, the principals, including the Holy Rosary principal, will notify the Superintendent.

V. Liability

Following the EOC's decision to enact an evacuation procedure, any liability caused by the transportation of the students will be Kewaunee County's.

If there should be any problem and accompanying liability in the emergency relocation of students at the reception center to which the students will be transported, this, again, will be Kewaunee County's liability.

VI. Financial Responsibility

The cost of transportation will be the responsibility of Kewaunee County.

APPENDICES

- 1. Map of Luxemburg-Casco Building**
- 2. Emergency Card Form**
- 3. Drill Notice to Parents**
- 4. Superintendent Scripts**
- 5. List of Emergency Roles**
- 6. Emergency Evacuation Procedures PreK-4**
- 7. Emergency Evacuation Procedures Middle School**
- 8. Emergency Evacuation Procedures High School**
- 9. Further Delineation of Responsibilities-Secretaries**
- 10. Transportation Plan**

KEWAUNEE SCHOOL DISTRICT – PUPIL EMERGENCY INFORMATION (Please Print)

Pupil's Last Name _____ First Name _____ Middle Name _____

Address _____ City _____ Zip _____ Home Phone # _____

Township _____ Grade _____ Age _____ Date of Birth _____

Father's Name _____ Employer _____ Work # _____

Mother's Name _____ Employer _____ Work # _____

Parent Email Address _____ Parent Cell Phone #'s _____

Pupil Lives With: *circle one* Both Parents Father Mother Other: _____

EMERGENCY RELEASE/CONTACT INFORMATION

In the event that you cannot be reached, please provide the name(s) of two contact people. The emergency contact will be allowed to pick up your child if they are ill, give them permission to leave school and your child can be released to them in the event the school has to be evacuated.

Contact #1 _____ Phone/Cell # _____

Contact #2 _____ Phone/Cell # _____

Parent/Guardian Signature _____ Date _____ (OVER)

KEWAUNEE SCHOOL DISTRICT – PUPIL EMERGENCY INFORMATION (Please Print)

Pupil's Last Name _____ First Name _____ Middle Name _____

Address _____ City _____ Zip _____ Home Phone # _____

Township _____ Grade _____ Age _____ Date of Birth _____

Father's Name _____ Employer _____ Work # _____

Mother's Name _____ Employer _____ Work # _____

Parent Email Address _____ Parent Cell Phone #'s _____

Pupil Lives With: *circle one* Both Parents Father Mother Other: _____

EMERGENCY RELEASE/CONTACT INFORMATION

In the event that you cannot be reached, please provide the name(s) of two contact people. The emergency contact will be allowed to pick up your child if they are ill, give them permission to leave school and your child can be released to them in the event the school has to be evacuated.

Contact #1 _____ Phone/Cell # _____

Contact #2 _____ Phone/Cell # _____

Parent/Guardian Signature _____ Date _____ (OVER)

PUPIL EMERGENCY INFORMATION – CONTINUED

In order to save costs on mailings and paper, we are going to give parents options on receiving information from school. Since many parents check grades through Powerschool on a regular bases we will give them the option to not receive progress reports through the mail. You will still receive four quarterly report cards during the year. You can also choose to receive the school calendar and newsletters via email. Please keep in mind all information will be sent to the email address provided. Please keep this information up to date.

I DO NOT wish to receive quarterly progress reports for my child through the mail? *Circle one* YES NO

I would like to receive school calendars and newsletters via email? *Circle one* YES NO

List names and grades of all students in your household that are attending school.

Family Physician: _____ Dr. Phone # _____

Describe any special health problem your child may have and indicate what you would like the school to about it if it should occur at school. Also list any prescription medication your child takes on a regular basis (dosage and time taken). Special forms are necessary to meet school board policy for prescription and nonprescription medication administered at school. Attach another sheet if necessary.

PUPIL EMERGENCY INFORMATION – CONTINUED

In order to save costs on mailings and paper, we are going to give parents options on receiving information from school. Since many parents check grades through Powerschool on a regular bases we will give them the option to not receive progress reports through the mail. You will still receive four quarterly report cards during the year. You can also choose to receive the school calendar and newsletters via email. Please keep in mind all information will be sent to the email address provided. Please keep this information up to date.

