

NORTH IOWA COMMUNITY SCHOOL DISTRICT

MULTI-PURPOSE TORNADO SAFE ROOM

OPERATIONS & MAINTENANCE PLAN

CONTACT INFORMATION

As part of the North Iowa 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 North Iowa Community School District employee.

Title	Contacts	Phone Contacts
School District Coordinator	Cory Myer, Superintendent 111 3 rd Ave. NW	Office: (641) 562-2525 Cell: Home:
Police Chief	Matt Holmquist Highway 9	Office: (800) 473-2228; Cell: Emergency: 911 Home:
Fire Chief	Brain Blodgett 224 1 st Ave. NW	Office: (641) 562-2080; Cell: Emergency: 911 Home:
Public Works Director	Duane Hinz 615 2 nd St. SW	Office: (641) 562-2879 Cell: Home:
City/County Ambulance Service	Paul Armstrong 215 4 th Ave. NW	Office: (641) 562-2541; Cell: Emergency: 911 Home:
North Iowa Community School District Superintendent	Cory Myer 111 3 rd Ave. NW	Office: (641) 562-2525 Cell: Home:
Safe Room Manager/Site Coordinator	Cory Myer, Elementary Principal 111 3 rd Ave. NW	Office: (641) 562-2525 Cell: Home:
Assistant Safe Room Manager/Site Coordinator	_____, High School Principal 111 3 rd Ave. NW	Office: (641) 562-2525 Cell: Home:
Assistant Safe Room Manager/ Site Coordinator	Jill Schutjer, Middle School Principal 111 3 rd Ave. NW	Office: (641)562-2525 Cell: Home:
Equipment Manager	Kim David, Maintenance 111 3 rd Ave. NW	Office: (641) 562-2525 Cell: Home:
Other: Assistant Equipment Manager	North Iowa School District Maintenance Staff	Office: (641) 562-2525 Cell: Home:
Other: Health Services Unit Leader	Mrs. Aukes, School Nurse 111 3 rd Ave. NW	Office: (641) 562-2525 Cell: Home:

DEFINITIONS

The definitions below play an important part in the proposed Safe Room Operations and Maintenance program. The City of Buffalo Center 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 Buffalo Center and headed in the general direction of the city. A more detailed Severe Storm Warning Procedure is outline 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 fire department officer on duty once a watch has been issued.
Tornado Warning:	A tornado has been sighted by spotters or indicated by radar, and is occurring or is 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. The officer on duty will closely monitor the storm for indications of high winds and potential tornado.
Severe Thunderstorm Warning:	A severe thunderstorm has been observed by spotters or indicated by radar, and is occurring or is imminent in the warning area. The officer on duty will closely monitor the storm for indications of high winds and potential tornado.

SEVERE STORM WARNING PROCEDURE

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

1. If the potential for severe weather looks likely, the safe room will be unlocked by the Superintendent or the district staff member. During normal office hours (for the North Iowa Community School District), the safe room will be unlocked, but will be constantly supervised by the trained North Iowa Community School District Staff.
2. The Buffalo Center Fire Department will sound the community warning sirens and notify the police officer on duty that a severe storm is approaching. Additionally, Winnebago County Dispatch and/or the County Fire Channel will notify the Buffalo Center Fire Department to sound the siren if a severe storm is approaching.
3. The Safe Room Manager on duty will utilize various methods of tracking the storm: NOAA Weather Radio and local news radio (station 1300 AM or 1040 AM). Winnebago County Emergency Management will also be a source of information during a severe storm event via phone contact. Weather forecasts for the neighboring counties of Kossuth, Hancock, Cerro Gordo, Worth, and Minnesota bordering counties of Faribault and Freeborn will be closely monitored.
4. Once a severe storm event is within 30 miles and headed in the general direction of Buffalo Center, the city's severe storm warning will be sounded day or night if there are severe high winds, funnel clouds or tornado. School personnel will be contacted by the Fire Chief and Fire Department Staff on duty.
5. The equipment manager/North Iowa Community School District maintenance staff will proceed to the safe room in order to operate the back-up generator if needed.
6. Once the severe storm warning sirens have been sounded, the staff member on duty will supervise the occupants into the safe room in a safe and orderly manner. Each classroom will occupy their assigned space and each teacher is responsible to account for the students in their class at the time of the event. Ten minutes after the siren has been sounded, the staff member on duty will secure the entrance doors and window coverings as appropriate.
7. Once the facility doors and windows have been secured, the staff member on duty will then take a head counts of all teachers and have all occupants sign in using a clipboard and sign in sheet.
8. During the storm event the staff member on duty will monitor the storm via radar if accessible, NOAA Weather Radio and local radio. Two-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 Winnebago County Dispatch and/or Buffalo Center Fire Department Storm Spotters, then the staff member on duty will open all doors and windows and help occupants exit by classroom in an orderly, safe manner.
10. After the storm event, the Safe Room Manager will then check and restock all supplies and the North Iowa Community School District 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 Equipment manager will ensure that all necessary repairs/maintenance are performed as per FEMA 361.

