

Virtual Learning Academy of St. Clair County (VLA)
Board of Education Policy
Safety

Emergency Drills, Publication, and Cardiac Emergency Response Plan

The VLA Board of Trustees and its administrative staff shall make every effort to provide a safe environment for students to study and play and for all employees to fulfill their employment duties and responsibilities. The VLA's administrative staff shall develop safety rules and practices which shall be reviewed annually with all employees and students.

Emergency Drills

1. Each school shall consider a minimum of five (5) fire drills each school year. Three of the fire drills shall be held by December 1st of the school year, and two (2) shall be held during the remaining part of the school year, with a reasonable spacing interval between each drill.
2. Each school shall conduct a minimum of two (2) tornado safety drills each school year. At least 1 of the tornado drills shall be conducted during March of the school year. These drills shall be conducted for the purpose of preventing injuries caused by severe weather.
3. Each school shall conduct a minimum of three (3) drills in which the occupants are restricted to the interior of the building and the building secured each school year. At least one (1) of these drills shall be conducted by December 1st of the school year, and at least one (1) shall be conducted after January 1st of the school, with a reasonable spacing interval between each drill. Such drills shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of a potentially dangerous individual on or near the premises. The Superintendent shall seek input from local public safety officials on the nature of the drills to be conducted under this subsection.
4. Each school shall conduct at least one (1) of the aforementioned drills during a lunch or recess period, or at another time when a significant number of the students are gathered but not in a classroom.
5. Schools shall not conduct a drill at a time that would interfere with the conduct of the state-mandated assessment.
6. Not later than September 15th of each school year, the Director shall provide a list of the scheduled drill days to the County Emergency Management Coordinator.
7. If a drill is not conducted on a scheduled drill day due to conditions not within the control of school authorities, such as severe storms, fires, epidemics, utility power unavailability, water or sewer failure, or health conditions as defined by the city, county or state health authorities, the school shall reschedule the drill to occur within ten (10) school days after the scheduled date of the cancelled drill, the school's Director shall notify the County Emergency Management Coordinator of the rescheduled date for the drill.

8. Drill Result Publication

- a. The Director shall provide that documentation of a completed school safety drill is posted on the VLA's website within thirty (30) school days after the drill is completed and is maintained on the website for at least three (3) years.
- b. The documentation posted on the website shall include at least all of the following:
 - i. Name of the school.
 - ii. School year of the drill.
 - iii. Date and time of the drill.
 - iv. Type of drill completed.
 - v. Number of completed drills for that school year for each type of drill required under law.
 - vi. Signature of the school Director or his/her designee acknowledging the completion of the drill.
 - vii. Name of the individual in charge of conducting the drill, if other than the school Director.

Cardiac Emergency Response Plan:

1. Use and regular maintenance of automated external defibrillators, if available.
2. Activation of a cardiac emergency response team during an identified cardiac emergency.
3. A plan for effective and efficient communication throughout the school campus.
4. The school includes grades 9 to 12, training plan for the use of an automated external defibrillator and in cardiopulmonary resuscitation techniques.
5. Incorporation and integration of the local emergency response system and emergency response agencies with the school's plan.
6. An annual review and evaluation of the cardiac emergency response plan.

Fire Prevention

The VLA's employees shall be constantly on the alert for potential fire hazards.

Warning Systems

The VLA Board of Trustees shall seek to cooperate with local government officials, emergency preparedness authorities and other related state agencies to ensure that adequate warning systems in the event of disasters are available for use in the VLA.

Safety Inspections

The superintendent, building Director and maintenance personnel shall inspect each attendance center, playgrounds, and playground equipment, boilers, bleachers, and other such areas to determine whether said facilities or play areas are in adequate repair and free of harmful defects under a schedule developed by the Superintendent or his/her representative.

Approved: September 24, 2014

LEGAL REF: MCL 29.19; 380.1288; 30.409;r 340.1301-1305; Michigan Bureau of Fire Services, Fire Marshal Bulletin 2 – Fire and Tornado Drills, Revised January 2007, © NEOLA 2014 (This policy is provided by MASB to the District with permission from NEOLA)