

**WAYNE COUNTY JOINT VOCATIONAL SCHOOL DISTRICT
DAY SCHOOL**

EMERGENCY PLANS

Critical Telephone Numbers

Front Office Receptionist	0
ERT (Emergency Response Team-SEE RESOURCE MANUAL)	3333
Emergency Services (Fire, Police, Emergency Squad)	911
School Nurse	1110
Principal	1024
Dean of Students	1026
Superintendent	6160
Director of Operations	6001
Maintenance Supervisor	5012
Academic Supervisor	1020
CTE Supervisor – Boggs	1022
CTE Supervisor - Elliott	1322
CTE Supervisor – Schleich	1028
Supervisor of ITS	2021
Student Services	1040
Office of Emergency Management	330-262-9817
American Electric Power	1-888-710-4237
Dominion East Ohio Gas - Daytime	330-262-4801
Dominion East Ohio Gas – 24 hours	1-800-362-7557
Water-Sewer Department	330-669-2311
Wayne County Health Department	330-264-9590

Associate member district phone numbers on reverse.

Revised 8/19

ASSOCIATE MEMBER DISTRICTS

Central Christian High School	330-857-7311
Superintendent—Central Christian	330-857-7311
Chippewa High School	330-658-2011
Superintendent--Chippewa Local	330-658-6368
Dalton High School	330-828-2261
Superintendent--Dalton Local	330-828-2267
Northwestern High School	419-846-3833
Superintendent--Northwestern Local	419-846-3151
Norwayne High School	330-435-6384
Superintendent--Norwayne Local	330-435-6382
Orrville High School	330-682-4661
Superintendent--Orrville City	330-682-5811
Rittman High School	330-927-7140
Superintendent--Rittman Exempted Village	330-927-7401
Smithville High School	330-669-3165
Superintendent--Green Local	330-669-3921
Triway High School	330-264-8685
Superintendent--Triway Local	330-264-9491
Waynedale High School	330-698-3071
Superintendent--Southeast Local	330-698-3001
Wooster High School	330-988-1111/ext. 7801
Superintendent--Wooster City	330-988-1111/ext. 1223

WHO IS IN CHARGE IN CASE OF AN EMERGENCY

1. Superintendent
2. Director of Operations/Principal
3. CTE Supervisors (in absence of Director of Operations and the Principal)
4. Academic Supervisor (in absence of Director of Operations, the Principal, CTE Supervisors)

Human Messenger System (in case of complete PA System failure)

A-Wing	Nate Gaubatz and Dale Tackett
B-Wing	Andrew Cerniglia and Cheryl Boyer
C-Wing	Lyn Boggs and Jake Sullivan
D-Wing	Chris Boyan and Jason Haley
E-Wing	Sean Havalotti/Tom Smith and Jeff Schleich
F-Wing	Matt Brown and Kathy Sears
Telephone	Front Office Receptionist

Backup runners will be teachers that do not have assigned student responsibilities at the time of the need.

NOTE: Alternate "*all clear*" signal (in case of complete PA System failure) will be the sounding of an air horn.

Revised 8/19

EMERGENCY SCHOOL CLOSING OR EARLY DISMISSAL

1. The Superintendent must approve and release all official notices of closing and early dismissals.
2. The Superintendent or designee will notify radio station WKVX 960 AM and WQKT 104.5 FM and one television station, FOX 8 WJW Cleveland, and if possible, notify each home school district to not send a bus in the morning; in case of early dismissal, to arrange for student pickup. The Superintendent or designee will also arrange telephone coverage to keep callers informed.
3. If necessary, any WCSCC administrator may assign available staff to supervise students in classrooms or large assembly areas as needed.

LOCKDOWN PROCEDURES

1. Non-Emergency Situation

(Staff or student medical emergency/canine search, etc...)

- A. Announcement made over the PA that the school is entering into a Non-Emergency Situation.
- B. Classroom doors should be shut.
- C. Students in the hall or on passes when the announcement is made should continue to their destination and remain there until the announcement is made ending the situation.
- D. No additional students should be given passes or be permitted to leave the classroom.
- E. Classroom instruction should continue.

The non-emergency situation will end when a PA announcement is made.

