

2016-2017 – Fire Drills, Tornado Drill, Lockdown, Cardiac Respiratory Plan

Dundee Community Schools

Dundee Community Schools Liaison: Officer Dave Meyer

Dundee Community Schools Safety Coordinator: Aaron Carner

The following are the scheduled drills for Dundee Community School District. Please note due to scheduling conflicts / act of God the schedule can be modified.

Effective July 1, 2016

- **5 fire drills ; three by December 1 and 2 during the remainder with reasonable spacing interval between each drill**
 - 9-29-2016: 9:00
 - 10-20-2016: 1:00
 - 11-16-2016: 10:00
 - 3-14-2017: 2:00
 - 5-3-2017: 10:00

- **2 tornado drills: 1 of the 2 tornado drills shall be conducted during March. Prevention of injuries caused by severe weather**
 - 2-15-2017: 1:30
 - 3-21-2017: 10:00

- **3 lockdowns; 1 by December 1st and at least 1 after with reasonable intervals. Security measures appropriate to release of hazardous material or **potentially dangerous person.****
 - 10-4-2016: 9:00
 - 12-13-2016: 8:30
 - 1-12-2016: 2:00

- We will document a completed drill and post on website within 30 days of completion and maintain there for 3 years
 - Name of drill
 - School year of drill
 - Date and time of drill
 - Type of drill
 - Number of completed drills for that school year for each type of required drill
 - Signature of principal or designee acknowledging drill
 - Name of person in charge of conducting drill, if other than principal

- Not later than 9/15 of each school year, chief administrator or designee shall provide a list of scheduled drills to the county EMD coordinator.
 - Provide to Chief Dave Uhl and Dan Motylinski by Aaron Carner & Dave Meyer

- EMD shall provide the schools' drill information to state police and county sheriff or chief of police or fire chief. Information provided is exempted under FOIA.

- Schools shall not conduct a drill that would interfere with state mandated assessments.

- Dundee Community Schools will adopt and implement a cardiac emergency response plan and it shall address at least all of the following:
 - Use and maintenance of AED, if available
 - Activation of a cardiac emergency response team during an identified cardiac emergency
 - Plan for effective and efficient school communication
 - Training plan for the use of an AED and CPR
 - Incorporation and integration of the local emergency response system and agencies in the school plan
 - An annual review and evaluation of the cardiac emergency response plan.

Dundee Community Schools

Emergency Response Plan

(Emergency Action Plan)

The Medical Emergency Response Team (MERT)

1. In case of a medical emergency:

- The first responder(s) should initiate first aid steps in accordance with their training.
- Other members of MERT need to :
 - a) Call 9-1-1 and remain on the phone until the operator disconnects. You hang up last.
 - b) Retrieve the nearest AED.
 - c) Communicate to the office that 9-1-1 has been called and is en route.
 - d) Assist the primary caregiver.
 - e) Record events and times of the events.
 - f) Contact and maintain on-going communication with the office.
 - g) Maintain crowd control. Only MERT members, administrator and the nurse need to be at the scene.
 - h) Wait at the designated entrance, to unlock doors and take advanced medical help to the scene of the emergency.
 - i) Care is transferred to advanced medical help when they arrive.

2. Contact the school office and communicate clearly the patient's name, grade, teacher what the medical emergency is and the location of the emergency.

3. Office staff (Deb Rouse H.S, Jean Silveira MS, and Julie Jacobs EL) will communicate via the PA to activate the MERT to the location of the emergency. She will inform the MERT members where they are needed based on on-going communications with those at the scene. She will place all or part of the building in lockdown based on need.

4. If the emergency involves a student with emergency medication in the office, the medication should be obtained from staff (Deb Rouse H.S, Jean Silveira MS, and Julie Jacobs EL) and taken to the designated employee or MERT team member. If the medication is not picked up, (Deb Rouse H.S, Jean Silveira MS, Julie Jacobs EL) should radio and communicate, "I have medication in the office for that student".
5. MERT will respond to the scene of the emergency with appropriate equipment (such as face shield and gloves); responders nearest to the AED will take to the scene.
6. The classroom instructor present at the emergency location should remove all other students from the area.
7. Designated persons will go to MERT responders' classroom to cover the assigned classes. See coverage list below.
8. Deb Rouse H.S, Jean Silveira MS, Julie Jacobs EL will retrieve the students emergency card, copy both sides and have it delivered to the emergency site. If not available to deliver it, the office staff will radio to have designated administrator or staff pick it up.
9. Office personnel, school nurse, and parents should be notified and remain in contact for further communications.
10. After care has been assumed by the advanced medical personnel, the members of the MERT must complete the School Accident / Illness Report.
11. If you are NOT on the MERT, you should shut off all radios and have PA silence.

** The school nurse will do an annual check of the AED to ensure in good working order.

**MERT members based on location: Office staff will get coverage for these MERT members when emergency is activated.

Elementary: Dan Salenbien, Rachel Palmer, Dave Meyer

Middle School: Luan Sedlar, Karla Rodziewicz, Aaron Carner

High School: Tom Oestrike, Kevin Jarema

7-1-2014 (Aaron Carner)