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January 19, 2017;
February 11, 2020

SAFETY DRILLS AND EMERGENCY MANAGEMENT

The board of education has appointed a committee composed of the superintendent and other designated personnel for the purpose of developing and maintaining the technology center's emergency plans. A crisis plan will be developed to provide guidance for those responsible for the safety of students and property. This plan will be evaluated regularly to ensure it meets the school's safety needs. Although the complete plan will only be available to those with a legitimate need to know the information, the technology center will make an overview of its plan containing all pertinent information available to all students and employees.

A minimum of 10 safety drill activities per year will be planned and implemented by the superintendent, the fire marshal, or other civil authorities, to ensure orderly movement of students to the safest available space(s) should an emergency occur. Whenever drills occur, all individuals on campus will fully participate in the drills. The following drills will be conducted each school year:

- Security (4 drills per year at different times of day; 1 drill within the first 15 days of the start of each semester and 1 other drill per semester)
- Fire (2 fire drills per school year. Each drill shall be conducted within the first 15 days of each semester)
- Tornado (1 drill in September and 1 drill in March)
- Other drills such as terrorism, suicide, weapons, etc. - 2 drills per year shall be conducted that is consistent with the risks assessed by the facility.

The Director of Facilities and/or designee are responsible for documenting each of the safety drills which are conducted and filing a copy of the documentation in the campus safety office, and with the Oklahoma School Security Institute (OSSI) .

Emergency preparedness will be discussed with employees and students at least once per semester or as deemed necessary by the appropriate administrator. Each classroom shall post a copy of rules, evacuation signals, evacuation routes and emergency procedures. Instructors will discuss these procedures with each class during student orientation.

All teachers and staff members shall make themselves familiar with safety procedures. During an actual emergency or a safety drill, teachers are responsible for following all procedures, including ensuring that doors and windows are closed appropriately, electrical circuits and gas jets are turned off, order is maintained, and all students are either accounted for or promptly reported missing to the appropriate director.

In the case of building evacuations, all assembly areas will be at least 50 feet away from buildings and driveways.

In addition to other notification actions deemed appropriate to the situation, the technology center may also send texts and/or email alerts related to significant emergencies or dangerous situations if there is a threat to the health or safety of students or employees.

All decisions related to such notifications and alerts will be made by the superintendent or his/her designee based on the totality of the circumstances at the time of the decision. Information on how to sign up for the alert system will be provided to students and employees during student enrollment or employee orientation.

The administration will also issue timely warnings for situations which are not emergency situations but which warrant campus wide notifications. These timely warnings will be disseminated through the MNTC website and social media.

Students and patrons with information about a crime at the technology center should report that information to the Director of Facilities.

Any employee who receives information about a crime is required to promptly notify the Director of Facilities.

Reference: OAC 210: 35-13-115; OKLA. STAT. tit. 63 § 176