

Northeast Community School District Multi-Purpose Safe Room Operations & Maintenance Plan

Contact Information

As part of the Northeast Community School District's Operations and Maintenance plan for the multi-purpose 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 School district employee.

Title	Contacts		Phone Contacts
District Coordinator	Alicia Christensen Middle/High School Administrator	Office: Cell: Home:	563-577-2249 Ext. 106 563-212-3106
Clinton County Sheriff Office	Kevin Cain, Chief Deputy	Office: Cell: Home:	563-242-9211 563-249-6480 563-577-2428
Goose Lake Fire Chief	Kevin Cain	Office: Cell: Home:	563-577-2299 563-249-6480 563-577-2428
Northeast Superintendent	James Cox	Office: Cell: Home:	563-577-2249 Ext.606 563-212-6766 563-243-9958
Preston, Iowa Ambulance Service	Carol Atkinson	Office: Cell: Home:	563-689-4200 563-357-8163 563-689-5511
Goose Lake, Iowa City Mayor	Chris Schneider	Office: Cell: Home:	563-244-3360 563-593-3063 563-577-2438
Safe Room Manager/Site Coordinator	Jim Lauritzen	Office: Cell: Home:	563-577-2249 563-357-8457 563-522-2365
Assistant Site Coordinator	Rick Sullivan	Office: Cell: Home:	563-577-2249 563-212-5636 563-577-2393
Equipment Manager	Rick Sullivan	Office: Cell: Home:	563-577-2249 563-212-5636 563-577-2393
Other: City Clerk	Teresa Lindstrom	Office: Cell: Home:	563-242-7545 563-212-7862 563-682-7640
Other: Health services Unit Leader	Barbara Randolph	Office: Cell: Home:	563-577-2249 563-212-3810 563-577-2277
Other: Clinton County Emergency Management	Chance Kness	Office: Cell: Home:	563-242-5712 563-219-5050 563-219-5050

Elementary Contact	Diane Schumacher	Cell:	563-357-8853
--------------------	------------------	-------	--------------

Safe Room Manager/Assistant Coordinator/Safety Manager

The District’ Maintenance director, will be designated as the District’s Safe Room Manager. Other District employees such as the District’s entire custodial staff as well as Clinton Sheriff Department officers and the City of Goose Lake, Iowa Public Works employees will be trained as assistant managers/coordinators. All of these departments have employees who are on call 24/7 in case of emergencies; therefore, it’s in the best interest of the School District to train all the on-call employees to perform the safe room manager’s and equipment manager’s duties in case of an emergency. Ultimately, the assigned manager will have the responsibility of training personnel, actually managing the maintenance of the equipment, and ensuring that procedures are kept current.

Equipment Manager

The Districts’ lead Middle/High School custodian, Rick Sullivan, will be assigned the duty of equipment manager. Clinton County Sheriff Department officers and the Goose Lake Iowa Public Works employees will be trained as assistant managers/coordinators. Both of these departments have employees who are on call 24/7 in case of emergencies; therefore, it’s in the best interest of the city to train all the on-call employees to perform the safe room manager’s and equipment manager’s duties in case of an emergency. Ultimately, the assigned manager will have the responsibility of training personnel, actually managing the maintenance of the equipment, and ensuring that procedures are kept current.

Definitions

The definitions below play an important part in the proposed Safe Room Operations and Maintenance program. The City of Goose Lakes’ Severe Storm Warning Procedure states that the warning siren will be sounded day or night when severe high winds, funnel cloud, or tornado is reported within 30 miles of Goose Lake and headed in their general direction. A more detailed Severe Storm Warning Procedure is outlined below:

Tornado Watch: Conditions are conducive to the development of tornadoes in and close to the watch area. Safe room team will be alerted by the officer on duty once a watch has been issued.

Tornado Warning: A tornado has actually been sighted by spotters or indicated on radar, and is occurring or imminent in the warning area. Safe room team will be activated once a tornado warning has been issued.

Severe Thunderstorm Watch: Conditions are conducive to the development of severe thunderstorms in and close to the watch area. Officer on duty will closely monitor the storm for indications of high winds and potential tornado.

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. Officer on duty will closely monitor the storm for indications of high winds and potential tornado.

Safe Room Population

The safe room population will consist of students/ staff from the Northeast Community Jr/ Sr High School, Northeast Elementary School participants/ spectators from the athletic fields, as well as visitors on campus. The maximum number of safe room occupants is approximately 950.

Pets in the Safe Room

No pets will be allowed in the safe room.

Educating the Public

The Northeast Community School district will utilize several methods of informing the public regarding the safe room. The methods will consist of, but not be limited to:

- Putting notification on the back of the Goose Lake water/sewer bills mailed to citizens.
- Posting appropriate signage as required by FEMA 361.
- Advertising in the District Web site as well as the city and district newsletter.
- Putting a note on sporting event rosters informing spectators of the safe room.
- Posting flyers in obvious locations at the Goose Lake City Hall and the Public Library

Signage

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

- Proper signage will be placed outside/ inside the Northeast Community Jr/ Sr High School Building
- Proper signage will be placed outside/ inside the districts buildings, directing occupants toward the safe room.
- The Safe Room Manager will be responsible for all necessary signage.

