

Bomb Threat Evacuation Procedure

DATE: August 2006 (updated)

PURPOSE: To provide a safe, quick evacuation plan in the event of a bomb threat.

DEFINITION: To assure that all students and staff are evacuated from the building in a timely, safe manner. A safe place is established before the threat so everyone can be accounted for.

If weather permits, we will need to move students 300 yards away from the building. If there is inclement weather, we will need to escort students to the following school buildings.

PROCEDURE:

STAFF

1. Announcement made of: We have received an unconfirmed bomb threat to our building, we are implementing our evacuation plan, therefore, students are not to go into their lockers or any room in the building. Please listen to the directions from your teacher.
2. Teachers meet your site director at the front or back doors. Grab your attendance and clipboard.
3. House 1, 2, 3 and designated Encores go out the back glass doors by the gym.
4. House 4, 5, 6 and designated Encores go out the front doors by main office.
5. Once outside follow the assigned route to your Evacuation site. Stay as a class until you arrive at your evacuation site. Attendance should be taken at this time. House teachers should be evacuating with Encore teachers if your students are in those classes. Please see listing below for H3/4 changes during Encore time.
House 1, 2, 3— Monona Grove High School
House 4, 5, 6— Glendale School
Encore—Follow where your house would be going. IF WE ARE IN H3/4 PLEASE USE THESE DIRECTIONS.
 - MUSIC/WORLD LANGUAGE/ART/ALC/ESL CLASSES GO TO GLENDALE.
 - FCE/GYM/COMPUTERS/ PERMORMANCE ART/READ 180/DI GO TO MONONA GROVE.
 - H3/4 teachers to GLENDALE: Hodgman, Herndon, Ames, Blau
 - H3/4 teachers to MONONA GROVE: Inda, Wasserman, Keppel, Nonn
6. Students must remain with teachers supervising them. There should be no students walking alone in packs unsupervised.
7. Students with health impairments will go to Nichols School. Nurses will also go here. A listing of students who should go here will be with site director.
8. Teachers will be notified when they can return to school.
9. Site directors MGHS—Lori Hillyer, Nichols School—Deb Farrar-Simpson, Glendale—Shawn Schroedl and/or Xanda Fayen

Sites and Directions

Nichols Elementary School--Exit building and proceed to sidewalk on Pflaum Rd. Continue west and safely cross Monona Dr. Cross Nichols St at the light and proceed to Nichols School Gym. Phone number, 221-7666.

Glendale School— Exit building via front door and proceed to sidewalk on Pflaum Rd. Cross Pflaum Rd in front of Lafollette as long as the threat is not at Lafollette. Take Groveland Rd to Tompkins Rd. Left on Tompkins Rd to Glendale School. Phone number, 204-2400.

Monona Grove High School— Exit building and proceed to sidewalk on Pflaum Rd to Monona Dr. Take a right at Pflaum Rd and Monona Dr. Continue to Monona Grove High School. Phone Number, 221-7666