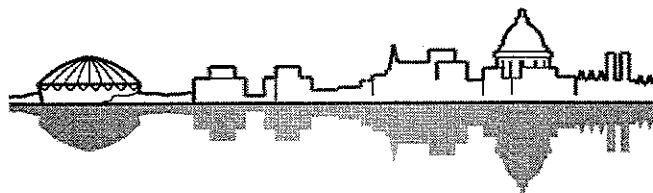


CITY OF MADISON  
ENGINEERING DIVISION  
210 Martin Luther King Jr. Blvd., Rm. 115  
Madison, WI 53703 (608) 266-4751




FAX (608) 264-9275  
TDD (608) 267-8677

**Date:** December 13, 2005  
**To:** Alder Larry Palm, 15<sup>th</sup> Aldermanic District  
**From:** Larry D. Nelson, P.E., City Engineer  
**Subject:** Monona Grove High School Emergency Management Plant

You requested a statement with regards to the emergency management plan for the Monona Grove High School, located at the intersection of Monona Drive and East Cold Spring Avenue.

On August 9, 2005, the City Attorney requested an open records request, which included "any other traffic plan, emergency plan, contingency plan, or emergency management plan that covered Monona Grove High School during 2004 or 2005." On September 22, 2005, Gary Schumacher, Ph.D., Superintendent of the Monona Grove School District, responded with the attached Monona Grove School District "Emergency Procedures." A copy of that is attached; it is dated August 23, 2002, which precedes the date of the installation of the trial traffic splitter at the intersection of Jerome Street and Cold Spring Avenue.

  
Larry D. Nelson, P.E.  
City Engineer

LDN:mjb

Attachment



## Office of the City Attorney

Michael P. May, City Attorney

Room 401  
210 Martin Luther King, Jr. Boulevard  
Madison, Wisconsin 53703-3345  
(Phone) 608 266 4511  
(TDD) 608 267 8664  
(FAX) 608 267 8715  
[attorney@cityofmadison.com](mailto:attorney@cityofmadison.com)

### ASSISTANT CITY ATTORNEYS

Larry W. O'Brien	Anne P. Zellhoefer
Robert E. Olsen	Lara M. Mainella
James M. Voss	Steven C. Brist
Carolyn S. Hogg	Marci Paulsen
Jennifer A. Zilavy	Jaime L. Staffaroni
Katherine C. Noonan	Jessica Long
Roger A. Allen	Andrew Jones

LITIGATION ASSISTANT  
Patricia Gehler

August 9, 2005

Mr. Gary Schumacher, Superintendent  
Monona Grove Schools  
5301 Monona Drive  
Monona, WI 53716

RE: Public Records Request

Dear Mr. Schumacher:

Pursuant to the Wisconsin Open Records Law, Secs. 19.31 - 19.39, Wis. Stats., we request copies of the following documents:

1. All traffic or engineering studies or reports which relate to the placement of traffic barriers, diversion devices, or other traffic control measures, along East Coldspring Avenue, Jerome Street, Monona Drive, or the surrounding neighborhood, in 2004 and 2005.
2. All correspondence or memoranda, including electronic correspondence, relating to the placement of traffic barriers, diversion devices, or other traffic control measures, along East Coldspring Avenue, Jerome Street, Monona Drive, or the surrounding neighborhood, in 2004 and 2005.
3. Any other traffic plan, emergency plan, contingency plan, or emergency management plan that covered Monona Grove High School during 2004 or 2005.

The City will guarantee payment for the authorized copies, upon receipt of your invoice, to the extent required by law. Please contact Larry Nelson, City Engineer, at 266-4751, as soon as these documents are available.

# Monona Grove School District

5301 Monona Drive • Monona, WI 53716-3199

Phone: 608/221-7660 • Fax: 608/221-7688

www.mononagrove.org



September 22, 2005

Mr. Michael P. May  
City Attorney, Madison  
210 Martin Luther King, Jr. Boulevard  
Room 210  
Madison, WI 53703-3345

RE: Public Records Request

Dear Mr. May:

Enclosed are the public records documents that you requested in a correspondence dated August 9, 2005. Also enclosed is the Monona Grove School District "Emergency Procedures."