Northeast Community School District Severe Storm Warning Procedure

In the event that severe weather is possible, the police officer on duty will follow procedures outlined below:

1. If the potential for severe weather looks likely, the safe room will be unlocked by the Northeast custodian on duty. During normal office hours (for the Northeast Middle/High School), the safe room will be unlocked, but will be constantly supervised by trained teaching staff in the area of the Safe Room Staff. When a tornado watch becomes a “warning” moving the at-risk population into the FEMA Safe Room will be the responsibility of the Northeast Middle/High School High School Principal (Safe room Coordinator). The remainder of the facility will be vacated and locked down as a precaution. Once inside the Safe Room, head counts will be taken to ensure that all students and personnel have accounted for. Teachers will take a head count of their classroom and the Registration Leaders (designated teaching staff) will take a head count of all teachers and others in the classroom. A sign in sheet will also be available for all adults to sign-in. The high School Secretarial staff will also be present to assist. Parents will be advised regarding the safety of their students via the District’s school messaging system.
2. The Goose Lake Fire Department will notify the High School Principal and the Superintendent’s office that a severe storm is approaching and the Clinton county Emergency Management sirens will sound, if needed. Two methods of contacting will be notifying Clinton County Dispatch to send the call or contact the Clinton County Fire Channel and notify them to sound the siren.

3. The officer on duty will utilize various methods of tracking the storm: Weather Radio, Channel 4, 6, & 8 news(Davenport), car radio (preferably 1390 KCLN & 1270 KROS), and the LE radios in the police vehicle. Clinton County Emergency Management will also be a source of information during a severe storm event via police radio broadcasting and phone contact. Weather forecasts for Scott, Jones, Cedar, and Jackson and other neighboring Counties will be closely monitored.
4. Once a severe storm event is within 30 miles and headed in the general direction of Goose Lake, the City's severe storm warning will be sounded day or night if there are severe high winds, funnel clouds, or tornado. Appropriate school personnel will be contacted.
5. Once the severe storm warning has been sounded, the teaching staff will help to get people into the safe room in a safe and orderly manner. Ten minutes after the siren has been sounded, the officer will secure the entrance doors and window coverings.
6. The equipment manager/ school maintenance staff on-call will proceed to the safe room in order to operate the generator if needed.
7. Once the facility doors and windows have been secured, the officer will then take a head count and have occupants sign in using a clipboard and sign in sheet.
8. During the storm event, the officer on duty will monitor the storm via radar on computer, NOAA Weather Radio receivers, radio, television, and Clinton County Dispatch via police radio. 2-way communication will be maintained between the safe room manager in the safe room and the emergency operation center during a high wind event.
9. When an all clear has been given by Clinton County Dispatch/ Goose Lake Fire Department Storm Spotters then the Safe room Manager will notify the District Coordinator 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 Manager will then check and restock all supplies and the custodial 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 Manager and District Superintendent will ensure that all necessary repairs/maintenance are performed as per FEMA 361.
12. The multi-use of the safe room will not prohibit the safe room to perform its mitigation purpose of life safety protection.
13. At-risk students will be escorted by trained/responsible school personnel. Other elderly/ at risk occupants will be attended to by safe room manager or his/her designee.

In the past couple of months a new siren system was installed by the Clinton County Emergency Management Office in Goose Lake installed giving Clinton County Dispatch the ability to automatically sound off the sirens in the case of a severe storm event using a paging tone.

Personnel Roles and Responsibilities

Once the safe room has been opened during a severe storm event, the District coordinator (trained as a safe room coordinator) in accordance with the Northeast Community School Severe Storm Warning Procedure will do the following:

Safe Room Manager/Coordinator (Northeast Middle/High School Principal, Joe Jarvis):

- Monitor severe storm events – high winds, tornado watches/warnings.
- Provide overall guidance during the storm event.
- Send warning signal to the community as outlined above in the Severe Storm Warning procedure.

- Unlock and open the safe room (if after hours) once a storm is 30 miles out and heading in the general direction of Goose Lake as outlined above in the Severe Storm Warning Procedure.
- Take a head count of occupants using a clipboard and sign in sheet.
- All at-risk and elderly will be attended to.
- ADA parking is available outside the safe room door, and all occupants will be attended to.
- Secure shelter 10 minutes from the sound of the alarm.
- Determine when conditions warrant allowing safe room occupants to leave and escort them out in a safe, 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 for the before and after events.

Safety Manager (Northeast Community School District Maintenance Director, Jim Lauritzen)

- Safety Manager will be responsible for administering 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; evacuation and sheltering 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 Jr/Sr High School 4 times during the school year.
- Conduct evaluations after drills, exercise, or actual emergency to determine effectiveness of the plan.

Emergency Security Coordinator (Northeast Community School district Assistant Site Manager, Rick Sullivan)

- 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 Manager in keeping occupants informed.
- Monitor the safe room occupants to ensure their needs are being met.