2. Emergency Lockdown

A. Secure

1. Upon hearing over the PA that the school is going into an **EMERGENCY LOCKDOWN** condition, clear the hallway in front of your classroom.
2. Close and lock all doors to your classroom and turn off the lights to make the room appear unoccupied.
3. Direct all students to move towards a location in your classroom that is not visible from windows.
4. Students are to remain quiet.
5. In an actual emergency situation classroom doors should be barricaded to prevent anyone from entering and all staff cell phones must be on vibrate and student cell phones turned off.

B. Attendance

1. After securing the classroom take attendance using the class lists on the Red Emergency Clipboard.
 - **Place a check mark** in front of the student's name if they are with you.
 - **Circle the name** of any student that is not with you. If you have an idea of where they are please write it beside their name.
 - **Write the names** of any students with you that are not on your class list on the Emergency Attendance Sheet.
 - For Lockdown **Drills** deliver the class list and emergency Attendance Sheet to the principal prior to the end of the school day.
 - In an actual emergency situation keep the attendance forms with you until emergency responders arrive to your classroom or evacuation area.

C. Evacuation

1. In an actual emergency, any possible information will be provided over the PA. If you are able to leave the building safely, move as far away from the building as possible and proceed to the evacuation area.
2. Give the completed class list and Emergency Attendance Sheet to an administrator upon arriving at the evacuation area.
3. Maintain your students in a group so we can locate any student if necessary.
4. Report any injuries to an administrator or first responders at the evacuation area.
5. Keep your students within a group and wait for further instructions.

In an emergency situation the lockdown will end when a PA announcement is made with "Wayne County Schools Career Center" included in the announcement.

*Continued on Reverse

3. Shelter In Place

(Severe Weather conditions/emergency situation near school)

- A. Announcement made over the PA that the school is entering into a Shelter In Place situation.
- B. Exterior grounds will be checked and cleared of all students and staff by administrators.
- C. Staff should clear the halls near their area.
- D. In the event of the announcement occurring during a lunch period students in the Commons will be moved to the A wing academic classrooms or nearest available area.
- E. Both interior and exterior classroom doors and windows should be shut and locked.
- F. No additional students should be given passes or be permitted to leave the classroom.
- G. Attendance should be taken using the emergency attendance procedures (fire drill forms). An administrator will collect the attendance forms.
- H. Classroom instruction should continue.
- I. Additional instructions will be given through the PA or email.

Updated 8/19

FALLEN AIRCRAFT

If an aircraft falls on school property, the following procedures should be followed:

1. Dial zero (0) to notify the Receptionist.
2. The Receptionist shall notify the Administrator in charge (page or call over PA if necessary) and Superintendent.
3. The Administrator in charge will call:
 - a) Emergency Services 911
 - b) The Office of Emergency Management (330) 262-9817
4. The Administrator in charge will direct further action as required.
5. When necessary, instructors will take immediate action for the safety of students without waiting for directions from the Administrator in charge. The ERT may assist in providing for the safety of students/staff.
6. All students and staff will be kept at a safe distance, allowing for possible explosion.
7. If possible, the Administrator in charge will determine whether the aircraft is military, commercial or a private craft.

CHEMICAL ACCIDENT

1. Dial zero (0) to notify the Receptionist of the area, type of chemical and seriousness of the accident.
2. The Receptionist shall notify the Maintenance Supervisor, the Administrator in charge, the ERT (page or call over the PA if necessary) and the Superintendent.
3. If it is determined to evacuate, the fire alarm will be activated. Teachers should follow fire drill procedures to evacuate the building.
4. Teachers are to remain in control of students and if appropriate, move cross wind (never up or down wind) from the fumes or cloud.
5. The Administrator in charge or ERT will notify:
 - a) Emergency Services (911)
 - b) The Administrator in charge will notify the Office of Emergency Management (330-262-9817)
6. The Administrator in charge will direct other action as required in cooperation with Emergency Services and the Office of Emergency Management.
7. If evacuated, students and staff should not return to the building until emergency personnel declare the area safe.
8. A report will be sent to the Office of Emergency Management by the Principal.

FLOOD

The extent of the flood and the time before it arrives will dictate the course of action to be taken. The Superintendent or designee may initiate the following emergency actions in cooperation with Emergency Services personnel and the Office of Emergency Management:

1. Early Dismissal
2. Assemble the ERT to:
 - a) Arrange for care of students and staff in the building.
 - b) Request or honor request of emergency personnel to designate the building as an emergency shelter.

EARTHQUAKE

IF INDOORS

1. Take cover under desks, tables or other heavy furniture.
2. Take cover in interior doorways or narrow halls.
3. Stay away from windows and beware of falling objects.
4. Move away from light fixtures or other suspended objects.

