

- General** Each school shall have effective emergency procedures that can be implemented on short notice and that will ensure optimum safety for students and school personnel.
- Students Retained** During actual emergency conditions, students and faculty shall be retained at the school buildings unless otherwise directed by the Superintendent. Buses will not be made available for transportation until authorized by the Superintendent or a designee. Civil Defense vehicles, ambulances, firefighting units, police, and other authorized vehicles shall have priority in the vicinity of the school.
- Fire Drills** Fire drills shall be conducted in accordance with the following guidelines:
1. One fire drill shall be conducted for grades PK-12 in each month containing at least ten instructional days.
  2. Obstructed and unobstructed drills shall be alternated.
  3. Teachers shall take devices and/or grade books as they leave the room to accurately check and record the roll.
- Other Drills** Hold, Shelter, Evacuate, Lockdown and Lockout Drills shall be conducted in accordance with the recommendations of the Texas School Safety Center.
- Severe Weather** When severe weather has been forecast, the following procedures shall be used:
- Schools In Session*
1. If children are in attendance at school when a severe weather warning is received, the Superintendent or designee shall determine if schools are to be dismissed early or at the regular times.
  2. If schools are to be closed, the Superintendent or designee shall notify the area radio and television stations and will prepare to activate the school emergency disaster plan. If the severe weather is imminent and schools are declared closed, the superintendent or designee will notify each principal of the procedures they are to follow. The superintendent or designee will contact each member of the Superintendent's Cabinet to outline procedures. The Director of Safe and Secure School (disaster emergency response coordinator) will notify the directors of facility services, maintenance and operations, transportation, child nutrition and any other directors as needed. Employees having questions regarding the emergency procedures shall call their immediate supervisor or the Superintendent's designee for directions and information.

*Schools Not In  
Session*

When schools are not in session, the disaster emergency response coordinator shall assume responsibility for staff safety and building security during the severe weather. Information regarding emergency procedures shall be available from the disaster emergency response coordinator or other supervisory staff in the District.

**Police or Fire  
Emergencies**

When an incident occurs that requires notification of police and or fire units, the following guidelines shall apply:

1. The police, EMS, and/or fire department will be called.
2. The office of the Superintendent will be called.
3. School health personnel will be called, if appropriate.
4. Parents of individual involved will be called, if appropriate.
5. All students will be kept in classrooms until further notice, if appropriate.
6. The building will be evacuated through the use of the standard fire drill and secured, if appropriate.
7. District employees will cooperate fully with the police and/or fire officials.
8. All questions from the news media will be referred to the Chief Communications Officer. [See GBBA] Members of the news media will be directed to a single specified location.
9. Students will be released only to their parent(s) or legal guardian(s), in person, if the parent(s) or legal guardian(s) pick them up.
10. Witnesses to the incident will be asked to provide written statements as soon after the incident as possible.
11. The identity of individuals involved will not be released except to proper authorities.