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I would like to receive school calendars and newsletters via email? *Circle one* YES NO

List names and grades of all students in your household that are attending school.

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Describe any special health problem your child may have and indicate what you would like the school to about it if it should occur at school. Also list any prescription medication your child takes on a regular basis (dosage and time taken). Special forms are necessary to meet school board policy for prescription and nonprescription medication administered at school. Attach another sheet if necessary.

**Kewaunee School District
Student Emergency Release Form**

Student Name _____ Grade _____

Homeroom _____ Date of Birth _____

Father's Name _____

Mother's Name _____

Parent/Guardian Signature _____ Date _____

If the main parent/guardian cannot pick up the child in an emergency situation, the following emergency contacts have permission to pick up the students.

Emergency Contact #1 _____

Signature _____ Date _____

Emergency Contact #2 _____

Signature _____ Date _____

OFFICE USE ONLY:

Parent/Guardian/Emergency Contact was verified by office staff based on:

- Recognition(Office personnel recognizes or knows the individual)**
- Verified Individual by state ID or Driver's License (Must be a valid and current license)**

Signature of Office Staff _____

Date & Time Student Was Release _____

Initials & Time of Second Verification _____

****REMINDER TO COLLECT NAME BADGES****

Drill Notice

Date

Dear Parent or Guardian,

The school district has been working hard to ensure the safety of both our students and staff, should there ever be a need to evacuate from our local area. The chances that we would ever need to do this are very small. However, we want to be prepared, should the situation ever arise. Examples of events that could necessitate such an evacuation would be a nuclear event or a chemical spill or leak of some sort.

District staff have developed a new internal plan for how an evacuation would be handled. Local law enforcement and emergency management are also involved with the details of the new plan. The new plan would have staff and students evacuated to Luxemburg-Casco should such an event occur. Our plan, along with the assistance for local emergency management and law enforcement, is to do a drill to Luxemburg-Casco on (date), in the afternoon. This way, we can see what creates problems and what works well.

Like in all drills, for the safety of all staff and students, we want your children to participate. If you have extenuating circumstances and do not want your child or children to participate, you may have them opt out of the drill. You will need to pick them up from the school district before 12:15 on the day of the drill. No students will be released to parents after 12:30, as that would interfere with the drill.

If we do not hear from you that you want your children to opt out of the drill, they will be allowed to participate and we will assume you have given your permission. We will have the staff carrying out specified roles during the evacuation, so none will be available to stay at school and supervise your children.

The drill will last from 12:30 to 3:00 at the latest. All children will be able to be dismissed from Kewaunee School District at the normal time and in the normal manner.

We thank you in advance for your cooperation with this drill. The safety of your children is our foremost concern. If you have questions, please contact the principal of your child's building or the superintendent.

Superintendent

Superintendent Script

Script for Announcements by the Superintendent:

Level Two Alert

This is not a drill/This is not a drill. This is _____, superintendent of Kewaunee School District, and I have an emergency message for (Dworak Bus company)(principals in Kewaunee School District)(Principal of Holy Rosary).

I will ask you to repeat this message, so please write it down.

At (time of day), a Level Two ALERT was declared at (Dominion Nuclear Plant)(Point Beach Nuclear Plant) or (.....). This was the result of a A level Two Alert does not require you to do anything. I recommend you review your evacuation procedures, should the alert be upgraded. **Your staff and students do not need to be made aware of this.**

You will be notified when the alert ends.

Level Three Alert

This is not a drill/This is not a drill. This is _____, superintendent of Kewaunee School District, and I have an emergency message for (Dworak Bus) (principals in Kewaunee School District) (the principal of Holy Rosary.)

I will ask you to repeat this message so please write it down.

At (time of day), a Level Three Site Area Emergency was declared at (Dominion Nuclear Plant) (Point Beach Nuclear Plant) or (.....). This was the result of a At this time, please review all evacuation procedures and wait for further updates from me. At this time, there is no plan to evacuate, however, special populations may need evacuation. I will let you know.

Wait for an announcement from me before you do anything. No one should leave the building.