Also enclosed is an invoice for \$15.50 to cover the expenses associated with copying these materials (\$10.75) and shipping them (\$4.75).

Sincerely,

A handwritten signature in black ink, appearing to read "Gary Schumacher". The signature is written in a cursive style.

Gary Schumacher, Ph.D.  
Superintendent

Cc: Attorney Michael Lawton

Encl.

Gary Schumacher Ph.D., Superintendent  
Mary Ellen Van Valin, Director of Business Services

Bill Breisch, Director of Instruction  
John H. Faust, Director of Pupil Services

"Building a Community of Learners"

**MONONA GROVE SCHOOL DISTRICT**

# **EMERGENCY PROCEDURES**

8/23/2002

**ANNUAL CHECKLIST**

**LOITERING OR TRESPASSING**

**TORNADO/SEVERE WEATHER**

**INTRUDER, WEAPON, THREAT TO SAFETY**

**MISSING STUDENT**

**BOMB THREAT**

**FIRE EVACUATION**

**MEDICAL EMERGENCY**

**MONONA GROVE SCHOOL DISTRICT**

# **EMERGENCY PROCEDURES**

8/23/2002

# ANNUAL CHECKLIST

1. Check that all emergency equipment is in proper working order and readily accessible
  - Flashlights
  - Cell phones
  - PA system
  - Hand held radios
  - First aid kits
  - Accurate maps of building
2. Conduct crisis response orientation for faculty (review this booklet)
3. Identify the Safety Committee
4. Identify the faculty/staff Crisis Response Team and assign duties
5. Ensure that visitor signs have been posted
6. Identify dates for emergency drills
7. Make sure that this booklet is in every classroom
8. Make sure that doors are numbered and marked
9. Check batteries periodically in equipment, including cell phones
10. Update School Telephone Tree
11. Notify school staff of emergency plans
12. Get E-pack from office with current student information
13. Familiarize self with tomado and fire exits

# ANNUAL CHECKLIST

## LOITERING OR TRESPASSING

- All visitors, not just suspicious ones, should be asked to sign in at the office.
- All staff will wear MGSD ID cards so they are easily identified as employees.
- Staff should always keep a safe distance from suspicious visitors.
- Visitors can be asked to leave or be declared a trespasser and subject to arrest.

If a person in the building appears suspicious, i.e., making inquiries about children or staff or approaches/confronts you in a way that makes you uncomfortable:

**Follow the three C's when handling loiterers/trespassers:**

1. Make **Contact** with the trespasser(s).
2. **Courteously** ask the person to state his/her business.
3. **Cautiously** maintain your space and a non-threatening demeanor.

## LOITERING OR TRESPASSING

# TORNADO/SEVERE WEATHER

## Definitions:

Tornado Watch: Tornadoes are expected to develop.

Tornado Warning: A tornado has actually been sighted.

Each room should have a sign designating the shelter location.

When the county alarm is heard or the school is notified of imminent danger:  
the principal or designee should sound the alarm and make an announcement.

Classroom teachers take E-pack and quietly walk to designated shelter location immediately. All other staff should check building for students and visitors. Staff members should take cell phone, 2-way radios, fire extinguishers, & flashlights to shelter area (designated staff will be responsible for certain items listed).

Children will take a hard-covered book, if possible, from desks as they proceed to the designated safe area. There, students shall assume a crouched position, placing the book over the back of the head and neck. Each classroom teacher should have established specific commands such as ***Everybody down. Crouch on elbows and knees!*** It is essential that this command be instantly understood and followed. If there is no advance public address warning, all personnel should remain where they are, assume a sitting position facing the interior of the building with the head between the knees and hands covering the back of the neck.

Be prepared to evacuate in the event of a fire, explosion, or potential building collapse.