Equipment Manager/Building Manager (Northeast Community School District custodial and maintenance department, Jim Lauritzen, Rick Sullivan and David Diedrich):

- Operate the heating/cooling ventilation systems and generator, including the NOAA Weather Radio receivers 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.

Training for New/Existing Staff Members

Safe Room Manager/Assistant Safe Room Coordinators: The Northeast Community School District is a relatively small school district with limited staff members. A small workforce such as this requires staff to perform many roles within their job. Each new and existing member of the School District Police Department will receive the same training (and be as knowledgeable in the procedures) as the safe room manager. Although the manager will oversee/direct the training of all the officers, each officer will be able to perform the duties of the safe room manager. The actual safe room manager will be responsible for maintaining the emergency supplies, establishing /updating any severe storm warning procedures, and ensuring that the staff is receiving proper training. Training assistance will be sought from FEMA and the Clinton County Emergency Management office.

Along with the training for safe room coordination, the employees will be trained in how to operate the emergency generator, but this will not be the primary responsibility of the officer – this is for emergency purposes only. Directions for the operation of the generator will be clearly posted next to the generator and placed in an operations manual located in the storage area of the safe room.

Equipment Managers: The Northeast Community School District has seven staff members (The Superintendent of Schools, Middle/High School Principal, Head maintenance, four(4) custodians as well as other certified employees) who will all be trained to function as the equipment manager in cases of emergency. The actual equipment manager will be responsible for maintaining the equipment as required.

Along with training for the equipment manager, the Public Works staff will be trained in how to function as assistant safe room coordinators, but this will not be the primary responsibility of the maintenance staff – this is for emergency purposes only. A severe storm warning procedure will be clearly posted in the safe room and placed in the operations manual located in the storage area of the safe room.

Each time a new employee in the Police Department or Public Works Staff is hired they will, as part of orientation program, receive training on the severe storm warning procedures and their role in the plan. Each spring (March) employees will receive a refresher training course by the Safe Room Manager and the Equipment Manager covering the emergency procedures and a review of the proper operation of the generator.

Anytime there are changes to the Storm Warning Procedure, the Safe Room Manager and Equipment Manager will be responsible for notifying/educating all staff members regarding this change. These changes will be reflected in the written documentation, will be discussed in the weekly staff meeting, and a copy given to each district employee staff member.

Janitorial Staff/Maintenance Staff

The northeast Community School District has a janitorial staff that is responsible for cleaning all the city facilities. This individual will be responsible for the “standard” cleaning of the safe room during normal operations by their direct supervisor and after a storm event by the safe room manager.

Non-Emergency Use of Multi-Purpose Safe Room

- During non-emergency times, the multi-purpose safe room will be opened up by the School District Custodial staff (during their normal operating hours) 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.

Regular Maintenance

The Northeast Community School District will be the official owner of record and will be responsible for performing all routine maintenance of the facility. The safe room will be maintained to FEMA 361 Guidance and 250 MPH winds. Regular scheduled maintenance on the multi-purpose safe room will consist of the following:

Schedule		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) • Open floor space – sweep and polish floor • Dispose of garbage • Ensure tables/chairs are properly stored 	The Northeast Community School District Maintenance Staff/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 ventilation systems • Operate/test generator 	The Northeast Community School District Personnel/Safe Room Manager

Schedule		Performed by
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 	The Northeast Community School District Maintenance Staff (assigned)/Equipment Manager or other certified heating/cooling professional
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 • Generator “refresher” training – City Maintenance Personnel and CITY Police Officers 	The Northeast Community School District Maintenance Staff/Equipment Manager or other certified building inspector
As Needed Basis:	<ul style="list-style-type: none"> • Replenish first-aid kits/supplies after a severe storm event • Training for new employees • Replacing batteries • Replacing signage • Replacing light bulbs • Snow removal • Mowing of grounds 	The Northeast Community School District Maintenance Staff (assigned)/Equipment Manager/Safe Room Manager
Generator:	<ul style="list-style-type: none"> • As per the dealer recommended maintenance schedule. See generator for scheduled maintenance schedule 	The Northeast Community School District Maintenance Staff (assigned)/Equipment Manager or other certified dealer professional

Generator Maintenance and Use

Generator maintenance will be performed as per manufacturer guidelines outlined in the generator operations manual. The standard generator maintenance will be performed and tracked on a maintenance schedule by the assigned Northeast maintenance staff and dealer certified professionals when applicable.

All city maintenance employees and all Northeast maintenance and custodial staff will be trained in safe operation of the generator. This will ensure that the “on call” staff member will know how to properly operate the generator in emergency situations. As an additional safety measure, a detailed “How To” chart will be prepared and posted in the generator containment area outlining the steps necessary to

operate the generator and necessary safety precautions that must be taken by staff when operating the generator.

Emergency Supplies Check List

As part of the City of the School District’s Operations and Maintenance plan for the multi-purpose 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 Manager 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 Manager.

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	

Updating the O & M Policy

The O & M policy will officially be reviewed on an annual basis, but any necessary updates or policy changes will be made throughout the year on an as needed basis. A new policy will be distributed to all City employees and inserted into the O & M Policy binder.