You will be notified when the alert ends.

Level Four Alert

This is not a drill/This is not a drill. This is _____, superintendent of Kewaunee School District and I have an emergency message for (Dworak Bus), (principals in Kewaunee School District)(the principal of Holy Rosary).

I will ask you to repeat this message so please write it down.

At (the time of day), a Level Four Site Area Emergency was declared at (Dominion Nuclear Plant) (Point Beach Nuclear Plant) or (.....)

At this time, please go into lock down. Prepare to start evacuation procedures within the next half hour. I repeat, at this time, please go into lock down. Prepare to start evacuation procedures within the next half hour.

We will be evacuating to Luxemburg Casco High School. No students should leave the building except to get on a bus. Parents cannot pick up students except at LC high school. Students may not leave in their own cars. No cell phones are to be used to place calls outside, except those authorized by emergency personnel. We need to keep towers open for communicating.

I repeat, this is not a drill. We will begin evacuation at (state exact time.)

List of Emergency Roles by Staff-Family Reunification

List of Emergency Roles by Staff - Family Reunification

Check-In

All office/counseling secretaries including Holy Rosary

KGS

Classroom
***Title Director**
 All elementary teachers

MS Advisory
***Fifth Grade Teacher**
 All middle school teachers

Check-Out

Liaison Officer
 Payroll Clerk
 Accounts Payable Clerk

KHS

Homeroom Classroom Supervision
***Science Teacher**
 All high school teachers including LAS

Runners for Reunification

All Food Service Staff
 Playground Aides
 Elementary Principal
 Special Ed. Director
 Speech/Lang. Pathologist

Data backup: Technology Coordinator
Family Reunification Center: ELL Staff

Runners for Restrooms

School Psychologist
 Middle School Special Ed Teacher
 Middle School Regular Ed Teacher
 Two Special Ed High School Aides
 Elementary Counselor
 High School Counselor
 Occupational Therapist

All Custodians: Responsible for blocking traffic on 3rd Street, sweeping/securing building before leaving for L-C. At L-C, assist with bathroom runners & wherever needed

Supervise Sp. Ed. Students with teachers:

FT Sp. Ed. Aide	(KHS CD students/bathroom)
PT Sp. Ed. Aide	(KHS CD students/bathroom)
PT Sp. Ed. Aide	(KGS CD students/bathroom)
FT Sp. Ed. Aide	(KGS CD students/bathroom)
PT Sp. Ed. Aide	Bathroom-preK
PT Sp. Ed. Aide	Bathroom-preK
PT Sp. Ed. Aide	Bathroom-Kdg
FT Sp. Ed. Aide	Bathroom-Kdg

****Person in charge***

KEWAUNEE SCHOOL DISTRICT

Beacon for Excellence in Education

Emergency Evacuation Preparation Procedures PK-4

Following the principal's first announcement:

1. Go directly to or remain in your classroom.
2. Ensure that your door is locked and closed.
3. Take attendance and email the names of absent and/or additional students to the office.
4. Read emergency e-mail from main office personnel.
5. Continue daily routines and wait for further announcements.

Following the principal's second announcement:

1. Ensure that all student cell phones are turned off (staff should leave their cell phones on).

Following the principal's third announcement:

1. Read the following message to students:

"We need to evacuate (leave) our school because of an emergency. We will need everyone to listen carefully and follow directions so that everyone will stay safe. In a few minutes we will be getting our coats, backpacks, etc. and your notebook/journal/books (items left to teacher discretion). When we are called, we will get on a bus and go to (site). Your parents/guardians will pick you up at (site). Your teacher will stay with you until your parents come.

On the bus, you will need to sit calmly and quietly. When we get to (site) you will need to walk quietly into the school. Once inside the school, you will need to sit on the floor of the gym and work quietly in your notebook or read your book. You may not leave your class at any time, unless a staff member accompanies you. When your parents come, a staff member will come to get you and take you to them."

