

Administration

Emergencies and Disaster Preparedness

ON-SITE EMERGENCY PROCEDURES

1. At the beginning of each school year, each building administrator will designate an Emergency Center(s) located in and/or out of their building where parents or guardians will be directed in the case of an on-site emergency.
2. If an emergency occurs, the Brookfield Police and Fire Department will be immediately notified and informed as to the nature and extent of the emergency.
3. All parents will be notified as possible and directed to the building Emergency Center.
4. A school Security Officer designated by the Brookfield Police Department will secure the school grounds, blocking the driveway entrance, and direct general traffic, concerned parents and emergency vehicles to their appropriate locations.
5. Professional emergency personnel and the police will determine the nature and extent of medical attention which appears warranted and advise parents, as appropriate, regarding transportation to the hospital when required.
6. The Superintendent of Schools or designee will inform the general public through the radio as to the nature and disposition of the emergency situation.