# TORNADO/SEVERE WEATHER



# INTRUDER, WEAPON, THREAT TO SAFETY

## Definitions:

- Dangerous Intruder: Armed, threatening, or violent intruder.
- Weapon: Any firearm or device designed for or capable of causing bodily harm.
- Disruption: Large-scale protest, major altercation, gang-related threat to safety/health, threat of physical harm to staff or students.

## Intruder inside building:

1. Building procedure: 

Announce "THERE IS AN INTRUDER IN THE BUILDING; SECURE YOUR ROOM."
--
2. Teachers will turn off all classroom lights.
3. Instruct students to move away from windows and doors.
4. Lock the door, if possible. Block the door, if possible, or cover the windowpane
5. Ask students to sit on the floor in the classroom out of the line of sight from the doorway or any hall windows.
6. Remain inside until the "ALL CLEAR" is given.
7. If the event occurs during passing time or lunch hour, gather as many students as possible and usher them into rooms or any protected area that can be secured with a locked door.

## Intruder outside building:

Lock all exterior doors and close shades.

Administrators will use 9-911 to notify the police, assist the police in any way possible, and complete emergency incident report afterwards.

*Comfort is not the primary concern,*

*SAFETY IS THE ONLY CONCERN.*

# INTRUDER, WEAPON, THREAT TO SAFETY

# MISSING STUDENT

For an absence that begins with the start of a school day, use the regular reporting procedure unless other students indicate they have seen the child en route to school or on site that day. In that case, or if a child is absent without explanation after reporting for school at the start of any school day, principals should initiate the following measures:

Ask students if they have information or know the whereabouts of the missing student.

Call the parent(s)/guardian(s) at home and/or work. Do not leave a message on a telephone answering machine. If a secretary answers, ask that the parent or guardian be contacted immediately for an urgent telephone message.

For missing elementary children, call the police dispatcher and ask the officer to come to school so that an accurate description and/or ID photo can be provided.

Initiate a search. (See box at right )

At all levels of instruction, the unexpected absence of a child must be reported to parents or guardians in a timely manner.

## MISSING CHILD SEARCH

Involve the police. Use Pupil Services staff or other available staff.

Develop a search pattern and designate times at which searchers should report back to the school office.

Focus on the path a child might take in walking to his/her home.

Check the home and immediate neighborhood.

If the principal will be involved in a search, another individual should be assigned to meet with and describe the child and the circumstances to the police officer.

# MISSING STUDENT

# BOMB THREAT

*The person who receives the threat should get as much information as possible:*

## Phone Call

Specific location of bomb

Type of bomb

Detonation time

Reason for placing bomb

**DO NOT HANG UP PHONE**

## Written Threat

Preserve until police can photograph if on walls

Save if on paper

Prevent others from observing threat on wall or

paper

Report threat to the school office and principal immediately.

The office staff will call 9-911.

The Principal or designee will contact the Director of Transportation at 221-7660 extension 317 or 323. Together a decision on evacuation will be made.

The P.A. system will be used to notify entire school of the need to evacuate. Do not use the fire alarm.

**PA Announcement: It is now time to clear the building (site); Evacuate to (location).**

Evacuate the building – take cell phones, first aid kits, and E-Packs.

Close all doors to classrooms, but do not lock them. Turn lights off.

Leave lights on and doors open if a classroom teacher notices something peculiar, i.e. unusual or unexplained package, box, or envelope.

Allow students to get outer garments from their lockers, return to their classroom and then evacuate during inclement weather – **this would not be the case if the threat were imminent.**

Ask for police assistance in crossing streets.

Lunch time and school ending time need special considerations prior to evacuation.

The Director of Transportation will make bus arrangements if necessary.