2. Escort students to the bathroom.
3. Return to student lockers to retrieve jackets, backpacks, books, etc. and then return to classroom.
4. Instruct students to pack a notebook, journal, etc. to keep them occupied while waiting for parents.
5. Distribute lanyard nametags (in emergency kit).
6. Place 4-5 class lists (in emergency kit) on a clipboard to bring to evacuation site.
7. Have students line up in alphabetical order.
8. Sweep the classroom for any missing students.
9. Retrieve emergency kit.
10. Turn off classroom lights and close door.
11. Escort students out the front doors to load the bus.
12. Check off each student's name as s/he gets on the bus.
13. Submit attendance sheet to driver (staff must do this for each driver, in the event the class is split and riding two busses).
14. When all students are accounted for and loaded on busses, staff may immediately retrieve their vehicles and drive to the evacuation site. Staff must park on the street at the evacuation site.
15. If necessary, staff may pick up their own children on their way to the evacuation site.
16. Staff must remain at the evacuation site until dismissed by the Kewaunee School District Superintendent.

EMERGENCY EVACUATION PROCEDURES

(MIDDLE SCHOOL)

An announcement will be made that we are going to lockdown. Following this announcement, middle school students will proceed to homerooms.

1. You should remain in your locked room with your homeroom students until you are called to evacuate.
2. Take attendance and **email** absent, missing, or extra students to the office. (We want to leave the phone lines open.)
3. Read the following message to the students:

We are in a lockdown because we need to evacuate (leave) our school because of an emergency. (Review the lockdown procedures with the class.) We will need everyone to listen carefully and follow directions so everyone will be safe. If you have a cell phone it **must** be turned off. This is important so that the cell towers are not jammed by a lot of calls and can be used by emergency personnel. (* NOTE: Teachers, if you have a cell phone, please do not use it, but leave it on in case you need to be contacted by officials.)

In a few minutes we will be going to your lockers so you can get your things. We will then go to the cafeteria where we will wait to board the bus. We will be going to Luxemburg-Casco High School where your parents will be coming to pick you up.

When we arrive at LC you will need to stay with your homeroom group and the teacher/adult that is supervising you. Each group will be assigned an area in the gym to wait until your parents arrive. You may want to bring a book or a notebook so you have something to do while you wait. Your teachers will stay with you until your parents come to the school and sign you out to take you home.

When we are called we will go get on a bus. You will be with your homeroom group throughout this evacuation. On the bus, please sit in your seat and talk quietly. When we arrive at LC you need to stay with your homeroom teacher and walk in an quiet orderly manner into the school. You will go to the designated area in the gym and sit on the floor. You must stay with your class until you are dismissed to go with your parents. Someone will come and get you when your parents have signed you out. Please read your book or write or draw in your notebook quietly.

4. Pass out lanyard nametags (in emergency kit). Also make sure you have 3-4 class rosters in the emergency kit and have a clipboard to bring with you to Luxemburg.

Following the second announcement (indicating this is an evacuation) prepare to leave the building.

1. Line your class up in alphabetical order and wait quietly until you are called. This may be over the PA or by telephone, or by a “runner.”
2. Sweep the class for students and double check to make sure everyone is lined up to leave the room.
3. Retrieve emergency kit and clipboard and your personal belongings.
4. Turn off classroom lights; lock and close the door.

5. When you are called, please escort your class quickly to the bathroom and then to their lockers and then proceed to the cafeteria to await your turn to board the bus. You might want to remind them to get a book or notebook and pencil, or something else to occupy their time while they wait for their parents to arrive.
6. When you are called to the bus, walk your class out the front doors and load the bus(es.).
7. Check off each student's name on a roster as he/she boards the bus. If your class is split on to two buses, use a different roster for each bus.
8. Give the marked roster to the bus driver.
9. When, **and only when**, all students are loaded on the buses, staff may immediately retrieve their vehicles and drive to Luxemburg-Casco High School. Staff must park on the street, not in the high school parking lot.
10. If necessary, staff may pick up their own children on the way to Luxemburg.
11. Staff must stay until all students have been picked up or until dismissed by the Kewaunee School Superintendent.
12. The staff members designated to ride the buses will need to coordinate the regrouping of homeroom classes, take attendance, and accompany them to the gym to their designated area.
13. The Superintendent will be assigning specific supervision roles to all staff members.