SAFE ROOM POPULATION

The safe room population will consist of students/staff/visitors from North Iowa Community School District. The maximum number of safe room occupants is **702**.

PETS IN THE SAFE ROOM

No pets will be allowed in the safe room.

EDUCATING THE PUBLIC

The North Iowa 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:

- Posting appropriate signage as required by FEMA 361.
- Putting a note on the athletic event rosters notifying spectators and participants of the safe room.
- Posting flyers in obvious locations in the North Iowa Community School District building.
- Advertise the safe room on the North Iowa Community School District web site.

SIGNAGE

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

- Proper signage will be placed outside/inside the North Iowa Community School district building and Bison preschool and daycare center.
- Proper signage will be placed outside/inside the North Iowa Community School athletic fields and play grounds directing occupants toward the safe room.
- The Safe Room Manager will be responsible for all necessary signage.

PERSONNEL ROLES AND RESPONSIBILITIES

North Iowa Community School District administration and maintenance employees will be trained as assistant managers/coordinators. At least one person from these trained staff people will be present during all scheduled activities therefore; it is in the best interest of the school district to train these employees to perform the safe room manager and equipment manager's duties in case of an emergency.

SAFE ROOM MANAGER/COORDINATOR

(Superintendent/ Elementary Principal or High School Principal)

The North Iowa Community School District Superintendent/ Elementary Principal and High School Principal will be designated as the North Iowa Community School District Safe Room Managers. The manager will have the responsibility of training personnel, and ensuring that procedures are kept current. Once the safe room has been opened during a severe storm event, the safe room manager, in accordance with the North Iowa Community School District Severe Storm Warning Procedure will do the following:

- Monitor severe storm events – high winds, tornado watches/warnings.
- Provide overall guidance during the storm event.

- Unlock and open the safe room (if after hours) once a storm is 30 miles out and heading in the general direction of Buffalo Center as outlined above in the Severe Storm Warning Procedure.
- Teachers will take a head count of their students, and then a head count will be taken of the teachers.
- Take a head count of occupants as outlined in the Severe Storm Warning Procedure.
- All elderly and disabled will be attended to properly.
- Secure safe room doors within 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, 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 checklist. Maintain a check list of supply items for the before and after events.

SAFETY MANAGER

(North Iowa Community School District Nurse)

- Safety Manager will be responsible for administering first aid/medical supplies.
- Ensure all personnel are familiar with the Safe Room Operations and Maintenance Plan.
- Conduct training programs: Cover signals and meanings and what responses are required; where to report in emergency situations; identifications, location and use of common safety equipment; shut down and startup procedures; evacuation and sheltering procedures.
- Conduct drills and exercise 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 4 times during the school year.
- Conduct evaluations after drills, exercise, or actual emergency to determine effectiveness of the plan.

EQUIPMENT MANGER/BUILDING MANAGER

(North Iowa Community School District Facilities Managers and Maintenance Staff)

The heads of maintenance will be assigned the duty of equipment manager. The equipment manager will have the responsibility of training personnel, managing the maintenance of equipment and ensuring that procedures are kept current.

- 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.
- Be able to operate all facility equipment including: communications, lighting and safety equipment, backup power generation, and closure of all building openings.
- Routine inspection of the safety and sanitation of the facility.

TRAINING FOR NEW/EXISTING STAFF MEMBERS

North Iowa Community School District administrators and maintenance employees will be trained as assistant safe room managers and assistant equipment managers.

Each time a new employee in the North Iowa School District 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 (during Iowa's Severe Weather Awareness Week), employees will receive a refresher training course by the Safe Room Manager and Equipment Manager covering the emergency procedures and a review of the proper operation of the back-up generator.

SAFE ROOM MANGER/ASSISTANT SAFE ROOM COORDINATORS

Each new and existing members of the North Iowa Community School District 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 the staff, each member of the North Iowa Community School District 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.

