
EMERGENCIES AND DISASTER PREPAREDNESS

The Superintendent shall direct the development of plans, procedures and mechanisms for responding to emergencies and crises in the schools that threaten human life and property. He/she shall consult with law enforcement agencies, health and social services agencies and emergency management planners in developing these plans and shall ensure that they provide for the protection of the health, safety and welfare of the school population as well as supportive services for staff, students and their families.

Plans and procedures shall include these elements:

- A. Cooperation with local government agencies in developing and carrying out a school/community disaster plan that includes procedures for building lockdowns when necessary;
- B. Mechanisms for the orderly evacuation of buildings in case of fire or other emergencies;
- C. Means to provide as much protection as possible for children at school and on their way to and from school;
- D. Training in individual self-protection and survival techniques for pupils and staff;
- E. Communicating specific instructions to pupils and staff so that the school emergency plan may be carried out with the greatest possible speed and safety.

The Superintendent shall develop and provide an in-service training program for school staff to enable them to recognize and appropriately respond to crises, consistent with the district's plans, procedures and mechanisms for managing crises. The in-service program shall be reviewed and updated annually.

School Safety and Security Plan

The Board directs the Superintendent and his or her designees to develop and implement comprehensive plans, procedures, and mechanisms that provide for safety and security in the schools. Written plans and procedures and mechanisms shall, at a minimum, provide for:

- A. The protection of the health, safety, security and welfare of the school population;
- B. The prevention of, intervention in, response to and recovery from emergency and crisis situations;

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C. The establishment and maintenance of a climate of civility; and

D. Support services for staff, students and their families.

The Superintendent shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and other community resources, as appropriate, in the development of the district's plans, procedures, and mechanisms for school safety and security.

The plans, procedures, and mechanisms shall be consistent with the format and content established by the Domestic Security Preparedness Task Force and the Commissioner. The plans, procedures, and mechanisms shall be reviewed annually and updated as appropriate.

The Superintendent shall disseminate a copy of the school safety and security plan to its employees. In addition:

A. New employees shall receive a copy of the school safety and security plan, as appropriate, within 60 days of the effective date of their employment;

B. All employees shall be notified in writing, as appropriate, regarding updates and changes to the school safety and security plan;

C. All employees shall attend an in-service training program designed to allow all district Board of Education employees to recognize and appropriately respond to safety and security concerns, including emergencies and crises, in a manner consistent with the district board of education's plans, procedures and mechanisms for school safety and security.

Fire Drills and ~~Homeland~~ School Security Drills

Fire drills shall be held at least once each month for all pupils.

The first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes. Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changing of classes, when the school is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires. Outdoor assembly areas shall be designated and shall be located a safe distance from the building being evacuated as to avoid interference with the fire department operations. The assembly areas shall be arranged to keep each class separate to provide accountability of all individuals.

Regular courses of instruction in accident prevention and fire prevention shall be given and shall be adapted to the understanding of the several grades and classes in the schools.

There shall also be at least one school security drill per month. This includes any summer months during which the school is open for instructional programs. A school security drill shall be conducted within the first 15 days of the beginning of the school year. A law enforcement officer shall be present at a minimum of one school security drill each school year in order to make recommendations on any improvements or changes to school security drill procedures that the

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officer may deem advisable.

A "school security drill" means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

The building principal shall provide emergency responders with a friendly notification at least 48 hours prior to holding a security drill.

All employees including substitutes and contracted personnel working in schools on a regular basis shall receive training on school safety and security that includes instruction on school security drills. New staff members shall receive this training within 60 days of the commencement of that staff member's employment. The annual training provided to employees shall be conducted collaboratively by the district and emergency responders, including law enforcement, fire, and emergency medical services personnel, in order to identify weaknesses in school safety and security policies and procedures and to increase the effectiveness of emergency responders.

Required Drills

A. The district shall be required to conduct a minimum of two drills per year for each of the following:

1. Active shooter
2. Evacuation (non-fire)
3. Bomb threats
4. Lockdowns

B. Students are not required to participate in two of the eight mandated drills.

Reporting

By June 30th of each year the Superintendent shall submit to the Executive County Superintendent an annual "Statement of Assurance" report on the forms provided by the Department of Education. Beginning November 2010, there shall also be at least one homeland security drill per month. The chief school administrator may order a modification of the fire drills, so that they may take the form of indoor drills or of rapid dismissals with outdoor clothing when low temperatures prevail.

A written statement of procedures and instructions for fire drills shall be formulated by the Superintendent and disseminated to all staff.

Instruction in fire prevention shall be given and emphasized in appropriate courses in the curriculum of the school. The homeland security drill will be an exercise to respond to an emergency situation such as a non-fire evacuation, lockdown, bomb threat or active shooter situation that is similar in duration to a fire drill.

Emergency Closings; Delayed Openings

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The Superintendent is authorized by the Board to close the schools, open them late or dismiss them early in hazardous weather or in other extraordinary circumstances which might endanger the health or safety of pupils or school employees.

Each year, parents/guardians, pupils, and staff members shall be informed in advance of how they shall be notified in event of emergency closings. Parents/guardians shall be required to make alternative arrangements for their children in case no one is home to receive a child after an unscheduled early closing.

Bomb Scares

~~The buildings shall be evacuated as for a fire drill. Staff shall follow the procedures established by the Superintendent to deal with such emergencies.~~

Possible

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| <u>Cross References:</u> | 1410 | Local units |
| | 2210 | Administrative leeway in absence of board policy |
| | 3541.33 | Transportation safety |
| | 4131/4131.1 | Staff development; inservice education/visitations/conferences |
| | 4231/4231.1 | Staff development; inservice education/visitations/conferences |
| | 6111 | School calendar |
| | 6112 | School day |
| | 6114.1 | Crisis Management |

Key Words

Emergencies and Disaster Preparedness, Civil Defense, Disasters, Fire Drills, Bomb Threats

Date Adopted: 08/23/2005

Date Revised: 03/16/2010

Rationale: Policy is now monitored. Added required language regarding the development of a school security plan. Updated language regarding required school security drills. Incorporated existing provisions for bomb scares and fire prevention training into new updated school security drill section.