KEWAUNEE SCHOOL DISTRICT
Beacon for Excellence in Education

Emergency Evacuation
Preparation Procedures – KHS Teachers

Following the first principal's announcement:

1. Go directly to or remain in your advisor-advisee room.
2. Take attendance and email the names of absent and/or additional students to the main office.
3. Read emergency e-mail from main office personnel.

Following the second principal's announcement:

1. Lock classroom door(s).
2. Doors must always be key-locked shut when room is unoccupied.
3. Ensure that all student cell phones are turned off (staff should leave their cell phones on).

Following the third principal's announcement:

1. Read the following message to students:

“We need to evacuate (leave) our school because of an emergency. We will need everyone to listen carefully and follow directions so that everyone will stay safe. When we are called, we will be going to your lockers to get your coats, backpacks, books, etc. (items left to teacher discretion). We will then proceed directly to the main entrance and get on a bus to go to Luxemburg-Casco. Your parents/guardians will pick you up there. Your teacher will stay with you until your parents come.

On the bus, you will need to sit calmly and quietly. When we get to Luxemburg-Casco, you will need to walk quietly into the school. Once inside the school, you will need to sit on the floor of the gym and work quietly on your homework or read a book. You may not leave your class at any time, unless a staff member accompanies you. When your parents come, a staff member will come to get you and take you to them.”

2. Escort students to lockers/bathrooms to get jackets, backpacks, books, etc. and return to classroom.
3. Distribute lanyard nametags (in emergency kit).
4. Place 3-4 class lists (in emergency kit) on a clipboard to bring to the evacuation site.
5. Have students line up in an orderly fashion.
6. Sweep the classroom for any missing students.
7. Retrieve emergency kit.
8. Turn off classroom lights and close door.
9. Escort students out the main entrance doors to load the bus.
10. Check off each student's name as s/he gets on bus.
11. Submit attendance sheet to bus driver (staff must do this for each driver, in the event the class is split and riding two busses).
12. When all students are accounted for and loaded on busses, staff may immediately retrieve their vehicles and drive to the evacuation site. Staff must park on the street at the evacuation site.
13. If necessary, staff may pick up their own children on their way to the evacuation site.
14. Staff must remain at the evacuation site until dismissed by the Kewaunee School District Superintendent.

KEWAUNEE SCHOOL DISTRICT
Beacon for Excellence in Education

Evacuation Procedures
Principal Announcements – KHS

1. Upon notification from the Superintendent, the Principal will announce via the PA system:

“Attention all students and staff. This is a drill / this is not a drill. Please report to your advisor-advisee rooms. All staff should check their e-mail immediately.”

“Attention all visitors. Please report to the main office.”

2. After waiting for 5 minutes, the Principal will announce:

“Attention all students and staff. This is a drill / this is not a drill. Please follow all non-intruder lockdown procedures.”

3. After waiting for 5 minutes, the Principal will announce:

“Attention all students and staff. Please prepare for the evacuation of the building to Luxemburg-Casco according to emergency evacuation procedures.”

**Kewaunee School District
Evacuation Procedures
Further Definition of Secretaries Roles and Responsibilities**

The role of the secretaries in the event of an evacuation from Kewaunee Schools will be the following.

1. Once the alert announcement is made secretaries should run an updated attendance report and make copies of students who checked out and what visitors are in the buildings.
2. Extra radios will be brought to the front offices.
3. Guidance secretary will leave for Luxemburg.
4. Change message on answering machine.
5. Students not assigned to a homeroom at the high school will report to the office and then sent to room 101.
6. Once students return to classrooms the lockdown procedure will be announced and classrooms will begin to take attendance.
7. Attendance will be checked via email. If email is not available a hall runner will collect attendance from each classroom.
8. Gather office items necessary for evacuation –

High School

- Gather all medication.
- Take the red medical kit from the front counter & extra supplies.
- Grab Emergency Information Binders & Emergency cards.
- Take any leftover radios.