IF OUTDOORS

1. Move away from building if possible.
2. Avoid utility poles and overhead or falling wires.

AFTER QUAKE IS OVER

1. The Administrator in charge may assemble the ERT.
2. If communications are still available, follow instructions given over PA System or human messenger system.
3. Evacuate building using fire drill procedures.
4. Avoid touching or walking on electrical wires which may have fallen.
5. If radio is available, turn it on for latest Civil Defense Safety bulletins.
6. Do not enter a building until it has been checked for possible damage or dangerous areas.

FIRE AND EXPLOSION

1. In case of fire or explosion, the first duty of any person is to pull the nearest fire alarm to evacuate the building.
2. Dial zero (0) to notify the Receptionist of the area and seriousness of the fire or explosion.
3. The Receptionist shall notify the Maintenance Supervisor, the Administrator in charge (page or call over the PA if necessary) and the Superintendent.
4. The Administrator in charge will assemble the ERT and call for emergency services (911) if necessary.

NOTE: If the person notifying the Receptionist indicates that it is already a serious fire or explosion, the Receptionist should choose to call emergency services ***before*** notifying the Maintenance Supervisor, Administrator in charge and the Superintendent.

5. Teachers should follow fire drill procedures to evacuate the building.
6. Students **are not** permitted to use fire-fighting equipment unless instructed to do so by an adult.
7. If emergency services are called, they will tell the Administrator in charge when it is safe to give the all clear signal to return to the building.
8. A report will be sent to the office of Emergency Management.

FIRE DRILL PROCEDURES

A. Evacuation

1. Upon hearing the fire alarm direct all students to leave the building following the posted evacuation plan for your classroom.
2. Take your Red Emergency Clipboard with you.
3. Students should walk rapidly (not run), no crowding, pushing or talking.
4. Close all windows and doors to your room. Leave doors unlocked. All lights should be turned off. Labs should have power turned off.
5. Keep your students in a group and direct them to the appropriate evacuation area. Whenever possible keep students from walking on driveways to allow emergency responders access.

B. Reporting

1. After arriving at the evacuation area take attendance using the class lists on the Red Emergency Clipboard.
 - Place a **check mark in front of the student's name** if they are with you.
 - **Circle the name** of any student that is not with you. If you have an idea of where they are please write it beside their name.
 - **Write the names** of any students with you that are not on your class list on the Emergency Attendance Sheet.
 - Give the completed class list and Emergency Attendance Sheet to the Administrator in charge of your evacuation area.
 - If you do not have students assigned to you during the time of the evacuation report to the administrator in charge of your evacuation area.

C. Supervision

1. Maintain your students in a group so we can locate a student if necessary.
2. When conducting an evacuation drill the "All Clear" will be sounded when we have collected all instructors' class lists and Emergency Attendance Sheet.
3. In an actual emergency situation report any injuries to the administrator in charge of your evacuation area.
4. Keep your students within a group and wait for further instructions.

Updated 8/18

STUDENT DISORDERS

1. Dial zero (0) to notify Receptionist, or 3333 to reach any office staff.
2. The Receptionist shall notify the Administrator in charge (page or call over PA if necessary) and the Superintendent.
3. The Administrator in charge may notify the Supervisory, Student Services and Maintenance staff.
4. The ERT may be assembled.
5. The Administrator in charge or Front Office Administrative Assistant will announce that all students not in scheduled classrooms are to report to their respective classes immediately and remain there (*do not change classes*) until further notice.
6. All instructors who have classes will secure classroom doors and proceed with normal instruction.
7. Students are not to change classes unless instructed to do so over the PA System.
8. All instructors not in class at this time will report to the Front Office to assist as directed by the Administrator in charge.
9. The Administrator in charge will call for Emergency Services (911) if deemed necessary.

Updated 7/18

UNIVERSAL PRECAUTIONS FOR HANDLING BLOOD OR BODY FLUIDS

Using Barrier Precautions

Wear rubber gloves whenever touching open skin, blood, body fluids or mucous membranes. Change gloves after contact with each individual. You may wear a mask or protective eyewear if the care you are giving is likely to produce droplets of blood or body fluids. These barriers will prevent exposure of the mucous membranes of the mouth, nose or eyes to the blood or body fluid.

Washing Hands

Wash your hands with soap and water immediately after exposure to blood or body fluids even if you used gloves.

