

Western Dubuque Community
School District

Dyersville Elementary School

Standard Operating
Procedures

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1. Western Dubuque Community School District Dyersville Elementary School Safe Room Contact Information

Contact Information

As part of the Dyersville Elementary School Operations and Maintenance plan for the cafeteria safe room, the contact information below will be posted in a highly visible area within the safe room. A copy will also be continually updated and given to each Dyersville Elementary School employee.

Title	Contacts		Phone Contacts
School Principal	Linda Martin	Office: Cell: Home:	563-875-8484
School Secretary	Dee Rahe	Office: Cell: Home:	563-875-8484
Maintenance Director	Bob Hingtgen	Office: Cell: Home:	563-744-3885 ext. 6052 563-599-8512 563-585-3297
Police Chief:	Brent Schroeder	Office: Cell: Home:	563-875-7366
Fire Chief	Merlin Clemen	Office: Cell: Home:	563-875-8356
Public Works	Dave Vorwald	Office: Cell:	563-875-7724 563-590-8775
Safe Room Site Coordinator	Bob Hingtgen	Office: Cell: Home:	563-744-3885 ext. 6052 563-599-8512 563-585-3297
Assistant Site Coordinator	Building Custodian	Office: Cell: Home:	563-875-8484
Emergency Management Coordinator – Fire Department	Tim Pins	Office: Home:	563-875-8356 563-875-2280
Equipment Manager	Bob Hingtgen	Office: Cell: Home:	563-744-3885 ext. 6052 563-599-8512 563-585-3297
Safety Coordinator	Bob Hingtgen	Office:	563-744-3885 ext. 6052

2 INTRODUCTION

The Dyersville Elementary School Safe Room has been designed and constructed to specifics defined by FEMA 361 to provide life-safety protection during an extreme wind event or tornado. This Standard Operating Procedures manual is designed to provide procedures for opening, managing, closing down and/or handing off the Dyersville Elementary School Safe Room in response to an extreme wind event or tornado.

2.1 Purpose

The Dyersville Elementary School Safe Room will be opened when a tornado warning, extreme wind event or evacuation order for a potential emergency has been issued. This safe room is intended to save lives by providing a safe space that has been designed and constructed to resist the wind forces, wind-driven rains, and other debris impacts from a storm or event. This safe room is only equipped to provide only the basic essentials in order to protect their occupants and to support intended purpose (e.g. potable water, minimal food (snacks), basic sanitation, basic first aid, and some electricity). Maximum occupancy is 496.

2.2 Definitions

Understanding weather terminology is an important part to properly operating a safe room. The City of Dyersville's Severe Storm Warning Procedures states that warning siren will be sounded day or night when severe high winds, funnel cloud, or tornado is reported within 30 miles of the City of Dyersville and is headed in the City's general direction. Below is a listing of important weather definitions:

Tornado Watch:	Conditions are conducive to the development of tornadoes in and close to the watch area.
Tornado Warning:	A tornado has actually been sighted by spotters or indicated on radar, and is occurring or imminent in the warning area.
Severe Thunderstorm Watch:	Conditions are conducive to the development of severe thunderstorms in and close to the watch area.
Severe Thunderstorm Warning:	A severe thunderstorm has actually been observed by spotters or indicated on radar, and is occurring or imminent in the warning area.

3 PROCEDURES

In the event that severe weather is possible, the Western Dubuque Community School District and City of Dyersville will follow the following procedures outlined below:

1. If the potential for severe weather looks likely, the safe room will be unlocked by the Building Custodian.
2. The Emergency Manager will notify the Site Coordinator on duty that a severe storm is approaching and the sirens will sound, if needed. Two methods of contacting the Fire Department will be to notify City of Dyersville Dispatch to send the call or contact the Emergency Management Coordinator and notify them to sound the siren.
3. The Fire Department will utilize various methods of tracking the storm: Weather Radio, computer in the station, tv in vehicles, car radio, and the LE radios in the storm spotter vehicles. Delaware and Dubuque County Emergency Managements will also be a source of information during a severe storm event via Delaware and Dubuque County Dispatches and phone contact. Weather forecasts for Delaware, Clayton, and Buchanan & Fayette Counties will be closely monitored.
4. Once a severe storm event is within 30 miles and headed in the general direction of The City of Dyersville, the City's severe storm warning will be sounded day or night if there are severe high winds, funnel clouds, or a tornado. School personnel will follow their evacuation plan to get students, staff, and visitors safely to the safe room.
5. Once the severe storm warning has been sounded, Site Coordinator on duty will help to get people (direct the students/ staff or those at the soccer fields) into the safe room in a safe and orderly manner. Ten minutes after the siren has been sounded, Site Coordinator will secure the entrance doors and window coverings.
6. The equipment manager/maintenance staff or designee on-call will proceed to the safe room in order to operate the backup electrical system, if needed.
7. Once the facility doors and windows have been secured, the Site Coordinator/Assistant Site Coordinator or designee will then take a head count and have occupants sign in using a clipboard and sign in sheet. Teachers will count their classroom children, and the School Principal will count the teachers/ staff.
8. During the storm event, the Site Coordinator/Assistant Site Coordinator or designee on duty will monitor the storm via radar on computer, NOAA weather radio receivers, radio, television and Delaware County Dispatch. Also, 2-way communication will be maintained with county/ city emergency management.