Grade School

- If the school nurse is not at school the office staff will gather all student medication, the medical kit, student medical information, & any extra medical supplies.
 - Grab Emergency Information Binders & Emergency cards.
 - Take any leftover radios.
9. Work with the building administrators to handle any incoming phone calls or parents trying to enter the building.
 10. Work with the building administrators to dismiss classrooms for loading the buses.

*****Continuing throughout the school year, office staff will be responsible for keeping homeroom list and nametags updated as student enroll and leave the district. It will be part of the enrollment/exit procedures.*****

**Kewaunee School District
Reunification Procedures
Further Definition of Secretaries Roles and Responsibilities**

Once all students have been evacuated from KSD, secretaries will go to Luxemburg-Casco High School with either their vehicle or on one of the last buses leaving Kewaunee.

Once at LC we will set up five tables for reunification. We will begin reuniting students with parents once all the students are seated in the building and final attendance is taken. We will have an official listing of who is at LC before we begin reunifying families.

- ❑ Office assistant will collect attendance taken at LC.
- ❑ Approximately five stations will be set up for people to sign out their children. We should also have about 15 – 20 runners who are going to collect the students in the gym. We could possibly use a numbering system for the parents as they enter.
- ❑ Parents/Guardians will come up to the table and list the students they are here to pick up. They will have to sign a release sheet for each student they are picking up. The release sheet will list the name of the student, DOB, grade, homeroom teacher and who can pick them up.
- ❑ The office staff will verify the parent/guardian picking up the student by either seeing a photo ID or by recognition. The parent/guardian will sign a release form for each student. The office staff will verify the release form by marking the date, time, and their initials.
- ❑ A runner will be handed the release from(s) and go to the gym to find the student or students for pick up. The runner will start with the oldest student and work there way down to the youngest student. The parent/guardian will wait for their student in an area to be determined.
- ❑ Once the runner picks up the students from the gym, the teacher will mark on their roster the time the student left.
- ❑ When reunited the runner will bring the reunified families to a final checkout table. A member of the office staff will collect the release forms and nametags from students and do a second verification on the release forms.
- ❑ At this time the family must leave the building.
- ❑ Information will be made available by emergency management for families on where to go and what to do from this point forward.

Kewaunee School District
Evacuation
“Bus Driver”

Driver _____ Bus# _____
School to Evac _____
Host School Unloading Location _____
Route to Take _____ (Map attached)
Post Evac. Staging area (place to park) _____

All Drivers will report to Dworak Bus Service (1609 Center St, Kewaunee WI)
Drivers will be taken to the Court House Annex to receive Dosimetry and KI
Drivers will return to Dworak Bus Service
Dispatcher will assign busses, loading info., and route selection
Dispatcher will release drivers to designated schools

Kewaunee High School

Loading will be done at the front doors
Bus should be full before you leave
Once you are full and on your way call in to Dispatch
When you have arrived at the Evacuation Location call in to Dispatch
When you have unloaded call in to Dispatch and report to “Staging Area”

Kewaunee Grade School

Loading will be done at the front doors
Bus should be full before you leave
Once you are full and on your way call in to Dispatch
When you have arrived at the Evacuation Location call into Dispatch
When you have unloaded call in to Dispatch and report to “Staging Area”

Holy Rosary School

Loading will be done at the front doors
Bus should be full before you leave
Once you are full and on your way call in to Dispatch
When you have arrived at the Evacuation Location call in to Dispatch
When you have unloaded call in to Dispatch and report to “Staging Area”

Kewaunee School District
Evacuation
“Dispatcher”

After receiving notification from Kewaunee School District Administrator the on duty Dispatcher will:

Review Bussing portion of the Evacuation Plan.

Start documentation of event.

First Call received _____ Date: ____/____/____

Return call to Superintendent Confirming Evacuation

Phone 388-3230 Ext. 102

Return Call time _____

Time to Start Evac. _____

Schools to Be Evac. _____

Evac. Location _____

Follow flow sheets and start preparing for evacuation

Driver Call up. (Driver Call-up work Sheet)

How many drivers are coming _____

How many drivers left message _____

How many drivers will not come _____

Start to prepare Bus Drivers Evac. Sheets

On drivers sheets fill in

Unloading location, Route to Take, Post Evac. “Staging Area”

Print 25 Copies