



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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722.6

## Planned Responses for Emergencies for Use in River Valley School District

During emergency situations, River Valley School District will announce planned responses to staff. The following ~~codes~~ **five district focus words and processes** have been established:

- ~~1. Administrative Hold~~
- ~~2. Lock Down~~
- ~~3. Evacuation~~

~~Administrative Hold is used when hallways or common areas need to be free of students for medical or administrative reasons.~~

~~Lock Down is used when there is a threat of violence or serious incident that could jeopardize the safety of students and/or staff.~~

~~Evacuation is used when it is determined that it is safer outside than inside the building.~~

1. **SHELTER:** This term will be used when there is a weather event (tornado, severe weather, or other natural occurrence) that requires attention. Families will be notified each time this term is practiced or used at school. Email updates will be sent from your student's school site as the situation progresses and will be shared as needed. Please remain at home until you are notified by the school.
2. **HOLD:** This term will be used in our buildings when there is a severe student behavior event in the hallway or someone has a medical emergency. Your student may share that they had to stay in their classroom due to a problem in the hallway. Again, an email will be sent to all families if the event significantly alters the school day.
3. **SECURE:** This term is important if we need to get students into the building but can continue business as usual. There are times in a school day when kids need to return to their classrooms and lock all outside doors. Communication with families would be sent to explain why and when this step was utilized in a school.
4. **LOCKDOWN:** This term is reserved for a threat inside/outside the school. This could also be called if there were an emergency or dangerous situation very near the building. Emergency responders will be involved and families will know as soon as communication can be sent. Updated communication as the situation progresses will be shared, so please remain at home until receiving further communication. The incident in a neighboring community last year would apply to this term—staff and families can apply the importance of learning from that incident.

5. **EVACUATE:** This term will be used when there is a building fire or gas leak. There is a chance that an unsafe situation could also happen near us in the community and may affect release times. Emergency responders will be called and active in this situation; again, family members should stay at home and wait for additional information sent through school email.

Staff will follow procedures according to the Crisis Response Plan.

Cross Reference: Policy #722.67 - Public Access Defibrillation Program  
Policy #722.7 - Hazardous Materials Incidents Policy  
~~School Safety Plan~~  
Crisis Response Plan

APPROVED: October 8, 1992  
REVISED: December 10, 1992  
APPROVED: January 14, 1993  
REVISED: June 8, 2000  
APPROVED: July 13, 2000  
REVISED: February 13, 2003  
APPROVED: March 13, 2003  
REVISED: November 9, 2006  
APPROVED: December 14, 2006  
REVISED: June 9, 2016  
APPROVED: July 14, 2016  
REVISED: September 8, 2016  
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