Cleaning Surfaces

Any surface (e.g., counter, floor, tables, desks) must be thoroughly washed after blood has come in contact with it. Use a household bleach solution of 1 part bleach to 10 parts water as a cleaner.

ACCIDENT PLAN

1. Each instructor should form an Emergency Plan for his/her area and review periodically. It is to be included in the substitute folder.
2. Two students should be appointed to use the intercom to contact the office in case of an emergency.
3. Students should be instructed to remain orderly and only those with responsibilities assigned and those requested at time of emergency should attempt to help.
4. There are many kinds of accidents or illnesses in a school day. If a student has a minor complaint (re: headache, small cut or scrape), he/she is to be sent to the Clinic for assistance.
5. If a student is suddenly injured or becomes ill, inform the Front Office by dialing zero (0). When you feel the student may go to the Clinic, please send another student with him/her. If the illness or injury is to the extent that medical assistance is needed in your area of responsibility, follow this procedure:
 - a. Call the Clinic (1110) and Front Office (0). The Receptionist will notify the Administrator in charge and Area Supervisor. Either the Nurse or Receptionist may call for the ERT to assemble.
 - b. The instructor is to stay with the injured or ill student until medical assistance arrives.
6. The School Nurse will determine when Emergency Services are needed and call 911 or direct another staff member to do so.
7. Once the Emergency Squad arrives at the school and the Nurse gives a report to the EMS, the School Nurse's responsibility ends and EMS assumes full responsibility for the patient's care.
8. If not transported, the School Nurse will call the parent or guardian.
9. If transported to the hospital, the School Nurse may accompany the student. The Administrator in charge or Area Supervisor will also go to the hospital after calling the parent or guardian.
10. A complete investigation shall be completed in accordance with the Injury Illness Investigation Procedures.

ILLNESS

Should the student become ill during the day, he/she shall report to the Clinic which is located in Room A-108. If the Nurse feels it is necessary for the student to be sent home, the Nurse will first contact the student's parents, who under normal circumstances would then come for the student. A Student Health Folder will be maintained for each student. If staff has information which should be included in this folder, it is their responsibility to notify the Nurse.

NUCLEAR ATTACK

1. STRATEGIC WARNING
 - A. Description and Meaning:
 1. This is a notification that enemy-initiated hostilities may be imminent.
 2. Dissemination will be by news media-radio, television and newspapers. No public warning devices will be sounded.
 3. No estimate can be made of the duration of a STRATEGIC WARNING condition.
 4. The warning time may vary from several hours to several days.
 - B.
 1. Implement Early Dismissal Procedures.
 2. Take the necessary steps to close the school.
 3. Notify the Office of Emergency Management when this has been accomplished.

2. SURPRISE ATTACK
 - A. Warning - none. Initial information is the detonation of a weapon. This is accomplished by an extremely intense light flash and heat waves. The flash is then followed by heavy shock waves.
 - B. Actions
 1. Teacher gives DROP* command.
 2. Following the blast, the Principal orders staff and students to assemble in pre-determined inside assembly areas (tornado shelters) for protection against FALLOUT or orders signal for evacuation, depending upon existing circumstances.
 3. When reassembled inside assembly areas, teachers take roll, report missing students and administer first aid to any injured students.

* Procedure for "DROP" command

1. If inside the school building, the student should:
 - drop to his knees with back to the window, knees together.
 - fold arms on the floor close to the knees.
 - bury face in arms and close eyes tightly.
 - stay there until the "as you were" command is given by the teacher in charge.

2. If outside the school building, the student should:
 - crouch or lie down behind building, yard bench, curb or a gutter if protection is within a step or two.
 - drop to the ground, curl up with back to the blast if in the open.
 - stay in selected position until "as you were" command is given by the teacher in charge.

UTILITY EMERGENCIES

Natural Gas Line Leak or Break

1. Evacuate the area the gas is noticeable in.
2. Dial zero (0) to notify Receptionist of the area.
3. Receptionist shall notify the Maintenance Department, Administrator in charge (page or call over PA if necessary) and the Superintendent.

Electric Power Failure

1. Dial zero (0) to notify Receptionist.
2. Receptionist shall notify the Maintenance Supervisor, the Administrator in charge (page or call over PA if necessary) and the Superintendent. The Administrator in charge may assemble the ERT.
3. All instructors are to proceed with scheduled class instruction (if possible).
4. Students are not to change classes unless instructed to do so over the PA System (has an emergency power pack).
5. The Maintenance Supervisor or Administrator in charge will call American Electric Power (1-888-710-4237) if necessary.
6. In case the PA emergency power fails, the Administrator in charge will activate the human messenger system to convey needed communication to classrooms and labs.