## **EVACUATION SITES ARE:**

Immaculate Heart of Mary, 5101  
Schofield Road *for Nichols, WMS,  
and MGHS*  
United Methodist Church, 606  
Nichols Road *for Maywood*  
Cottage Grove Village Hall, 221 E.  
Cottage Grove Road *for Cottage  
Grove Elementary, and*  
Taylor Ridge Apartments, 510  
West Lawn Drive *for Taylor Prairie*

# BOMB THREAT

# FIRE EVACUATION

1. The signal for a fire drill is the sounding of the fire alarm.
2. When the fire alarm sounds, stop what you are doing immediately.
3. Students line up and walk quickly from the room in an orderly fashion.
4. All doors are to be closed including maintenance, storage, and restrooms.
5. Follow the escape route described on the map posted by the classroom exit door. (Designated fire evacuation routes should be visibly posted in each room.) Teacher follows class and takes E-pack. The last person out of the classroom should close the door and turn off lights.
6. If your assigned exit is BLOCKED, use the CLOSEST exit.
7. After exiting the building, walk to your assigned area (at least 100 feet away from the building). Students should line up facing away from the building. Orderliness is mandatory. Loud talking would preclude effective communication in an emergency situation.
8. Students in transition between classes should take the nearest exit and proceed to their regular classroom fire drill assigned meeting place.
9. After reaching your area on the playground, check to make sure that all of your students are in attendance. Provide a signal that all your students are present.
10. Classes wait quietly.
11. Office/Custodial staff will check the entire building according to pre-determined assignments.
12. If a class is in a special area class, that classroom teacher is responsible for proceeding to the playground. Special area teachers are responsible for the students in their classes during a fire drill.
13. Principal/office staff will use the bell to signal when it is clear to return to the classrooms or when it has been authorized by the fire department.
14. Students walk back to classes quietly with their teachers.
15. If the alarm should sound during lunch or recess times, educational assistants and teachers are directed to deploy children out and away from the building in an orderly fashion.
16. All teachers are responsible for including fire drill procedures and class lists with substitute plans.

# FIRE EVACUATION

# MEDICAL EMERGENCY

## Playground Injury Prevention

All students need to consistently follow all playground and safety rules as outlined in the school discipline policy. All adults need to support children safety and welfare by consistently enforcing the rules. Playground activities such as soccer, tag football, etc. must be under adult supervision. Contact sports are not allowed.

## Major or Minor Injury Procedures

All accidents must be reported to the office immediately. If the injury is such that the student may not be moved the nurse, health aide, or a designee will be called immediately and call 9-911 for an ambulance.

If a child sustains a minor injury, send the child to the health room with another student.

If a child sustains a major injury, send for the health aide or designee. Do not leave or move the student.

Do not move or ask a child to move who may have injuries resulting in unconsciousness, possible broken bones, or back or head injuries.

The nurse/health aide, or other CPR/First Aid certified person will provide life-saving first aid. Notify the parent or guardian immediately.

Paramedics are to be called, by the nurse or principal, if necessary (9-911).

An ambulance is to be called, if, in the judgment of the paramedic, school nurse, or principal, it is necessary.

If the parent, or other listed contact person to be called in the event of an emergency is unavailable, or if no emergency information has been provided, the building principal, nurse, secretary, or a designee shall call the paramedics and the student will be transported to the closest hospital.

Every effort will be made to contact the parent/guardian as soon as possible, if original efforts have failed.

The school administrator or designee is responsible for handling all serious emergencies, accidents, or injuries.

**All head injuries, no matter how slight, must be reported.**

The school administrator shall be called (no matter the location) as soon as the nurse or secretary or designee determines that the injury is a serious one. The school administrator or nurse will keep in contact with hospital authorities as necessary, either in person or by phone.

If a student is seriously injured, as the result of assault, or if a criminal action occurs by another person, the authorities will be called immediately (9-911) by the principal, nurse, or designee.

All children are to be dismissed only through the health office. They are not to walk home or take the bus.

An accident report form must be completed within 24 hours.

*\*Active supervision is the key to preventing injuries. Be punctual in being at your duty area. Do not leave children in unsupervised areas. Never leave students unsupervised in the classroom or hallways.*

# MEDICAL EMERGENCY