

**Paw Paw Public Schools
Internal Monitoring Report**

Executive Limitation Policy No.: 2600

Title: District Emergencies

Policy Statement

“The Superintendent shall not allow the Paw Paw Public School District to operate without having, at a minimum, a plan for continuity of operations during district-wide emergencies, school building(s) emergencies, and school-sponsored event off-site emergencies.”

Superintendent’s Interpretation

Continuity of operations requires the existence of an operational chart clarifying the chain of command (attached). Furthermore, plans must be in place at the district and building levels should emergencies occur. District plans will be broader in perspective with greater details provided in individual building plans. Off-site emergency plans should be sufficient in detail to guide actions during emergencies which may occur at activities/events held at non-PPPS property such as field trips and athletic events.

Superintendent’s Report

Student and staff safety is a top priority for the district. Creating and maintaining a safe and secure educational environment requires careful planning, disciplined practice and effective communication.

Because of its unique location along a major (I-94) transportation corridor and proximity to the Palisades Nuclear Power Plant, the district has exposure to more potential safety issues than other districts. As a result, more planning takes place at the county level.

The Van Buren County Office of Domestic Preparedness in cooperation with the Michigan State Police Emergency Management Division has developed an Emergency Operations Plan which is reviewed and updated on an annual basis. The “plan” provides the general framework of the Van Buren County emergency response capability and concept of operations to cover four planning situations - (1) nuclear accident procedures, (2) homeland security and national security procedures, (3) natural disaster procedures, and (4) technological disaster procedures. Annual drills/exercises are conducted in these four areas.

The Emergency Operations Plan provides a single comprehensive plan for Van Buren County government to perform the emergency management activities of mitigation, preparedness, response and recovery.

In recent years the district has twice been used as an emergency shelter by the American Red Cross for incidents occurring in the area. Both involved a chemical spill and resulted in the evacuation of residents near the area of the incident. District staff assists in these situations as

needed. Two of our buildings – the high school and middle school – are possible shelters during inclement weather when I-94 may be shut down.

The following actions and activities have contributed to creating and maintaining a safe and secure environment:

- In January 2011, secondary administrators, clerical staff and the superintendent participated in a bomb threat assessment workshop.
- The district continues to employ a school liaison officer through the Van Buren County Sheriff's Department. The officer is housed at the high school but is available to all district administrators. The officer has assisted in a number of potentially volatile situations including the possession of weapons, custody disputes and student on student altercations. Deputy Tate has also helped with traffic control, missing children and safety education.
- NOAA weather alert radios are in each building to monitor weather conditions and emergency alerts.
- Plans have been developed to address food allergy conditions that some students have. These are age-appropriate building-based plans. Training on the usage of EpiPens, Diastat and insulin was provided to staff by the ISD.
- Additional security cameras have been added at the high school and middle school.
- Every school bus contains a security camera.
- Bus drivers traveling out of district are provided with a cell phone to use in case of emergencies and to maintain contact with the Transportation Department as necessary.
- A walk-free zone has been established along the curb of the bus pick-up/drop-off area at the elementary campus. Students are taught to remain outside of this area unless boarding/getting off the bus. Student safeties help monitor and enforce the zone.
- The elementary buildings continue to use the buzz-in system during school hours. Visitors are required to identify themselves prior to entry into the building.
- The volunteer background check process continues to be implemented. Background checks are conducted annually on all volunteers who have direct contact with students.
- Several staff members throughout the district are CPR/AED certified.
- Annually, each school building conducts state-mandated fire drills, tornado drills and lockdown drills. The district's lockdown drills include a shelter-in-place drill where students are kept out of sight in classrooms, with lights out, shades down and electronics turned off. Bus evacuation drills are performed three times per year.
- Administrators are provided with a cell phone allowance ensuring they are accessible in the event of an emergency.
- We continue to look for ways to address the issue of bullying, including the use of social media. The district's teachers and students in several buildings have had anti-bullying training; more training is planned for next fall.

Internal Monitoring Report on Policy 2600 – District Emergencies

February 9, 2011

Page 3

- We have two certified CPI trainers (Crisis Prevention Institute) on staff. They in turn provide training and retraining for district staff. Each building has a CPI team ready to intervene when called upon.
- The Later Elementary has “student safeties” – individuals who help patrol sidewalks and hallways before and after school. The areas patrolled include the bus drop-off/pick-up drive.
- Each building maintains an emergency “phone chain” to communicate emergency situations. The district also maintains an emergency contact list which includes media, ISD staff, area school districts and other appropriate individuals/organizations.
- Each main office phone has caller ID.
- Random searches of facilities/grounds are conducted by canines during the course of the school year.

Paw Paw Public Schools continues to be a safe and secure school district for our students and staff thanks to the efforts of many individuals. We have excellent relationships with area law enforcement agencies and work cooperatively with them to inform our students about safety-related matters. The county’s emergency preparedness official has been involved in reviewing our plans and observing our drills. We are fortunate to have his expertise available to us.

Compliance Statement

Based on the information provided, I report that I am in compliance with the provisions of Policy 2600.



Signature

February 9, 2011

Date

Attachments:

- Issue Resolution Chart (4302.2 & .3 REF)
- PPS Organizational Chart