9. When an all clear has been given by Delaware County Dispatch/City of Dyersville Storm Spotters then the Site Coordinator/Assistant Site Coordinator or designee on duty will open all doors and windows and help occupants exit in an orderly, safe manner.
10. After the storm event, the Safe Room Site Coordinator will then check and restock all supplies and the Dyersville Elementary School maintenance staff will clean and perform any necessary maintenance on the facility.
11. In the event of a severe storm and there is damage to the safe room facility, the Safe Room Site Coordinator and Maintenance Staff will ensure that all necessary repairs/maintenance are preformed as per FEMA 361.

3.1 Personnel Roles and Responsibilities

Once the safe room has been opened during a severe storm event, the Site Coordinator on duty (trained as a safe room coordinator) in accordance with the City of Dyersville's Severe Storm Warning Procedures will do the following:

Safe Room Site Coordinator (Bob Hingtgen, Maintenance Director) and/or Assistant Site Coordinator (Building Custodian), and/or Building Principal

- Monitor severe storm events – high winds, tornado watches/warnings.
- Provide overall guidance during the storm event.
- Send warning signal to the community as outlined in the procedures.
- Unlock and open the safe room (if after normal business school hours) once a storm is 30 miles out and heading in the general direction of the City of Dyersville as outlined in the procedures.
- Take a head count of occupants using a clipboard and sign in sheet.
- Secure the shelter 10 minutes from the sound of the siren.
- Determine when conditions warrant allowing safe room occupants to leave and escort them out in a safe and orderly manner.
- Maintain a log of events.
- Replenish supplies and direct any safe room cleaning/maintenance.
- Purchase supplies, maintain storage, keep inventory, and replace outdated supplies in accordance with the emergency supplies check list. Maintain a check list of supply items before and after events.
- Will be responsible for opening the safe room up during severe weather events that occur during soccer events held in the summer months when school is not in session.

Safe Room Safety Coordinator (Bob Hingtgen)

- Responsible for first aid/ medical supplies
- Ensure all personnel are familiar with the Safe Room Operations Plan.
- Conduct training programs: cover signals and meanings and what responses are required; where to report in emergency situations; identification, location, and use of common safety equipment, shut down and startup procedures.
- Conduct drills and exercises at least two times per year to evaluate the Safe Room Operations Plan and to test the effectiveness of the emergency procedures.
- Coordinate and conduct drills with the school district at least 2 times per year.
- Conduct evaluations after drills, exercises, or actual emergencies to determine effectiveness of the Safe Room Operations Plan.

Emergency Security Coordinator (Building Principal and/or Building Custodian)

- Open the safe room for occupancy
- Control the movement of people and vehicles at the site and maintaining access lanes for emergency vehicles and personnel.
- “Lock down” the safe room.
- Contact emergency personnel if needed for the treatment of injured personnel.
- Prevent unauthorized entry into hazardous or secured areas.
- Assist the Community Safe Room Site Coordinator in keeping occupants informed.
- Monitor the safe room occupants to ensure their needs are being met.

Equipment Manager (Building Custodian)

- Operate the heating/cooling ventilation systems and generator, including the NOAA Weather Radio receiver and maintain maintenance records.
- Maintain and update the equipment as necessary, including batteries for the NOAA Weather Radio.
- Assign appropriate staff to implement the extreme-wind protocol and ensure the integrity of the facility; make regular rounds of the interior and exterior of the facility.
- Understand the operation of all facility equipment including: communications, lighting and safety equipment, and closure of all building openings.
- Routine inspection of the safety and sanitation of the facility.
- Trained in the safe operation of the backup electrical system.
- Will create a detailed “How To” chart outlining the steps and safety measures necessary to operate the backup electrical system that will be posted in the mechanical room.

3.2 Safe Room Rules

- 1). The safe room is open to the general public, however will mostly consist of students/staff, spectators from the Dyersville Elementary School, staff and visitors to the school.
- 2). No pets will be allowed in the safe room.

3.3 Signage

Proper signage will be clearly posted and direct occupants toward the safe room:

- Proper signage will be placed outside/inside the school and soccer fields.
- The Safe Room Site Coordinator will be responsible for all necessary signage.
- A building map with the appropriate evacuation route to the safe room will be posted in each classroom.