EQUIPMENT MANAGERS

The North Iowa Community School District maintenance team members, superintendent, elementary principal, middle school principal and high school principal 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 custodian and facilities management 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 operation manual located in the storage area of the safe room.

JANITORIAL STAFF / MAINTENANCE STAFF

The North Iowa Community School District has maintenance staff that is responsible for cleaning all the school facilities. This team 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 utilized by the North Iowa Community School District and be available for school and 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 North Iowa Community School District will be the official owner of record and will be responsible for performing all routine maintenance of the facility. 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) • Warm-up gym floor space – sweep and polish floor • Dispose of garbage • Ensure tables/chairs are in their proper locations 	North Iowa 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 back-up generator 	North Iowa Community School District Maintenance Staff, Administration Personnel / Safe Room Manager

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 	North Iowa 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 	North Iowa 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 back-up generator manual for scheduled maintenance schedule 	North Iowa Community School District Maintenance Staff (assigned) / Equipment Manager or other certified dealer professional

BACK-UP GENERATOR MAINTENANCE AND USE

Back-up generator maintenance will be performed as per manufacturer guidelines in the back-up generator operations manual. The standard maintenance will be performed and tracked on a maintenance schedule by the assigned North Iowa Community School District maintenance staff and dealer certified professionals when applicable.

Along with the training for safe room coordination, the staff of the North Iowa Community School District will be trained in how to operate the emergency generator– this training is for emergency purposes only. This training will ensure that the “on-call” staff member will know how to properly operate the generator in emergency situations.

Directions for the operation of the generator will be clearly posted inside the mechanical room and placed in an operations manual located in the storage area of the safe room. As an additional safety measure, a detailed “how-to” chart will be prepared and posted in the mechanical room outlining the steps and necessary precautions that must be taken by staff when operating the generator.

UPDATING THE O & M PLAN

The O & M policy will officially be reviewed on an annual basis, following the spring “refresher” training. Any necessary updates or policy changes will be made through the year on an as needed basis. A new policy will be distributed to all North Iowa Community School District employees.

Anytime there are changes to the Storm Warning Procedures, the Safe Room Manager and Equipment Manager will be responsible for notifying/educating all trained assistant safe room managers and coordinators regarding the change(s). These changes will be reflected in the written documentation, will be discussed in the staff meetings, and a copy given to each member and inserted into the O & M Procedure binder located in the safe room.

EMERGENCY SUPPLIES CHECK LIST

As part of the North Iowa Community 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 or when supplies are used, supplies will be immediately replaced by the Safe Room Manager.

Quantity	Item Description	In Kit?
	First Aid Kit	
1	2" x 2" sterile gauze pads (box of 100)	
4	4" x 4" sterile gauze pads (box of 100)	
2	8" x 10" sterile dressing	
3	5" x 9" sterile dressing	
3	Adhesive bandages, various sizes (3/4" to 1" sizes) (box of 16)	
1	Adhesive tape, 3" x 10 yds.	
1	Adhesive tape, 1" x 10 yds.	
1	6" conforming roller gauze bandages	
2	4" conforming roller gauze bandages	
2	3" x 5 yd. latex free elastic bandages	
1	Multi-trauma dressing 12" x 30"	
4	Triangle bandages 38" x 52"	
2	2" non-sterile cling gauze rolls (10 pack)	
1	4" x 5" Instant cold compress	
2	6" x 9" Instant cold compress	
2	Eye wash, 4 oz., 8 oz.	
1	24" x 24" biohazard bag, 10 gallon capacity	
1	Burn relief gel, 4 oz. squeeze bottle	
1	3 1/2" Stainless steel tweezers	
1	52" x 84" Emergency blanket	
2	Cardiopulmonary resuscitation breathing barrier, such as a face shield	
12	Providone-iodine infection control wipes	
1	Alcohol cleansing pads (box of 100)	
1	Medical grade non-latex gloves (box of 100, large)	
1	Medical grade non-latex gloves (box of 100, small)	
1	Penlights (pack of 6)	
1	7" Bandage shears	
1	Cotton tipped applicators (box of 100)	
1	Ammonia inhalant ampoules (box of 10)	
	Equipment	
1	NOAA Weather Radio	
1	Public Address System	
2	Fire Extinguishers	
1	Pry bars (to open doors damaged or blocked by debris)	
3	Trash receptacles, liners and ties (various sizes depending on location)	
1	Basic tool kit	
5	Flashlight with continuously charging batteries	