Water Line Break

1. Dial zero (0) to notify Receptionist of area and the seriousness of the problem.
2. Receptionist shall notify the Maintenance Supervisor, the Administrator in charge (page or call over PA System if necessary) and the Superintendent. The Administrator in charge may assemble the ERT.
3. All staff that have classes are to proceed with normal class instruction (if possible).
4. Students are not to change classes unless instructed to do so over the PA System.
5. The Maintenance Supervisor or Administrator in charge will call the Smithville Water Department (330-669-2311) if necessary.
6. If an emergency supply of water is necessary (Cosmetology, Nursing, Food Service or elsewhere in the building) members of the maintenance, supervisory or guidance staff will be directed by the Administrator in charge to obtain the water at the spring located on Geyers Chapel Road (behind the airport). Containers may be obtained in the kitchen.

Sewer Backup

1. Dial zero (0) to notify Receptionist of the areas and seriousness of the problem.
2. Receptionist shall notify the Maintenance Supervisor, the Administrator in charge (page or call over PA if necessary) and the Superintendent. The Administrator in charge may assemble the ERT.
3. The Maintenance Supervisor or Administrator in charge will call the Smithville Water Department (330-669-2311) if necessary.
4. Classes will go on as normal unless directed differently by the Administrator in charge.

TORNADO OR SEVERE THUNDERSTORM

- A. TORNADO OR SEVERE THUNDERSTORM WATCH is a forecast of one or more tornadoes or severe thunderstorms in a large area. Continue normal activities, but watch for tornadoes or severe thunderstorms.
1. Monitor local radio stations (WKVX 960 AM or WQKT 104.5 FM) for weather condition.
 2. Alert the predesignated persons (Maintenance Supervisor and ERT) to begin the "lookout."
 3. Keep all staff inside building until all clear.
- B. A TORNADO WARNING MEANS THAT A TORNADO HAS BEEN DETECTED AND MAY BE APPROACHING.
1. When a tornado warning is received, this warning will be transmitted as quickly as possible to the entire building.
 2. The tornado warning system will be used to alert persons of the approach of a threatening cloud or tornado.
- C. Shelters
1. The best available shelters are indicated on postings in classrooms and labs.
 2. The Cafeteria or other large rooms are not suitable as shelters.
 3. Rooms having large glass areas should not be used for shelters.
- D. Safety Procedures to Follow
1. When a tornado warning is announced, the students will proceed to the shelter indicated. The teacher will see that all doors and windows are closed. The teacher will take the class record with them.
 2. Students shall move *quickly*, without running, and *quietly*, without talking. Students must be able to hear instructions over the PA System or directions given by the teachers. Keep calm...regardless of the situation.
 3. When in a shelter, place students to avoid open doorways, open windows or any area with glass. Individuals in wheelchairs are to go to an inside block wall. If possible, they are to lower head and protect their head and upper body as much as possible using book or notebook. **DO NOT REMOVE THESE INDIVIDUALS FROM THEIR WHEEL-CHAIR.**
 4. Upon arrival at shelter area, teacher will check the roll and report absentees that are listed on the class record to the Attendance Office after the "all clear" signal has been given or the danger has passed.
 5. The class will stay together in the shelter area until authorized to return to the room or until dismissed. A special signal will identify the "all clear."
 6. Listen to the PA System for instructions. If a danger signal is present, assume the protective position where possible.
 7. When in the protective position, a book, notebook or purse may be held over the head and neck to protect from flying debris.
 8. In case of injury, notify the teacher immediately.
 9. Should a tornado actually strike, once the danger has passed the teacher should, if possible, have the class exit the building and stay in a group until further directions are given. The ERT may be assembled. Call 911 for Emergency Services if necessary.
- E. Precautions to Consider
1. If there is insufficient time to reach the shelter area, students should:
 - a. go to inside wall of the room away from windows and assume the protective position.
 - b. if possible, get under large desk or other furniture for protection.

KEEP CALM

KEEP CALM

KEEP CALM

Command Post



A



B



C



Note: A, B & C
Go beyond parking lot
to sidewalk area

**Adult
Ed**



E



D



Tech



F

