

## *Emergency Preparedness*

### Emergency Plans

It is the responsibility of the principal of each building to develop and implement in cooperation with community governmental agencies special emergency drill activities that would be appropriate to an emergency that would demand that students remain at school. Building evacuation drills, such as fire or other emergencies, lockdown drills, and bus evacuation drills will be conducted periodically in each school building under a plan established by the Superintendent and in accordance with all applicable laws. Drill activities shall assure accounting for students, orderly movement of students, and placement of students in the safest available building area, an area so designated in consultation with architects and engineers.

The Board directs that the Superintendent or his/her designee establish procedures to be followed for emergency evacuations or lockdowns that affect the operation of District schools.

### Emergency Responses

All threats to the safety of the schools shall be identified by appropriate personnel and responded to promptly, in accordance with the plan for emergency preparedness as promulgated by the Superintendent or designee.

Reports of fire shall typically require the evacuation of the threatened school or building, after consideration of mitigating circumstances.

The Superintendent or his/her designee is the authorized person to close or not open schools during emergency situations.

If weather conditions make it too dangerous for travel, the schools will not be opened, or closed if already opened, and the appropriate radio and television stations will be notified and will carry the information in their broadcasts. Other appropriate District communications methods will be utilized as well.

In the event that schools are in session and an emergency develops which would indicate that sufficient time is available to transport students to their homes, the schools will be closed and buses will transport students in the usual manner. It is the responsibility of the parents to arrange for places for their children to go if schools are closed earlier or later than the scheduled time and their own home is not available.

In the event that an emergency arises and it is not feasible to transport students, students will remain at the school. Again, radio and television stations will be notified if possible and other District communications methods will be employed. Children will not be dismissed if prohibited by law enforcement authorities, even where the parent or guardian appears in person at the school.

Guidelines

The Superintendent or designee shall develop procedures for handling school emergencies which include:

1. Immediate notification to appropriate administrative personnel whenever an emergency or impending emergency arises.
2. A plan for locating students in the school buildings or another safe place.
3. Design of a communications system to notify parents of the evacuation of students and to alert the whole school community when necessary.
4. Cooperation with local agencies, such as the police department, fire department and emergency management agency.
5. Instruction in emergency preparedness and survival techniques as part of the regular curriculum.
6. Instruction of staff members in the techniques of handling emergencies.
7. Advising the community about District emergency and safety policies.

Adopted: September 11, 1978

Revised: December 5, 1994

Revised: May 24, 2004

Revised: November 28, 2005

Reviewed: April 17, 2013