3.5 Maintenance

Western Dubuque Community School District will be the official owner of record and will be responsible for performing all routine and maintenance of the facility. Regular scheduled maintenance on the safe room will consist of the following:

Schedule	Tasks	Performed by
Weekly Cleaning	<ul style="list-style-type: none">• Bathrooms – toilets, sinks, mirrors, floors and restocking supplies (soap, toilet paper, paper towels)• Kitchen –sinks, counter tops, floors, and restocking supplies (paper towels, soap)• Open floor space – sweep and polish floor• Dispose of garbage• Ensure tables/chairs are properly stored	Equipment Manager
Monthly	<ul style="list-style-type: none">• Ensure batteries in flashlights are still working• Replenish battery supply• Check light bulbs and replace any that are not functioning properly• Check batteries in weather radios to ensure they are working properly• Check any radar tracking equipment to ensure it's working properly• Operate/test the heating/cooling	Safe Room Site Coordinator

	<p>ventilation systems</p> <ul style="list-style-type: none"> • Operate/test backup electrical system 	
Bi-Annual Basis	<ul style="list-style-type: none"> • Change air filters in heating/cooling units and perform a standard review of equipment to ensure proper functioning • Check hinges on doors and windows • Wash windows • Practice /review emergency procedures 	Equipment Manager & Safe Room Site Coordinator
Annual Basis	<ul style="list-style-type: none"> • Perform inventory on emergency supply equipment • General review of safe room interior/exterior to check for any items that may need minor repair • Backup electrical system “refresher” training 	Equipment Manager & Safe Room Site Coordinator
As Needed Basis	<ul style="list-style-type: none"> • Replenish first-aid kits/supplies after a severe storm event • Training for new employees • Replace batteries • Replace signage • Replace light bulbs • Snow removal • Mowing of grounds 	Equipment Manager & Safe Room Site Coordinator
Backup Electrical System	<ul style="list-style-type: none"> • As per the dealer recommended maintenance schedule. See system manual for maintenance schedule 	Equipment Manager

3.5 Evacuation Plan

1). Each classroom will line up single file at the door of their classroom. The classroom teacher will then lead the class down to the safe room where they will sit at their classrooms designated table.

2). Soccer players on the soccer will line up single file on the sidelines of the soccer field and follower their coach single file into the safe room. Parents, spectators and others will be directed to follow the soccer players into the safe room in an orderly and calm matter. The soccer players will have a designated area indentified in the safe room where the coach can then release players to parents and/or legal guardians present in the safe room. If a player does not have a parent or legal guardian present they will need to stay in the designated area for so that the coach and keep track of the remaining soccer players.

Non-Emergency Use of Multi-Purpose Safe Room

- During non-emergency times, the class rooms will be used by the school and be available for community use.
- The multi-use of the safe room will **not** prohibit the safe room to perform its mitigation purpose of life safety protection.

Emergency Supplies Check List

As part of the Western Dubuque Community School District Dyersville Elementary School Operations and Maintenance plan for the safe room, a pre-packaged kit containing the items listed below will be kept in a well-displayed area to be used in the event of a severe storm event. This kit will be inventoried on a monthly basis by the Safe Room Site Coordinator to ensure that forms are current and items are in good condition. In the event of a severe storm event and supplies are used, they will be immediately replaced by the Safe Room Site Coordinator.

Quantity	Item Description	In Kit?
	First Aid Kits	
	2"x2" sterile gauze pads (box of 100)	
	3"x3" sterile gauze pads (box of 100)	
	4"x4" sterile gauze pads (box of 50)	
	5"x9" sterile dressing	
	Adhesive bandages, various sizes (3/4" to 1" sizes)	
	Adhesive tape, 2"x5 yds	
	Adhesive tape, 1"x5 yds	
	2" conforming roller gauze bandages	
	Advanced antimicrobial elastic (Ace) bandages 3"x5 yds	
	Multi-trauma dressing 12"x30"	
	Triangle bandages 38"x52"	
	2" non-sterile cling gauze rolls (12 pack)	
	Cardiopulmonary Resuscitation (CPR) breathing barrier, such as a face shield	
	Medical grade non-latex gloves (box of 100, large)	
	Medical grade non-latex gloves (box of 100, small)	
	Penlights	
	Bandage shears	
	Cotton-tipped applicators (box of 100)	
	Ammonia inhalant ampoules (box of 10)	
	Equipment	
	NOAA Weather Radio	
	Public address system	
	Fire extinguishers (Building Code)	
	Pry bars (to open doors damaged or blocked by debris)	
	Trash receptacles, liners and ties (various sizes depending on location)	
	Basic tool kit	