

**MEDFORD AREA PUBLIC SCHOOL DISTRICT**

**DATE ADOPTED: December 19, 1991**  
**DATE REVISED: March 19, 1998**  
**DATE REVISED: December 16, 2004**  
**DATE REVISED: January 17, 2013**  
**DATE REVISED: August 21, 2014**  
**DATE REVISED: August 18, 2016**  
**DATE REVISED: June 22, 2017**  
**DATE REVISED: June 21, 2018**  
**DATE REVISED: December 17, 2018**  
**DATE REVISED: January 28, 2019**

**FILE SECTOR: SUPPORT SERVICES**  
**POLICY TITLE: SCHOOL SAFETY PLANS**

Medford Area Public School District Board of Education (BOE) recognizes its responsibility to provide facilities, equipment and training that may minimize the effects of disasters. The administration shall have a district safety response plan which will serve as an educational tool and a reference for emergency measures. The district safety response plan should provide as much protection as possible for students and should provide adequate instruction so the school district safety response plan may be carried out as efficiently as possible.

The district administrator, or their designee, shall develop safety plans for evacuating buildings during fire and other emergencies, for lock downs and for using buildings for shelter in the safest manner possible during extremely inclement weather.

Principals shall be responsible for the supervision of safety programs for their schools; the district administrator shall have overall responsibility for the safety program of the district and shall appoint a district director of safety. The district director of safety is responsible for recommending policies and safety improvements. It shall be the responsibility of the district administrator to see that staff members are kept informed of pertinent state and local regulations and the recommendations relating to safety in schools.

Drills shall be held in accordance with state law to implement such plans and to allow for order and efficiency in the event of building evacuations, lock downs or weather emergencies. A record of fire drills shall be maintained at the district office.

The Safety Response Plan will be reviewed annually by the administrative team and all staff will be trained annually during inservice or building meetings. The BOE shall review and approve the policy and school safety plan at least once every 3 years after the plan goes into effect.

Wisconsin requires that each BOE has in effect a school safety plan for each school. This plan will be created with input and active participation by all involved agencies including law enforcement, emergency agencies, school employees and mental health professionals. The plan will include general guidelines specifying procedures for emergency prevention and mitigation, preparedness, response, and recovery and may allow for drills. The BOE is authorized to decide who gets trained on the plan and how often.

**CROSS REFERENCE: District Safety Response Plan, EBBB, EBCA, EBCD**  
**LEGAL REFERENCE: Section 118.07(2), 118.07(4), 118.257(1) Wisconsin Statute**